

# MINUTES

## University of Colorado Staff Council

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Date | time 7/12/2016 1:00 PM | Meeting called to order by Blake Humphrey, Chair

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### In Attendance

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See Roster.

### Approval of Minutes/Review of Agenda

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There were no meetings from June to review or approve.

Agenda – add UCSC Election under “New Business”; motion was made by Jennifer Smith and Michelle Shiver, all present voted in favor.

### Meeting Ground Rules

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We need a more formalized structure for meeting ground rules including:

- Start on time and end on time (considering shuttle);
- Distribution of agenda two weeks in advance (per bylaws)
- Agendas can be found on the Catalyst
- Add timeframe to agenda to try and stay on topic
- Need to actually count votes
- Confirm Quorum at the beginning of each meeting

Much of the conduct of the meetings is dictated by the bylaws which are difficult to revise; Manual of Procedures (MOP) should help redefine current process.

- MOP Task Force –Jay Campbell/Michelle Shiver/Phil Petty
- Bylaws mention that we will follow Robert’s Rules of Order– this is managed by the Parliamentarian

### Budget

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The budget was not discussed; will ask Treasurer for budget update at next meeting.

### Old Business

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#### Zoom Use

- Overview of Executive Committee discussion
- Ground rules for use? Established room per campus?
- Criteria for when zoom can be used within parameters of bylaws; agreed that most people think participation in person is important.
- Having virtual participation is a forward thinking way to participate – perhaps that would not take away from “what we are trying to build”
- If we use Zoom we will need to accommodate for our new expectations.
- Zoom does have tech limitations
- The group acknowledged that each site would need a Zoom room parliamentarian
- We have other IT options for virtual participation (aside from Zoom)

- Proposal for use of Zoom (or other IT resource) discussion at next meeting? Motion made by Dan Kappel to draft virtual participation proposal that will be submitted to and reviewed by the Executive Committee prior to the next All Staff Council meeting.
- Flexibility is important to the group; RSVP for virtual participation

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## Committee Reports

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Updates need to be submitted to Chair prior to meeting (not formal, committee members, agenda/minutes (if taken), goals, and to solicit help from any other Staff Council Members. Committees were asked to submit their budget request forms from the retreat by close of business.

### Professional Development

Corey Falter, Chair – Conference call June 17<sup>th</sup>; divided up 'work'; built in backup roles; there are two "inherited" events planned. 09/23 and 09/26 – Mindfulness event. Lots of good ideas and trying par down. Goal – event once a month to be held on both campuses. Complement not duplicate Employee Services. ListServ issues (Blake). Expectations for events discussed, group will staff of 2-4 people and other volunteers will be requested.

Blake gave an explanation for how listserv works; Jennifer mentioned that there is a guidance document for email correspondence.

### Networking and Campus Engagement

Tim Oakberg, Chair – 1. SC Email – give Staff an easy way to communicate with SC; discussion like auto-reply (OGC example). Proposal for Chair of committee to manage/triage/answer those emails. 2. Block Parties – request for table for UC Denver and developed a proposal for what the booth would look like; will be soliciting feedback. 3. [Volunteering Plan](#) (on catalyst) – pretty extensive; everyone should look at and discuss at next meeting. Goal to have several events that would be open to SC and all staff for participation. Ideas for block party – Ja'Net Hurt is on the committee and proposals will be reviewed soon; the goal is to not just pass out information. Needs to be interactive with giveaways. Idea – hole in one (Susan Martinez). Need inventory for giveaways – pens and sticky pads. Idea – Empty Beer Pong. Question – Social Media presence? Not a priority, but an idea.

### Personnel/Legislative

Everlyn Sandoval, Chair – updates are on the [Catalyst](#) (for review). SLC nomination – Everlyn; two nominations for UCSC – Jay Campbell and Thelma Rodriguez (Ft. Logan). Overview of in person meeting (see notes). Future meetings scheduled into spring 2017. UCSC meetings will start in August. Collaborations with student government legislation and previous topics. Goal discussion. Overview of goals and budget needs can be found on the Catalyst.

