

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

Minutes – August 11, 2015

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

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

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 was present for this meeting with 15 people present

Approval of Agenda: Catherine moved to approve the August 2015 meeting agenda. No revisions, all approved.

Approval of Minutes: Carissa proposed change to skee-ball spelling on page 4. Karen motioned to approve revised minutes, Michelle K. seconded. Approved 13 to 0.

Treasurer’s Report: Veronica is still reviewing the expenditures. JD should be back by October, out on leave. Executive Committee (EC) will work on making sure everything is up-to-date.

Old Business: Veronica will talk to Student Governance Group about the Wellness Center discount, we will need to talk to them first before talking with Chancellor. Outlook calendar appointments for August – December meetings have been corrected. Veronica reminded council to accept as a placeholder and reminder on all calendars. Will be working on meeting locations for 2016 and we will make sure to switch meeting locations between both campuses.

New Business: ListServ policy: EC drafted a policy and passed out to council at the meeting. There were questions related to the use of this policy and if it goes against a university policy that is already in place. It was determined that there wasn’t already a policy in place and this policy is intended for internal SC use when sending our correspondence to all of the staff types. It would be helpful if wording was added to the policy to clarify the internal usage aspect. Different members expressed the need for more time to

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review and provide feedback. All agreed to review and send suggestions to Carissa by Friday, August 14th. The changes will be applied and sent out with agenda and minutes for final review before voting to accept at the next meeting.

Blake will function as the IT rep and Amy will be back-up. Veronica will work on getting Blake access. Blake suggested adding this document to the Intranet.

Veronica let SC know that if someone feels there is a need for a new policy create a draft and bring to the meeting for review. EC is meeting on monthly basis and will review.

UCSC Update: Save-The-Date was sent out for April 8th to all SC. As we get additional information we will send it out to the council. Veronica explained that the retreat consists of campus updates, sharing ideas, Service Excellence Awards and more. This year it will be at UCCS. We need another full time representative, and Veronica asked if anyone is interested to let her know. Stormy will take over the full time representative spot for JD who will now be the alternate member. Amy reminded everyone that this is big time commitment and passed out a copy of the meeting schedule for the next year; some meetings are 4 hours and some are video conference meetings. Veronica will follow-up with UCSC Chair to clarify the time commitment, will discuss more at the next meeting.

Primary goal for this year is engagement. Professional Development (PD) is not holding events or PD opportunities, looking at PD opportunities as a whole for Staff and Kathy Nesbit is looking at PD offered to staff on a System level and will see if it can be incorporated into SkillsSoft with a reward system. They will be taking inventory of each campus, down to the department level to find out what's offered and if staff feels supported in getting PD. In their initial review they've found it's very inconsistent and not consistent throughout departments and campuses. December deadline for gathering info and deciding next steps on what to do with the information that was gathered.

Policy coming up for review this cycle is Parental Leave for Faculty and University Staff; this policy doesn't include Classified Staff. APS applies only to University Staff and Faculty. Ja'Net will send the policies to Cristina to be sent out with the minutes and agenda for the September meeting. SC should provide feedback to JaNet by September 11th so she can take to the next UCSC meeting.

Committee Updates:

Communications/Networking – Carissa said no suggestions for changes were received. Veronica said that flyer passed out at this meeting is not the same from last meeting. EC reviewed and provided feedback. Jennifer would like to see "What we do" to reflect what the elevator speech says. Carissa open to waiting for the elevator speech but we won't have flyers for the Block Party. Chris suggested ordering some for Block Party and then making changes after the elevator speech is approved. Veronica asked that EC to look at latest draft and approve with changes by Thursday.

Requested that SC go through the new website and email Carolyn about changes or feedback by Sept. 1st. Website is now searchable and comes up on first page when searching on cu.edu. Amy asked SC to check titles. Committee asked for committee descriptions, Cristina reminded everyone that we agreed to use what was in the bylaws in a previous meeting. Jennifer will look at what we discussed and decided at the retreat and send to Amy.

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Committee will revisit newsletter since JD was going to spearhead it but is now out on leave. Committee plans to reach out to JD to see if he is willing to work on the newsletter while he's on leave. They said that they need content from other committees. Veronica asked if Blake would like to draft a policy, process or guidelines for the newsletter content. Committee would like each committee to determine a point person and make them responsible for sending newsletter content to Communications. At the retreat Communications indicated a go live date of October 1st for the first issue of the newsletter. Committee needs information by September 1st. Secretary of each committee draft up and send to Carolyn. Carolyn will bring to next meeting for SC review. Veronica will add to Sept. meeting agenda.

