

University of Colorado Denver/Anschutz Medical Campus

Staff Council

Minutes – September 13, 2016

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

Present:	
See 09/13/16 Roster.	
Absent:	
See 09/13/16 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: [Name] moved to approve the agenda; [Name] seconded motion to approve the September 2016 meeting agenda. Approved 24-0.

Approval of Minutes: [Name] moved to approve the minutes, [Name], seconded motion to approve the August 2016 meeting minutes with corrections. Approved 24-0.

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

- (1) Updated FY17 budget
- (2) Updated Budget Link:
- (3) Balance \$17,670 (\$22,510 with rollover)

New Business:

Event Tracking Form

- (1) Overview of form and purpose
- (2) Link on Catalyst: <https://my.ucdenver.edu/sites/staffcouncil/NCE/Lists/Event%20Tracking/AllItems.aspx>

Member Introductions

- (1) Discussion/introduction regarding new members

Tuition Benefit

- (1) Discussion regarding those eligible for tuition benefit – why people are using or not using it?
- (2) Should we as staff council focus/get involved?
- (3) Example of personal experience from new member; many have been directly impacted by the benefit nuances.
- (4) This issue is being escalated to the Chancellor’s office by the Governance committee; can we consolidate issues for this escalation?
- (5) Note: There should be a SC representation on Governance Council – details forthcoming

Flexible Work Schedule

- (1) Flexible scheduling should be based on Provost process; significant disparities amongst campuses, departments, etc. Does SC want to be involved?
- (2) Discussion regarding forms to approve this arrangement used to be via HR forms; HR to bring these details back to the larger group for discussion. Classified Staff definitely have different rules than non-Classified staff.

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- (3) Question – shouldn't this be based on one's business unit?
- (4) PLC volunteered to gather and digest details

Discussion of Ground Rules

- (1) Final draft posted to website; review and send any comments to Jay
- (2) Catalyst Link:
<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) Suggestion to formalize subcommittee to draft mission and strategic goals
- (2) Chancellor Horrell strategic goal discussion begins September 26th
- (3) Phil met in August as Blake couldn't meet
- (4) Phil feels that our goal should be the years of service program implemented
- (5) VOTE: Years of service program implementation in FY17? Yes – 20 No – 14 Abstain – 5
- (6) HR Background re: Years of Service – was handled by HR person before, but it takes a tremendous amount of time; it takes more than one person.
- (7) SC to develop a proposal that can be submitted to Kevin after Terri Carrothers has a conversation with him. Much of the proposal has been developed, but needs to be refined and carried out (Jay, Phil, Carissa)
- (8) Jay has information from other campuses in terms of how they do it
- (9) Database administrator in systems office can pull the data we need to implement the program; we have the numbers, but need to evaluate them and come up with an implementation plan.
- (10) Strategic committee task force to finalize plan/goal

Committee Updates:

UCSC (10 minutes):

- (1) Have not met since last SC meeting. Will meet next week; updates at next meeting.
- (2) Need a new UCSC alternate since recent alternate resigned. Chat started on subsite for nominations.

Professional Development (10 mins)

- (1) Mindfulness session is next month – very exciting!
- (2) Dr. Allen is confirmed to do a session in November on each campus; and a follow up in the spring. First two part event on unconscious bias. She will attend December 10th meeting on what her and her team does
- (3) October speaker confirmed – Storm Gloor on networking in the digital age (2 sessions)
- (4) Holiday Budget session was completed, but attendance was poor.
- (5) Getting emails approved and distributed in a timely fashion has been problematic for this committee. They are working toward improving this issue.
- (6) A/V expenses have been higher than initially projected, but cost savings on other items.
- (7) Kudos to Tim for getting materials out in an advanced manner!

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Networking and Campus Engagement (10 mins)

- (1) AMC Block Party tomorrow!
- (2) Wanted to confirm that people have been receiving notifications; group confirmed they are.
- (3) Drafting an article for “CU Magazine” which will discuss SC and some of the highlights/improvements/initiatives/events/EOTM Nomination Reminder (confirm with Tim the source)
- (4) Events Tracking Form – to track what SC is doing and post-event feedback. If you have hosted an event in the past few months since May, please update the form with your event information.
- (5) Kudos to Leah for Downtown Campus Block Party management!!!
- (6) Thanks to everyone for their volunteerism for the AMC Block Party! If you didn’t sign up, stop by and help if you can. Chat with staff, hand out EOTM card and find out what people would like to see from SC.
- (7) Weekday Food Bank and Coats for Colorado events will be Community Engagement volunteering events coming up.

