Boulder Campus Staff Council
Meeting Summary
CASE E422
November 14, 2018

In Attendance:
Gina Bortel, Liz Garfield, Mike McGrady, P. Barry Sparks,
Philip Bradley, Alex Holmgren, Mike McNeil, Anna Thomas,
Kati Clendening, Shelby Javernick, Cayla Paulson, Joshua Turnquist,
Jasimine Evans, John Kelly, Ron Richter, Susan Ulrich,
Colisse Franklin, Genna McGahee, Greg Roers, Jeni Ulrich,
Jessica Gammey, Heather Martin, Alan Slinkard, Dylan West,

Not in Attendance: Alisha Bennett, Gina Bortel, Thomas Christia, Mignon Macias, Kate Mills, Deb Prestianni, Betty Rasmussen, Brandon Trujillo, Adam Violante, Lisa Landis (H.R. Liaison)

Call to order: 12:18 pm; quorum not present at the time of call to order

Approval of Minutes: No approval made of October Meeting Minutes

GUEST INTRODUCTIONS
• Visitors from other Staff Councils in the State

Chairs’ Report
• Shared governance meetings continuing on-Great to hear what everyone is doing and how we could possibly partner to maximize impact across campus
• Still looking for speaker series ideas from January on
  o Possible idea for Trauma Training
• Jessica and Heather will be working to launch on presentation “This is your Staff”
  o To show all data being collected and understanding on folks we are serving
• Continue to think about commitment made to staff council. Communicate with Co-Chairs about any gaps coming up for folks and where support can be given.
• WE ARE HAVING HAPPY HOUR-Dec. 6th
• Take aways from Dr. Beverley Tatum Keynote-ABC’s (Affirming Identity, Building Community, C.....)

VP Report
• Call for Speaker Series topics or ideas for Jan.- May
  o Send ideas to Shelby, Jessica or Heather

Treasurer’s Report
• Please let her know if you are spending any money and send information to Kati
  o Let her know in advance if it is a big purchase

Secretary’s Report
• No Report this Month

Human Resources Report
• Heather Martin reporting for Lisa Landis in her absence
• BIG NEWS-Classified Staff were given Paid Parental Leave
Committee Reports

- Awards and Service Recognition (ASR) – Shelby Javernick
  - Working hard on finalizing list before moving forward of employees to be recognized
  - Are folks available Jan. 2nd or 3rd for Lick and Stick Party for YOS
  - YOS Event - Official Date February 5th at 2pm in Kitt Central MPR

- Blood Drive – Alisha Bennett
  - Blood Drive was a success in October 287 Donor and 35% new donors
  - Next Blood Drive Feb. 5th-7th

- Coats for Colorado—Deb Prestianni
  - Coats need to be into the cleaners by November 20th to be counter
    - Make sure to coordinate with Alan for pickup
    - Will have 100 coats from

- Communications—Vanessa Luna and Dylan West
  - Thanks for the articles
  - Staff Breakfast poster will be ready by next week

- Diversity Summit—Deb Prestianni and Betty Rasmussen
  - No report

- Elections – Philip Bradley
  - No Report

- Outreach – Kati Clendening, Betty Rasmussen, and Cayla Paulson
  - December 5th for Staff Recognition Breakfast
  - Will be sending out signup sheet again

- Payroll, Benefits, Retirement and Legislative (PBRL) – Ron Richter and Anna Thomas
  - Thank you, Anna, for stepping in to assist as PBRL co-chair
  - If you would like to help with research for childcare initiatives reach out to Anna.Thomas@colorado.edu
  - Office of Data Analytics will be putting out climate survey for campus and will be moving forward with data from there
  - Focusing on Home Mortgage Loans/Housing Assistance Programs and Childcare for the year
  - Advocates Day at the Capital: Tentative Date Jan. 23rd starting at 2:30 pm

- UCSC—Jeni Webster
  - Announced new Co-Chair
  - Updating the bylaws
  - Presidential Search Committee Town Hall
  - Talking about events happening across campus to have representation at different campus
  - Committee working on Professional Development Day for all Campuses in April 2019

New Business

- Attend Town Halls and submit individual feedback
  - Building naming (Philip Bradley)
- No Name buildings on campus
- Building that needs to be named and can be named to an old staff member
- If you are interested in helping champion the cause email Philip Bradley

Hoping to hear about admin soon
Meeting adjourned at 12:50pm

Adjournment and head to Diversity Summit
Delegate Assignments

(Reports to be delivered to the Secretary, Jasimine Evans, 3 days prior to full council meetings and to be circulated to Full Council prior 2 days prior to full council meetings. Discussion to follow during Staff Council meeting/s. Urgent information will be shared with the Executive Council.)

