

Staff Council Minutes
April 2, 2013

Attendees –

- Ron Machoian – visitor
- Lisa Brommer
- Nancy Fox
- Marj Webster
- Naomi Trujillo
- Jayne Blewitt
- Mark Lee
- Joseph Sharman
- Brenda Soto
- Kathy Butler
- Bethany Grubbs
- Weston Taylor
- Jill Tiefenthaler
- Annette Megneys
- Stormy Burns

Special Reports

1. President's report, Jill Tiefenthaler, 10 minutes
 - Finishing response to the compensation committee, board approved the budget and now they're sorting out the modeling for the 3% designation recommended by the board
 - Strategic Planning retreat occurred over Spring Break
 - i. There will be an extra In the Loop during Block 8
 - ii. Official release of the plan at the Fall Conference, and they are hoping to include alums as well (likely via telecast)
 - KRCC subsidy – research showed that many other institutions do financially support their radio stations, so it has been decided to subsidize “in kind”
 - Chief Technology Officer – look at Jill's email for more information – search firm in place, and hoping to have someone in place by the fall
 - Scrum team – mission to take much of the feedback around efficiency and effectiveness and turn it into best ideas
 - i. What are the great examples of when we were working well, collaboratively, and focused on our mission at the College (ie the fire, and the Strategic Planning process)
2. Human Resources report, Lisa Brommer, 10 minutes
 - Hoping for May 1 start date for the new Talent Acquisition staff member
 - Wellness Champions – great event at the Fitness Center
 - Climate Survey – 31% response rate so far, and a digest message was sent out today
3. Campus Committee reports (Budget Committee, etc.), 5 minutes
 - Budget Committee
 - Compensation Committee met and just discussed the Climate Survey

Ongoing Business

1. Subcommittee reports, 15 minutes
 - a. Campus Climate Survey (Bethany, Weston, Kathy, Nancy) (see notes above)
 - b. Compensation (Joseph, Brenda, Marj Webster) (no additional updates)
 - c. Staff Advocacy/Arbitration (Mark, Nancy, Stormy, Jessica, Lisa Brommer)
 - i. Discussions about “what does that mean?” – an appeal process for those who have some sort of corrective job action
 - ii. They are looking at other schools who have a good process that we can model
 - d. Children's Center Fees (Jayne, Jessica, Annette) (no updates)
 - e. Listserv for Liberal Arts Staff Councils (Joseph, Weston, Jayne)
 - i. Joseph created a listserv and there is a small group involved – not a lot of traffic yet

- f. Bylaws/Elections/Committees Group (Kathy G., Jayne, Joseph, Marj)
2. Staff Amenities Brochure (any updates to it?) (Fitness Center)
3. Events planning and updates (Jayne, Naomi, Lisa Brommer) (see later in the agenda)
4. Staff training policies and guidelines (Jayne, Mark, Jessica, and Weston, Lisa Brommer) (there are some things coming with the Strategic Plan)
5. Assistance fund/vacation sharing for employees (no updates)
6. Strategic Planning update (see above)
7. Staff Council feedback (anonymous form, email)
 - a. Positive feedback for restructure
 - b. Potential for more representatives from bigger divisions?
 - c. A question about representation of different identity groups as well as representation of divisions and functional areas
8. Report on Staff Council lunches, decide who hosts the next – Kathy Gonzalez and Amy did last (not in attendance) Nancy and Brenda will do the next

New Business

1. Discuss and vote on the changes to Staff Council's composition and manual, 15 minutes
 - See the revised manual at \\admin1\staffcouncil\Manual-3-25-2013_FirstDraft.docx
 - This would change Staff Council to a 12-member body with elected representatives from each of 12 different representative groups, as follows (the staff counts are not FTEs; they include temps and other part-time workers):
 - i. Academic Departments (anyone who works in an academic department, including Staff Assistants, Tech Directors, Paraprofs, etc.) > 46 employees
 - ii. Administrative Offices - Small (Dean's Office/President's Office/Registrar's Office, Summer Programs, and any other programs or small houses including the Collaborative for Community Engagement, the Curator, International Programs, Hulbert, etc.) > 40 employees
 - iii. Admissions/Financial Aid > 28 employees
 - iv. Advancement/Alumni Office > 46 employees
 - v. Athletics > 56 employees
 - vi. Communications/KRCC/Print Shop > 36 employees
 - vii. Facilities > 66 employees
 - viii. Finance and Administration/Children's Center/HR/Payroll/Purchasing > 58 employees
 - ix. Information Management > 46 employees
 - x. Library/Learning Commons/Colket > 45 employees
 - xi. Residential Life/Campus Safety/Conferences/Boettcher > 63 employees
 - xii. Student Life/Worner Center Offices > 34 employees
 - Staff would only vote on the representative from their own representative area
 - Should Staff Council add one more at-large position, elected from the entire staff?
 - How will we handle mid-year departure? – hold a special election?
 - Move that we table the vacancies section from the vote to later discussion - yes
 - Motion to propose the changes in the manual, exempting the vacancies section - yes
2. Discuss "In the Loop" agenda ideas, 5 minutes
 - Arielle Gross, at Daniel Marion's suggestion, will work with Mac in HVAC to produce a five-minute video of that department for the "What Do You Do" segment
 - i. Communications would like to do it next year

3. Budgeting staff events in 2013-2014, 5 minutes
 - Joint effort with Staff Council and Human Resources now
 - Email from Lisa Brommer: "Our events team has been meeting and has developed a fun calendar of events for 2013-2014. I will put the finishing touches the calendar and send your way, but am wondering what kind of budget SC has for staff events? Beginning with our year end celebration in May, 2013 through our year end in 2014, we have 16 events planned totally an estimated \$29,800. How much will SC be contributing so I can plan accordingly?"
 - Staff Council's annual budget is \$7,000
 - Looking for low budget, high impact events
 - Council voted to recommend that \$5,000 be designated for events
 - Funds left over at the end of the year should be designated towards the summer Sky Sox game.
4. Staff Handbook update, 5 minutes
 - HR shared the most recent draft of the Staff Handbook with Staff Council and is currently reviewing our suggestions.
 - It will be continually evolving
 - Jill also said that the policy repository
5. Staff Council and representing full-time contractors, 10 minutes
 - Email from Meg Remple in the Bookstore: "I sent an email about a month ago but didn't get a response. I'm wondering if staff council concerns itself with the outsourced employees or just the CC staff."
 - We require our three permanent contractors, Bon Appetit, the Bookstore, and Sodexo, to follow living wage policies (\$11.06 as of now, which is \$2 above the food service worker's average in Colorado Springs), and they also have gold cards, which allows them access to the gym, events, etc. They do not receive college benefits, though
 - Jill recommended not to follow up on that, because there is very little we can do – the wages are set by that company, and CC doesn't have a say
 - Nancy will draft an email response to Meg
6. Other business?