

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.

Present:	
See 10/11/16 Roster.	
Absent:	
See 10/11/16 Roster.	

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 Neue 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):

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- (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 – Irent 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 officio.

Executive (10 mins)

- (1) Jennifer Smith resigned since last meeting due to her obligations in the College of Nursing.

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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.
https://my.ucdenver.edu/sites/staffcouncil/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/staffcouncil/Shared%20Documents/Policies%20and%20Procedures/Meeting%20Ground%20Rules%20final%20draft.docx&action=default

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:

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

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 at the Downtown Campus.

Minutes Submitted by: Nicole Quartiero

Attachments : Not Applicable.
