

**University of Colorado Denver/Anschutz Medical Campus
Staff Council**

Minutes – October 13, 2015

MAIN GOAL: To increase the awareness & understanding of who Staff Council is & what we do.

Present:	
Paradise, Veronica, Chair, 6/6	Hodges, Chris, Vice Chair, 5/6
Smith, Jennifer, Co-Vice Chair 6/6	Mooney, Cristina, Secretary , 6/6
Smith, Carissa, Parliamentarian 6/6	Ainsworth, JD, Treasurer, 4/6
Jones, Kyla, 4/6	Marsh, Stephen, 5/6
Shiver, Michelle, 5/6	Hurt, JáNet, 4/6
Rees, Karin 5/6	Sandoval, Everlyn, 3/6
Petty, Phillip, 5/6	Leonhard, Nicole, 4/6
Humphrey, Blake, 3/6	Harrison, Carolyn, 5/6
Kimminau, Michele, 4/6	
Absent:	
Lacey, Catherine, 1/6	Staley, Stormy, 4/6
Leiker, Travis, 1/6	Dahlbach, Amy, 5/6
Mosley, Tonia, 2/6	

Call to Order: The regular meeting of the Staff Council (SC) was called to order at 1:08 pm.

Meeting Quorum (a quorum for committee meetings is 50% plus 1 representation): Quorum present with 17 people.

Approval of Agenda: Michele K. moved to approve the agenda with corrections; Michelle S. seconded motion to approve the October 2015 meeting agenda. All approved 17-0.

Approval of Minutes: Ja’Net Hurt moved to approve the minutes, Carolyn Harrison seconded motion to approve the September 2015 meeting minutes. Approved 17 to 0.

Treasurer’s Report: \$509 has been spent for FY15-16 all of which were from the appreciation committee. JD is working to finalize policies around committee budgets, travel reimbursement, etc. and the Executive Committee will be reviewing at the next meeting.

Old Business:

- **Wellness Center Membership Fees:** Veronica spoke with David, Student Senate President on the Denver Campus, and was informed that the fees for the new Wellness Center have not yet been determined that the plan is to give faculty and staff associated with CU Denver the possibility to purchase a membership with the Wellness Center.
- **Staff Council Retreat:** Veronica reminded everyone that we would like for the retreat information to remain on all Outlook calendars. The retreat is tentatively scheduled for June 10th and once the details of the date and location have been finalized the outlook appointment will be updated.

New Business:

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- **State Capitol Visit (March 2016):** Jennifer Smith wanted to discuss going to the Capitol with Boulder UCSC members. Jennifer suggested that the March meeting be replaced with the Capitol visit, some concerns were expressed over going too long without a meeting since April will be the UCSC Retreat and June we have our Staff Council Retreat. Should the March meeting be replaced with the capital day then we would only meet in May before our retreat is held. This visit would be for Staff Council members only, not open to the rest of staff on either campus. Executive Committee will discuss at their next meeting and report back to the Council at the November meeting.
- **IT Governance Committee:** Blake Humphrey suggested that Staff Council have a representative on this committee. Amy has offered to represent us and has been at these meetings; Blake felt that her role as the executive assistant and Staff Council rep was a conflict of interest. Jennifer Smith provided her feedback from her experience attending these meetings and felt that we don't need a Staff Council rep on the committees that have been formed.
- **Holiday Volunteering:** Everlyn Sandoval inquired about holiday events planned for staff. Veronica didn't feel we had the capacity or budget to host any other events besides what are already planned that this year and with such short notice. There are various opportunities within our departments to give during the holiday season. Departments mentioned that hold donation drives include Facilities (food drive), the Health Sciences Library (a mitten tree/giving tree and Comitis) and a variety of others on the Anschutz campus but there is not a centralized list of these events. Jennifer pointed out that we do more than one drive/donation throughout the year since we hosting donations at each event put on by Staff Council. Blake suggested donating our time, Cristina mentioned that the Chancellor's Office does this yearly and makes it a University-wide event. Ja'Net looked up the date range that the volunteer opportunities coordinated by the Chancellor's Office runs from November to February. Everlyn felt that we should do this separate from the Chancellor's Office. Veronica is open to the idea and mentioned that someone would need to take the lead to coordinate it; Everlyn Sandoval and Blake Humphrey volunteered to coordinate. More information to follow.

UCSC Update:

- **Policy Feedback:**
 - Parental Leave Policy – No feedback or suggested edits from Staff Council.
 - University Trademark Policy – No feedback or suggested edits from Staff Council.
- **General Updates:**
 - Kathy Nesbit of Employee Services would like to know what is important to Staff Council and what projects we want to focus on. Ja'Net indicated that Professional Development was on top of the list and that UCSC is requesting feedback from staff on their website in the form of a blog post and comment forum.
 - The tuition benefit is being discussed. Several Staff Council members indicated that the Tuition Benefit is the main concern they hear about from staff.
 - Phil Petty volunteered to be on the Professional Development Committee.
 - Jennifer Smith let us know that the Service Excellence Committee is updating the form and making it easier, requirements are geared more toward community and job service and is not related to the performance of the employee being nominated.
 - UCSC is updating their bylaws.
 - Phil Petty, Cristina Mooney and Blake Humphrey felt that there needs to be more consistency with the policies across all the campuses.
- **Policy Updates:**
 - Admin Leave Policy (Faculty & University Staff) – The updating of this policy has been put on hold because faculty expressed that they want to receive (1) year of paid parental leave. In a previous meeting Chris Hodges suggested that the Faculty and Classified Policies be combined, Ja'Net followed up

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and was told that this is not possible because Classified staff fall under State Law. If the policies were to be combined, Faculty and University Staff would have to agree to be governed by State Law.

