

Block 5 Staff Council Minutes January 26, 2016

Approved February 23 2016

Present: Cari Hanrahan, Tulio Wolford, Erica Hardcastle, Arielle Mari, Denise Sheridan, Diane Westerfield, Carolyn Dickerson, Richard Bishop, Lori Cowan, Kathy Butler, Cindy Endicott

Ongoing Business

1. Approve last meeting's minutes
Arielle Moves, Cindy seconds. Minutes approved unanimously.
2. Workplace Excellence update
 - a. Proposals for this coming year
 - i. Rules Project (Staff Council ongoing practice to review policies) (Arielle). *Last meeting's discussion was about Spring Conference, which went very well (Arielle)*
 - b. Spring Conference Follow Up, 2015-16 Climate Survey, Workplace Excellence next steps
3. Staff Council communication and feedback (anonymous submission form, Staff Council email, emails to distribution groups, messages to the Staff group)
 - a. Answering Staff Council email and web inquiries/Review new submissions (Arielle). *One new question re: changes in overtime pay. Submission with name. Good question to address at In the Loop.*
 - b. Other feedback? *Item submitted in November that we did not see. CC will not close due to weather. Will delays be considered if road conditions warrant it? Addressed last year (Cindy)... if you don't feel safe coming to work, use your own judgment and use vacation time. Good reminder for In the Loop.*
 - c. Discuss removing anonymous from the Staff Council Page. *Already done.*
4. Departmental Issues (line item will be added to future agendas)
 - a. *There is a significant anger re: parking on campus. People are buying parking permits and then don't get a spot in the lot due to visitors, students. Those folks are not being ticketed. Proposal by Admissions to number the spaces and reserve one for each person (Cari). Reports of extra parking on campus, but on the outer edges (Erica). Parking is particularly bad at the beginning of a semester (Kathy). May not work for all lots (Lori). Students also pay for permits, and use at different times – numbering spaces may not be a good idea (Arielle). Part of the discussion for the library was loss of parking, and there are students using closest spaces for long-term parking (Erica). Are there laws against using free parking spots for long term? (Erica) 3-days maximum (Carolyn). Effect of long-term policy on staff/students traveling long-term for athletic competitions (Cindy). UCCS rents our track every*

morning. They are there when incoming staff is trying to park in the morning (Cindy). For employees who are paying, not having space is becoming an issue (Cari). Invite Nick (parking) to attend the next meeting? (Denise) In the meantime, continue to call Campus Safety for ticketing. Faculty rarely pay tickets (Kathy). Will invite Nick to the next meeting.

5. Report on Staff Council lunch – (was there a block 4 lunch? Cancelled – no RSVPs)
 - a. Lunches for this semester. Need more tickets. Budget approval (Erica)? Denise moves to spend \$500 for tickets, Richard seconds. Motion carried. Erica will get them.
 - Block 5 – Friday, February 12th – Denise, Arielle
 - Block 6 – Friday, March 11th – Erica, Lori
 - Block 7 – Friday, April 15th – Cindy, Diane
 - Block 8 – Friday, May 13th – Carolyn, Richard
 - June – Friday, June 10th – Arielle, Cari
6. Next CC Connect is February 23rd, 8:30 am to 9:00 am – who will attend? (Richard Cari and Erica)
7. Fill an upcoming empty staff council position. Kathy is retiring! Done Feb. 12th. Housing/Conferences, Campus Safety, Res Life/Activities. Cari will get the process started
8. Ideas to incentivize staff members to serve on Committees, Staff Council, etc...
 - a. Faculty has participation in contracts. Nothing required for staff, no incentives (Erica). Being on a council is looked at as a lower side-job. Need more support from VPs? Might hold some weight (Cari). Go on Year-End-Review? Not much incentive if not counted for or against you (Erica). Counts as part of “above and beyond” job expectations. Need sub-committee for brainstorming? Would this be part of workplace excellence? (Arielle). Arielle will bring up at their next meeting.
9. In the Loop
 - a. Next In the Loop will be February 11th
 - b. Agenda
 - i. Get to Know video for upcoming meeting – will we have one? Ideas on what to do? Not have one (Arielle). Arielle hasn’t been able to make progress. ITS: is done with videos, so will need to be another option. Show slideshow of pictures from the LoveBus while folks trickle in/eat breakfast. Arielle will do this.
 - ii. Jill has a lot of content planned – climate survey, ambassador program, year-end reviews and salary concerns.
 - iii. Update on pet policy (no complaints), answer questions.
10. Items we need to address or follow-up on later
 - a. Appointed diversity/inclusion member – who is that from staff council? (Arielle)

