



**Boulder Campus Staff Council
Staff Council Meeting Summary
October 12, 2016
UMC 247**

In Attendance: AJ Gilmore, Alan W Slinkard, Alisha Marie Bennett, Sam Bogan, Colisse Franklin, Denise Thomas, Elizabeth A Garfield, Gaylynne Flandro von der Nuell, Jasimine Angelique Evans, John Kelly, Joshua Firestone, Joshua Turnquist, Kat McGovern, Katie Young, Lisa Peck, Megan Schosker, Michelle Squyres, Mirinda Scott, Sharon Vieyra, Tim Morrissey, Vonda Maki, Zahra Crowley

Not in Attendance: George A Zamarripa, Lauren Schipper, Leah Colvin, Philip Bradley, Phillip Sparks, Ronald Richter, Sarah Douvres, Thomas Christian, Heather Clark

Call to order / Roll call: 12:15 p.m.

Approval of Minutes: September 2016 minutes approved.

Co-Chair Reports:

- University Perspectives Program
 - Alan to talk to participants in the next few months.
- Request for SC Volunteers for Affinity Focus Groups
- Ombuds Office
 - Interest in coming to speak and working further with Staff Council.
- Federal Student Loan Forgiveness Program
- Recommendation Concerning “Active Harmer” Training
- Storage issues | SC Closet
 - Alan working with AVC to maybe provide space in the basement of the ARCE.
 - Distribution Services willing to waive the fees for storing out stuff if we go that route.

Treasurer’s Report:

(Attached)

Human Resources Report:

- HR Website went live.
 - No formal announcement at this time.
 - Formal announcement to go out in a month.
 - Still working out a few bugs.

Vice Chair Reports:

- November Speakers are

Discussion Items:

- Concerns Regarding the Events of 10/5/2016, armed man with machete, also active shooter/harmer alerts – (Heather Clark)
 - Sam Bogan handles Rave alerts.
 - Sam fielded questions and concerns regarding last week’s events.

- Committees and workgroups have been formed to look at all issues that were brought up during last week's events.

New Business:

- Zahra Crowley has taken a new position on campus and is working with Alan and Laura Edlin to get a replacement in ASAP.

(Reports will be recorded on full council reporting template and discussion followed during Staff Council meeting. Urgent information will be shared with the Executive Board.)

Delegate Reports:

- **Boulder Campus Planning Commission BCPC – (Joe Branchaw)**
- **Boulder Faculty Assembly BFA – (Vonda Maki)**
- **Chancellor's Accessibility Committee CAC – (Thomas Christian)**
- **Chancellor's Executive Committee CEC – (Alan Slinkard)**
- **Statewide Liaison Council SLC – (VACANT)**
- **University of Colorado Staff Council UCSC –(Denise Thomas and Gaylynne von der Nuell)**
- **Campus Use of University Facilities CUUF – (Joshua Turnquist)**
- **Diversity Committee – (Gaylynne von der Nuell & John Kelly)**

Committee and Special Reports:

- **Awards – (Megan Schosker)**
- **Blood Drive – (Alisha Bennett)**
- **Communications – (George Zamarripa)**
- **Elections – (Lisa Peck)**
- **Outreach Events – (Colisse Franklin/Sharon Vieyra)**
- **Payroll/Benefits/Retirement/Legislative – (Gaylynne von der Nuell & John Kelly)**
- **Special Committee**

Next meeting: November 9, ARCE 346, 12:15-2 p.m.

First and second motions to adjourn 1:42 p.m.

Respectfully submitted,

Zahra Crowley

Administrator

Boulder Campus Staff Council

Be represented. Be informed. Be engaged.

Be Boulder.