- Admin Leave Policy (Classified Staff) – Everlyn Sandoval asked if there was wording in this policy relating to Admin Leave to participate in other committee functions and wanted to know if there was anything in the bylaws that state what admin Leave covers. Ja’Net let Everlyn know that meetings are considered part of work hours but that it is still up to the supervisor to determine if that time out of the office is allowable.
- Discrimination Policy – Language to this policy will now include “pregnancy” as a protected class.

Catalyst Site Demonstration:

- **Functionality:** SharePoint has the ability to sync the Catalyst calendar with your outlook calendar; changes to the Outlook appointment will update the catalyst appointment as well. We have the ability to chat within the site. Chats are like a standing blog post, we would be able to post a question or conversation and manage our settings for the frequency of notifications when someone replies to the initial post/conversation.
- Blake will send out the link to the presentation after the meeting. Veronica would like everyone to start using the calendar; Catalyst calendar already has all Staff Council and Executive Committee Meetings on there. Each committee will have their own page and within each committee we have the ability to format the page. Blake is not willing to maintain the site or upload historical documents, etc. We need to determine who would be responsible for maintenance and who can we contact if we have IT questions?

Member Listing on Staff Council Website:

- Veronica would like to have a more uniform listing on the website. Staff Council discussed departmental naming conventions. It was suggested that turning the list into a table would make the information a little more understandable to those who are not familiar with school and department names.
- Some information for Staff Council members was not correct. Carolyn asked that an e-mail be sent to her by Friday, October 16th.
- Committee Blurbs for Staff Appreciation and Executive Committee has not been submitted. Broke out into Committees to work on blurbs and committee updates.

Committee Updates:

1. **Communications/Networking:** Ongoing work on the Catalyst site, Staff Council flyers should be printed this week, Carolyn asked that all Staff Council review all pages of the website and provide any feedback to her, no deadline for this was given. The committee has postponed the newsletter until January due to lack of feedback and information from the other committees.
2. **Professional Development:** Identity Theft Session will be offered on the Denver Campus 11/20 and on the Anschutz Campus on 12/17. The save-the-dates and sign-up links for assistance at each of these events have already gone out to the Council. Flyers still need to get made and e-mail to staff still needs to be sent out. Jennifer Smith asked if the committee needed assistance in anyway, Chris Hodges indicated that we need help staffing the events especially on the Denver Campus and also let the council know that we need to regroup due to a number of changes in the committee and then we will ask for help where it’s needed.
3. **Appreciation:** The block parties and the Anschutz pancake breakfast are complete done and we acquired a large number of donations. Donations from each campus are taken to different locations. Some of the Council suggested the Student Food Bank/Food Pantry at the Denver Campus. Veronica asked that Denver staff assist with steering items that way when Denver events come up. The popcorn party for the Denver campus will be on 11/4/15; more information and sign-up will be coming soon. Street Team signup links will be going out soon; Ja’Net and Tanya are working on covering the Denver Campus; we are making gift bags for each area with candy, flyers and council information.

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Meeting Review:

- 1. What went well?:** Chris Hodges indicated that the demo was informative and it was better to see it in action rather than hearing about the functionalities. Jennifer Smith asked if Blake could help in the future if we have questions or need assistance in anyway; Blake indicated that he did not want to be the Staff Council IT Help Desk and asked that people make a genuine attempt to find the answer to their questions by going through the site or referring to the handouts before coming to him for help. Everlyn Sandoval suggested adding Frequently Asked Questions to the agenda in case anyone has the same questions and we have time to discuss at the meetings.
- 2. What can be improved?:** Blake said that he gets asked often what Staff Council does, pointed out that our roles and responsibilities within the committees is not reflected on the website. Blake would like to see our checks and balances, how do we know we're doing anything right for the staff? Blake suggested that we host quarterly open forums for staff to come and vent their concerns. Jennifer Smith suggested putting an inquiry form on the website. Blake expressed that would be easy to do but then asked how staff would find the form? Phil Petty suggested that if we are voicing concerns we should have directors brought into meetings since we have a Human Resources Rep in our meetings. Blake suggested that we record our meetings then send them out to all staff members so they can see what our meetings are like. Veronica asked that if we are approached by any staff members with concerns, questions or feedback that we encourage them to e-mail us so we have some kind of documentation to show the types of inquiries we are getting and show this information to higher level meetings. Veronica also asked that we send those e-mails to other Staff Council members that are able to move it forward. Phil Petty brought up that UCSC is no longer doing anything for Years of Service recognition, other councils do it but not ours. Veronica indicated that this year we don't have the budget to take over and support that program, Jennifer Smith mentioned that other councils combine recognition with one of the appreciation events.

Action Items from this Meeting to be discussed under "Old Business" at next meeting:

Action Item	Person/People Responsible	Due Date
Finalize Treasurer Policies	Executive Committee	11/10/15
State Capitol Visit in March 2016	Executive Committee	11/10/15
Staff Council Holiday Volunteer Coordination	Everlyn & Blake	TBD
Send out Catalyst Presentation to Staff Council	Blake	11/1/15
Maintenance of Catalyst Site	Executive Committee	11/10/15
Corrections to Staff Council Member listing on the website to Carolyn.	All	10/16/15
Staff Appreciation & Executive Committees need to submit blurbs to Carolyn.		TBD

Adjournment:

- Motion to adjourn by Karin, seconded by Ja'Net. The meeting was adjourned at 3:05 pm.
- Next meeting: The next regular Staff Council meeting will be November 10th at the Lawrence Street Center in the Chancellor's Conference Room.

Minutes Submitted by: Cristina Mooney

Attachments (When Applicable, Available Upon Request)