

Staff Council Minutes
January 27, 2015
11:30a.m.

Attendees: Joseph Sharman, Susan Brickell, Richard Bishop, Denise Sheridan, Nancy Fox, Cindy Endicott, Diane Westerfield, Erica Hardcastle, Brenda Soto

Absent: Arielle Mari, Lori Cowan, Emily Anding

Additional Attendees: Mary Frances Kerr, Lisa Brommer, Stephanie Wurtz

Ongoing Business

1. Approve last meeting's minutes
Minutes from 12/2 were approved
2. Vote on \$168 for "Get Smart!" books regarding email best practices
Joseph made a motion to approve spending the \$168 for the "Get Smart!" books. Brenda seconded. Motion passed. Suggestion made to have Jane Hilberry (co-author) host a session to discuss.

Joseph will set up a separate meeting for Paul Buckley to come and speak to Staff Council. Not enough time during our regular meeting.

3. Workplace Excellence update
 - a. Proposals for this coming year
 - i. Block Project on Employer Commitment
 - ii. Bi-weekly pay period proposal
 - iii. Tentative Proposal: Develop a reward system for staff who do extra work
 - iv. Tentative Proposal: Emphasize Human Resources and CC's focus on talent
 - b. Agenda for 1/14/2015: Staff evaluations, Block Projects (Employer Commitment, Banner security, student diversity team ideas, DEAB projects, leadership awards, student account fees), Spring Conference roundtable, stupid rules project

Staff evaluations: Eliminate the % raise being announced ahead of time. Wait for all evaluations to be turned in, and then look to see where everyone falls.

Exceptional – might be a bonus, not its own category. For those with the highest rating and then above and beyond job description.

Roundtable: Planning to do at the end of March. Need an interesting topic that would appeal to everyone. Luncheon – including faculty, senior staff and staff council.

4. Staff Council communication and feedback
 - a. Rating systems feedback

- b. Dating feedback on our anonymous submission site (Arielle)
 - c. Kudos from the Fall Fiesta (Arielle, Denise)
Denise will send additional reminder to Arielle to post these.
 - d. Answering Staff Council email and web inquiries
 - i. Facilities work orders and charges during regular business hours
(Denise – already done, but she will check with Arielle to make sure answer was posted to website)
 - ii. Non-exempt vs. exempt leave (see new business)
 - iii. Massages in Worner
This was forwarded over to Laurie in HR. Joseph will let the person know that this was passed on.
5. Cabinet Member Candor: thoughts and impressions from a CC Cabinet member (skip today) but, there is still interest in doing this.
6. Follow-up on Co-Chair meetings with HR and the President (not applicable this meeting)
7. Report on Staff Council lunches (Brenda, Denise)
A lot of discussion about staff evaluations. Those in Facilities say it is not geared toward what they do. They would like additional questions or a separate evaluation. Might be nice if Lisa could come down to do a meeting with Facilities.

Decide who hosts the next
Nancy and Diane to host Block 5

8. In the Loop
- a. Staff Council report for 2/12/2015
Openings on Staff Council
Staff Evaluations
Spring Conference
 - b. Summer 2015 In the Loop will be June 18th
Make sure Stephanie is sending a Save the Date for the next meetings, including the summer date

Mary Frances asked (below) if the date for the summer ITL could be changed to June 19th. No issues with changing the date.
 - c. Agenda
 - i. FYI -- Get to Know videos on the docket:
 - 1. Humanities Shops for Block 5 ITL
 - 2. Office of Sustainability for Block 7 ITL
9. Items we need to address or follow-up on later
- a. “Staff Infection” luncheon sessions
 - b. Campus smoking ban discussion

- i. This is pending student initiative; a ban is still intended/proposed as of 12/2/14
- c. Appointed diversity/inclusion member
- d. Two-week pay period proposal
- e. Staff Council representative structure changes (Richard, Erica, Nancy)
Might not be able to do this until next year. Still working on it.
- f. Amenities card for local businesses

Special Reports

1. President's report, by Mary Frances Kerr

Mary Frances asked if we could move the June In the Loop meeting to June 19. Shouldn't be a problem to do this.

Half block was a huge success. Participation increased by 27%.

Jill is teaching this block – so the president's office is trying to protect her schedule.