Boulder Campus Staff Council
2016 - September

Org 10003

Fund	Program	Cont Budget	Temp Budget	Total Budget	Expenses	Cash Transfers	Encumbrance	Balance
10	50593 BCSC Admin	\$59,484.00			\$11,750.55		\$35,251.65	
10	Operations	\$31,240.00	(\$40,200.00)	\$50,524.00	\$2,500.04			\$1,021.76
10	50594 Awards			\$14,000.00	\$11.97			\$13,988.03
10	50595 Blood Drive			\$3,000.00	\$373.00			\$2,627.00
10	50596 Communication			\$500.00				\$500.00
10	50597 Elections			\$350.00				\$350.00
10	50598 Special Projects			\$0.00				\$0.00
10	50599 Outreach Events			\$22,000.00	\$1,776.01			\$20,223.99
10	50601 PBRL			\$350.00				\$350.00
10	50905 SLC			\$0.00				\$0.00
	Total	\$90,724.00	(\$40,200.00)	\$90,724.00	\$16,411.57		\$35,251.65	\$39,060.78
		Begining Fund Bal	Revenue & Transfers In	Expenses ⁽¹⁾ & Transfers Out	Ending Fund Balance			
72	50592 R&R	\$27,905.08						
29	10028 Auxiliary	\$401.38						
34	31467 Gift (0122700)	\$3,677.00						
							(1) includes GAIR	

Notes:

operations expenses include office supplies & equipment, software licenses, annual retreat (facility, meal, supplies, etc), staff council shirts & name tags etc.

\$194.83 Operating Supplies for Admin Professional Development to Ops ST

\$602.14 New SC member shirts, nametags, table cloth to Ops

\$373.00 Parking permits to Blood Drive

\$1776.01 Official Functions for Ice Cream Social to Outreach

Delegate Reports	
Joe Branchaw	Boulder Campus Planning Commission http://fm.colorado.edu/planning/bcpc/ No Report
Vonda Maki	<p>Boulder Faculty Assembly http://www.colorado.edu/FacultyGovernance/ October 6, 2016 Boulder Faculty Assembly Flatirons Room, C4C</p> <p>Some items which were part of the Chair's Report:</p> <ol style="list-style-type: none"> 1. There will be a follow-up OPI session building on the retreat session. 2. The PAC-12 Academic Leadership Coalition will meet on the Boulder campus from October 28 – 30. 3. A debate between the two at-large Regent candidates will be held in room 255 of the Business school on October 14 from 12:30 – 2:00 pm 4. Faculty Council discussed the new inter-campus tuition benefit which will begin a 3-year pilot program Spring semester 2017. The amount is \$2,400 per year for dependents. 5. The Executive Committee discussed the academic schedule shift, and the general opinion among faculty was that MWF schedules would lose another class period, adding to the Monday class periods they lose for holidays. They do not feel this is acceptable. <p>The majority of the meeting was a discussion of Regent Article IV which relates to faculty membership and faculty powers. Regent Shoemaker was in attendance, and gave a brief statement on the purpose of the Regents Revisions of Regent Law and Policies. They are a bit jumbled and the Laws are intended to be overarching with the Policies serving as guiding principles. Each Regent Law is intended to have a corresponding policy.</p> <p>BFA members feel that the revisions to the Regent Laws and Policies are slowly limiting faculty governance involvement.</p> <p>The last section of the BFA meeting is the time when anyone can bring up items on campus which are bothering them, or which they question. This month's items were:</p> <ol style="list-style-type: none"> 1. Safety for pedestrians and people with disabilities on campus between classes when bikes and skateboards are going too fast and without direction. Even faculty members who bike are feeling threatened. There was a committee recommendation a few years ago regarding dismount zones, etc., but the chair of the committee left the University and nothing was done with their recommendations. 2. The Academic Schedule change was again discussed, with emphasis on the fact that the change was made without input from faculty. It was proposed that BFA send a letter to the Chancellor stating that changes such as this one affect faculty, and they would like to have input when such changes are being considered. <p>Meeting was adjourned at 5:30 pm</p>
Thomas Christian	<p>Chancellor's Accessibility Committee http://www.colorado.edu/odece/campusclimate/cac.html CAC Meeting 9/19/2016</p> <p>1.) Digital Accessibility Update</p> <ul style="list-style-type: none"> • Working with Skillsoft to add a training that may be required for all CU and other specific training based on position type or location <ul style="list-style-type: none"> ○ Model other required training like Sexual Misconduct from the OIEC ○ A win for CU that all employees have had basic Accessibility training. • Looking to add an accessible usability status website • Finalizing a digital workshop video

- Captioning service website? Non-academic reasons. CU has resources if it's academic in nature.
 - CU Policy is that any videos produced for student use must be captioned. The issue is lecture capture does not caption and takes time, a few days. Students who need captions will be accommodated to turn assignments on a different time-table.
 - Closed-captioning script that can be integrated to video and timing of video.
- <http://www.colorado.edu/accessibility/>
 - Looking into making the accessibility website more general to direct you to types of needs.
 - Only a digital accessibility policy on the site.

