

UNIVERSITY OF COLORADO ADMINISTRATION STAFF COUNCIL

MINUTES

Thursday, September 21, 2017
1800 Grant Street, Denver
7th Floor, CharlesVS Conference Room

Nancy Moore called the regular meeting of the System Staff Council to order at 10:14 a.m.

ATTENDANCE

The following members were present:

Nancy Moore, UCCS
Sarah Mensch, UCCS
Nick Lockwood, UCCS
Mark Means, UCCS
Anne Melzer, System
Tara Dressler, System
Angie Generose, System

Carissa Smith, CU Denver/Anschutz
Noah Doder, CU Denver/Anschutz
Megan Schosker, CU Boulder
Kathleen McGovern, CU Boulder

Absent: Jay Campbell (CU Denver/Anschutz), Philip Petty (CU Denver/Anschutz)

Guests(S) Attending: Lisa Landis – Policy Update

A quorum was present.

Approval Of The Agenda: *Moved* by Carissa, *Seconded* by Megan. Approved.

OLD BUSINESS

Approval Of The Minutes: The approval of the June 2017 meeting minutes are being tabled until October. *Moved* by Tara Dressler, *Seconded* by Carissa Smith. Approved.

Treasurer's Report:

- Nick reviewed the budget - \$20,900 total, \$7,557.50 spent to date, \$13,342,50 available
- On track for the budget

ONGOING BUSINESS

Creative Development – Nancy is going to add suggestions to the BOX instead of having it as an agenda item, as suggested at the retreat, due to time constraints.

Survey Presentation – Annie and Carissa

- They met with Leonard before the presentation to leadership
- Presented on August 31, 2017 – See Power Point
- Main categories:
 - Benefits – Most people understood
 - Parental Leave is important
 - Tuition Waiver - 2/3 plan to use in the future and 30% for dependents
 - Professional Development – Skill Soft is the most used, ES Workshops and Lynda.com – Most people that do not use said it was because they didn't have time, most felt supported but not satisfied with the opportunities
 - Comments – Huge amount and hard to go through everything
- Next Steps – Continue to examine data, Review and share results, Identify actionable items

UCSC Mission – Annie

- Annie's boss Janet is going to provide some guidance on how to create a mission statement and will be at our next meeting
- Things to think about – see handout – fill out items in red box and bring to the next meeting with our audience in mind – and think current and not future

Parental Leave – Annie

- Regent Heidi Ganahl is very enthusiastic about parental leave and the committee will be working with her as well
- Hoping for an official committee and pilot program
- Preliminary numbers show about \$800K per year for 6 weeks paid leave per employee (doesn't include faculty)
- Going to do some more number crunching before a presentation to the CHRO's

NEW BUSINESS

Chair's Report:

- New Secretary Introduction: Tara Dressler is the new Secretary
- Executive Committee created goals and will discuss
- Thank you Sarah for presenting at the Regents Meeting

Regent Meeting Update:

- Good idea to attend a Regent meeting if you can
- DACA – Statement issued and was a large topic
- Economic impact study done and reported
- Honored 2 distinguished professors
- Retention numbers shared and for the year for CU Boulder rose slightly, UCCS fell slightly CU Denver rose slightly, CU Anschutz vague

- Parental Leave presentation
- Compensation Report – Power Point Presentation – Sarah to send to the group
- DiStefano thanks us for the survey and it is gaining momentum

Website Refresh:

- Photos and members updated
- Continue to add the agendas and minutes
- Anything you want to see posted – send to Nick – for example pics of the Capitol Day
- Yay Nick for learning Drupal and getting this going!

POLICY UPDATES

Lisa Landis gave an update on the current policies under review. HR side of policy point of view.

Regent Law and Policies – See handout for list and Tracks

- 2 meetings of the Board to get policies approved
- Policy 3 approved except a few sections (back of the handout)
- Policy 2K in the works – Personnel actions – written form to mean posted on a central website
- Track 7 – Non-Discrimination – will be huge
- Track 8 – Salaries and Benefits – will be huge as well

APS Policies

- Currently 8 in Review – See handout – Some have revisions underway and some are un cleanup (just revising the language)
- Drafts hopefully out the end of October for review and go into effect in January
- Comments can be done online and Dan distributes them to the appropriate department
- Comments can be personal or from a group such as UCSC

LUNCH BREAK

COMMITTEE UPDATES

SEA Awards: Working on a timeline, ideas on Keynote speaker, asked about what else as can do for campus updates

Policy: Setting up a Zoom to work on strategy for review, tapping resources such as Kathy, Dan Montez and Jay Campbell (prior chair)

