**UNIVERSITY OF COLORADO ADMINISTRATION STAFF COUNCIL**

MINUTES

Thursday, September 20, 2018

Denver Campus

Nancy Moore called the regular meeting of the University of Colorado Staff Council to order at 10 a.m.

ATTENDANCE

The following members were present:

|  |  |
| --- | --- |
| Nancy Moore, UCCS | Megan Schosker, CU Boulder |
| Alejandro De Jesus, UCCS | Jeni Webster, CU Boulder |
| Renee Rudolph, UCCS | Deb Prestianni, CU Boulder |
| Jacqueline Bannister, System | Jay Campbell, CU Denver/Anschutz |
| Tara Dressler, System | Carissa Smith, CU Denver/Anschutz |
| Annie Melzer, System |  |

Absent: Angie Generose, System; Kevin Young, CU Denver/Anschutz; Josh Turnquist, CU Boulder; Noah Dodero, CU Denver/Anschutz; Mean Means, UCCS

Guests(s) Attending: Peter Crosier-Cajina and Karissa Stolen: Co-Chairs, Staff Inclusive Excellence Committee – CU Denver/CU Anschutz; Philip Petty – past UCSC member from CU Denver/CU Anschutz; Kathy Nesbitt – VP for Employee and Information Services; Dorothy Horrell – Chancellor for CU Denver

A quorum was present.

OLD BUSINESS

Approval Of The Minutes: May Minutes *Moved* by Alejandro, *Seconded* by Jay.

UPDATES

Treasurer’s Report

* $20,900 is the budget again this year
* Annual retreat is what most of the money is spent on for the year
* Balance to date is $14,266.90
* Came in under budget last year - $2,254.78 left over that we lost – going to ask for a rollover
* Money for communications, promotional items, etc. is likely if we are mindful or our spending
* Committee chairs to get budgets to Jeni asap

Chair’s Report

1. Retreat Highlights

* Restructuring of committees
  + SEA now Professional Development and Recognition Committee
  + Communications Officer now Communications Committee
* Goals
  + Increasing visibility
  + Focus on the Mission
  + Support Parental Leave for everyone until it is a reality

1. Board of Regents Meeting

* See attachment prepared by Nancy

1. Presidential Search Committee

* Letters received from Chair Sharkey asking for committee nominations
* Doesn’t appear to be equal representation with 1 Staff Member
* UCSC to put forth a few nominations – 2 from UCCS, 1 from Denver,
* Chairs of each council to circulate letter and ask for nominations – to Nancy and Jay by September 27th

1. Parental Leave for Classified Staff

* Nancy asked the BOR to consider this for classified staff – needs to be legislation or other option
* Maybe classified staff can request to be University Staff – Professional Exempt – and opt out of the classified
* Campuses working on letters of support

1. Other
   1. Todd Saliman – coming to the November meeting to talk numbers
   2. Heidi Ganahl – going to ask to come to the October meeting

GUEST SPEAKERS

1. Peter Crosier-Cajina, Karissa Stolen: Co-Chairs, Staff Inclusive Excellence Committee – CU Denver/CU Anschutz – See attached presentation
2. Kathy Nesbitt

* Responsible for human resources, UIS, infrastructure for the academic enterprise, cyber security, health trust
* Presidential Search
  + Pat O’Rourke and Kathy are leading the search
  + Getting the firm onboard
  + List for the search committee – 15 people
    - Why just one staff person?
      * Written in Regent Law
      * Numbers (faculty v staff)
      * Roles engage with the Office of the President
      * UCSC can submit more than 2 names – given high consideration
* Many groups not represented
* Best Place to Work List – starting with System and will be submitting
* Parental Leave – Classified Staff
  + Want them to be a part of it so there are not mismatched benefits
  + Apprehension from the State so went forward with University Staff first
  + Talking about next steps – being worked on with Kathy and Jeremy Hueth
* Student Health
  + Each campus does it different
  + Basic Physical Illness and Mental Health (covered by student fees) v. Emergency Care (covered by personal insurance) – thinking about a plan and one provider for everything
* CU Online
  + Working on a plan for a system wide program
* Diversity Summit – encourage people to attend

1. Dorothy Horrell

* New Wellness Center – student initiative, designed and paid for by the students – stemmed from being a commuter campus and having a place on campus
* New Master Facilities Plan
  + Dedicated engineering building – current spread out over 5 facilities - #1 priority and top priority for the System as well
  + First year housing and dining facility - currently have Campus Village Apartments – only 700 beds
  + Currently have over 1 million square feet for CU Denver
* CU In The City campaign and CU Frontdoor – to be integrated in the city

