

University of Colorado Denver/Anschutz Medical Campus

Staff Council

Minutes – February 14, 2017

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

Present:	
See 02/14/17 Roster.	
Absent:	
See 02/14/17 Roster.	

Call to Order: The regular meeting of the Staff Council (SC) was called to order at 1:03 pm.

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

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

Treasurer’s Report: Not done.

New Business:

Parental Leave Guest & Discussion

- (1) Christine Jones visited to present that she would like to gather information regarding this policy.
- (2) Tim communicated that our “ask” would be in alignment with the systems level proposal.
- (3) UCD Proposal – 12 weeks for “Moms” and 6 weeks for “Dads”
- (4) Annie Meltzer is Jay’s contact at the Systems level
- (5) Susan Martinez confirmed that the subcommittee for this exists and will engage Christine for consistency.
- (6) Discussion regarding parental leave vs. FMLA
- (7) Susan and Tim will take the lead on getting an update from the larger systems committee and communicate with our local Staff Council group.
- (8) Proposal by Emily to come up with a unified SC Statement to submit as a recommendation on behalf of our constituents to present to UCSC and local leadership.
- (9) Decision – recirculate presentation for review and then decide on a position statement (either by email or Catalyst), and Susan will let the group know what the timeline for a “decision” is so that we know when to have our statement completed by.

Interim Chair for PLC (see agenda addendum)

- (1) Evelyn is on medical leave so an interim chair was suggested.
- (2) Jay will be interim chair until May when the next chair is elected; Kelly will remain secretary.

Zoom (aka Remote Connection Technology) Motion (Leah)

- (1) Motion can be reviewed [here]
- (2) This motion is a result of feedback from the recent breakout sessions
- (3) Discussion regarding the pros and cons of the utilization of remote connection technology in terms of participation

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- (4) SC Members do have ideas on how to improve the utilization of this platform including room changes, platform and others that was not discussed.
- (5) Noah has volunteered to be resource for managing the technological barriers associated with using the RCT or other small group discussions to ensure effectiveness.
- (6) Idea: Revise motion to include framework of in-person meeting expectations (e.g, 1/quarter in person mandatory) – tabled until the end of the meeting.
- (7) Vote:
 - YES: 3
 - NO: 21

Events Checklist E-form

- (1) Karen created the form [link] and it is expected that individuals complete the form and submit to Karen and Tim as soon as possible before an event once all event information is confirmed.

Chair and Member Roles

- (1) Table until next meeting.

Secretary Roles

- (1) Table until next meeting.

All Councils Ad-Hoc Service Excellence Committee

- (1) No updates this meeting.

Applause Paws

- (1) George presented this idea that is used in his team. It is a way to encourage extra efforts and appreciation. He proposes to use this form across campus (sponsored by Staff Council) to promote positivity and awareness.
- (2) JaNet uses something similar (with an e-component) in her unit which has been effective and positively impactful.
- (3) Blake explained the “Terry Berry” program which is another option that is used on campus.
- (4) Would need to determine the logistics of staff council’s sponsorship.
- (5) George will lead this initiative and will provide an update at the next meeting.
- (6) Question – how can we bridge this initiative with our existing Employee of the Month party? Perhaps print info about the EOTM program on the back?
- (7) Food for thought – improving SC involvement in the EOTM program...

May UCD SC Retreat

- (1) All officer positions are up for renewal; per the bylaws, the new leadership is supposed to be present in the new officers. In the past year there was not a smooth transition. Proposal, have retreat in May to include new officers in the morning session for a better transition plan.
- (2) Who is the best to coordinate the retreat? The Chair and the Executive Committee are committed, but others are welcome to volunteer.
- (3) There is some resistance to moving to May because of some members’ work responsibility; but June is also hectic for some fiscal managers in the group due to year end close.

