

CLOSED DOOR**New Business**

1. Attendance (Cari – 2 min)
 - a. Roll call: Cari Hanrahan, Rick Swan, Sarah Bogard, Lisa Kosiewicz-Doran, Jane Byrnes, Carolyn Dickerson, Jeramiah Houck, Kris Higginbotham, Laurie Mazingo, Gina Spiers, Kimber Peterson, Felix Sanchez and Tulio Wolford
2. Approve Meeting Minutes – (Carolyn, 2 mins)
 - a. Cari motioned to approve minutes, as updated (via email) by Laurie. Gina seconded.

Ongoing Business

1. Committees (Sarah Bogard – 5 mins)
 - a. Someone submitted their name online for an open committee position - there is no opening currently, but the portal had been mistakenly left open. Felix will close the online portal, and Sarah will contact the interested party. Their name will be held for the next election cycle.
 - b. Workplace Excellence update (Sarah Bogard)
 - November 15 – No report
 - c. DEAB member TBD.. almost – Cari
 - Meghan Rhodes is the new DEAB member. Can't come today but she will be at upcoming meetings. Carolyn will add her to the listserve.
 - d. Comp committee – opening needs to be closed online – Cari
 - See report 3c under *Open Door* for committee report.
2. Staff Council Manual Draft (Cari – 5 mins)

Cari sent out again over the weekend – 2 people sent changes. Cari will update.

 - a. Proposed changes update
 - Laurie asks – in election officers duties, it says nominations go out to entire campus. Laurie said she only seeks nominations from the relevant department/division. Cari will change this language in the manual.
 - Checking in on the Student Life division. Kimber is in contact with IT to adjust the listserves and, once that is done, an email will go out clarifying for constituents whom their correct contact is. The division is correctly stated in the manual.
 - b. Voting – Cari motion we accept what we have now and continue to update. All approved
3. Staff Council communication and feedback (anonymous submission form) (Carolyn – 5 mins)
 - a. No new reports. Gina reports that the Children's Committee has lost some members and it is unclear who took their place. Gina will contact Lyrae for clarification.
 - b. Kimber has feedback from bookstore and grounds crew about animals on campus. Kimber will speak to Josh Ortiz (and maybe Chris Coulter?) about solutions, as trying to perpetually re-define the policy gets us nowhere. Will discuss possibility of designating a dog poo spot(s), providing pick-up bags, and signage.

4. Staff Council lunches (Cari – 2 min)
 - a. Nov recap (Gina and Jane). 8 total attended. Some issues raised included:
 - When we renegotiate Bon Appetit's contract can we revisit availability of lunch club during school breaks (we already know the answer here is no...).
 - Can Sodexo notify someone if the person who takes care of their building will be out and no one will be scheduled to cover for them (it is our experience that they already do this).
 - Pet policy was brought up for general discussion, no particular issues noted.
 - It was asked if a list of pet-free buildings could be publicized. Kimber is currently talking to Rochelle Mason about changes coming to Worner, and can ask if becoming pet-free could be added to these changes. Current pet-free buildings are only Tutt and Spencer.
 - b. Ordering food – how'd it go?
 - \$104.45, with tip, for 8 people. Folks seemed please with the change of menu and the smaller meeting room.
5. Staff Training/Professional Development (Laurie – 5 minutes)
 - a. Being Part of a Multigenerational Team – next steps?
 - Laurie – EAP is the group that would provide this. They can do it in person or a webinar (Council chose in person). Course will go over differences between the different generations, recognizing each's contributions and developing a plan to work successfully. Course lasts 60 to 90 minutes. Council is asked to look at their calendars to see if spring break might be a good time to schedule.
6. Other: Items for the next meeting (wrap up – Rick, 1 min)
 - No new items
7. Budget increase for SC parties (FYI in the future: Treasurer!) - Cari – 5 mins)
 - Budget committee approved an increase of \$2200

OPEN DOOR

Special Reports

1. President's report (Kim - 10 min)
 - Jill sends greetings – sorry she couldn't make it
 - Congratulations to Rick Swan on being named American Volleyball Coaches Association's West Region Coach of the Year and on the team's successful season.
 - Update on proposed tax bill. If the Senate bill goes thru, it will keep in place the tax breaks on tuition waivers. House version taxes waivers. House version would have taxed endowment returns. Senate version increases the endowment per student amount to \$500,000 (House version = \$250,000) Senate version should not impact us. Would have been a 1.2 million increase, had we been taxed via the House plan this year. Jill has spoken to both CO senators, who are both in favor of Senate version.
 - Provost search going well – strong pool of candidates. We have a 'long list' for interviews. Appointment hoped to be made in the spring.