NEW BUSINESS

Lynda.com

* See presentation
* Advertise at your campus councils
* May request posters

Boulder Survey

* See presentation
* “The Pulse”
* 8 big topics – what you want to see Boulder Staff Council do in the coming year

State Classified Staff Council for Higher Ed

* Tara to circulate the info to UCSC and if there is someone on a council that is interested, they can contact the person in charge
* Only classified staff remaining are going to be the only ones as all new hires are going to be non-classified

COMMITTEE UPDATES

Policy

* n/a – only 1 member present

Communications

* Website
  + Annie has access and she and Carissa are taking the lead
  + Overall revap and content
* Promotional Materials
  + Printed materials – handouts/brochure to let people know what we do
  + Shirts for the council – Polo shirts possibly to look a little nicer for the Regents
  + Small giveaways
  + Table cover this year, pull up banner next year
* Design Public Relation Materials
  + Call to action flyer, with stats
  + Newsletter – later project
* Bullet points from the UCSC meetings to bring back to the campus council meetings – Jacqueline
* Survey
  + Schedule a hand off to the campus councils and see how they want to receive the information
  + Tara working with Jeremy on the legal review – hopefully done by next meeting

Professional Development

* Coat Drive in full swing
* Committee would like to move away from SEA
  + Leadership likes the cross campus award event
* All day Professional Development day - 9-3 to help with travel time
  + Welcome and Thank You
  + Speaker – to inspire – get list from Annie
  + Big Bucket Areas – Presentation and then a mini activity
    - Presenter Training (the face of the event for SSC)
      * Learning your elevator pitch – personal narrative
      * Voice and movement – children’s book reading
      * Sales pitch for SSC/UCSC
    - Emotional Intelligence Training (sensitive to people you are interacting)
    - Leadership (every aspect of your life, in and out of the professional realm, and everyone in this group is a leader)
      * Building and leveraging your network
      * Leadership mindset
* Time and Energy (live/work balance)
* Are you a value add or just busy
  + Lunch with Networking – Possible forced awkward situation
  + 70% activity, 30% speakers
  + Giveaways for everyone
  + Date? April? Keynote speaker and location first
  + TBD – extra day in addition to staff meeting and award?
* 111 total members
* Central Location – possibly CU South Denver

Executive Committee

* n/a – next meeting

CAMPUS UPDATES

**Boulder:**

* Rocky Mountain Showdown (blood drive competition CU v CSU in Sept.) was a great success.
* Our first Staff Council Bulletin went out by email. We have excellent click through rates, Communications Committee reports.
* Ice cream social is being held on 9/20; we will promo the system-wide Diversity Summit with a postcard; raffle giveaway of a goodie bag to help publicize the 9 BCSC Areas so staff know which they are in and their reps.
* Coats for Colorado: a dozen bins have been placed and 3-4 more will be soon. The posters have been made and are being put up to promo. No substantial collections yet but much enthusiasm!
* Monthly Speaker Series will be held this year
  + Sept speaker spoke about the Mentorship Program twice on the same day. We live-streamed one of the presentations.
* Oct 2nd we will present the movie *The Light Shines On: A Celebration of CU Boulder*. <https://www.colorado.edu/staffcouncil/2018/09/09/staff-council-speaker-series-presents-light-shines>
* Nov Diversity Summit in lieu of a speaker
* **Diversity & Inclusion Summit (system-wide): “Intent vs. Impact: Improving Inclusive Interactions” on November 13-14.** We created postcards to distribute to raise awareness of the Summit and our featured speaker. This year’s System-wide Summit will be hosted on the Boulder campus for students, staff and faculty from all four campuses. Members of the Boulder community are also welcome. Summits have been held annually on the Boulder campus for over a decade, and are organized by ODECE, the Office of Diversity, Equity and Community Engagement.

The November 2018 Summit is dedicated to exploring and understanding the gap between “intention” and “impact” in order to achieve alignment within our community while honoring differences. Dr. Beverly Daniel Tatum, former president of Spellman College and author of *Why Are all the Black Kids Sitting Together in the Cafeteria*? will be the featured speaker on the morning of November 13th. More info on the Office of Diversity, Equity and Community Engagement website. <https://www.colorado.edu/odece/diversity-inclusion-summit>

Boulder Staff Council and ODECE will host a Staff Hospitality Suite at UMC (University Memorial Center) during the event for staff from all campuses and the presenters. This will be a pleasant space in which to relax, have refreshments, make new contacts and engage in discussion about Summit themes and topics. We welcome monetary and volunteer support for this from other campus councils.