Special Reports

1. President’s report – Mary Frances Kerr, 10 minutes
 - a. Spring Conference. 3 major priorities – east campus construction and library, diversity and inclusion, innovation.

- b. Board did a heat-map of where risk exists on campus, based on division? Are there incidents we tolerate because we can't completely get rid of the risk?
 - c. New campus logo, Communication Master Plan. Encourage folks to internalizing the story of CC.
 - d. Carol Finney (spelling?), March 3rd. Race and the Outdoors. Drew Cavin organizing/leading. Lots of activities throughout the day.
 - e. Teaching students to drink as adults, rather than as college students. Providing opportunities for students to engage.
 - f. Campus Climate Survey participation rate was very high! Hopefully a lot of credibility that this institution wants to get the data, look at the data, and do something with it.
 - g. Shout out to David Ziemba and ITS:. Automated wireless network monitors.
 - h. Request from Jill: Time and opportunity for staff to get our heads around performance and pay. Block 5 will be about Climate Survey. Block 7 will be about performance management. Can we co-sponsor an additional Block 6 In the Loop to talk about salaries? Thursday 3/10?
 - i. Vote! Cindy moves, Denise seconds. Motion approved.
2. Human Resources report – Lisa Brommer, 10 minutes
- a. Kudos to folks involved with the new logo
 - b. Climate Survey – really good response. 76% benefits-eligible faculty and staff responded. Full report at In the Loop – progress and opportunities. Block 5 and 6 – division heads will be presenting to their divisions.
 - c. Ambassador program underway. Working on putting together a PowerPoint of all of the ambassadors. Video at beginning of In the Loop, instead of LoveBus?
 - d. Barbara and Lisa meeting with division heads to discuss issues to better support changes.
 - e. Prep-work for Excel@CC next year. Focus on leadership development again.
 - f. Starting to look at Risk Management policies across campus. Exempt/Non-exempt status compliance (Dept. of Labor). How is the college using volunteers? Affordable Care Act. Knee-deep in data. Are we staying in touch with federal policies?
 - g. After Climate Survey, how can we be better as a college in identifying the accomplishments of our staff? We do really well with faculty and students, but not much for staff. On HR website, ways to recognize staff accomplishments. Certification? New advanced degree? Councils/boards? We need to be more intentional about providing opportunities to recognize these. More information to come. Thoughts and ideas can go to Lisa Brommer.
3. Campus Committee reports (Budget/Compensation Committee, etc.), 5 minutes – No reports this Block

Subcommittee Reports, including action items to address, 10 minutes

1. Events Planning Committee (Denise, Carolyn, Richard, Cari, Shiyanke)
 - a. No report. Pull together to organize something on Wednesday, April 6th? Discuss with Ian (Sustainability)
2. Faculty Communication Liaison Committee (Erica, Cindy)
 - a. No report
3. Staff Amenities Website (Cindy)
 - a. No report
4. Staff Training/Professional Development (Arielle, Diane, Lori)
 - a. No report
5. Action Items from last meeting:
 - a. Action Points (Kathy)
 - i. Arielle – find shipping list for Diane’s apparel order. Item is at the shop on Academy awaiting pickup.
 - ii. Diane – remove anonymous option from website form. Done.
 - iii. Denise – pass on concern about Olin/Erica going to clarify issue. Need to follow-up more- Erica and Denise will check.
 - iv. Arielle – get estimates for filming videos. In-progress.

New Business/Action Items

1. Brainstorming possible event in beginning of April
2. Tulio will check about getting Diane access to edit forms on website
3. Maggie (Campus Safety) willing to come to meetings and discuss safety on campus.
4. E-mail HR and Pres. Office re: adding council service to year-end reviews (co-chairs)