

University of Colorado Denver/Anschutz Medical Campus

Staff Council

Minutes – August 09, 2016

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

<u>Present:</u>	
See 08/12/16 Roster.	
<u>Absent:</u>	
See 08/12/16 Roster.	

Call to Order: The regular meeting of the Staff Council (SC) was called to order at 1:08 pm.

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

Approval of Agenda: Blake moved to approve the agenda; Susan seconded motion to approve the August 2016 meeting agenda. Approved 24-0.

Approval of Minutes: Blake moved to approve the minutes, Susan, seconded motion to approve the July 2016 meeting minutes with corrections. Approved 24-0.

Treasurer’s Report: JD went over FY17 budget, which included:

- (1) Discussion regarding budget and where the dollars were allocated.
- (2) Discussion regarding EC contingency fund and rollover amounts
- (3) Questions regarding budget cuts and review of rationale and prior commitments that had to be accommodated for.
- (4) Expense request form will be discussed later

Old Business:

Meeting ground rules

- (1) Overview of proposal
- (2) Question regarding “openness” of the meeting
- (3) Committee to make suggested updates regarding last two sections and repost to Catalyst.

Zoom for meeting broadcast

- (1) Overview of proposal
- (2) How do we manage in person handouts? Post to Catalyst and share Zoom screen
- (3) These options do not seem to work well for the South and Fort Logan location; do we have other options to utilize this technology at these remote locations? If not, then maybe option C seems best.
- (4) Parliamentarian will be at either downtown or AMC; South and Fort Logan can utilize sans Parliamentarian (members will serve as their own Parliamentarians at this site)
- (5) Meeting Vote: A – 0; B – 20; C – 3; Abstain – 0.
- (6) Parliamentarian Vote: A – 18; B – 3; Abstain – 3.
- (7) Discussion regarding remote Parliamentarian; should we identify someone here and now or decide/volunteer on a meeting by meeting basis.
- (8) Catalyst site will host the Primary meeting site information; the other campus/locations can be considered as the alternate site.
- (9) Table finalization for future meetings.

New Member Appointment Post Election Season

- (1) Phil, Jennifer and Carissa drafted proposal

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- (2) Overview of proposal
- (3) Concern regarding November 30th cutoff of each year; per the committee, the rationale for that is that elections begin in February and it is unclear how helpful a new member would be at that point in time. We have decided that while we do expect that replacement members have to continue the original member's term, we have not determined that the replacement member needs to be on the same subcommittee.
- (4) Discussion regarding general elections (when they are needed, why, examples).
- (5) If we are replacing more than one member at a time, it will be based on the "first come first served" mentality in terms of which term each replacement member is assigned.
- (6) August 2016 replacement member meeting is already scheduled.
- (7) If we don't have enough interest at RM time, those positions can be open to election.
- (8) Replacement Members at scheduled times 2x/year Vote: A – 23; B – 0; Abstain – 1.

Election Committee Proposal

(1) Elections Committee Proposal for New Staff Council Member Replacements Presented to Council 8/9/2016

- (a) When an existing member needs to be replaced the following procedures will be followed. The Elections and Nominations will execute these procedures. The proposal is:
 - (i) · No new members after November 30th
 - (ii) · Replacement members will be processed in August and November of each year only-batched
 - (iii) · Replacement positions will be filled by appointment beginning with the next runner up from the last election.
- (b) · Replacement members will begin their term during the next Staff Council meeting and will complete the term of the member being replaced.
- (c) · For more replacement responsibilities and term details – see By-Laws

(2) Elections Committee Update

- (a) We identified all of the various elections and nominations that take place throughout the year. We started drafting big picture timelines for each of those.
 - (i) · New member elections
 - (ii) · Board elections
 - (iii) · New member replacements
 - (iv) · UCSC Rep nominations/elections/replacements
 - (v) · SLC Rep nominations/elections/replacements
- (b) The next step for us is to create a very user-friendly step-by-step for each of the timelines and elections. Jennifer and Blake have a great start on this.
- (c) We've brainstormed ideas for the orientation/welcome packet that we'll present to the executive team. We discussed whether or not we wanted it to be entirely electronic but have decided that this first year we'll go ahead and do hard copies with a plan to make it electronic next year. For replacements we are proposing a 15-30 minute virtual orientation to go over the items in the welcome packet. For new members we are proposing the same but in person at the May meeting. Items we've thought would be helpful include:
 - (i) · Important Links: site, catalyst
 - (ii) · Roster with each campus
 - (iii) · By-Laws
 - (iv) · Expectations

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- (v) · Rules of engagement
 - (vi) · Committee Descriptions
 - (vii) · Meeting Schedule
 - (viii) · Catalyst Info
 - (ix) · Portfolio gift
- (3) Also discussed the roster and what the elections committee will be responsible for adding to the roster after newbies are elected or brought in.

UCSC Election for Primary and Alternate Member - results

- (1) Jay and Thelma were elected

Giveaway Items for Events

- (1) More items were found; inventory on the Catalyst will be updated with these new items.

Dr. Brenda Allen for SC meeting and PD event

- (1) Blake reached out, but no response yet. The PD committee is also in communication with her via a scheduled meeting and can follow up.

Bike to Work Day- Does SC want to take ownership of the event?

