

## **Colorado College – Staff Council Minutes**

**September 1, 2015**

*Approved September 29, 2015.*

Meeting called to order at 11:32 pm by meeting co-chair Denise Sheridan

### **Members present:**

Arielle Mari  
Cari Hanrahan  
Chris Peacock  
Cindy Endicott  
Denise Sheridan  
Diane Westerfield  
Erica Hardcastle  
Kathy Butler  
Lori Cowan  
Richard Bishop  
Shiyanke Goonetilleke  
Tulio Wolford

### **Members not present:**

None

### **Other attendees**

Barb Wilson  
Jill Tiefenthaler  
Lisa Brommer

### **Ongoing Business**

1. Approve last meeting minutes
  - a. Minutes approved
  
2. Elect new Staff Council Secretary
  - a. Tulio motioned for Chris Peacock to fill position – 2<sup>nd</sup> and all approved
  
3. Campus Committee Openings – Child Care Center.
  - a. Erica is taking care of logistics and working with Diane to open Nomination form and notify staff. Unknown if this is exempt or non. Position was posted on Tuesday, September 8, 2015.
  - b. Should there be a different way of finding nominees. Erica suggested until waiting until 6<sup>th</sup> bloc. Lori Driscoll is the FEC chair.
  
4. Campus Committee membership vote – Not needed

5. Apparel Order
  - a. Tulio looking into vendors for new products.
  - b. \$500.00 budget - We are looking at budget of \$35.00-\$38.00/pp
  - c. Orders to Arielle
  
6. Budget Approval
  - a. Cindy shared updated, budget, same as last year and did not change any if the line items
  - b. Notes on receipts and please provide copies to Cindy for auditing purposes
  - c. Richard moved, Arielle seconded – Approved
  
7. Re-Visit the Dog Policy Proposal
  - a. Arielle working on a summary of comments President is getting additional information to present at future meeting
  
8. Workplace Excellence Update
  - a. Arielle is the rep and the first meeting is scheduled for September 30.
  - b. Proposals for the next year Rules Project (Staff Council to review policies)
  - c. Spring Conference follow up, 2015-2016 faculty and staff climate survey
  - d. Workplace excellence next steps no report
  
9. Staff Council Communication and Feedback
  - a. Dating feedback on our anonymous submission forms
  - b. Answering of Staff Council email and web inquiries
  - c. Other feedback
  
10. Follow up on Co-Chair meetings with HR and the President
  - a. Looking to set regular meetings with FEC – twice a year
  - b. Faculty members – Are they open to staff sitting in on classes
  - c. Erica and Cindy will form new committee and explore further – Faculty Communication Liaison Committee
  
11. Report on Staff Council Lunches
  - a. Once each Block - Signup sheet went around for the first half of the Academic Year through December 2015 as follows”
  - b. Block 1 – Friday, September 18 – Arielle and Cari  
Block 2 – Friday, October 16 – Kathy and Denise  
Block 3 – Friday, November 13 – Tulio and Shiyanke  
Block 4 – Friday, December 11 – Cindy, Chris and Richard
  - c. Lunches at Rastall’s or another quiet area within Worner Center

**12. In the Loop**

- a. Next In the Loop is scheduled for Thursday, September 17, 2015
- b. Staff recognition by Student Presentations
- c. Get to Know video procedure discussed. Departments involved along with ITS have been having a hard time scheduling and seem to be “last minute”. Tulio volunteered to take over and pre-plan with ITS (Dave McCann) and departments prior to filming. Arielle is working on the Communication Offices video. Other possibilities for this year – Collaborative for Community Engagement – Richard Bishop.