### Staff Appreciation/Recognition

TBN Chair – Brooke Schoenbeck provided an overview. Currently only three active members in the group. Looking for new location for pancake breakfast. Can obtain detailed budget information. First event will be held in October. Two people active on group. Some of the group gave suggestions with respect to booking rooms like the Student Commons room (all rooms must be scheduled through EMS now). Need to brainstorm on how to add more members. Denver BTWD was awesome! – SC can "own" this event going forward. One committee member asked if there will there only be two events. The committee confirmed that yes, the only two planned events this year are the annual Popcorn and Breakfast events. The committee will look to changing/expanding next year. It was requested that photos be taken at events to share at all SC events that UC will be hosting this year.

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## New Business

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- I. Survey Gizmo access – we have it; it has tons of historical data (add username and password). Everyone can use, don't share out of SC and do not delete anything. Additional setups are an option – talk to Blake if this is needed.
- II. Distribution Lists – there are two (lists.ucdenver.edu) one for AMC and one for DC. Just DC list is having issues. Which list are the South folks on? Wherever their ORG is tied will be the list they are affiliated. Tomorrow DC list should be fixed (for event reschedule).
- III. Add new members after another resigns? If yes, when (e.g., PRN, until a certain date of each year, other)? Nominations/Elections committee to draft proposal for next meeting.
- IV. UCSC election – (UCSC reimburses mileage and parking). Primary appointee and backup. Phil and Carissa are current members with two years left. Need to vote on who would be primary and alternate. Jay and Thelma are the nominees. Email vote request will be distributed to the group. Motion – to have bio statement before voting (to be managed by Elections Committee).
- V. Strategic goal Task Force, including the Mission Statement creation. Should we use current vision statement as mission statement and then write mission statement? Vision Statement – intermediary between info graphic and mission statement.
- VI. The committee voted on the motion to rename our common vision to our mission statement:
  - Yes ( 26 )
  - No ( 0 )
  - Abstain ( 1 )
- VII. Table strategic goals until Blake's leadership meeting -after August meeting? Blake will be meeting with leadership once per month. Should piggyback off of University Leadership Goals.
- VIII. Did anyone get in touch with Dr. Brenda Allen on ProfDev committee presentation? The idea was to have her present at an all Staff event as a speaker. Trying to secure her for the spring. Maybe also have her present to our smaller SC group. Two committee members volunteered to try and touch base with her to schedule.
- IX. Future meetings to have a Q&A for committees built into time slot.
- X. Giveaways – what do we have? What should we give away? Should we be giving things away? What purpose does that serve? Idea – screen wipes with logo. In the past we gave away grand prize with candy as alternates. More robust giveaways should be reserved for staff focused events (DC is primarily focused on students, but a lot of staff attend). We need to be selective on how we giveaway “swag”. Should we also be giving things away at non-SC events?
- XI. Idea to increase visibility – inventory campus events available – Survey Gizmo – Maria.
- XII. Shirts – need to reassess size. Size chart with graphic example. Nicole Quartiero to distribute mockup and size chart by email to the committee.

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## Announcements

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Abby Fitch resigned from Staff Council as she is no longer employed by the University. The group discussed whether or not to fill open SC slots via rolling appointments based on majority votes at initial voting. Do we want to continue that? One member proposed batched appointments to fill open slots on an interval basis (e.g., quarterly)? This related to the Elections committee function/goal, which is dictated by Bylaws. The committee agreed to table the discussion and vote at a future meeting. The Nominations/Elections committee will draft a proposal to review on this topic (to be uploaded to the Catalyst). See number III. above.

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## Next Meeting

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8/9/2016 1:00 PM, Anschutz Medical Campus, Academic Office 1 building, Board Room (7202)

Motion to adjourn was made at 3:00 p.m. and was passed unanimously.