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- (4) Per the bylaw appointment criteria, we would need to have it the second half of May.
- (5) Another consideration is the all staff meeting in April.
- (6) Blake will create and distribute a poll on dates that would be preferred.
- (7) Suggestion – get ad hoc committee for planning established: Blake, JaNet, Brooke, Emily, Carissa, Matt, Gina, and Frank

Committee Updates:

UCSC (10 minutes):

- (1) Staff Working Climate Survey Data – data is being categorized, but is not yet ready for presentation.
- (2) Questions re: Strategic Vision Redevelopment process – currently there is no one from AMC on this campus on the review committee.

Professional Development (10 mins)

- (1) Last event with Dr. Allen was last week and wasn't as well attended, but was a good turnout (~35)
- (2) Event this Friday on the downtown campus
- (3) Kirk's session was well attended at AMC; unsure about downtown; he will provide a follow up in March ("Don't let your Technology Ruin You"); Emily will complete the newly created event form. 😊

Networking and Campus Engagement (10 mins)

- (1) Michelle has been working hard on the Food Bank of the Rockies event later this week; pictures and write-up to follow. SC Members please wear your polos!
- (2) The other focus is getting more involved in the "networking" initiatives of the committee (e.g., E-event form)
- (3) Event pictures should be emailed to this committee or uploaded onto the Catalyst
- (4) Future idea – coordination of a food back for Food Bank of the Rockies next year per the suggestion of Chancellor Elliman

Personnel / Legislative (10 mins)

- (1) Quarterly newsletter related to the recent legislation which is linked in committee minutes; email any questions re: legislation to Jay.
- (2) Planning around the Day at the Capital is in progress
- (3) PERA – recent news regarding the current status of PERA; the view of the current model is interesting and some related articles can be found in committee minutes (or search the Denver Post).

Staff Appreciation / Recognition (10 mins)

- (1) EOTM – 5/6 awarded from the past two quarters; one to be scheduled in March.
- (2) All awardees and photos are on the website.
- (3) Please vote for the second quarter!!!
- (4) Upcoming events are populated on the Catalyst
- (5) Donut Day – TBD in early March...mass email will be sent; 3 locations on AMC and 2-3 locations on the downtown campus.
- (6) Will consider putting flyers in elevator.

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Nominations and Elections (10 mins)

- (1) No updates.

Executive (10 mins)

- (1) Concerns about student-to-student racially charged behavior. Concerns do not apply to staff.
- (2) Chancellor Elliman suggested a food drive in conjunction with volunteering event next year.

Ad Hoc Outside Groups Committee

- (3) Will present a motion in March--still gathering data.
- (4) Expect to hear from the committee member in your group for inclusion.
- (5) Still trying to identify other groups that might be eligible (housekeeping, security, ...).

Years of Service Committee

- (6) Delay due to Kevin Jacobs's departure.
- (7) Leadership is still coming up with a plan.

Old Business:

Membership Updates: 1 person has submitted resignation since the January meeting.

Open Topics:

Treasurer Position – Brooke has been elected.

Nominations and Elections committee Membership – Tabled for next meeting.

Remote Connection (revisit from earlier in meeting):

New motion: With the exception of Staff Council Members whose primary work location is not either the Denver Campus or Anschutz Medical Campus, there will be no remote access for three of the monthly meetings and those members not in attendance will have an absence counted against their three absences per annum. The three meetings will be comprised of the retreat, one at Denver, and one at Anschutz. This will be implemented in the 2017 Staff Council season starting 2nd Tuesday of May 2017.

Motion passes by clear show of hands.

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

Action Item	Person/People Responsible	Due Date
Vote for Second Quarter EOTM nominees	All	ASAP

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

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April 25, 2017: Popcorn Party AMC
May 23, 2017: Popcorn Party at Downtown Campus
June 13 or 16, 2017: Annual Retreat

Adjournment:

- Motion to adjourn by Tim and seconded by Leah the meeting was adjourned at 2:50 pm.
- Next meeting: The next regular Staff Council meeting will be March 14, 2017 at the at the Downtown Campus.

Minutes Submitted by: Nicole Quartiero

Attachments : Not Applicable.