Blake explained how to use and log into SharePoint SC site. Site is already live, use University log on to access. EC would like to review and discuss the site. An update will be provided at the next meeting before the link is sent out to SC.

Professional Development - Some talks have been lined up, need to book rooms before we can set or send out dates. Will not be providing full lunch just snacks to start with. Veronica asked SC to send out a Save the Date info to Cristina so she can send out to SC.

Appreciation - Save the dates for the events planned for the year have been sent out please accept even if you're not sure or not able to attend. Doodle polls to be sent out tomorrow for Denver Block Party next Thursday Aug 20th, will include map to booth. Doodle polls will be sent out for all events, Veronica asked that all make best effort to attend. Jennifer clarified that she would like calendar invites to remain on our Outlook Calendars. All agreed that this was a reasonable expectation. Stormy brought up representatives that are on UCSC is a large commitment and doesn't feel like those people should be expected to have these events on the calendar, Jennifer clarified that it's just on the calendar for FYI purposes. Stormy expressed that she didn't feel like expectations for events should be the same for USCS reps. Multiple conversations going on at one time, hard to keep track of all opinions and comments.

- **Events & Community Service** – Will be collecting donations for all events year with the exception of the Denver block party. A slot will be added to future Doodle polls for someone to volunteer to deliver the donations after each event.

Reminder to committees that the designated Secretary should be recording and sending minutes to Cristina to save on the SC drive. Minutes don't have to be formal but they need to reflect meetings and that progress is being done.

EOM Flyer – QR code and short link added, Events Committee suggested changes within the form itself and provided feedback to Communications. Jennifer pointed out verbiage regarding names of employee's, Cristina reminded that we cannot refer to Classified as staff due to Univ. Staff per HR rep in past meeting. Michele K pointed out that we need to update double-sided postcard to reflect same changes and make same changes to the website. Veronica will request higher resolution logos, most are pixelated.

Meeting Review:

Jennifer: We are actually getting things done. Like not having a speaker so we can get things done. Can do better with the policy issue, would like to get them out ahead of time, if not give out policy and asked for feedback via e-mail to speed up process. Blake would like a template policy, will email to Cristina and she will send out to Blake.

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Ja'Net: Going well is the committee meeting time is helpful and productive. Can work on paying attention and listening to some one that has the floor and side conversations are distracting. Streamline communications and not make things harder. Accurate communications.

Michele K: Productive. Name tag tents would be helpful. Asked what numbers by names on minutes, Veronica explained is attendance.

Stormy: Positive experience. Gets sense that in the past things were tense. Quick strong emotions and defensiveness from past SC members. Work on having a clean sleight with each other and don't jump to conclusions.

Carissa: Would like to hear from those that aren't talking & don't really participate. Unsure of how to facilitate that but would like not to hear from the same people.

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

Action Item	Person/People Responsible	Due Date
ListServ Policy Council Feedback	Council to Carissa	8/14/15
<i>Send revised ListServ Policy to Council</i>	<i>Cristina Mooney</i>	<i>Done</i>
Reduced Wellness Center Membership Cost for employees, Chair to bring to Chancellor	Veronica Paradise	TBD
<i>Send EMS Account Link to Stormy</i>	<i>Cristina Mooney</i>	<i>Done</i>
<i>Staff Council Elevator Speech</i>	<i>Executive Committee</i>	<i>Done</i>
Clarify UCSC representative time commitment	Veronica Paradise	9/8/15
<i>Parental Leave Policy to Cristina for distribution to council with minutes & agenda.</i>	<i>JaNet Hurt</i>	<i>Done</i>
Parental Leave Policy feedback to Ja'Net	ALL	9/11/15
Review new website and provide feedback to Catherine	ALL	9/1/15
Committee content to Carolyn for SC Newsletter	Committee Secretaries	9/1/15
<i>Find out if we can referred to Classified employees as Classified Staff.</i>	<i>Jennifer Smith</i>	<i>Done</i>
Request high resolution SC Logos for promotional materials	Veronica Paradise	TBD
Treasurer's Report – JD is on a temporary leave, report forthcoming	JD Ainsworth	TBD

Adjournment:

- Motion to adjourn Janet, seconded by Michele K. The meeting was adjourned at 2:56 pm.
- Next meeting: The next regular Staff Council meeting will be September 8th at the Lawrence Street Center in the Chancellor's Conference Room.

Minutes Submitted by: Cristina Mooney

Attachments (When Applicable, Available Upon Request)