Survey: Disseminate information, go to campus council meetings, working on a graphic for the website, Nancy and Nick to connect with Cynthia at CU Connections

Executive Committee:

- Purpose: Steering committee for new issues, grievances, activities, & budget setting

- Goals – Will meet the Thursday before each meeting to discuss
 - Resolving/hearing issues in a timely manner
 - Fostering UCSC activities
 - Responsibly manage the UCSC budget
 - Also will get the agendas out the week before the meetings

CAMPUS UPDATES

System:

- We had our retreat on July 21st and new officers were elected (Tara – Chair, Sarah Braun – VC, Elizabeth Nakahama – Treasurer, Andrea Holland – Secretary). Members also chose committees and chairs were selected. We reduced the number of committees this year to hopefully increase council participation.
- We had Broncos Day on September 11th where we gave out beads and stickers and encouraged people to wear their Broncos gear and give a donation to the Broncos charity Broncos Dare to Play Football program (for children with Down Syndrome who play football).
- We are going to have a Brown Bag program that highlights all the cool things that CU Boulder is doing with the space program on October 17th.

Boulder:

- UBSC Goals for the year:
 1. UBSC is working to align with UCB's Chancellors Strategic Imperatives
 2. Creating and strengthening our partnerships with other governance on campus
 3. Improving UBSC's use of technology (zoom meetings, google drive, etc)
- Recent Accomplishments
 1. CU has been ranked #1 Higher Education Blood Drive also #1 blood drive account in the state
 2. CU beat CSU in the Blood Drive Challenge at the Rocky Mountain Showdown. Here is the article with specific numbers
<http://www.colorado.edu/today/2017/09/08/cu-boulder-named-blood-donor-champion-recent-rocky-mountain-showdown>
 3. Staff Council had volunteers to help with Student move in and move out
 4. Just had our annual Ice Cream Social with record number of attendees
 5. Had our Staff Appreciation Football game on September 9th. Staff were offered discount tickets and received a shout out at halftime.
- Upcoming Items
 1. Recently received our list of years of service awardees, our Awards and Service Recognition committee is working to verify and get the certificates and gift cards sent out as well as organizing the Recognition ceremony in early 2018.
 2. December 12th is our Staff Appreciation Breakfast
 - a. At this event we have senior staff members (AVC, directors, Deans, etc) serve the food to our staff
 - b. it is a great event because the time works great for our Facilities management staff that are often left out due to timing of our other events.

UCCS:

Past business:

- 2017-2018 addition of two subcommittees to our Staff Association – Social Program Planning Committee and Policy Review Committee.
- Goals were developed for our staff association this year with a primary focus on Staff Association promotion and recruitment, along with the development of social and educational programming.

Upcoming Events and action items:

- Working with the campus legal team and Chancellor to develop a 1st year job anniversary letter to new staff.
- Development of staff onboarding process to include welcome bags, quarterly lunches, and campus resource information to new hires.
- Creating a monthly newsletter from staff association which will begin in October.
- Fall Staff Breakfast – Wednesday 9/27.
- Idea generation for a leadership academy module that focuses on supervisor skill development.

Denver/Anschutz:

1. Have set council goals to focus on parental leave and tuition waiver, support/advocacy/feedback and career advancement, as well as getting the word out about other benefits that are available. Interestingly enough these were the top identified issues from the climate survey as well.
2. Considering a “town hall” format for staff to come and discuss issues they would like to see Staff Council work on.
3. Completed our multi-campus Immigrant/Refugee school drive - very successful.
4. SC booths at both campuses for the Block Parties.
5. On our own time, joined in the “Volunteer Outdoor Colorado” trail repair at Chatfield.
6. Next professional development events on both campuses are in October and will center around “masculine/feminine” forms of communication and how this can impact challenging conversations in the workplace. Gearing up for a professional development symposium in the spring.
7. Partnered with the Office of Diversity of Inclusivity Alliance for a presentation with a theater group around “It’s Nothing Personal”.
8. We have a Staff Appreciation Breakfast scheduled for both campuses in the fall (Oct/Nov).
9. We will be leading the campus-wide participation in the “Coats for Colorado” event in October.
10. Employee of the Month awards are in full swing and will be advertised at all of the above-mentioned events. All of the winners are listed on our website.

UPLANNED BUSINESS

None.

ADJOURNMENT

*Motion by Noah, Seconded by Kat.
Approved by Council.*

The meeting was adjourned at 1:21p.m.



Tara Dressler
UCSC Secretary