

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

**Minutes – December 8, 2015**

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

<b>Present:</b>	
Paradise, Veronica, Chair, 8/8	Smith, Carissa, Parliamentarian 7/8
Mooney, Cristina, Secretary , 8/8	Ainsworth, JD, Treasurer, 5/8
Humphrey, Blake, 4/8	Kimminau, Michele, 6/8
Leonhard, Nicole, 6/8	Hurt, JáNet, 6/8
Rees, Karin 7/8	Marsh, Stephen, 6/8
Shiver, Michelle, 6/8	Sandoval, Everlyn, 4/8
<b>Absent:</b>	
Petty, Phillip, 6/8	Staley, Stormy, 5/8
Mosley, Tonia, 3/8	Dahlbach, Amy, 6/8
Hodges, Chris, Vice Chair, 6/8	Harrison, Carolyn, 6/8
Leiker, Travis, 1/8	Smith, Jennifer, Co-Vice Chair 6/8

**Call to Order:** The regular meeting of the Staff Council (SC) was called to order at 1:10 pm.

**Meeting Quorum (a quorum for committee meetings is 50% plus 1 representation):** Quorum present with 12 people.

**Approval of Agenda:** Michele K. moved to approve the agenda; JD seconded motion to approve the December 2015 meeting agenda. All approved 12-0.

**Approval of Minutes:** JD moved to approve the minutes, Stephen seconded motion to approve the November 2015 meeting minutes. Approved 12-0.

**Treasurer's Report:** No update was available due to the University financial systems upgrades. If there are any outstanding items that come up once JD is able to run report he will contact Veronica and make the decision to send out to council or not.

**Old Business:**

- **State Capitol Day (March):** Council is approved to participate in this event using our regular work hours. Use of vacation, sick or admin time is not required. Event will take place on Friday, March 11<sup>th</sup> from 8:00 am – 11:00 am. Event consists of tour along with a meet and greet. Lunch after this event is optional and not part of the official event. Lunch will be at the expense of the person attending and is not reimbursable as a Staff Council expense. Letters will be sent out to all supervisors from Human Resourced. March meeting has been moved to Tuesday, March 22<sup>nd</sup>.
- **Volunteering:** Council still plans on coordinating an opportunity for us to volunteer our time. Update at January meeting.

**New Business:**

- All AMC meetings in 2016 will be held in the Library's 3<sup>rd</sup> Floor Reading Room as we were unable to secure out normal meeting room for the year.

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- Karin suggested that the Council participate in CMS Vendor Presentations. The University is moving away from SharePoint for public facing websites and would like feedback from staff. Blake shared with the council that this information is only being sent out to the OIT (Office of Information Technology) ListServ and if people have not signed up they will not receive these notifications. Veronica offered to forward message out to the council but will not be sending out to the staff ListServes that we manage.

**UCSC Update:**

- **Bylaw Update:** Ja'Net reported that the Bylaws have not been approved or passed.
- **Service Excellence Award:** Look out for information regarding this award in December.
- **Policies:** No new policies. Parental Leave policy on hold for unspecified amount of time due to new demands by the Faculty for longer paid parental leave. Policy regarding Tuition Benefits is also on hold. Everlyn asked how long this would be on hold and Blake recalled from a past meeting that we were told it would be on hold for 3-5 years while information is gathered from all campuses and a new benefit plan is worked out.
- **Speakers:**
  - Tony Lacosta of CU Trust presented on Health Trust. Ja'Net mentioned that we might want to have this person come in and speak with the Council.
  - Kyle Hugly, Regent, spoke on the Board of Regents and what their goals and duties are. It was suggested that we have him come in and speak with the council. Council was told this was an informative presentation but limited details about the presentation were shared.
- **Professional Development:** Looking into Lynda.com for Professional Development on all campuses. More information on the Chancellor's Challenge Opportunity, 3 year online bachelor degree program where you can win \$3.3 million will be coming soon on the CU Connections newsletter.

