

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

Minutes – November 10, 2015

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

<u>Present:</u>	
Paradise, Veronica, Chair, 7/7	Hodges, Chris, Vice Chair, 6/7
Mooney, Cristina, Secretary, 7/7	Hurt, JáNet, 5/7
Dahlbach, Amy, 6/7	Kimminau, Michele, 5/7
Leonhard, Nicole, 5/7	Harrison, Carolyn, 6/7
Staley, Stormy, 5/7	Marsh, Stephen, 5/7
Rees, Karin 6/7	Mosley, Tonia, 3/7
Petty, Phillip, 6/7	Smith, Carissa, Parliamentarian 7/7
<u>Absent:</u>	
Sandoval, Everlyn, 3/7	Shiver, Michelle, 5/7
Humphrey, Blake, 3/7	Ainsworth, JD, Treasurer, 4/7
Leiker, Travis, 1/7	Smith, Jennifer, Co-Vice Chair 6/7

Call to Order: The regular meeting of the Staff Council (SC) was called to order at 1:09 pm.

Meeting Quorum (a quorum for committee meetings is 50% plus 1 representation): Quorum present with 13 people.

Approval of Agenda: Chris H. moved to approve the agenda; Carolyn seconded motion to approve the November 2015 meeting agenda. All approved 13-0.

Approval of Minutes: Karin moved to approve the minutes, Michele K. seconded motion to approve the October 2015 meeting minutes. Approved 17 to 0.

Treasurer’s Report: \$399.17 spent in October for Printing Services for flyers and advertisements. \$20,211.98 balance.

Old Business:

- **State Capitol Day (March):** Veronica spoke with HR and they confirmed that we would not need to use our personal time to attend this event on Friday, March 11th; this is considered work time to attend. March meeting will be moved from the 2nd Tuesday of the month to March 22nd due to this and the UCSC Retreat.
- **Catalyst Site:** Each committee now has their own sub-site on the catalyst. Each committee please add all events or tentative events to the calendar and check the calendar before booking any dates for events. Blake can assist with access issues, please make some time to go through the site and learn the functions before asking for assistance.
- **Years of Service:** Human Resources is in process of determining how this will be handled in the future but there have been no conversations as of yet.
- **Street Team:** Veronica will send out update on who has signed up so we can see who has signed up for the same locations to coordinate. Ja’Net, Tanya and Phil are covering the Denver Campus.

New Business:

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- Kayla Jones and Catherine Lacey resigned from Staff Council. Karin asked if we can bring in people who are interested now, Veronica said it is ok to welcome them now if someone is interested. Veronica expressed that we need to work on getting more Denver Campus representation next year.

UCSC Update:

- **Bylaw Update:** Currently working to update the bylaws and will be voted on at the next meeting. Jennifer suggested adding PRA's to bylaws, a vote was taken and they will not added to the UCSC Bylaws since all other campus PRA's have their own council.
- **Service Excellence Award:** Process will be fully automated for online submission this year and nominations will be accepted for our Council only. The rating process will be streamlined. The week before fall break nominations will go out, submission deadline will be January 29th.
- **UCSC Retreat:** Date will likely be changed. More information to come next month.
- **Professional Development:** Committee Chair has stepped down, looking to fill the position. Possible survey to be sent out about PD in an attempt to keep consistent across campuses for then they discuss with the Regents.

General Updates:

- **SLC Updates:** None
- **Staff Council Volunteering:** Everlyn was not present to give an update on progress. Veronica asked Everlyn to pick 2 locations and we can vote on where we want to serve at. We will continue our food drives at all Staff Council events. With volunteering option, staff can choose to participate with their own department or with SC, both are not required.
- **Travel Policy:** Carolyn asked if the policy could be applied to travel to meetings, Veronica let us know that this if for travel for SLC meetings and any other travel that may not be part of our regular meetings and events. The focus for us doing this is to have Staff Council run more like a business. We have to have system in place to justify the budget that is being requested. Phil asked when per diem would be applied, Veronica said overnight functions and mainly for SLC. Questions about the routing of Expense Reports came up and Kaylene suggested that the reports should be going to MaryAnn, Veronica said we thought JD because he is aware of what has been approved through the Council. JD said people that are now approvers are approving without really knowing what is going on, he thinks that someone from the Council should be involved in the approval process since we are aware of what is being approved. Carolyn asked if proof of what was spent is required, JD yes because we should always follow the Concur Policies. Phil pointed out that it doesn't say how far ahead of time the request should be submitted; majority agreed that deadline should be set. JD suggests 2 weeks ahead of time; what if something comes up at last minute? Kaylene suggested putting 2 week limit and indicate if an emergency comes up ASAP. VP asked if all would approve with added wording. Motion to approve with changes outlined, Ja'Net and Carissa seconded. No opposition. Policy and form will be added to the Catalyst once the changes have been made.

Committee Updates:

- **Communications/Networking:** Working on the catalyst and website. Cristina requested a reply or notification letting us know when something has been posted to the site so we know when to send out ListServ e-mails. Carolyn agreed.
- **Professional Development:** Identity Theft & Prevention Session – 11/20 for Denver Campus, 12/17 for Anschutz. Will be making an attempt to participate in CU Women Succeeding in February. Wills & Trusts Session with Employee Services tentatively scheduled for January 2016. Health & Wellness Yoga Session tentatively scheduled for April or May 2016.
- **Appreciation:** We are now accepting submissions for EOM. Committee will be attending different high level meetings to encourage management to nominate staff, sending email to supervisors, faculty council announcements, HR management meetings. Would like to have a laptop at the events to have people nominate on the spot, no email has been sent out with this announcement. Popcorn Party at Denver complete.

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Meeting Review:

1. **What went well?:**
2. **What can be improved?:** Chris H. suggested Kirk McCrimmon (7 Habits of Highly Effective People) since he can do 1 hour sessions, Michele K. said she would follow up with Kurt. Amy suggested new CU Denver Chancellor, Veronica will follow-up. Phil suggested brining in Terri (Vice Chancellor of Finance and Administration).

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

Action Item	Person/People Responsible	Due Date
Street Team update to those who have signed up	Veronica	working
Update to Travel Policy (submission timeframe)	Veronica	working
Staff Council Holiday Volunteer Coordination	Everlyn & Blake	TBD
Reach out to Kirk about Staff Council 1 hr training sessions	Michele K.	completed
CU Denver Chancellor at future meeting	Veronica	working
Vice Chancellor of Finance and Admin at future meeting	Undetermined	TBD

Adjournment:

- Motion to adjourn by Ja’Net, seconded by Carissa. The meeting was adjourned at 2:46 pm.
- Next meeting: The next regular Staff Council meeting will be December 8th at the Anschutz Campus in the Nighthorse Campbell building, Room 304/305.

Minutes Submitted by: Cristina Mooney

Attachments (When Applicable, Available Upon Request)