Diversity and Inclusion – Block 5, CCSGA, Heads of State and DEAB are working on compiling all the notes taken during the listening sessions. Block 6 – recommendations should be announced. Trying to keep things moving.

Library – approved Pfeiffer Partners for the next phase of the Library. Eighteen months away from shovels in the ground.

Campus master plan – The 20-30 year plan to guide the direction the campus is going. Final draft will go to the Board of Trustees at the Feb. meeting. Will share this information on the web, etc., so it's accessible to all. Thinking about additional student housing to keep up with demand. Looking at the parking lot on San Rafael as a potential location.

Soup Kitchen – running a smaller version of the former Soup Kitchen. Typically 40-50 guests and 10 student + community volunteers. President's Office funded 2 temp positions to ensure staffing. Still not a lot of student participation.

Third annual Big Idea – should have communication going out in the next few weeks.

Cornerstone Art Week – Robert Pinsky, the main speaker, was snowed in, so unable to attend.

Budget Committee of the Board of Trustees meetings this week. Will have recommendations to Jill, which she will bring to the February Board meeting.

Communications plan will also go before the Board in February. Work is progressing on the new CC logo. New trustees will be announced.

2. Human Resources report, by Lisa Brommer

Excel@CC – Since August, 55% of supervisors have registered for a class. Overall, 281 staff have registered for a class. Jill is planning some sort of recognition in May for those who completed a program. Work continues on next year's schedule. Brian Young is looking at possible tech needs.

HR will hold evaluation sessions on Feb. 16 & 17. These are directed to supervisors and new staff, but all are welcome.

Commencement survey (electronic) will be going out. Lisa asked if Staff Council would like to handle this process. This is something Lisa and Brenda have been working on. This is the question on the survey: "Is there a particular member of the non-teaching staff at CC who has made a significant difference in your life over the past 4 years? (Feel free to include up to 4 different individuals and their departments.)"

Need info before spring break.

3. Campus Committee reports (Budget/Compensation Committee, etc.)

- a. Budget Committee recommendations went to Robert and Sandi, who presented them to Jill; Jill is discussing recommendations with the Board and will give feedback tomorrow (Wednesday) to the Budget Committee

Subcommittee Reports, including action items to address

1. Canvas presence for Staff Council (Nancy, Denise, Erica, Joseph)
Met last week. Use it for our internal purposes for now before pushing out to all staff. If anyone needs/wants one-on-one help, contact Erica.
2. Staff Amenities Brochure/Website (Cindy, Nancy)
Cards haven't been printed yet. Pricing is \$10 for 500. All approved for Cindy to go ahead with the printing.
3. Staff Recognition (Cindy, Denise; also Lisa Brommer)

New Business

1. Shall Staff Council co-sponsor a Colorado Springs mayoral candidate forum March 4th or 6th from noon to 1:15?
Nancy – they are asking for our support thru participation and by encouraging our staff to attend. Mary Frances to call Tom Cronin since the President's Office also had a request for this through the Catamount Institute.

2. Non-exempt versus exempt leave accrual – should they be aligned? Joseph
The Compensation Committee talked about this last year. Brenda will bring it up again at their next meeting. The Compensation Committee will work on this for now and let us know if Staff Council needs to be pulled in.
3. Staff Council elections and committee membership selection, Richard and Erica, 10 minutes
 - a. Outgoing members are Brenda Soto, Joseph Sharman, and Nancy Fox
Start the process in March. The nomination form on the Staff Council website will need to be turned back on. Brenda to meet with her group tomorrow and will ask for nominations.
4. Division III Athletics event, other spring event
Looking at holding an event at a lacrosse game in the spring.
5. Tiger Service Awards videos and participation, Joseph
Dave McCann brought up whether or not there is a drop in interest in doing these. He can't get very many people to participate. Keep trying. Probably needs to start earlier to get the photos.
6. Action Points, Denise
Joseph – special meeting with Paul Buckley
Discussion topic for Spring Conference
Denise to send message to Arielle re: Kudos cards
Joseph will follow up with the person who inquired about massages in Worner.
Erica will provide one-on-one sessions for training on Canvas
Cindy will order Staff Amenities cards
Brenda will bring up non-exempt/exempt leave at her next Compensation Mtg.
Events Committee - schedule event at lacrosse game

Meeting adjourned – 1:05p.m.