2.) Accessible Transportation Update

- Have a robust proposal and budget. Wayne Northcutt is working on making the presentation more visually appealing before being present to Administration.
- Program will exist in the ADA Coordinator's office.
- Hire students to operate the vehicle.
- Oregon uses an on-demand service, they tried fix-route service and it didn't work. They switched back to on-demand.
- Use pilot to justify service, meet the need and address any volume issues later.
- Handicap accessible golf cart - more hours of use = more maintenance costs.
- Register services through Wardenburg, Athletics, and Disability Services to identify the need.
- No set criteria on what qualifies as a need at this time.
- Maybe partner with Buff OneCard to use a swipe system with software to help driver identify need.
- If overflow need does not require an ADA vehicle, partner with CU Nightride.
- Initially will be unwritten/unpublished. Info for service would be provided to those who need it by Wardenburg, Athletics, or Disability Services.
- \$130,000 - \$150,000 budget, 2-year pilot including purchase of a vehicle, maintenance, admin costs and driver pay.

3.) Update from August CAC Retreat/Working Group

- Planning document - modified from a local Boulder company that uses this form for their own diversity planning.
- Ensure ADA planning is put into the University's overall planning

4.) Planning Document for this year and meeting with the Chancellor

- Current academic year plan - set achievable objective to start building a foundation of Accessibility to the campus and look to change the culture.
- Help different departments with updates to policies, procedures, etc. for Accessibility awareness.
- Want a culture at CU of Accessibility.
- Create a more inclusive community at CU.
- Strategic planning to increase Accessibility on campus.

5.) Use of Funds and Sending Accessible Usability Lab ("AUL") Students to Accessing Higher Ground Conference

- Inclusive Recreations
- Sending AUL users to conference
- Send members survey out to vote on other funding avenues.

6.) Letters to Supervisors acknowledging member's involvement on CAC

- Will be sending out form soon.

7.) Accessibility for visually impaired campus members so they can identify recycling bins from trash bins.

- Look into partnering with environmental services, etc.
- There is a faculty member that has student projects that focus on accessibility

Inclusive Excellence Discussion 9/21/16 as a CAC Member

	<p>Overview of Inclusive Excellence</p> <ul style="list-style-type: none"> Steering committee on inclusive excellence don't feel supported by administration and faculty. No resources or not enough Did what the steering committee reps could with what they had Working on creating training modules for Inclusive Excellence <p>Discussion Questions (Each table has 6-8 attendees):</p> <ul style="list-style-type: none"> What are the expectations in your unit in the area of inclusive excellence? What do you need in order to implement some of the recommended actions that came out of this process? <ul style="list-style-type: none"> We touch on it in meetings, etc, but never really do anything with it. No support, yes this is good to start inclusive excellence at grass roots level, but need support for leadership Group I am in has similar issues across departments including staff and faculty Though discussions some areas even created a task force to create outreach in regards to inclusive excellence Inclusive Excellence Plan? A clear and concise message from Administration on the definitely of Inclusive Excellence and what does it mean In order to make progress in inclusive excellence, what does the University need to do? Do you have any expectations of University leadership? <ul style="list-style-type: none"> More engagement, not look at the next "mandate" Provide information so people know where to go to get resources on inclusiveness Better support and mechanisms to change the culture towards inclusive excellence Practices of inclusive excellence in recruiting and offers processes How do we get support from administration while still having these discussions? Leadership encourage staff and faculty to attend inclusive excellence discussions, workshops, etc. Ethnic and Minority Affairs looking to push out white paper again this year or 2017 What can you personally do to affect campus inclusiveness? Who is missing from these conversations? <ul style="list-style-type: none"> Creating round tables or committees in our business units How to include all that should be included <ul style="list-style-type: none"> Adjuncts and Grad students not involved. How to incentivize them to come. Currently Adjuncts and Grad Students not compensated for inclusive excellence workshops They complain that they receive negative and derogatory language within their reviews, etc. Starting small - grassroots Academic department created a hiring questions "What can you do to improve inclusive excellence?" Creating promos from Administration regarding training they attended and what they learned to encourage others to attend. Focus on changing culture - integrate Inclusive Excellence into the culture Understand that each business unit may have different needs and want different support Create and implement that CU has a higher standard Training on eliminating implicit bias
<p>Alan Slinkard</p>	<p>Chancellor's Executive Committee</p> <p>Kelli Fox, Campus CFO provided an enrollment update. She noted that total enrollment was up 6%, level of diversity amongst new students was up by 7% and a dramatic increase in those qualifying for "Scholars" programs was up from 600 in 2015 to 1100 for Fall 2016.</p> <p>Chancellor DiStefano spoke of his new role in promoting the university as one of creating face time with the students, faculty and staff. He plans to utilize the climate survey data to assist him in identifying groups that seem most in need of contact based on the survey results.</p> <p>Chris Ewing made a final pitch to the CEC concerning final outcomes of the recently completed "<i>Space Utilization Study</i>". After a brief presentation, a motion was made to move forward with the</p>

