

University of Colorado Denver/Anschutz Medical Campus

Staff Council

Minutes – March 14, 2017

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

Present:	
See 03/14/17 Roster.	
Absent:	
See 03/14/17 Roster.	

Call to Order: The regular meeting of the Staff Council (SC) was called to order at 1:05 pm.

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

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

Approval of Minutes: Jay moved to approve the agenda; Chris seconded motion to approve the February 2017 meeting agenda. Agenda must be modified to update the CU Staff Council Annual Meeting date.

Treasurer’s Report: [Link to report]; Brooke updated the spreadsheet of budget:expenses. We have to spend or roll this budget over. Send large expense or addition budget requests to Brooke. Currently, we are projecting ~\$1600 of unobligated funds. This includes all current obligations and could be utilized for gift card purchase for next year. Discussion regarding challenges of spending this money and issuing gift cards. Kaylene will help facilitate these program(s) within the current gift card policy. Our current gift card program is set up for the EOTM program only (also has some issues that Brooke is managing); Brooke will work with others as needed if additional gift card programs are needed.

New Business:

Chair Resignation Update

- (1) Vice Chairs evaluating Chair role and pending items; they will keep us posted.
- (2) There are some challenges in following the bylaws to replace the Chair position; currently the plan is to elect a replacement Chair at the next year with the Vice Chairs taking over until then.
- (3) Discussion regarding plan in alignment with bylaws; discussion will be tabled until [X].

Denver Campus NSSE

- (1) Presentation by the Office of Institutional Research and Effectiveness (only administered on the Denver campus)
- (2) Survey has been administered since 1999 and the most recent survey was in 2016; only administered to freshman and seniors due to the inferences that you can gain by surveying these groups.
- (3) Modules were added in 2016; and the core of the NSSE is 60 items.
- (4) Overview/discussion of findings from the 2016 survey and “peers”.
- (5) Comparisons show us the directionality of the quality of interactions; even though student interactions are improving, we are not in alignment with our peers.
- (6) This group is willing to present this data to other groups as needed.
- (7) One interesting finding is related to why students consider or leave to CU.
- (8) Interestingly, this data is not compared or evaluated with any other school in the system.
- (9) One challenge is student retention – how do we keep them through the 6-year graduation cycle?
- (10) There is a perceived lack of support by the institution for students, which is problematic.

University of Colorado Denver/Anschutz Medical Campus
Staff Council

Minutes – March 14, 2017

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

- (11) This data can be further dissected by school/college and some other parameters.
- (12) In addition to the NSSE, this office does all official reporting for the institution; accreditation assistance; student success; if we need numbers, they can help us!
- (13) Q: do they have data of staff tenure? Nathan may be able to help us (Kaylene will provide details to group).
- (14) This group has a survey working group, and are happy to advise on the analyses or survey development.

Zoom Room Update (Noah)

- (1) Noah made an error in scheduling that he apologized for.
- (2) June 2017 will be the next time we have “regular” meeting and Noah is working on rescheduling rooms.
- (3) “Origination” location (where regular meeting is held) vs. “Distance” location (optional remote location); suggestion is to move to more technology friendly rooms to integrate and involve everyone at both locations for improved meeting effectiveness.
- (4) Noah is open to suggestions; email him with details.
- (5) Goal would be to include both locations and zoom link on the Catalyst calendar.

PSC Personal Purchase Reimbursement (George)

- (1) Office of international affairs is facing challenges in “fronting” business-related costs paid out of pocket; are other groups having these issues?
- (2) Discussion regarding different strategies for purchases.
- (3) George will do data mining of policies and will organize a PSC presentation that also speaks to Staff Council purchases (planned for June 2017).

Committee Updates:

UCSC (10 minutes):

- (1) Meeting was held February 23rd at UCSC
- (2) Reviewed Reagent policy revisions and articles; next round is in May and final round is slated for June. The UCSC group has to review and provide feedback, but nothing immediate at this time.
- (3) New policies and revisions will be communicated via a blog; announcement forthcoming.
- (4) Working climate survey draft analysis was reviewed; no “earth shattering” findings. It will be reviewed with Regeants first and then will be distributed to the masses.
- (5) Some CU Denver offices held meetings related to recent Executive Orders; there is significant interests and concerns around how the University is supporting student and faculty around the implications of the recent EOs. Is there a venue or opportunity for all to discuss from a systems perspective? Is it appropriate for Staff Council to be involved and how? Perhaps creating a list of available resources and/or request leadership’s involvement on how to address/alleviate these questions/concerns.
- (6) Discussion around how we can be involved in addressing these issues; tabled until May 2017 meeting.

Professional Development (10 mins)

- (1) Two events at the end of this month;
- (2) Looking for guidance/assistance on how to issue gift card for speakers; Brooke will work with this group to facilitate.
- (3) A session on mindset will be offered in June 2017.