- Regarding Slocum renaming, Jill got the petition yesterday and forwarded to board of trustees. Next – CC has *policy* for renaming, but no procedure. Small subgroup of board will be meeting in December to put a procedure in place. Should be approved in Feb, then we can address Slocum (procedure would extend to honorary degrees, etc).
- Strategic plan addendum (on website – can read and post comments). Comments close near end of next week. Please encourage your folks to read and comment. FAC merger, workplace excellence, student/CC experience – connecting these dots are a focus of the strategic plan addendum. At spring conference, there will be a focus on that addendum (and table project to generate ideas).
- Be aware – American Library Association meeting in Denver in January/Feb – they are bringing a tour of national folks down to tour Tutt.
- Stacy Lutz Davidson has been named VP for Finance and Administration at Earlham college. She will be here through the end of this year.
- President’s Holiday party for faculty and staff is this Friday from 3-5 in CAC main space. Please encourage your people to attend.

2. Human Resources report – (Lisa - 5 min)

- HR and Council talked previously about staff working events *for* staff and starting a block project around this issue. This has been submitted to the President’s Office for consideration. Workplace excellence team will likely be asked for input, at January meeting. She’ll keep us posted.
- Leadership programming – Nov 27 they had a retreat to discuss issues pertinent to leadership in higher ed and carving out a space for leadership development. People were identified by the Cabinet and President to participate in training with Denver Academic Impressions. In 2018 there are an additional 20 people identified by Cabinet/President for leadership programming. We’ll hear more soon.
- Nearing end of conversation around salary administration. Working with staff compensation committee and others to look at salary pool for 2018 (looking at data, what’s going on locally, regionally, nationally.....) Committee will be making salary recommendation tomorrow.
- Also looking at parental leave/parental medical leave – what are we doing now? Is it sufficient? How do we know? Peer institutions? Survey was sent out to those who have used parental leave.....data suggests folks are happy with what CC provides, but there are opportunities for improvement. Budget implications being looked into now.
- Last spring we talked about vacation leave...that led to sick leave discussion. We talked about folding exempt employees into the sick leave pool. President asked us to table the discussion at the time. After winter break, will be taken back up (Lisa seeking input from President’s office, Robert Moore, etc)
- Children’s Center – There are times it has to be closed for professional development hours for their credidation. Challenge is to find out the impact of those closures and how to address them. What might be our options? Barbara and Beth Dovenspike meeting. Perhaps the committee also? Gina will loop in Barbara once we know who is on the committee.

3. Other Committee Briefs (committees for which we nominate staff)
 - a. Athletics Board (Janet Martino) - No report
 - b. Budget Committee (Ian Johnson, Zak Kroger, etc) - No report
 - c. Compensation Committee (Ian, Liz (not here) and Judy)
 - Compensation committee is working with staff and faculty committees to gather recommendations to take to the budget committee for next year's salary increases. Following local, regional and national trends (Colorado Springs salary increase is currently higher than the national at 3% last year. We, at 2.5% last year, were behind the curve) they will be recommending a 3.6% increase. Of this, 3.1% will be for merit increases, and .5% for extraordinary merit and for necessary compression/market adjustments.
 - Lisa clarified that, with compression, we look at the individual (length of time at CC, etc). With market adjustments, we look at the job. So, these are not "across the board" adjustments – each individual's salary is looked at line by line.
 - Adding FAC (around 35 positions) adds a new level of complexity, as we bring their positions into CC's salary structure. We don't yet know what that will ultimately cost.
 - Budget committee will decide if the college can support the proposed changes.
 - Currently, employees starting after Sept 1 are not eligible for merit increase. Committee is hoping to make a change to pro-rated merit increases for these individuals.
 - d. Children's Committee (Gina Spiers) – No report
 - e. ITaL (IT and Library) Committee (Erica) – No report

Subcommittee Reports, including action items to address, 10 minutes

1. Events Planning Committee
 - a. Fall Party update (2 mins) (Kris and Kimber)
 - only non-positve feedback was more vegetarian options, please
 - b. Spring Party - Brainstorming (Kris, Jane, Kimber – 2 mins)
 - Kris and Kimber will start brainstorming into the new year

Other business/future agenda items?

1. Website Updates for Felix (Everyone --> Felix, 3 minutes)
 - a. Remove Compensation Committee posting
 - b. Felix will update who's on the committee.
 - c. We will look into having a new photo taken in January.
 - d. At Kris's request, Jeremiah has taken over Kris' spot on the Bon Appetit contract renewal committee.

Action Items (Gina - 5 minutes)

1. Parting gift and card for Erica, card for Kimberly
 - a. Cari will send card to Erica, and buy card for Kimberly for next time.
2. Shirts for new Staff Council members (we're looking for a volunteer?)
 - a. Kris will take this on. Last year, we could order anything up to \$27. Send Kris your name and he will send you a link of what's available.