	<p>recommendations of the "<i>Huron Report</i>" concerning a centralized database to evenly allocate space on campus. Motion passed unanimously.</p> <p>Two instructors from the Leads School of Business, Stefanie Johnson & David Hekman, provided a lively presentation on the need to seek a more diverse workplace. Despite the ever-growing business case for diversity, roughly 85% of board members and executives are white men. This doesn't mean that companies haven't tried to change. Many have started investing hundreds of millions of dollars on diversity initiatives each year. But the biggest challenge seems to be figuring out how to overcome unconscious biases that get in the way of these well-intentioned programs.</p> <p>The meeting concluded with an interactive discussion of how the University's "<i>Inclusive Excellence</i>" program could be better utilized as a means to an end in breaking racial barriers as well as "glass ceilings" that presently accompany the lack of diversity we are presently experiencing in the hiring of new staff.</p> <p>Next Meeting scheduled for October 19th in the UMC Aspen Room. (10:00 am to Noon)</p>
Alan Slinkard	<p>Associate/Assistant Vice Chancellor Meeting</p> <p>The September AVC meeting had as its focus the "Shakespeare and Violence Prevention Program", a collaboration with the Center for the Study and Prevention of Violence and the Department of Theatre & Dance at CU Boulder.</p> <p>Dr. Amanda Giguere, Director of Outreach for the Colorado Shakespeare Festival noted in her presentation, that since 2011, the program has visited more than 72,000 Colorado school children. Professional actors perform an abridged Shakespeare play at your school, followed by classroom workshops about violence prevention. Students in post-show workshops role play alternatives to violence and learn about Safe2Tell, an anonymous tipline.</p> <p>The next item on the agenda was a presentation by UCB Police Chief Melissa Zak who provided a brief update on the state of campus safety at the start of the semester. She also introduced a draft to members of the group, concerning a policy to exclude entities or individuals that are disruptive forces on campus. Though far from becoming policy, the draft is a first attempt to strike a balance between the academic interests of the university, public safety, academic freedom and proper access to our institution by the public. Stay tuned – more to come!</p> <p>Last but not least was a presentation by Vice Chancellor of Infrastructure and Safety – David Kang, who shared his vision for supporting the university's mission and vision for the future. After a brief presentation, attendees were afforded an opportunity to provide feedback and input toward the continued process of developing a prioritization model for campus projects, as well as identifying ways in which deferred maintenance can be factored into the cost of constructing new buildings on campus.</p> <p>Next Meeting scheduled for October 25th in the UMC Aspen Room. (7:30 to 9:30 am)</p>
Denise Thomas Kat McGovern Gaylynn von der Nuell	<p>University of Colorado Staff Council https://www.cu.edu/StaffCouncil/</p> <p>UCSC met in September. Dan Montez came to talk to the council about the upcoming roll out of the Regents Laws and Policies that will be up for review. He talked about a website that will be used to keep all the latest information on where each policy and law is within the review process. The Policy committee will work on staying on top of these and directing the reviews down to each campus staff council with directions and deadlines to obtain comments. This committee will also be tracking comments that are made to see if they are integrated or not or if they influenced any changes. This will give us a better understanding of what is reviewed by the administration for consideration as well. Dan also gave us an update on what APS' are currently in review process and will keep us updated on what will be rolling out in January 2017. The APS' will follow the January – July and July –January timeframe as before. These reviews will also be distributed to campus staff councils as well.</p> <p>The Service Excellence Awards committee is working on fine tuning the nomination form, cutting down the number of items one needs to be nominated, going from 5 to 3. It seemed apparent that most nominations were not able to complete 5 areas of contribution. This committee will also be working on communication to get the word out early and consistently. They are also looking into a recognition idea for former UCSC members that made contributions to the council over the last 4-5 years.</p> <p>The Survey committee is working hard to get the Working Climate survey for staff vetted and complete to administer it later in October. Campus Staff Council members have been asked to take the survey to get feedback prior to launch. The survey will include areas around professional development, benefits and policies.</p> <p>UCSC with the help of System staff council members has formed a Parental Leave Plan working group. This group comprises of members of all 4 campuses and will be looking at and researching parental leave plans of peer institutions to put together a presentation and proposal for upper administration. The intent is to be able to present some proposed ideas for enhancing this benefit to CU staff. The working group will meet in early November.</p> <p>UCSC also has a couple council members sitting on the Tuition Benefit Working group. This is a joint group of staff, faculty and HR representatives working with the 4 campus CFOs to look into the expansion of the dependent tuition benefit that can span across all 4 campuses. The current idea is to</p>