Personnel / Legislative (10 mins)

- (1) Guest speaker at last meeting from Employee Systems that gave general legislative updates; minutes are uploaded on the Catalyst.
- (2) Jay discussed parental leave initiative
- (3) Due to time constraints, will work with EC to invite reagents to Spring Town Hall in March or April. Currently looking for locations.
- (4) Coordinating annual Capital Tour with UC-Boulder and local Student Councils to see if we can piggyback on their events (will be in April or May); once final, we can promote this event to the staff at AMC and DTC.
- (5) Bethany volunteered to help coordinate with the capital for annual event.
- (6) Suggestion that there be a guest speaker post-national election follow up discussion with Employee Systems office in December or January.

Staff Appreciation / Recognition (10 mins)

- (1) Chair resigned – looking for new chair.
- (2) Due to budget cuts – no pancake breakfast. Will instead to breakfast burritos October 18th at DTC and Nov 15th at AMC (7:30-9:30am – capped RSVPs). RSVP/Signup will be distributed in the next couple of weeks. Burrito’s from Diego’s. ☺ There will be a vegetarian and gluten free options.
- (3) Logistics of flyer distribution discussed – send to Tim.
- (4) Not sure that Employee of the Month program will continue; have not received 1 nomination in 6 months. Will reevaluate post-AMC block party (no leads from DTC block party).
- (5) Should EOM nomination process be revised to make it easier to participate? Change Catalyst form?
- (6) There are two pending in the SP; discussion tabled for now. Blake will reach out to this subcommittee directly.

Nominations and Elections (10 mins)

- (1) Meetings on Aug 23rd and 30th.
- (2) Virtual zoom orientation was done Sept 6th – discuss regarding the content.
- (3) Next replacement round will be done in November
- (4) Worked through all notification and letter templates.
- (5) MOP is in development.

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- (6) New members were strongly encouraged to fill their predecessors role on the various subcommittees; roster was empty with respect to which committees were chose. Jennifer updated information, but there is still some information missing. Request that all committees update their member list on their Catalyst subsite. Frank and Bethany elected to fulfill their predecessor’s subcommittee selection.

Executive (10 mins)

- (1) Phil’s update of August Regent’s meeting.

Old Business:

- **Membership Updates:** [Number of persons] has submitted resignation since the August meeting.
- **Open Topics:**
 - DC Distribution List – OIT updated and it seems to be working now.
 - Everyone can send emails from SC, but please have someone review/approve. There is a policy around that – review the policy.
 - Other Talking Points:
 - How does Bethany become official with PLC? Its official and roster is updated! Subcmomitee listserv will be updated and next meeting is next Thursday.
 - Staff Appreciation Committee – we have to host some other events related to this committee as a campus, can this subcommittee find a venue for these evnets? Was this previously done by UCSC? Service Excellence Award (April 2017) event has a budget for this, but we (UCD SC) have to host/coordinate it. We should develop a task force for this comprised of UCSC members (Phil, Carissa and Jay) and volunteers (Bethany, Maria, Ja’Net, Blake, and JD).
 - Discussion regarding Zoom – was an ok experience, but need to confirm we have a setup person at each room ready to get the connection established for each meeting. Volunteer liaison at each site? Van said we can put in a standing reservation at each site for each meeting – would this cost something (TSS based Tech Support)? There seems to be an expense. Noah can train the alternate liaison(s) – Matt Fleming volunteered to be DTC POC.
 - Do we indicate new members on roster? Yes by location and fill in for months.

Action Items from this Meeting to be discussed under “Old Business” at next meeting:

Action Item	Person/People Responsible	Due Date
Will ensure that SC members can attend Governance meeting in which tuition benefit will be discussed	Karen	TBD
Find out status of Tuition Esclation by Governance Committee	Phil?	TBD
Flexible Schedule Overview	Kaylene	Next Meeting
Review Ground Rules Draft on Catalyst	All	Next Meeting
Strategic committee task force to finalize plan/goal	Years of Service Task Force	Next Meeting
Update Event Tracking form with any events from May-Sept 2016	All	Next Meeting
Update your Catalyst site/roster with subcommittee selection	All	Next Meeting
Review email distribution policy	All	Next Meeting

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Decide who will work on Service Excellence Event and secure a venue (WWF?)	All	Next Meeting
Find a UCSC alternate	All	Next Meeting

Adjournment:

- Motion to adjourn by Ja’Net and seconded by Leah; the meeting was adjourned at 2:32 pm.
- Next meeting: The next regular Staff Council meeting will be October 11th at the Academic Office One Board Room 7202 at the Anschutz Medical Campus

Minutes Submitted by: Nicole Quartiero

Attachments : Not Applicable.
