Univeristy of Colorado Denver/Anschutz Medical Campus
Staff Council
Minutes – October 11, 2016

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

<table>
<thead>
<tr>
<th>Present:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>See 10/11/16 Roster.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Absent:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>See 10/11/16 Roster.</td>
<td></td>
</tr>
</tbody>
</table>

Call to Order: The regular meeting of the Staff Council (SC) was called to order at 1:03 pm.

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

Approval of Agenda: Blake moved to approve the agenda; Nicole seconded motion to approve the October 2016 meeting agenda. Approved 28-0.

Approval of Minutes: Blake moved to approve the minutes, Nicole seconded motion to approve the September 2016 meeting minutes with corrections. Approved 28-0.

Treasurer’s Report: JD went over FY17 budget, which included:
(1) No update given.

New Business:
Branding Standards (Jeff Exstrum)
(1) Overview of “branding” at UCD; nuances for campuses (ideas, names, branding and logos)
(2) 4/5 name changes in the past 10 years which has impacted branding
(3) “CU Denver” – Downtown
(4) “CU Anschutz” – AMC
(5) Some elements inherited from larger CU system; Colors (white, black and gold), Typeface (Helvetica Nueue but can use Arial if needed).
(6) For resources, visit: www.ucdenver.edu/brand or www.ucdenver.webdamdb.com

ListServ vs eComm (Irene)
(1) Irene reviewed the pros and cons of the currently utilized listserv
(2) eComm is a new program (as of Feb 2016) that feeds into other programs/source databases
(3) Annual license is ~$4k (prorated); maybe this year we could use as a pilot program for 3-6 months to see if it works via the University Communications Office; University Communications has a 2 week TAT.
(4) This system has communication templates
(5) Members are concerned about the cost and TATs. We need more details about this before a formal decision could be made.
(6) Proposal (Karen): to pilot eComm via the University Communications Office for 3-6 months starting in January 2017; discuss/vote next month.

Committee Updates:

UCSC (10 minutes):
University of Colorado Denver/Anschutz Medical Campus
Staff Council
Minutes – October 11, 2016

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

(1) Met a month ago to discuss Tuition Benefit policy as well as the Code of Conduct and Parental Leave policies.
(2) Office of Policy and Excellence speaker about what their office does and their current efforts.
(3) Next meeting is Thursday to review the plan for the Service Excellence Meeting.

Professional Development (10 mins)
(1) Two events since the last SC meeting on mindfulness; both were well attended. Review of post-event comments.
(2) Two upcoming events – Branding and Networking in the digital age
(3) Another event on Unconscious Bias
(4) Both speakers agreed to host follow up sessions; so these are both “part I”.
(5) There is some confusion on the University calendar of events; Irene will work with this group to get things straightened out.
(6) Let group know if you can volunteer at the events you are attending.
(7) How do they pay outside vendors? Response – use your own P-cards and add JD as an approver. Allocate expense to SC speedtype.

Networking and Campus Engagement (10 mins)
(1) Please update Event Tracking Form!
(2) University Calendar issue discussion – Irene to help navigate.
(3) If any other groups need EOTM info/cards/swag, please let Tim know!
(4) Coat Drive – volunteers needed. Review email details and sign up via SignUp Genius by the end of this week. Will be sending an email to all staff with bin locations.
(5) Food Bank Volunteer Event coming up
(6) There is a “News” section on the SC Website that is under construction. Send event pictures/stories!

Personnel / Legislative (10 mins)
(1) Jay went over UCSC events.
(2) Capital day will be in April or May 2017
(3) Town Halls are tabled for now.

Staff Appreciation / Recognition (10 mins)
(1) New Chair – JaNet
(2) October 18th – CU Denver appreciation event; ~350 attendees – need PM volunteers.
(3) November 15th – CU Anschutz appreciation event; volunteer email forthcoming.
(4) UPI will be providing funds so that we can include UPI staff (153) to our events at CU Anschutz. Further discussion to be held offline.

Nominations and Elections (10 mins)
(1) Need to elect a Parliamentarian – Tim volunteered. Tim is appointed. Need to replace PRA ex oficio.

Executive (10 mins)
(1) Jennifer Smith resigned since last meeting due to her obligations in the College of Nursing.
Old Business:

Membership Updates: 1 has submitted resignation since the September meeting.

Open Topics:

Tuition Benefit (Blake)
(1) Emails that we have received is the most current information/update.
(2) Blake brought up that at CU Denver there seems to be different rules; any volunteers to chat with schools/colleges? Blake – MBA; Amy – College of Engineering/School of Public Affairs; Fran – also volunteered. Find out where discrepancies are as examples for leadership to take to tuition task force; JD – CU Anschutz Graduate School; Name – Dental School; Nicole - Annie Meltzer is a good contact at the systems office for all campuses.
(3) JD explained that he has heard that each course has the opportunity to opt out for the waiver if they choose.

Discussion of Ground Rules
(1) Catalyst Link: No further discussion.

Strategic Goals
(1) Update at next meeting.

Event Tracking Form
(1) It is live and working. Please use for your events!
(2) Will use data for annual report.

Email Distribution Policy
(1) High level review of policy [link]
(2) Table for next meeting

Service Excellence Event
(1) CU Sout Campus is planned location
(2) Confirmation/updates at next meeting

UCSC Alterante (Phil)
(1) Susan Martinez

Action Items from this Meeting to be discussed under “Old Business” at next meeting:
University of Colorado Denver/Anschutz Medical Campus
Staff Council
Minutes – October 11, 2016

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

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Person/People Responsible</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Event Tracking form with any events from May-Sept 2016</td>
<td>All</td>
<td>Next Meeting</td>
</tr>
<tr>
<td>Update the Catalyst site/roster with subcommittee selection</td>
<td>All</td>
<td>Next Meeting</td>
</tr>
<tr>
<td>Review email distribution policy</td>
<td>All</td>
<td>Next Meeting</td>
</tr>
<tr>
<td>Volunteers chat with their designated school/college re:tuition benefit application</td>
<td>Volunteers</td>
<td>Next Meeting</td>
</tr>
</tbody>
</table>

Adjournment:
- Motion to adjourn by Irene and seconded by Jay the meeting was adjourned at 2:26 pm.
- Next meeting: The next regular Staff Council meeting will be November 8th at the Downtown Campus.

Minutes Submitted by: Nicole Quartiero

Attachments: Not Applicable.