

**University of Colorado Denver/Anschutz Medical Campus  
Staff Council**

**Minutes – January 10, 2017**

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

<b>Present:</b>	
See 01/10/17 Roster.	
<b>Absent:</b>	
See 01/10/17 Roster.	

**Call to Order:** The regular meeting of the Staff Council (SC) was called to order at 1:00 pm.

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

**Approval of Agenda:** Cory moved to approve the agenda; George seconded motion to approve the January 2017 meeting agenda. Agenda must be modified to update the CU Staff Council Annual Meeting date.

**Approval of Minutes:** Tim moved to approve the minutes, Nicole seconded motion to approve the December 2016 meeting minutes with corrections.

**Treasurer's Report:** Not done.

**New Business:**

**Guest Presentation – Josh Brumley**

- (1) Financial Wellness Focus – expand into broader concept of wellness
- (2) Removing barriers to engage employees in wellness initiatives
- (3) Presentation can be found [here](#).
- (4) May need help distributing communications and resources to our constituents
- (5) Will be back in May 2017 (tentatively)

**Committee Updates:**

**Outside Group Ad Hoc (10 minutes):**

- (1) No updates; no chair or secretary selected. Will discuss in February 2017.

**Years of Service Ad Hoc (10 minutes):**

- (1) Met with campus leadership and TC and JS (Vice Chancellors for Finance) and KJ (retired) to discuss this program (or lack thereof).
- (2) Kevin Jacobs (now a contract hourly employee) will draft high level of proposal for review by the other stakeholders' present at the meeting for recommendations/revisions. SC will be able to review/vet the proposal before it is rolled out.
- (3) Plan now is to utilize the funds (\$45k) already earmarked for this program to first manage the data before formal program is implemented. Concerns regarding how we will fund program if funds are utilized to clean up the data (ETA 3 – 18 months). The first year, funds would support the data manager and the next fiscal year would have the \$45k regenerated. Funds do not roll over from year to year.
- (4) Despite our challenges, faculty are still receiving recognition for their service. This may be due to the nature of faculty appointments, but this will be reviewed/considered by this committee (currently facilitated by Zack Stronger (sp?))?

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- (5) SC will not oversee the program, but are the liaisons to ensure that the goals of our constituents in reviving this program.

#### UCSC (10 minutes):

- (1) Phone meeting regarding Service Excellence Award (nomination and more info forthcoming).
- (2) Location is established; agenda and amenities in development.
- (3) Each campus needs to bring a small giveaway.
- (4) All council event so everyone is invited. Honorees will be celebrated at lunch.
- (5) Working climate results will be shared with us soon; 50% participation amongst campuses. Staff and Chancellors are anxious for results!

#### Professional Development (10 mins)

- (1) No events since last meeting; two scheduled in January 2017.
- (2) Many ideas for future events on the docket for the remainder of 2017.
- (3) Events will be posted to the Catalyst calendar.
- (4) Committee needs an updated budget balance (Blake volunteered to investigate).

#### Networking and Campus Engagement (10 mins)

- (1) Volunteer opportunity at Food Bank of the Rockies – one of the offerings is already full! T-shirt design is underway. Happy Hour for SC will be held Thursday and/or Friday if there is interest.
- (2) Committee working toward a balance of their two main initiatives.
- (3) Website updating is a priority; send Tim or Karin anything that you would like on the website.
- (4) 325-350 coats were collected for Coats for Colorado.
- (5) Article might get published on CU Today on the website re: what SC has done. We also have a connection now with a CU reporter who may help us increase effective communications/dissemination of SC initiatives, events, etc.

#### Personnel / Legislative (10 mins)

- (1) Minutes will be finalized/posted from the past meeting.
- (2) March 21<sup>st</sup> is the Day at the Capital; will there be a call for questions before? Leadership would like to see the questions before the day. Jay will discuss with the Boulder group and bring back a resolution. Chair requested these updates prior to the Leadership meeting in March.
- (3) CU Advocacy day at the Capital will be 01/31/17 from 3-5pm; Reception afterward with President Benson. Sign up if you are interested!

#### Staff Appreciation / Recognition (10 mins)

- (1) Breakfast burrito event debrief and lessons learned was discussed at the last meeting; overall the events went well. Group plans to continue event next fall.
- (2) Two events planned for the spring including the popcorn (04/25/17 – AMC 2-4pm; 05/23/17 – Downtown 2-4pm) & “pop-up” event (e.g., Donuts from last year) in Feb/March 2017.
- (3) EOTM – all nominators have been contacted and informed that their nomination was approved (all from AMC thus far). JaNet working on dates with supervisors for award presentations; invitations will come to entire SC group and are encouraged to attend. New posterboard will be ordered. Will be voting for next

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quarter later this month (date TBD, but tentatively 01/13/17). Requested that names be sent to Networking and CE committee to be included on the website.

- (4) Note: several groups on campus have a popcorn machine that they might lend us for the popcorn events.

**Nominations and Elections (10 mins)**

- (1) No updates.

**Executive (10 mins)**

- (1) Chair reviewed important dates with leadership.
- (2) Budget models with 3 scenarios in review in an effort to mimic the state budget.
- (3) Student senate from AMC will be having student advocacy day in late February at the capital; comment boxes will be placed on the AMC campus.
- (4) Board of Regents is looking at setting up “Strategic Identity Group” to frame future culture (of consistency) at all campus; now all but staff participate. Would like to get a member on SC on this group for representation. Stay tuned!
- (5) Faculty have expressed student backlash from fellow students related to the most recent election. If you witness this, please report it.
- (6) CU has no plan to provide a list of scientists who have worked on climate research; if approached, do not provide any names.

**Old Business:**

**Membership Updates:** One person has submitted resignation since the December meeting.

**Rules of Order**

- (1) “Cheat Sheet” can be found here
- (2) We do need to conduct meetings in more alignment with RROO, but first, the group needs to learn the basics of that.
- (3) Many of the “rules” are common sense, but members should not feel hesitant to speak up if it is out of alignment with the rule.
- (4) Order of Precedence is confusing; explanation of motion to postpone.

**Treasurer Appointment**

- (1) If interested, let chair know by Friday (01/13/17); otherwise one will be appointed.
- (2) Chair to send responsibilities to the Committee (which can also be found in the Bylaws).
- (3) Chair will fill this role until someone is appointed.
- (4) Chair to find out if there are pending Treasurer action items for reassignment.

**Break out Session Results**

- (1) Responses received can be found [here](#).
- (2) Additional breakout sessions were held regarding the Chair and [Secretary](#) role in respective committees as well as branding via email signatures and other general discussion.

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**Open Topics:**

**Years of Service** – Blake and Phil to meet with HR on this topic later today. After this meeting, Blake will distribute a call for volunteers to setup and manage the program. Carissa, Karen, Michelle all volunteered to be a part of that group/subcommittee.

**Expense Policy** – Not discussed; JD not present.

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

Action Item	Person/People Responsible	Due Date
Update Event Tracking form with any events from May-Dec 2016	All	Next Meeting

**IMPORTANT DATES:**

February 16, 17, 2017 (PM):      Food Bank of the Rockies  
March 21, 2017:                      CU Day at the Capital  
April 14, 2017:                      CU Staff Council Annual Meeting  
June 13, 2017:                      UCD Staff Council Retreat

**Adjournment:**

- Motion to adjourn by George and seconded by Ingrid the meeting was adjourned at 2:26 pm.
- Next meeting: The next regular Staff Council meeting will be February 14, 2017 at the at the Anschutz Medical Campus.

**Minutes Submitted by:** Nicole Quartiero

**Attachments :** Not Applicable.

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