Current assignments:

- Chancellor’s Executive Committee (CEC) – Jessica Gammey and Heather Martin
- Assistant Vice-Chancellor Meeting (AVC) – Jessica Gammey and Heather Martin
- CU Boulder Governance committee (SC, BFA, UCSG, UGGS) – Jessica Gammey and Heather Martin
- Boulder Faculty Assembly (BFA) – Colisse Franklin
- Chancellor’s Accessibility Committee (CAC) – Thomas Christian and Mike McNeil
- Statewide Liaison Council (SLC) – VACANT Classified Staff position
- University of Colorado Staff Council (UCSC) – Megan Schosker, Jeni Webster, Deb Prestianni, and alternate, Josh Turnquist
- Campus Use of University Facilities (CUUF) – Josh Turnquist
- Diversity Summit Planning Committee — Deb Prestianni, Betty Rasmussen, and Romy Bhattacharjee
- Chancellor’s Committee on Race and Ethnicity (CCORE) – Jasimine Evans and VACANT
- CU Student Government – VACANT
- United Government of Graduate Students – VACANT
- "Mission" Working Group for the University’s Reaccreditation process – Liz Garfield
- CU Boulder Retirement Association — (PBRL reaching out)

Chair Report:

- Unified Student Experience is a Topic of Discussion at CEC (Information on Stats on Gen Z shared from AVC)
- Updates have been made to the Sexual Misconduct Policy
- General governance will be working together more
- Speaker Series is something that all on Staff Council can contribute to. Thanks to PBRL for helping with the series as well.
  - If you have suggestions reach out to Shelby Javernick or your Committee Chair
  - August 17th - Infrastructure and Sustainability Mentorship was the first of the series on
  - October 2nd - The Light Shines On film showing: Producer/Director will be present to answer questions
  - Late October - Valerie Simons will be speaking about Sexual Misconduct
  - November - Diversity Summit
- Updates and explaining of the Language Initiatives Group
  - Alan Slinkard will bring us updates. Direct questions to him
- Academic Futures Report (found here) Comment Period is now open for 30-days
  - Pay attention to pages 15 and 16
  - Campus Comment to the report can be found here
- Chancellor has call out for nominations for Employee of the Year Award
Would be a great opportunity to nominate folks from Staff Council
Nomination Deadline September 30th

VP Report:
- Partnership Guide
  - Hoping to work together on a document that outlines what Staff Council does with money we receive from outside sources. Also create a pamphlet SC member can go out to use. If we get in-kind donations and “partnership” situations how do we use those funds.
  - Please think about ways we can find partnership funding opportunities
  - As stewards of that money we should come to an agreement on how to use. Staff scholarships are an idea on the table w/PBRL.
  - How can we leverage events being planned and what does a sponsor receive. Possible to form a group to go out and solicit sponsorships. Tell Shelby Javernick your ideas and interest

Treasure Report:
- Yield the floor for action item on agenda

Admin. Report:
- From Corinne- Thank you. Everything has been transferred over to council members. She has notified partners on who to contact. She does not mind the occasional reach out
- Shoot out to Outreach, ASR, and Blood Drive please help where you can the committees are small but mighty
- As for the job posting Co-Chairs are working with HR to get the posting up. Please let Heather know if you are interested in helping with the Search process.

Human Resources Report:
- Lisa is in a training all week so the floor was opened to questions to ask her
  - Employee hired in December has signed up for new employee orientation and was just able to get in the new employee orientation last month. Bringing up availability issue
- Lisa now the Director of EE Relations as well as Operations in CU HR