University of Colorado Denver/Anschutz Medical Campus

Staff Council

Minutes – March 14, 2017

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

- (4) Announcements have been challenging to get out; would like to brainstorm on how to more effectively get this information out (suggestion: utilize events checklist). Process will be reevaluated amongst PD and NCE committees to improve the process.

Networking and Campus Engagement (10 mins)

- (1) Food Bank of the Rockies was a massive success! Thank you to all who contributed! This event will be continued next year! (Include this “win” in the PPT!).

Personnel / Legislative (10 mins)

- (1) See UCSC updates.
- (2) Day at the capital is next week (March 21, 2017)!

Staff Appreciation / Recognition (10 mins)

- (1) Change in the date for “popcorn event” aka the “Snack Bar” so this is now scheduled for May 16, 2017; volunteer registration forthcoming. Need to also update the event information with NCE committee.
- (2) Donut event has been cancelled.
- (3) EOTM is going great; 2/3 of last quarter were recently awarded. This will catch us up; next month will be voting on current quarter. Also going to give winners something else in addition to the certificate. Winners are on the website (include the winners on the PPT!).

Nominations and Elections (10 mins)

- (1) Goal is to have new member and officer elections by the May meeting
- (2) Per last count, need is 11 new members; nomination cycle will close March 21st
- (3) Need to have balance of personnel classification and location
- (4) Updated dates can be found on the main SC website.
- (5) Just one member will be up for renewal of the 3-year appointment cycle.

Executive (10 mins)

- (1) Chair resignation review.

Ad Hoc Outside Groups Committee

- (1) On hold until other more pressing business is managed.

Years of Service Committee

- (1) No additional updates; contact Phil with additional questions/concerns.
- (2) HR is working on developing a proposal for a formal program per Kaylene.
- (3) New CHRO for UCD and she will visit SC at some point to meet this group.

Retreat Planning Committee

- (1) Meeting was held last week; location: TBD but leaning toward same location as last year. Handoff form will be submitted to Chairs to prepare for formal retreat handoff.
- (2) EC arrival is at 8am and everyone else will meet up at 9am. Boxed lunches will be provided this year.
- (3) Next meeting April 4th; draft agenda will be posted in the next couple of weeks.
- (4) Discussion regarding how we will appoint new members to committees before retreat; details TBD.

University of Colorado Denver/Anschutz Medical Campus

Staff Council

Minutes – March 14, 2017

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

Old Business:

Membership Updates: 1 person has submitted resignation since the February 2017 meeting.

Open Topics:

Schedule for Mandatory Meetings – The details of this policy can be found here [add link to agenda]; new members will be selected in April and will attend the May meeting (no regular meeting in May).

Chair and Member Roles – Review of document [insert link here]; need to review in alignment with the bylaws. This would be utilized within the MOPs.

Secretary Roles and Responsibilities – Integrate with Chair and Member roles document and review/edit before next meeting.

Applause Paws – Draft in development; tabled until next meeting.

All Councils Ad Hoc Service Excellence Committee – April 14th @ CU South from 8am-2pm; agenda and RSVP will be issued in the next week if so. Please attend if possible! Campus updates in PPT is needed; Leah volunteered to assist with the PPT development. Service Excellence awardees have been selected and will be notified this week (22 total nominations between the two campuses).

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
Integrate Secretary role with Chair and Member Roles document	Nicole	ASAP
Review Chair, Secretary and Member Roles document	All	By May 2017 meeting/retreat
Remove regular April and May Staff Council meetings and update calendar with the other meetings	Karen	ASAP
Goodie bag donations	Ja’Net	By April 2017 Service Excellence Meeting
Remote room meeting management	Noah	Before June 2017 meeting
Coordinate PSC Presentation	George	June 2017 meeting
Update Treasurer’s report and manage gift card issues	Brooke	ASAP
Submit budget requests to Brooke	All	ASAP by June 2017 meeting

IMPORTANT DATES:

March 21, 2017:	CU Day at the Capital
April 14, 2017:	CU ALL Staff Council Annual Meeting
April 25, 2017:	Popcorn Party AMC
May 16, 2017:	Popcorn Party at Downtown Campus

University of Colorado Denver/Anschutz Medical Campus
Staff Council

Minutes – March 14, 2017

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

May 23, 2017: Local Staff Council Retreat

June 13 or 16, 2017: Annual Retreat

Adjournment:

- Motion to adjourn by Leah and seconded by Nicole the meeting was adjourned at 2:59 pm.
- Next meeting: The next regular Staff Council meeting will be April 2017 – All Staff Council Annual Meeting.

Minutes Submitted by: Nicole Quartiero

Attachments: Not Applicable.