**General Updates:**

- **SLC Updates:** Everlyn attended 11/6 meeting in Colorado Springs.
  - Huge discussion around the proposed budget that was submitted by the governor. Budget proposes no cost of living or merit increases for classified staff, cut back may roll down to exempt staff. Health contributions should remain the same so take home pay can remain the same.
    - SLC will be putting together an advocacy letter to the governor for the next meeting on 2/5 at Front Range.
  - Dept. of Human Services are hiring additional case workers, the recent audit have revealed that children are dying under their care, looking for 100 new workers for 2016, 100 more for youth corrections and hiring new people for early interventions programs.
  - Local proposed tax for school funding, more money has been allocated for this.
  - Everlyn asked that the Council send a letter to the Human Resources Office or CU System office asking for award recognition if there is not going to be any increases.
  - SLC is working on SLC ListServ between Councils, going through Google/Gmail to make it easier.
  - Best practices for evaluations, Everlyn will send to Council, each college has their own systems and all on different timelines.
  - SLC is undergoing an audit on their records. There may be a large amount in the SLC account so they are considering a central location open to more than just the reps. This would be similar to what is done for UCSC in April at the retreat.

**Committee Updates:**

- **Communications/Networking:** This committee did not meet last month. Some site errors with the Executive Committee in the Catalyst site were pointed out in the meeting. Cristina and Michele K. expressed constantly getting a pop up asking to follow the site when they log on even though they are already following. Blake tried looking into it at the meeting but could not come to a determination on where the issue is at. Veronica asked if there could be a site name/title added to the main Council Catalyst site. When she goes to site page she has to right click on the highlighted link and then select "go to site". Blake added site name during meeting. Veronica

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followed up in regards to the committee setting new goals, none have been discussed or set. Committee would still like to roll out the newsletter. Reminder to send meeting minutes to Cristina.

- **Professional Development:** Event next Thursday for Identity Theft. Veronica has \$100 gift card for Hazel the presenter. Committee is working on doing a Wills and Trusts session for January in conjunction with Employee Services. Michele K. gave an update on our attempt to get into the CU Women Succeeding. The time to submit had already been passed and self-defense did not fit into the theme.
- **Appreciation:** There are no scheduled events until March 2016, Popcorn Party on AMC Campus, committee will be asking for assistance in staffing the event. Street Team is still going, Veronica has supplies, arrange time with her to pick up supplies before doing rounds.

**Guest Speaker:**

- **Kirk McCrimmon:** Gave an overview of the 7 Habits of Highly Effective People. Walked us through a general exercise. We inquired with him in regards to his ability to do a short 1 hour session for each of the habits and we were told that he's not able to do that.

**Meeting Review:**

- Ja'Net suggested that we have Tony Lacosta from CU Trust come in and speak with the Council; good information about plans and trusts, suggestions on how to get things added to our health plans.
- JD would like to know if we can have Kirk give us the entire 7 Habits of Highly Effective People training.
- OMBUDS is a service open to everyone in regards to evaluations (Everlyn). Cristina clarified that OMBUDS can only be of service in the aspect of assisting staff communicate with their supervisors about their evaluations and not for information on actual evaluations.
- No updates on the Years of Service award from Human Resources. There have been conversations but no determinations.

**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	done
Staff Council Holiday Volunteer Coordination	Everlyn & Blake	TBD
Best Practices for Evaluations	Everlyn	TBD
CU Denver Chancellor at future meeting	Veronica	In Progress
Vice Chancellor of Finance and Admin at future meeting	Undetermined	TBD
Contact information for Tony Lacosta to Veronica	Ja'Net	1/12/16

**Adjournment:**

- Motion to adjourn by Ja'Net, seconded by Carissa. The meeting was adjourned at 3:00 pm.
- Next meeting: The next regular Staff Council meeting will be January 12<sup>th</sup> at the Lawrence Street Center in the Chancellor's Conference Room.

**Minutes Submitted by:** Cristina Mooney

**Attachments** (When Applicable, Available Upon Request)