

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

Minutes – September 8, 2015

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

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

Call to Order: The regular meeting of the Staff Council (SC) was called to order at 1:15 pm.

Meeting Quorum (a quorum for committee meetings is 50% plus 1 representation): Quorum not present at 1:16 pm. Quorum reached around 1:32 pm.

Approval of Agenda: Jennifer Smith moved to approve the agenda with no corrections, Chris Hodges seconded motion to approve the September 2015 meeting agenda. All approved 12-0.

Approval of Minutes: Jennifer Smith moved to approve the minutes with corrections to the attendance listing, Karin Rees seconded motion to approve the August 2015 meeting minutes. Approved 12 to 0.

Treasurer’s Report: Executive Committee will be reviewing internal policy and forms for requesting reimbursement, budget reporting and travel requests and reimbursement. We will be able to track budget by each committee and after documents have been reviewed and approved by Executive Committee JD will meet with each Committee Chair. Budget is currently at \$20,820 and it looks like nothing has hit yet this FY.

Old Business: Wellness Center Discount: Veronica will have update for the Council at next meeting.

Internal ListServ Policy: No changes were received via e-mail after last meeting. Motion to approve by Michelle Shiver, Chris Hodges seconded the motion to approve the internal policy as is. All in favor of approval. Approved 12-0.

Catalyst Site: Jennifer Smith brought up an issue about a decision that was made at last meeting regarding Executive Committee overseeing what committees are planning on doing before they are implemented and put into action, Jennifer

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felt this deflated SC's momentum. Veronica will be working with Blake prior to the next meeting to arrange for him to demo the site at our meeting in October.

Veronica asked SC to limit side conversations due to feedback from last meeting.

New Business: None brought forth.

UCSC Update:

- **USCS Reps:** Regular meeting is on the 3rd Thursday of each month. The next meeting is in Boulder. Ja'Net let the council know that meetings are 4 hours plus travel time, a 3 year term and retreat at end of July/August. The retreat starts Thursday afternoon and most of day Friday. At the last retreat most everyone stated they preferred to stay on "this side" of Eisenhower. UCSC needs three representatives and an alternate to be the voice and vote for our council. Due to other work commitments the previous reps (Amy, Stormy and JD) are unable to continue. Anyone interested in serving on UCSC will have their SC committee duties relieved in order to attend the meetings each month. They are asked that they still participate if they have the time. Jennifer and Phil will be the reps and Carissa will serve as the alternate.
- **Parental Leave Policy Feedback:** Ja'Net felt that under the Statement of Policy the "what is reasonable" language should be more clearly defined and more firm. Jennifer: Has never experienced 6 months off, for short term disability only personal leave considered and not parental leave as told to her by departmental HR person, Kaylene said she will follow up and speak with Jennifer. Jennifer also feels that the policy is very vague. Chris: old classified parental leave had some clearer language in it in regards to what events are covered, looks very similar to FMLA. Chris/Jennifer/Cristina indicated concern over wording on the bottom of the first page "*The rules of the state personnel system should be consulted for policies applicable to classified staff.*" Jennifer: Clarified that the wording refers to other classified policy but doesn't include classified staff. Ja'Net: the University can come up with policy but the state will always trump that. Chris: should be inclusive of all because if we have both types of staff we can't just use one policy. Carissa: there is corresponding FMLA information for coordinators, suggested that it would be good to have the same for this policy for coordinators to be able to track it. Kaylene and Ja'Net will take feedback to UCSC.
- **Retention of Univ. Records:** Cristina: has document with time frames and overall of policy, Kaylene said it's being redone.

Committee Updates:

1. **Communications/Networking:**

- a. **Committee blurbs & Newsletter:** Each committee needs to submit a blurbs about the committee and send to Carolyn to be posted to the website. This information has been requested before and perhaps can be pulled from the bylaws or even the retreat notes. The committee chairs need to work with their committees to ensure that that updates are sent to Carolyn. These updates should include what was accomplished within the last quarter. This information will be added to the newsletter. JD and the rest of the communications committee feels that an October release date is unobtainable at this point. The committee would like to present their idea to the council to get feedback/changes that should be made. They feel a meeting is better to discuss the newsletter layout because it could result in too many emails. Veronica agreed that presenting at a meeting is the better option and would like all committee information submitted by 10/1/15 in order to give communications time to create the draft. For the first newsletter it was felt that the best approach would be to focus more on introducing the committees and the Council in general and then we can get more into details in later newsletters.

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- b. **Website:** The committee is on working on the feedback and edits that Veronica submitted. Phil suggested that a calendar on the internal (catalyst) website would be a nice additional so that committee events don't overlap. Please continue to look over the website and send any suggestions to Carolyn.
2. **Professional Development:** Stormy and Chris splitting chair duties. The secretary position for the committee still remains open and is needed. There is a Holiday Budgeting speaker scheduled for 9/23 on Anschutz and 11/18 for Denver.
3. **Appreciation:** The Anschutz Block party is on 9/16; the Anschutz pancake breakfast will be 9/29 and the street team is scheduled for completion from October through February. As a reminder the street team is a focused marketing campaign aimed at increasing staff's awareness about us. We will give each area some candy and flyer about Staff Council. Please watch for more details including how to sign up.

Newsletter & Flyer Review: Final edits to the flyer will include combining the first and last bullet from the elevator speech together as they are saying very similar things and answer potential questions about what they mean. All agreed that these changes are the last and that flyer is ready to go to the printer.

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

Action Item	Person/People Responsible	Due Date
Request high resolution SC Logos for promotional materials	Veronica Paradise	Done
Reduced Wellness Center Membership Cost for employees, Chair to bring to Chancellor	Veronica Paradise	10/9/15
Review travel, reimbursement and budget internal policies and forms	Executive Committee	10/9/15
Catalyst site demo and training	Blake Humphrey	10/13/15
Send UCSC schedule to Jennifer, Carissa and Phil	Ja'Net Hurt	Done
Newsletter draft to Council before October meeting	Communications Committee	10/9/15
Committee blurbs/information to Carolyn for newsletter	Committee Secretaries	10/1/15

Adjournment:

- Motion to adjourn by Ja'Net, seconded by Michele K. The meeting was adjourned at 2:56 pm.
- Next meeting: The next regular Staff Council meeting will be October 13th at the Nighthorse Campbell building in Room 304/305.

Minutes Submitted by: Cristina Mooney

Attachments (When Applicable, Available Upon Request)
