

Staff Council Minutes

January 28, 2014

Attendees: Joseph Sharman, Brenda Soto, Bethany Grubbs, Arielle Mari, Diane Westerfield, Andrew Watson, Nancy Fox, Susan Brickell, Lori Peck, Cindy Endicott, Stormy Burns, Denise Sheridan, Kathy Gonzalez Absent: Aimee Stephenson, Naomi Trujillo
Other - Lisa Brommer, Jermyn Davis

Ongoing Business

1. Approve last meeting's minutes
 Minutes approved

2. Strategic Planning and Staff Council involvement
 The Workplace Excellence Committee now under Jill because she wanted to be more involved. May see more projects coming out of this. She would like to get all staff and faculty together to discuss workplace excellence and give feedback.

Diversity Action Team – (Nancy) They've held a number of meetings, now trying to narrow down list before presenting to Jill.

3. Staff Council communication and feedback
 - a. Adison Petti's email chain regarding discrimination towards transgender individuals in CC's healthcare plan.
 Lisa will have updates
 - b. Other feedback? Nothing to report.

4. Follow-up on Co-Chair meetings with HR and the President
 - a. No meeting this past month
 Regarding the elections for Staff Council members whose terms expire, should we begin to discuss the process? We need to get the word out to the areas where there will be a vacancy. Joseph – there is a spreadsheet showing term expirations, etc in the Staff Council folder. Bylaws do have a suggested timeline for the process.

Joseph asked if there was anything to bring up at next meeting with Jill? Nothing mentioned. Meeting will be in February.

5. Report on Staff Council lunches, decide who hosts the next
 Block 4 lunch – Not sure if it took place. Aimee would know.

Block 5 lunch – Arielle, Susan and Denise to host. They will notify Staff Council when it is scheduled, so Staff Council can pass this date along to their respective departments.

6. Subcommittees (those without new reports are listed here)
 - a. Listserv for Liberal Arts Staff Councils (Joseph, Nancy)
 Three schools are currently participating. Did have a beneficial conversation, but hard to get schools to participate. Might be good to post some questions to gauge

interest. Joseph asked Bethany if she could suggest some topics for discussion. Nancy to look in to using LinkedIn.

Bethany - proposing staff council retreat. She has drafted a sample agenda, but will work with Brenda to finalize. Opportunity for bonding and to define our purpose, set goals, look at bigger picture. Motion to allocate no more than \$250 from budget to provide breakfast. Seconded and approved. Bethany will order the food. Scheduled for Feb. 14, 9:00a.m.-12:00p.m., Hulbert Center, Dern House.

Suggestion that we should do this each year after new members join the council.

Special Reports

1. **President's report, Jill Tiefenthaler (Jermyn reporting)**
Jill is teaching this block.

Jill has been thinking about progress we've made in last year - 18 months. Workplace excellence is hardest thing to move forward. Jill is taking on leadership role for this action team. She has also added HR (Barbara Wilson) and Stacy Lutz Davidson (Institutional Effectiveness Committee) to this group. At the next In the Loop she will spend most of her time speaking about workplace excellence.

Focusing on strategic work. Charge to cabinet - how can you be more strategic and are you empowering your staff to be strategic. We've accomplished a lot but we need to keep focused on what can make CC the best it can be.

Question about the document that came out of the Scrum Team – the “Who Decides” document. Jermyn said this should be out soon and will most likely be posted on the policy website.

2. **Human Resources report, Lisa Brommer reporting**

Issue around health plan - Barbara, Jill, Robert, moving ahead with coverage related to transgender. CC will begin providing this coverage. Lisa was not sure of the exact date this will go into effect, but Jill knows and it will be announced.

Jill asked Barbara to provide leadership for the first ‘block project’ - to look at our application process, data collecting, and the message we are sending on our application. What it means to work here. Will look at veteran status, diversity status, gender, race, etc. This is all voluntary data that applicants can choose to provide. We may be the first - and excited about that.