Committee Reports:
- Awards and Service Recognition (ASR) – Shelby Javernick
  - Has received the list of employees and how long they have worked here.
  - February will be when the Years of Service Event is held
- Blood Drive – Alisha Bennett
  - Won the Rocky Mountain Blood Drive competition
  - 474 units saving 1420 lives
  - We won by ½ percent.
  - September 27th 9 am in Engineering Center is the next Committee meeting
  - Oct. 30th-Nov. 1st is next Blood Drive
  - Question from Susan: Is it possible to have more resources on East campus 1 ½ hour wait?
    - East Campus started 2 years ago with poor attendance. Had 42 spots that could be filled and had at least 90. Group was not prepared for the traffic. Blood Drive be on East Campus in February with the bus. A physical space large enough to hold enough beds is needed.
    - ARC 620 suggested as physical space for blood drive on
- Coats for Colorado—Deb Prestianni
  - Locations on the website
  - Passing around Google sign-up sheet
    - Note if anything needs to be updated
    - Space for signing up if you would like a bin
  - All four University of Colorado campus doing drive
  - Shout out to Alan for collecting 50 coats already!
  - There are places to pick up gently used coats around town. Consider this if you don’t have a coat in your closet to donate
- Communications – Dylan West and Vanessa Luna
  - Updates up and running!!!!
    - August Newsletter
      - 54.225 open rate
- 13.994 Click rate
  - Content request form for newsletter, website, and print material will be sent out to all of council
  - Two week lead time requested
- Elections – Philip Bradley
  - Did not meet but had a productive email exchange
- Outreach – Kati Clendening
  - Next big event is Ice Cream Social next week
    - Please volunteer to help if you can.
    - Cayla will send out volunteer sign-up sheet after meeting again
  - Raffle tickets to get information and 9 prizes to give away
  - Help is needed to get ARCE to gather items needed
    - Mike McGrady will be helping with getting things from
- Payroll, Benefits, Retirement and Legislative (PBRL) – Ron Richter and Genna McGahee
  - Made a list of the items they want to accomplish
  - If you are interested in anything that can Fall under this committee please let Ron or Genna know
- UCSC- Jeni Weber
  - Meeting next week no update
  - UCSC is working to put the 2016 Climate survey to de-identify free responses and distributing to all four campus
    - There will be a presentation about the results whenever they are ready
- Diversity Summit—Deb Prestianni
  - Turning over to Betty
    - November 13 & 14 in the UMC
      - System wide diversity summit
      - Theme Intent VS Impact improving inclusive interactions
      - Dr. Beverly Tatum will be keynote
    - Hoping to have a card announcement about Summit. There is a hope to have ready for the ice cream social. Hoping to have a staff and faculty hospitality room
    - OODECE is looking at getting a bus from Colorado Springs, stopping in Denver, and coming up to Boulder
      - Looking at other alternatives
    - If you are willing to be a room host it will be very helpful
    - Asking for registration this year for the event (found here)
    - If you would like to present a session there is still time (found here)
    - If you hear of interest or questions, please send to Deb or Betty
      - Tuesday sessions are 50 min
      - Wednesday sessions are 1.5 hr
    - Look for announcements about possible time shifts in Full Council Meeting times during summit

**Action Item:**
- **Approval of SC general and committee budgets**
  - Projected to spend $27,884 than is allocated to us by campus
  - Will ask for an increase in funds from campus but there is no guarantee it will be approved for next year
  - Blood Drive Question about inventory Heather: Can we cut T-shirt cost for blood drive?
    - Not accounting for Elevations sponsorship that’s why Blood Drive has increased $2000 this year
    - Order once during the Spring and once during the fall and letting those giveaways cover the rest of semester
    - Would it make sense to combine outreach events and blood drive to?
    - Are we using the cheapest option for TShirts?
      - Currently using Pellegrini
      - If you are using a vendor that may be cheaper let us know
• Will be looking through approved list of vendors and online request for finding the lowest option
  o Years of Service How many attend: about 250 invited, their plus ones, SC and their plus ones
  o Brandon Trujillo willing to help out with print cost for Staff Council
  o Elections
    ▪ One year license for skin (background) on ballot
    • Could possibly have a waiver for free use but not guaranteed.
  o Communications – they can revisit the amount of money requested of social event for the bldg. proctors.
  o Motion: 1st and 2nd motion to approve budget as it stands
    • Discussion: Do we need to have a buffer for one time request? Do we need to have a number we are comfortable spending and cut budgets there? Staff Council has a positive influence, would HR help us with budget in terms of their budget request. Are we being mindful of one time budget request? No HBE increase for about 11 years. One big reason it was denied was because of the savings account. Difficult balance situation, Would like to see us work with campus to get budget increase (Happy to spend down savings account but will the raise the amount they are giving us), Can we look every quarter about how much we spend and adjust budget?
      o Yes there is a $6000 buffer in the operations budget
    • Point of Order-If we approve this budget can we change the budget?
      o Approving the budget just means we have thought about what we need to get the job done . We need to spend the R&R fund.
  • Deb-reads bylaws
      o Nothing prevents us from approving budget and amending later
  o Vote: 26 yes, 1 no, 1 abstain; motion passes

**Area Representative Connect:**
Discuss Area outreach: Promoting SC events for September/October, what has been done already, best ways to engage with staff in your area, any specific needs or asks coming from your area?

**Meeting adjourned:** 2:15 pm

**Delegate Reports:**

(Reports will be recorded on Full Council Reporting Template and discussion followed during Staff Council meeting. Urgent information will be shared with the Executive Council.)

- Boulder Faculty Assembly (BFA) –
- Chancellor’s Accessibility Committee (CAC) –
- Chancellor’s Executive Committee (CEC) –
- Associate/Assistant Vice-Chancellor Meeting (AVC) –
- Statewide Liaison Council (SLC) –
- University of Colorado Staff Council (UCSC) –
- Campus Use of University Facilities (CUUF) –
- Diversity Summit Planning Committee –
- Chancellor’s Committee on Race and Ethnicity (CCORE) –
- CU Student Government –
- United Government of Graduate Students –

Respectfully submitted,
Jasmine Evans
Staff Council Secretary
Be represented. Be informed. Be engaged.

Be Boulder.