	do a pilot plan with a \$2400 contribution to tuition for the dependent. This will be an ongoing group and discussion.
Joshua Turnquist	Campus Use of University Facilities http://www.colorado.edu/policies/CUUF
VACANT	Statewide Liaison Council http://www.slccolorado.org/
Gaylynne von der Nuell & John Kelly	Diversity Summit Planning Committee
	Special / Delegate Report

Committee Reports	
Megan Schosker	<p>Awards and Service Recognition Committee</p> <p>ASR:</p> <ol style="list-style-type: none"> 1. We re-wrote ASR's description for website and pamphlet. <p>For website:</p> <p>The Awards and Service Recognition Committee serves to expand campus awareness of individual's or staff group achievements through various means of publications or Staff Council events. The committee recognizes those employees celebrating milestones with the University of Colorado. We also organize the Years of Service Recognition event as well the Chancellor's Employee of the Year event. Throughout the fiscal year ASR coordinates employee recognition events in partnership with Campus Administration, Athletics, and other campus entities.</p> <p>For pamphlet:</p> <ul style="list-style-type: none"> • Serves to expand campus awareness of individual's or staff group achievements • Recognizes those employees celebrating milestones with the University of Colorado • Years of Service event • Chancellor's Employee of the Year event • Staff appreciation through CU Buffs Athletics events <ol style="list-style-type: none"> 2. Discussed Chancellor's employee of the year, getting list of night games in December and January. 3. First round of emails sent to PPLs for YOS. Second email with instructions and lists to be sent this week with a deadline for them of November 11th. 4. Next meeting is October 20th
George Zamarripa	<p>Communications Committee</p> <p>Discussion Items</p> <ul style="list-style-type: none"> • Wanted posters are complete and look great. George will disseminate those by the end of this week. • SC Brochure is ready to print; those will be sent to HR and other parts of campus. George to determine how many to print and make budget allocations accordingly. The new version includes a section on staff awards • Website: updated with new photos and new staff members. Next process: to work with each committee to ensure web content is up to date. • New discussion topics: <ul style="list-style-type: none"> ○ Town Hall meeting 3 November, Abrams Lounge, 5:00-6:15. Pro and con discussion on amendment 69 (Colorado Care). This would be a pilot session to gauge campus