**13. Items we need to address or follow up on later**

- a. Staff Infection luncheon sessions (Aaron Cohick, Heather Browne)  
Arielle will touch base with them
- b. Campus smoking ban discussion (Heather Horton)  
This is a pending student initiative; ban is still intended/proposed as of 12/2/14. Strike from agenda unless it resurfaces
- c. Appointed diversity/inclusion member – who is that from staff council?  
Arielle will touch base with co-chair
- d. Suggestion to use Bemis Great Hall as a staff lunch area  
Answer is on our site. Strike from Agenda
- e. Staff Council representative structure changes (Richard, Erica)  
Nothing to be done

**14. Subcommittees**

- a. Staff Training / Professional Development (Diane, Lori, Arielle)
- b. Events

**15. Cabinet Member Candor – Thoughts and impressions from a CC Cabinet member – DO we want to continue this?**

- a. We will think about it

**Special Reports**

**1. President’s Report (Jill Tiefen3 Big Things from Strategic Plan )**

- a. Facilities Improvement**

- i. Cache La Poudre project – Road narrowed, parking spaces removed and grass has been taken out with a xeriscape feel to the project
- ii. Painting of Bike Racks
- iii. Library Renovation
  - a. Final stages of fundraising. To date – 12M raised with another 6M needed (75% of goal) before ground breaking. The renovation will also include a 20M through a 3-year Bond.
  - b. The relocation of staff and books is coming along with construction of Creek Side storage facility. This will be a “dislocation” year however, great in the long-run.
  - c. Working on design developments - layout and schematic and design details to include furnishings, decorating
  - d. Potential for Net-Zero building pending Board of Trustees recommendation.
- iv. East Campus Housing (120-150 beds)
  - a. Current Capacity in Resident Halls is 95% - 97%. Some triple
  - b. Plan to start May 2016 and finish in Fall of 2017 (15 Months)
  - c. Goal is for additional Housing to pay for itself.

**b. Diversity and Inclusion**

- i. CC Students receiving Pell grants are graduating at a rate of 94% versus 86% for traditional funding
- ii. Continued work continues with the Butler Center
- iii. New Scholarship challenge through Advancement for 10M dollar scholarship match over the next 3-years. This was created by an anonymous donor to CC

**c. Innovation Space**

- i. Working on Grants for this project
- ii. Looking for creation of Collaborative Space, Project Areas for classes -Potential Artesian area
- iii. Many great ideas from a visit to Stanford University over the summer of 2015

## 2. Human Resources (report by Barb Wilson & Lisa Brommer)

- a. Climate Survey is coming out in mid-September 2015. It has been 2 years since last one was for Faculty and Staff
- b. Inquiry on Fall Break. To clarify Students have the week of 11/23 – 11/27 off. Staff and Faculty off for 11/25 – 11/28 only.
- c. New Excel@ CC being revealed with a lot of great courses new and old. New courses include Administrative Support and ITS courses
- d. Clarification on Onboarding programs through Thrive@CC. The **CCNEW!** is monthly program for new staff whereas **CC Connect** is a quarterly program to further engage new staff with meeting other departments and Cabinet Members.
- e. Thrive@CC is working on a new Ambassador Program to be unveiled on 10/6/15. They will start recruiting Ambassador's at this time and looking to start utilizing in 2016.
- f. Block Project discussion for Leadership Recognition

### Subcommittee Reports

Events Planning Committee (Denise, Cindy, Richard, Cari  
Shiyanke also joined this committee

Staff Amenities Brochure/ Website (Cindy)

Staff Recognition (Cindy, Denise also Lisa Brommer)

- a. Survey for Seniors regarding staff that influenced them

Faculty Communication Liaison Committee

- a. Mini-Classes for staff over block break

### New Business

- a. Visits with President Tiefenthaler and Staff Council representative areas (update)  
Michelle Beckmann will be in touch with representative areas to schedule those meetings
- b. Action Points – Kathy will do action points in the meeting
- c. Events Planning system is not working properly  
10-day lead time is impossible for academic and meeting standpoint  
Excessive number of emails, especially for big events  
Can book rooms but not order things at this time

**Meeting adjourned at 12:59pm**