



Council Meeting Minutes

May 10th, 2016
1:00pm - 3:00pm

Chancellors Conference Room
Lawrence Street Center
1380 Lawrence St.

Present: JD Ainsworth, Amy Bello, Jay Campbell, Neha Dasgupta, Corey Falter, Karen Fennell, Tracey Ferrara, Abby Fitch, Matthew Fleming, Leah Haloin, Maria Hernandez, Douglas Hicks, Christine Hodges, Blake Humphrey, JaNet Hurt, George Kacenga, Dan Kappel, Michele Kimminau, Kelly Lambert, Michelle Larson-Krieg, Susan Martinez, Timothy Oakberg, Phillip Petty, Nicole Quartiero, Maria Rainsdon, Brooke Schoenbeck, Carissa Smith, Ingrid Summers, Irene Weygandt.

Missing: Stephen Marsh, Karin Rees, Thelma Rodriquez, Rachel Rosenberg, Michelle Shiver, Jennifer Smith, Raymond Ware.

Call to Order: The regular meeting of the Staff Council (SC) was called to order at 1:09pm on 5/10/2016 in the Chancellor's Conference Room of the Lawrence Street Center on the Downtown Denver Campus by the Chair, Blake Humphrey.

Meeting Quorum (a quorum for committee meetings is 50% plus 1 representation):
Quorum was present for this meeting with 29 members present

Approval of Agenda: Chris Hodges made a motion to approve the May, 2016 meeting agenda Motion seconded by Corey Falter. Agenda approved at 1:20pm.

Approval of Minutes: The meeting minutes from March, 2016 were not presented. They will be brought to a future meeting for approval.

Introductions: Introductions were made all around with names, participation status with staff council, why the person wants to be on council, how long they were with the university, and the position titles. New members were welcomed and the new executive board was announced.



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Elections for Officers were held. Results are:

New Chair: Blake Humphrey

Vice Chairs: Carissa Smith and Phillip Petty

Secretary: Vacant

Parliamentarian: Jennifer Smith

Treasurer: JD Ainsworth

Discussion of last year's goals. When the staff council met at the retreat last year and reviewed the results of a survey that was sent out to the campuses it became clear that our goal should be to increase awareness that Staff Council exists and to spread information about what we do. The council's membership and participation has increased from about 12 to the limit of 40 with 20 people waitlisted. The feeling now is that we will be able to more evenly and fairly distribute tasks around with this higher number of members.

Standing Committees

A description of each of the standing and sub committees was reviewed. Members were given the opportunity to ask clarifying questions.

Committee Description and Planning Forms

https://my.ucdenver.edu/sites/staffcouncil/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/staffcouncil/Shared%20Documents/Annual%20Retreat/2016/2016%20Staff%20Council%20Retreat%20Planning%20Template%205-10-2016.docx&action=default

Commentary/Questions about Standing Committees

- Question from member about the number required for each committee. Exec will work through that prior to the retreat.
 - Networking/Campus Engagement Committee: University policy allows each employee a half day to volunteer. We would like to use this to our advantage. Would perhaps like to invite and expanding this to the entire of staff of all campus. Question-Would this be during the day? Answer: Probably.
 - Professional Development Committee: Involves arranging speakers, space, event planning. Perhaps a survey to find what people are interested in. Using resources.
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- Staff Appreciation/Recognition Committee: Employee of the Month. Goal would be to make this program successful. Would also like to incorporate the “Years of service” awards.
 - Personnel/Legislative Committee: UCSC retreat happens every August. Focus would be on continuing the PRA movement.

The Secretary Position is currently open: Nicole Quartiero, new member, volunteered to be the secretary. Seconded by Karen Fennell.

Executive Committee representation discussed. Question from Corey about composition and by-law references to “at-large” members. Exec committee will discuss this. A special election would be held. Staff should notify Blake if they are interested in serving at large on the executive committee.

Retreat Discussion

Retreat will be held at the Lowry Conference Center. June 10th at 8:30am-3:30pm. Agenda and list of tasks will be sent out prior. Breakfast and lunch will be served. Dietary restriction information will be collected. Parking is free. Staff Council usually produces a letter for staff to give their supervisors to excuse them from the day. HR/Blake will generate letter. At the retreat will do ice breakers. Committee sessions. Goals for staff council. Will discuss the Bylaws, a Manual of Operations. Will elect Chairs and Secretaries for each of the committees.

Catalyst Overview: This was set up last year. Work and materials will be housed on Catalyst site. In June/July will do a how to. Includes a Calendar. Good tool. Events. Different from SC Website, public facing site. Blake will send out access information. We will also go over catalyst at the retreat.

Committee Updates:

Professional Development: On the 19th (AMC) and 20th (Business School) of May. PERA basics 11:30-1pm. Notice will go out tomorrow for RSVP. Holiday budgeting is also coming up along with an August event: AMC Wills and Trusts. Have had a harder time to getting rooms on the Denver campus. Invites are sent to members to hold times for each session.

Feedback on Wills and Trusts: Very basic. Not very in depth. Very commercialized. Michele K will give feedback to Josh (the Employee Services person who helps with these events).



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Staff Appreciation: Did the Popcorn party, the Pancake Breakfasts. Gave out donuts. One party at each campus was one of the ideas. Block Parties. One at each campus.

Networking Committee: Have updated the website. Would like to work on the E-newsletter.

Personnel and Legislative: UCSC has not met since last meeting. One new policy. Retirement. Feedback has been that HR will not talk to them until 3 months prior to the retirement. This is handled through Employee Services. Kaylene will give us the name of a person who can help us. Employee Services working on educating the population at the distinction between HR and Employee Services.

Question from the group: What about UPI employees. Can we support this group? Can we contact UPI to see if they can help support the funding? Executive committee to discuss and reach out to UPI. Classified/University Staff and PRA's are the only groups that are currently included. It is a University benefit of being an employee. Discussion will be tabled until later.

CU Day at Elitches: Saturday, July 16th. Working on who will subsidize this event. UCCS and Denver have agreed to support a subsidy up to a certain amount. There will be a different menu. More basic menu. Discounted tickets. Face painting and prizes. Raffles. Pavillion at the back of the park. Ticket sales will be online. Parking is not covered.

Treasurer Report: Will be using our funds for new member gifts, JD will generate a policy for budget-related information. Will be preparing a report for us to look over each month. This year the budget was 21k. HR owns the speedtype.

Staff Council By-Laws document on the website is a draft version from May, 2015: Needs to be relabeled as final.

A brief count was conducted to see who might be interested in servicing on which committees.

Networking and Campus Engagement Committee: 8-9

Professional Development Committee: 7

Staff Appreciation Committee: 5

Policy and Legislative: 8

Question from Group: How do things get on the Agenda: Staff.Council@ucdenver.edu . The staff council should expect agendas to be sent ahead of time. There are a few standing items but otherwise suggestions for agenda items can be sent from members.



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Adjournment:

Motion to Adjourn made by Corey Falter. Seconded by Ja'Net. The meeting was adjourned at 2:50pm.

Action Items for Next Meeting

- Bring March Meeting Minutes to future meeting for approval - Blake, Nicole
- Consideration of number of members needed for each committee – Exec to discuss prior to retreat.
- Staff should notify Blake if they are interested in serving at large on the executive committee. Executive committee will discuss at-large process.
- Blake/HR to generate letter for member supervisors to excuse them for Staff Council mandatory functions (e.g. retreat, meetings, etc).
- Blake to send out catalyst access information to members
- Executive committee to discuss and reach out to UPI
- JD to develop expense policy
- Staff Council By-Laws to be re-labeled as “final” as they now say they are “draft”