- (1) Discussion of the event and perceived responsibilities; discussion regarding one members' experience attending this year.
- (2) We have the opportunity to "own" this even going forward
- (3) They also would like us to take over the Halloween party, but EC denied this request.
- (4) One member provided some history on the Halloween party and how it has transitioned to the current management state.
- (5) Suggestion – if we are going to take any of these events over, we need to take the entire event over so they are managed consistently and fairly.
- (6) Member would like to know more about what action items are required for this event and the budget or this event.
- (7) One member provided some history on how Staff Council has been involved in this event in the past.
- (8) Recommendation by several members to stay involved, but not necessarily "own" going forward.
- (9) Vote to Pursue the Management/Coordination of BTWD: Yes – 0; No – 22; Abstain – 2.
- (10) Agreed that will still participate, but not "own" this year

Committee Updates:

UCSC (10 minutes):

- (1) Post-retreat Overview was provided by Carissa
- (2) UCSC Survey is in Development and will be distributed in the near future (started off as PD, but morphed into a Work Climate inquiry)

Professional Development (10 mins)

- (1) Three events since last meeting
- (2) July 21 event – not well attended, but strong lessons learned.

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- (3) Aug 2 Wills and Trust – was well attended and a great event.
- (4) Committee tracking attendees via Survey Gizmo to keep better records of attendance.
- (5) Sep 9th rescheduled date for cancelled event
- (6) Mindfulness Events to be held on the Downtown and AMC campuses (insert dates); in alignment with what current group wants PD to be.
- (7) Space reserved on both campuses for future events.
- (8) Meeting with Dr. Allen next week to discuss future event
- (9) How can Networking and Campus Engagement help spread the word about PD events
- (10) Post-event survey has been discussed; is in planning phase.
- (11) Also want to develop survey with respect to what other events/topics people are interested in.
- (12) Stress Management/Reduction event is suggested to be held again this year.

Networking and Campus Engagement (10 mins)

- (1) SC Email Autoreply overview
- (2) Will work with UC Communications to get a story out about SC
- (3) Approved for Downtown Campus Block Party booth; need volunteers. Sign-up sheet passed around. Someone requested that Signup Genius or Doodle be used instead of sheet. Event Date: August 25th.
- (4) Try to get t-shirts done by then, if possible
- (5) Discussion around which games to offer; suggestion to use beer pong game from previous years.
- (6) Downtown campus block party is primarily student based so need to keep that in mind when developing games.
- (7) Volunteer Opportunities – two pending; 1) Coats for Colorado (Date: rolling); 2) Colfax Community Network Party and Food Drive (Date: 12/17/16). Could participate in toy/clothing drive before that also.
- (8) Member suggestion – pick one cause and focus on it all year. Rebuttal – may be strange to request those items in the non-holiday months.
- (9) Many people like the idea of volunteering for two events, but maybe not next to each other in terms of time.
- (10) Let Tim know if you have additional suggestions.

Personnel / Legislative (10 mins)

- (1) Waiting on legislative agenda that are applicable to University
- (2) Piggyback on established events in October;
- (3) Two policies up for review: COI and Parental Leave; was discussed during meeting. Proposal – parental leave is offered through the University which does not currently exist. Every of other local institution offers this except University of Colorado (would be 6 weeks paid off for either parent and would also be available for adoption). Will go to Regents before the end of the year. If anyone is interested, you can volunteer for the working group. If passionately interested, please contact the point of contact listed in the presentation that Jay will distribute.
- (4) Should SC Support? Yes – 24.
- (5) Michael Bennett debate will be held on AMC in October.
- (6) Idea to hold Q&A with Regent Candidates.

Staff Appreciation / Recognition (10 mins)

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- (1) Popcorn and Pancake planning meeting has been held; decided that there is not enough budget to hold both so one will be cancelled. Think about which should be cancelled.
- (2) Employee of the Month is also underway, but trying to figure out how best to get people nominated. Working on advertising plan. Suggestion – flyers at block parties (cards were passed around for review). Suggestion – change to “Employee of the Quarter”; select 3/quarter). Need to confirm webpage is updated based on whatever final decision is. Group plans to be more proactive with respect to getting more nominations.

Nominations and Elections (10 mins)

- (1) Update regarding previous meetings; timeline of these events was drafted.
- (2) Next steps – draft/finalize MOP.
- (3) Brainstorm ideas re: Welcome Packet; will be both hard copy and electronic in short term. Will include important links, bylaws, resources, etc. to prepare/orient new members.
- (4) Idea – to have a presence at NEO (either via handouts or booth at lunch break). Which committee would own this? Networking and Campus Engagement
- (5) Roster – discussion re: what will need to be updated post-election

Executive (10 mins)

- (1) Met with Kevin Jacobs re: years of service; we can write a proposal for his review with budget of up to \$45k. Must include both campuses and should also be based on recognition in conjunction with years of service. Outline developed, but looking for volunteers to champion this ad hoc committee. Systems Database Administrator can help us gather years data.
Volunteers – Ingrid, Jay (other campus info), Phil, Michelle S., Carissa, JaNet

New Business:

- **Membership Updates:** One person has submitted resignation since the July meeting.
- **Open Topics:**
 - Survey Gizmo
 - DC Distribution List
 - Minutes template – action items addition.
 - T-shirts – update sizes ASAP; email distributed to members.

New Member Elections:

- Pending decisions regarding how to manage rolling membership appointments.

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
TBD	All Staff Council members	TBD

Adjournment:

- Motion to adjourn by JD and seconded; the meeting was adjourned at 3:05 pm.
- Next meeting: The next regular Staff Council meeting will be September 13th at the Chancellor's Conference Room Lawrence Street Center at Denver campus

Minutes Submitted by: Nicole Quartiero

Attachments : Not Applicable.