	<p>interest for future Town Halls. Open to full SC to discuss naming and promoting the series, along with determining content. Goal: host two in the spring.</p> <ul style="list-style-type: none"> o New legislation and benefit changes. As SC, how do we get this information out to staff? Need to add this content to the website and then determine if other avenues should be considered (e.g. CU Today). o Staff Council newsletter: would creating something like this facilitate dissemination of SC activities and initiatives? This would be a lot of work. If undertaken, consider e-blast that provides article links to website to increase traffic. What about CU staff with limited computer access and who don't read English? Leaning toward sticking to English-only publications knowing that avenues exist in many units/departments to translate and/or interpret in a variety of languages (e.g. Spanish, Mandarin, Hindi, Nepali, Lao, etc.). <p>Action Items</p> <ul style="list-style-type: none"> • Staff appreciation breakfast forthcoming: 5 December. Some concern that certain roles (e.g. campus mail, parking) are unable to attend morning events. Spring BBQ can compensate for this, as it takes place in the afternoon. • November Blood Drive poster forthcoming • Spotlight articles: send solicitation out at staff breakfast and/or through email asking for nominations of folks to highlight
Lisa Peck	Elections Committee
Colisse Franklin Sharon Vieyra	<p>Outreach Committee</p> <p>The Outreach Committee would like to thank everyone who volunteered at the Ice Cream Social. In spite of the weather, staff attended and had a great time. The SC volunteers were awesome!</p> <p>The all-staff breakfast is scheduled for Dec 5th in the Glenn Miller Ballroom from 7:00 am to 9:00 am. A volunteer sign up will be sent out to all Staff Council. We will be collecting canned food this year for EFAA (especially canned fruit). We are extending an invitation to University administrator's to serve breakfast that morning, but we will still need a lot of help from Staff Council. We'd like to have information from each area available for people (fliers?).</p>
Gaylynn von der Nuell John Kelly	Payroll, Benefits, Retirement, Legislative Committee
Alisha Bennett	<p>Blood Drive</p> <p>Blood Drive totals for 3 days in September:</p> <ul style="list-style-type: none"> - 286 presenting donors - 206 units collected; saving or enhancing up to 618 lives! - 117 first time donors! <p>November Blood Drive partnering with ZBT: November 8th – Bus, UMC November 9th – Studio 1, Recreation Center November 10th – Studio 1, Recreation Center</p> <p>ZBT will be responsible for:</p> <ol style="list-style-type: none"> 1. ½ of the parking fees and Staff Council will cover ½ of the fees. There is no fee to rent the rec center, but we do provide parking spaces for the buses and Bonfils staff. I will work on an exact estimate of the parking costs, but they are anticipated to be around \$200 for each organization for the 3 day period. 2. Chalking the sidewalks and helping to advertise the event. Event posters will be sent to ZBT in October. The poster will be similar to the attached, but will include the ZBT logo. 3. A table will be provided at the event for your representatives. Use the table how you'd like to get individuals to sign up for the drive and advertise your organization. Staff Council will also have a table for representatives. Schedule the table as you'd like with as many members as you determine. 4. Signing up members and individuals to donate blood. This will include reaching out to individuals during the event to consider a walk-in donation.

	<ol style="list-style-type: none"> 5. Handing out Bonfils t-shirts and snacks as needed by Bonfils staff. 6. The ZBT logo which you provide will be included on the poster, in the CU Boulder Today, and on the CU Events Page. SC will include ZBT on all advertising materials for this event. Please send me your logo! <p>Staff Council will be responsible for:</p> <ol style="list-style-type: none"> 1. ½ of the parking fees for the 3 day event. 2. Designing the Blood Drive posters. 3. Advertising the event in the CU Boulder Today, on the CU Events Page, to campus staff members, on the SC website, and around campus by hanging posters in the buildings. 4. SC will complete all the necessary event management forms to ensure we are in compliance with campus practices. 5. SC will arrange the parking for the busses and Bonfils staff. 6. SC will work with the Rec Center. 7. A table of SC representatives will be present at the event. 8. Signing up staff members and individuals to donate blood. 9. Working with Bonfils to send a thank you note from both Staff Council and ZBT to successful donors. *Pending if Bonfils has this capability. <p>Also, we've been approached by CSU to compete in a CU vs. CSU blood drive before the football game next September so I'd like to address this at the meeting.</p>
Mirinda Scott Joshua Firestone	<p>Ad Hoc Website Committee</p> <p>The website committee met and updated Staff Council contact information. The committee (Alan) will contact the SC members and ask them to review their individual contact data to ensure its accuracy. The committee is gathering updates from the chairs of each SC committee and beginning to update those pages as information/updates become available. In the interim, George will post or work with Zahra to post any new flyers announcing community events. The website committee will meet again to "map" page layouts during our next session.</p>
Lisa Peck	<p>Ad-Hoc Survey Committee</p>
	<p>Special Committee:</p>