Still seeking ideas for workshops, speakers or panels! Use this link to submit them: <https://www.colorado.edu/odece/content/diversity-summit-session-guidelines> Plans underway to arrange bus to and from Boulder, Denver and UCCS campuses for the Summit, but no details yet. We ask folks to register to attend so that numbers can be estimated: <http://www.cvent.com/events/cu-system-wide-diversity-and-inclusion-summit-2018/event-summary-5e2ca864d77a411581261abde74d956f.aspx>

**UCCS:**

**Follow up to previous action items:**

* UCSC Representatives finalized at July 18th meeting

Mark Means (extended through 2020)

Nancy Moore (extended through 2019)

New reps: Renee Rudolph and Alejandro (through 2021)

* Partnership with Leadership Academy
  + First attempt at a Leadership Program
  + Still in discussion with Staff Association leadership

**New campus updates/action items:**

* Ice cream social held on 8/8
* Staff Association Key Goals for 2018-19
  + Consider access to training and events and how do we arrange our events with this in mind
  + Increase transparency of what we do, be educated and be able to tell our story
  + Work to find out what staff want and need through outreach or change culture to advocacy
  + Remember we need to be advocates and also have fun for our staff

Sub-committees to post updates before next meeting on 9/25

* Staff Enrichment Day scheduled for 10/19
* Vote to prioritize how to compensate days to close campus for winter break closure for 2019-20 fiscal year
* Added extra September meeting on 9/25 to cover remaining items on 9/19 agenda
* Coat Drive for Spring Rescue Mission

**Denver/Anschutz:**

**Follow up to previous actions items:**

* n/a

**New campus updates/action items:**

* Working on resolution to present to campus leadership in support of increasing the volunteer hours per employee, from the current 4 hrs per year, up to 16 hrs. Also, to make it eligible for use throughout the year versus just during the holiday season as it is now.
* Working on resolution to present to campus leadership in support of continuing to push for paid parental leave for classified staff. Also, looking at how it works with STD and how it can be better applied.
* Working with our Central HR office to include PRA’s in our staff years of service recognition program. They are currently not included.
* Our guest speaker in September was Debbie Lammers, Director of Learning & Development at Denver|Anschutz. She shared how her new role is attempting to centralize and enhance PD efforts across all areas and constituents. She is also revamping New Employee Orientation to better utilize resources and be cognizant of people’s time.
* Our council approved and has created the Staff Train & Retain initiative, which combines efforts to enhance employee tuition waiver benefits, PD opportunities, and potential scholarships.
* Council successfully organized and staffed a Day Out at Elitch Gardens for Denver|Anschutz employees and students. Approx 500 tickets were sold that included park admission and a meal.
* Staff Inclusive Excellence team – see Peter and Karissa’s presentation.
* Block parties were held on both campuses successfully, back to school celebrations and promotion of school/college/department’s services.

**System:**

**Follow up to previous actions items:**

* School supply drive in August for FACE - Family and Community Engagement - works with students and families from Denver’s lowest served schools and areas – $1,300 in backpacks and supplies.
* NFL Spirit Day on September 6th – Raised $670 for the Global Down Syndrome Foundation – Dare to Play camp where Broncos players give kids one-on-one time.
* Snack Attack – National String Cheese Day happening today!
* Got filtered water spouts in the kitchens and bottle fill stations are coming.

**New campus updates/action items:**

* Brown Bag presentation on October 16th – AI presentation – will live stream and send the link to UCSC.
* Bathroom remodel coming this year – long process.
* Member/Committee recruitment
  + Working with HR to get a pamphlet and maybe some SSC swag handed out to new employees
  + Created a general flyer to hand in bathrooms and breakrooms about SSC when no event is being advertised
  + Implementing some new events to interact more with SSC members – Book and Game swap
  + Working on a program to retain participation from past members

NEW BUSINESS

Years of Service – Boulder wants to include people who were previously foundation – to discuss at next meeting.

ADJOURNMENT

*Motion* by Deb, *Seconded* by Jeni.

*Approved* by Council*.*

The meeting was adjourned at 2:26pm



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Tara Dressler

UCSC Secretary