



Council Meeting Minutes

July Meeting July 11, 2017

1:00pm – 3:00pm

Main Location: LSC 14th floor Chancellor's Conference Room

Alt Location: Nighthorse Campbell Native Health Building, Shore Family Forum (1st floor)

<https://www.ucdenver.edu/about/departments/FacilitiesManagement/Documents/AMC.pdf>

For Remote Locations: <https://ucdenver.zoom.us/j/695780580>

Staff Council's Main Goal: TBD

Important Dates / Upcoming Events:

<p>1:00 – 1:05</p>	<p>Welcome / Call to Order</p> <ul style="list-style-type: none"> • Verification of Quorum <p>28 members present</p> <ul style="list-style-type: none"> • Approve Minutes from June <p>Minutes approved</p> <ul style="list-style-type: none"> • Approve Agenda for July <p>Minutes approved for July</p>	<p>Christine / Karin</p>
<p>1:05 – 1:45</p>	<p>Goals for the year</p> <ul style="list-style-type: none"> • Review results of survey • Jay sent out results of survey - most important were paid parental leave and tuition waiver • Professional development - career advancement • Questions & comments • Perhaps weight the scores to get a better sense of which were most important • Parking is not an actionable goal • Wellness center discounts and access - doesn't exist yet so not very actionable (providing some type of gym discount for any gym for people who don't work at either campus) • Benefit Hub allows discounts for CU employees (employee portal shows gym discounts) • Link discount pages to Staff Council website - UCDAccess portal links to this • Perhaps mention in new employee orientation? • Access to lactation rooms is challenging - help promote listing of where they are located and advocate for making process simpler (Facilities is already working on this) • Effort on putting information out on paid parental leave and tuition benefit • Handout at events that mentions going to website to review new policy information or changes (repository page on our website with links to source) • Category flyer addressing different benefits • Carissa Smith and Heather Doane are interested in being part of paid parental leave committee • Conflicting tuition benefit information and knowledge in offices on campus • Have Employee Services folks come talk to Staff Council for August meeting (Carissa will reach out to Annie) 	<p>Christine / Karin</p>



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	<ul style="list-style-type: none"> • Career Advancement - staffing levels (having HR come talk to us about matrix, position descriptions, etc. as a good starting point) • Chancellor Horrell has met with some deans to allocate funds to various schools/colleges • Focus on retention both for faculty and students • Push for some transparency with regards to merit-based raises (due to state budget approval, etc.) • Tab on employee portal which shows growth in position (merit-based raises) • Focus on opportunities for advancement (retention of best staff - hiring from within - 6 months to get approval for promotions from within) • Training on how to retain employees and develop employees 	
<p>1:45 – 2:00</p>	<p>Treasurer’s Report</p> <ul style="list-style-type: none"> • Sub-committee budgets • Everyone received 91% of requested budget • Swag put under Executive Committee's budget • Budget can be found on Catalyst website • We do not pay for parking or mileage if traveling from Denver to Anschutz or vice versa (will be factored into next year's budget) • Strict procedures for gift card documentation (email Brooke first for this information) • Will be accessible on Catalyst website • Parking and mileage included for UCSC meetings • Will be ordering swag tomorrow for block party, etc. • Submit orders for swag to Brooke by tomorrow morning (committee chairs) 	<p>Brooke</p>
<p>2:00 – 2:45</p>	<p>SC Standing Committees (60 min)</p> <ul style="list-style-type: none"> • UCSC (5 mins) • Lisa Landes provided update on policies/laws up for review • Article 6 with regards to staff searches - delayed due to president having to be present - needs to be modified • Working groups - parental leave policy proposal sent out for comment • Tuition benefit policy - data collection mode right now • Communications committee supposed to be responsible for getting communication out on tuition benefit policy • Professional Development (10 mins) • Event in June on Mindset - best attended due to timing • Feedback very positive on session • Rescheduled at AMC for August • Planning another event for September and February • Planning half-day retreat for April • Conversations with potential speakers now • Creating spreadsheet for potential topics saved to Catalyst • Networking and Campus Engagement (10 mins) • Bike to Work Day donuts at AMC • Tents purchased for both AMC and Denver (Denver tent in Matt's office) 	<p>Chair or Secretary</p>



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	<ul style="list-style-type: none"> • School Supply Drive runs through August 31st • Email Matt or Ingrid for questions on School Supply Drive • Jay requested blood drive flyer (Thursday 10am-2:30pm, locations to be determined) • Block Party - Matt registered for Denver/Ingrid registered for AMC? - Matt will Zack Strober to confirm • Tim or Leah cleaned up website for updated flyers • Volunteer Outdoor Colorado @ Chatfield to fix a trail - July 27 - email Matt if interested • Personnel / Legislative (10 mins) • Article to highlight classified staff rights or expectations • Working on document for process of how to change campus policy to understand why changes take so much time • Staff Appreciation (10 mins) • Denver Breakfast Event on October 17 - Anschutz on November 15 - will send out requests for volunteers • Burritos, coffee and juice • New process for AMC to make checking in easier for breakfast events • Peter will take over as lead of committee when Ja'Net goes on maternity leave August 1 • Addressing Employee of the Month process making it current rather than in the past for awarding • Employees of the Month - June will be last month for previous quarter • Ja'Net plans to send out nomination list for previous quarter this week • Plan to send out nomination list for next quarter next month • Still finding out about Elitch's event • Executive Committee (5 mins) • Mostly covered already during meeting 	
<p>2:45 – 3:00</p>	<p>New Business</p> <ul style="list-style-type: none"> • Proposed use of a “Suggestion Link” – George Kacenga • Subcommittee discussed suggestion link that we could advertise during events • Link to share ideas or give feedback posted on university website • To collect more information about policies/legislation that are important to staff • Staff council email? Not anonymous or directed or targeted • Who is going to be responsible for checking and answering these emails? • Policy/legislative committee would take on ownership of checking and monitoring • Possibly also a Formstack form • Could be directed to feed to subcommittees • Give them the option of including their email address • Could talk to senior leadership to speak to how many people are interested in a topic • iPads at the table for Block Party - have a question which staff would respond to (laptops can be utilized at AMC) 	<p>OPEN TO ALL</p>



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	<ul style="list-style-type: none">• George will draft and send to Executive Committee	
If mtg ends early	Sub-committee breakout opportunity Meeting adjourned at 2:45pm	ALL

Motions for July 2017: N/A