Blood screening will be March 13. The screening that was done in the fall generated a lot of negative feedback, due to the fact that people weren't able to purchase the optional blood screening tests. Will go back to what we did before. Asking Staff Council for our help - communicate to our areas that we are returning to the original process – a full blood draw and can purchase additional blood tests. Lisa asked that we share the info about the

Health Risk Assessment that employees can do online – none of this data comes back to college.

Note: If you participated in the fall screening, you can still participate in this one.

Paul Schilli - leading initiative around talent acquisition. Robert looked at the process document. This document will eventually go up on HR website. Lisa asked Staff Council if we would be interested in a session to go over this process document. It's a 10-page document so will need to schedule a special meeting to go over. (Not enough time to do it at a Staff Council meeting.)

3. Campus Committee reports (Budget Committee, etc.)
Nothing to report

Subcommittee Reports, including action items to address, 10 minutes

1. Assistance Fund/Vacation Sharing
Nothing to report
2. Events Planning Committee
Nothing to report
3. Staff Amenities Brochure/Website (Cindy, Nancy, Andrew)
 - a. Vendor discounts, Perks Program, advertising new offerings
 - b. Discuss whether web site should reside under Staff Council or HR pages
People may think to find this on the HR website, but it's the work of Staff Council subcommittee, so it should be on the Staff Council website, but with a link to it from the HR website.
4. Staff Recognition (Bethany, Cindy, Denise; also Lisa Brommer)
 - a. New Tiger Service Awards Program
Nothing to report
5. Staff Training/Professional Development
 - a. Meeting this Thursday to discuss additional/future staff development sessions

Lisa and Barbara going to Wake Forest for a conference. CC wants a robust professional development program. Wake Forest has a very centralized professional development program.

Might be a tie-in with the half-block.

New Business

1. Getting staff input regarding changes to healthcare plans
 - Should CC conduct a survey, hold town hall meetings, or otherwise solicit feedback regarding the healthcare plan and suggested changes to it?
Goal of last year was not to change the healthcare plan, because of the Affordable Healthcare Act. Things still being rolled out, so we don't want to make any changes at this point.

Staff Council should encourage our constituents to work through the compensation committee to give feedback.

No sense yet of any price increases.

2. Campus committees and the Staff Handbook, Bethany, 5 minutes
 - Lisa Brommer will add a link in the Staff Handbook pointing to the Faculty Handbook's committee list (http://www.coloradocollege.edu/offices/dean/faculty_handbook/faculty-organization.dot).
 - Should the Staff Handbook have a committee section for committees not reporting to the FEC?
(Staff Council is an example of one committee that did not originate through the FEC)

Carolyn Madsen is the one who maintains the list. She gets her info from the committees. (FEC and SC)

3. "In the Loop" report, department videos, and other suggestions for the next meeting
 - The February "In the Loop" video will feature Arts & Crafts. Future ITL videos could feature the CC Press, the Art Department sculpture studio, and other shops or one-person areas in Biology, Chemistry, Geology, Physics, Theatre, and Psychology.

Diane - Library would like to get on the list for Block 7. Wouldn't be able to do the entire group - might need to focus on a few areas. Arielle to talk to Diane about this.

- Taking minutes at ITL

Andrew Streight doing it. Nancy to check with him, and find out about having the minutes posted on website

4. Feedback from Staff Council's new divisional structure
Nothing to report.
 - Communication in representative areas with multiple departments
 - Any feedback from staff areas we represent?
5. Future agenda items
6. Other business?
The 'green sheet' will be going around again. Strategic planning around the "Center." Staff Council needs to update our people on this.

7. **Action Points, Bethany**
- Items to discuss with Jill. (Nancy, Joseph and Bethany)
 - Arielle, Susan, Denise to host next lunch
 - Brenda and Bethany - retreat
 - Check with Tom Cronin
 - Talk up the Blood Screening to our areas
 - Andrew - Staff amenities to go live - link to HR
 - Nancy to talk to Andrew about minutes
 - Email date of lunch to rest of Staff Council

Meeting adjourned 12:50