

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

Minutes - July 14, 2015

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

<u>Present:</u>	
Paradise, Veronica, Chair, 3/3	Hodges, Chris, Vice Chair, 2/3
Smith, Jennifer M., Vice Chair, 3/3	Mooney, Cristina, Secretary, 3/3
Smith, Carissa, Parliamentarian, 3/3	Ainsworth, JD, Treasurer, 2/3
Dahlbach, Amy, 3/3	Harrison, Carolyn, 3/3
Jones, Kyla, 3/3	Kimminau, Michele, 2/3
Leonhard, Nicole, 2/3	Marsh, Stephen, 2/3
Leiker, Travis, 1/3	Petty, Phillip, 3/3
Rees, Karin, 2/3	Shiver, Michelle, 2/3
Staley, Stormy, 3/3	
<u>Absent:</u>	
Sandoval, Everlyn, 2/3	Humphrey, Blake, 1/3
Hurt, JáNet, 1/3	Lacey, Catherine, 0/3
Mosley, Tonia, 1/3	

Call to Order: The regular meeting of the Staff Council (SC) was called to order at 1:11pm.

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

Approval of Agenda: Carolyn moved to approve the July 2015 meeting agenda with revision to the location of the meeting. Motion to accept revised agenda by Carolyn and Chris seconded. Approved 17 to 0.

Approval of Minutes: The meeting minutes from May 2015 were presented. A revision to spelling of “Downtown” brought to SC attention by Kyla. Jennifer motioned to approve revised minutes, Kyla seconded. Approved 17 to 0.

Treasurer’s Report: JD feels like last FY hasn’t hit account yet. JD has created a tracking sheet which will be send to Executive Committee (EC) only. General report to SC will happen at a later meeting. All committees’ received approval for budgets, most all budgets were cut due to expenses being very close to maximum SC budget. Veronica reminded committees to watch spending and asked that they let her and JD know if additional costs coming up might be over budget.

Old Business: Reminder to SC that Everlyn is the new SLC Representative and a classified back-up representative is still needed. JD accepted the Treasurer position. SC roster provided to everyone in attendance, if corrections or changes are needed let Cristina know. The approved bylaws have been

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updated on SC website and added to SC shared drive for EC. CLAS Personnel Committee still no representative but if someone wants to be rep let Veronica know. Online Campus Map Committee is (1) committee for each campus, if someone is interested let Veronica know. Working on access and policy for SC ListServ; Veronica is waiting for policy to be completed and approved by EC.

New Business: Stephen inquired about the possibility of a reduced membership cost for staff on both campuses at the new Wellness Center on the Denver campus. Veronica will follow up with the Chancellor at the next governance meeting at the end of August. No other new business topics.

Retreat Debrief: Survey – Jennifer sent out copies to SC at the end of June. Main messages reflected in the survey indicated

1. Staff doesn't know who SC is or what we do.
2. Staff wanted 3 categories for EOM; SC discussed and agreed not doing 3 awards and will only be issuing (1) award per month.
3. Staff would like to see an increase in communications from SC
4. Staff asked for career advancement from the Professional Development Committee (PD and requested more information and advanced notice about sessions being hosted.

Reminder to SC that all committees focus on main SC goal. Cristina will send out Main Goal to SC via e-mail. Jennifer suggested that the main goal be added to the top of the agenda for each month; no one contested this request. Jennifer and EC will finalize and approve SC elevator speech.

Committees – SC decided that Legislative Committee (LC) will not be active, UCSC reps will report back as LC.

UCSC Update: Amy attended the meetings in May & June – Elected new Executive Committee: Denise Thomas (CU Boulder) for Chair, Anja Wynne (UCCS) for Vice Chair, Kay Miller (CU System) for Secretary, Dana Drummond (CU Boulder) for Treasurer. Retreat will be August 6th – 7th in Golden, CO. Amy can go but can't spend the night, Ja'Net can attend.

UCSC discussed Professional Development Policy, Anti Bullying Policy and Evaluations Policy. Parental Leave Policy is on hold until further notice no information was given as to why it was put on hold. Phil asked about Parental Leave Policy, Amy stated no info was given, Kaylene hasn't heard anything but will look into it. Phil asked for more information as to why this has been postponed and feels this is important to know why it's on hold because people he communicates with in his department and campus (Denver) have been asking about it. Kaylene researched the reason why the policy review was postponed and indicated that the last draft of the policy didn't include classified employees or PRA's. The policy will be revisited in January 2016. Conflict of Interest Policy passed. Sexual Harassment Policy discussed.

JD and Stormy plan on switching as alternate and voting member, unable disclose the reason for the change. Update will be provided in a couple of weeks. Shared information about our retreat, events and PD we have coming up, shared that we are focused on improving communications with staff, and shared our main focus.

Committee Updates: At 1:37 pm SC broke out into Committee groups. Stephen & Nicole to PD. Reconvened at 2:06 pm for Guest Speaker.

Guest Speaker (Kathy Nesbitt): 2:07 pm. Responsible for Employee and Information Services (HR & IT), rules (in terms of how to govern) from the Regents and applying them system-wide, doesn't manage day

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to day activities, handles day to day HR for system office, responsible for health trust (3 partners: CU, Physicians Inc., & Hospital) for health benefits.

Diversity & Inclusion – Board of Regents, looking into these services and thinking of it System-wide, developing for System.

Policy Administration – How to develop a policy enterprise-wide, look for input and word smith policies.

ELEVATE – Updating HRMS & Finance.

Phil asked if Kathy was over DPA; yes in her previous positions, well-versed. Janet Lowe responsible for University-wide training and development.

Annual Compensation – Handout provided to SC has all details, worked with local company to survey geographical surrounding areas to find out market analysis for pay for each position. Formula used to determine how to calculate salary ranges. Same analysis used for increases in pay. State doesn't take into account benefits package. Legislature is encouraging the state to take this into consideration. Add 30% to your salary to determine what total compensation actually is. Some positions were under and over the range, salaries were increased more than 3% to move into the range and salaries that were over the range had salary decreased to make sure they were within the range.

Exempt – Similar process. Driven by how much money the State recommends. Try to keep it within a 1% difference.

Discounts – BeColorado.com is our wellness site, comes with benefits. Phil asked if they could get a discount from FitBit, SC agreed. It's an easier process for company to come to University and ask to offer a discount to staff. Kathy will follow up. Chris asked why some employees aren't allowed to get the Health plan. Kathy said the reason for this is that some people don't pay into it. The program uses money that employees contribute to support those programs and it isn't fair to offer to everyone when everyone hasn't paid into the program. Chris indicated that some of the funding is a cost share even though someone is not participating it is still saving the University money. Kathy said it depends on how you look at it. Some programs are provided by the vendor.

Retirement – Kathy doesn't support long term strategy that uses retirees as a fix for not hiring someone to fill that open position. Prefers projects/departments indicate specific uses for retiree knowledge and time. To change the culture is bigger than her position, depends on deans throughout departments, and campuses don't want direct relationship between other campuses and Kathy.

Succession Planning – Kyla asked about a succession planning. Kathy said this is not a priority on her list, is something that we need to do but is more administrative. PDQ's need to be more consistent across all campuses which is a huge project. This is a hard discussion to have when there isn't continuity between campuses with same positions. Kathy spoke with Lisa Landis about this topic, they need to talk about trajectory, then develop curriculum to make those steps possible. Would need to do a study to see where positions that are similar and different.

Phil brought up growing inflation of people coming to Colorado and the housing market is increasing everyday but we're not getting a lot of large increases. Kathy indicated that this was all taken into

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consideration with the formula they used to determine increases and also indicated that they are working with the information and directives provided to them by the State.

Kathy.Nesbitt@ucdenver.edu

Committee Updates:

Communications – Samples of (2) flyers passed out to SC, if there’s feedback e-mail Karen or Carissa. Postcard size info for EOM nominations passed out to SC. Feedback for both due by August 1st for August meeting. Events on website are current, newsletter set to start and look like CU Today. Each committee needs to send quick blurb about committees. Jennifer suggested document from retreat about committees since information is from the bylaws. Send request for newsletter information by September 15th. Would like to remove the bios for members, no members opposed.

Professional Development – PERA event last month was well attended and received positive feedback from attendees. Discussing scaling back on food offered at sessions. General timeline: (1) September – Budgeting (2) November – Identity Theft (3) January - Living Wills (4) February – Self Defense in conjunction with Police Department and CU Women’s Symposium (5) April – Employee Services Partnership topic (6) May/June - Yoga. Future topics: interviewing, stress management, etc.

Appreciation – Will be moving forward on changes to Employee of the Month (EOM). Block Party for Denver Campus is August 20th and they will need all assistance from SC, ski ball will be the game at the booth. Block Party for Anschutz Campus is September 16th, same game. Popcorn and pancake events will be offered again this year. Are we bringing in collecting canned goods/food drives? Think about and bring feedback to next meeting or via e-mail.

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

Action Item	Person/People Responsible	Due Date
ListServ Policy regarding approved users and frequency	Executive Committee	8/11/15
Reduced Wellness Center Membership Cost for employees, Chair to bring to Chancellor	Veronica Paradise	9/8/15
Main Goal from SC Retreat sent to SC	Cristina Mooney	Done 7/27/15
Staff Council Elevator Speech	Executive Committee	8/11/15
UCSC Alternating & Voting Member switch	JD / Stormy	8/11/15
Determination on collecting canned goods, food, etc. to SC events	Staff Council	8/11/15
Treasurer’s Report – JD is on a temporary leave, report forthcoming	JD Ainsworth	TBD

Adjournment:

- Motion to adjourn Michelle S, seconded by Kyla. The meeting was adjourned at 3:02 pm.
- Next meeting: The next regular Staff Council meeting will be August 11th at the Anschutz Campus in the Nighthorse Campbell Building, 3rd Floor, Room 304/305.

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Minutes Submitted by: Cristina Mooney

Attachments (When Applicable, Available Upon Request)
