

## Staff Council Agenda September 10, 2013

Attendees: Joseph Sharman, Andrew Watson, Diane Westerfield, Bethany Grubbs, Nancy Fox, Stormy Burns, Kathy Gonzalez, Cindy Endicott, Denise Sheridan, Lori Peck, Brenda Soto, Aimee Stephenson, Susan Brickell. Absent: Arielle Mari

### Ongoing Business

1. Approve last meeting's minutes  
Bethany made a motion to approve the minutes from the July 24 Staff Council meeting.  
Seconded and approved.
  - a. Staff Council Officers
    - i. Co-Chairs: Bethany, Joseph, Nancy
    - ii. Secretary:
      1. Approval of Susan Brickell as Secretary
    - iii. Treasurer: Cindy
    - iv. Election Officer: Stormy
    - v. Committee Liaison: Kathy G.
    - vi. Events Subcommittee: Bethany, Denise, Kathy G., Susan
    - vii. IT Coordinator: Andrew
  2. Discussion about whether to choose a new shirt style. Stormy and Diane will research.
3. Subcommittee reports, 5 minutes
  - a. Assistance Fund/Vacation Sharing (Bethany, Lori [reporting]; also Barbara Wilson)
    - i. Lori pulled some information from other schools. She will schedule a meeting with the sub-committee to discuss
  - b. Events Planning
    - i. Halloween party. Discussion regarding how much money Staff Council will provide. A meeting will be scheduled to discuss.
    - ii. Birthday bash. Kathy asked Staff Council to attend if possible. Joseph asked that the Events Committee copy Staff Council on these events so we are all aware of them.
    - iii. Fall Festival/Welcome Back Event
      1. Most of the money to sponsor this event comes from Staff Council.
      2. Sub-committee will set the date.
      3. Cindy to see what was spent last year.
  - c. Listserv for Liberal Arts Staff Councils
    - i. No report
  - d. Staff Appeal Process
    - i. Pres. Tiefenthaler and Robert Moore announced last week that there would be no appeals process. Sub-committee will be meeting with JMT to discuss.
  - e. Staff Recognition
    - i. No report
  - f. Staff Training/Professional Development

- i. Sub-committee met August 16. Discussed needs analysis to gauge what type of training people need (I.e. software, time management, etc.) Have go-to people for training.
  - ii. HR would like more time to develop a plan and gather feedback. HR to take the lead on this.
  - iii. Suggestion to have our input taken into account. Use the Staff Council to ask those employees in our divisions.
- 4. Staff Amenities Brochure/Website (any updates?)
  - a. Perks program
  - b. Vendor discounts
    - i. How do we advertise these? Suggestion to set up a form on our website for businesses to fill out.
      - 1. Cindy mentioned that the Athletics Dept. have new sponsors, Subway and Rudy's. She will check to see if any perks are extended to staff.
      - 2. Athletics marketing – Cindy will research with Nancy and Andrew.
    - ii. Weston forwarded information about Sprint, which Heather Coles in Payroll coordinated (go to <http://mysprint.sprint.com/verify/?ECID=vanity:verify>)
- 5. Strategic Planning and Staff Council involvement
  - a. No report
- 6. Staff Council feedback
  - a. No report
- 7. Staff Council communication and feedback (emails to distribution groups, messages to the Staff group, attendance at division meetings, etc.)
  - a. Bob Belknap, an HVAC mechanic, emailed last spring that his position paid \$13.00 less/hour than the starting salary for people who do his work at Fort Carson. He said there might be a difference in benefits, but he thought his position should pay at least, say, \$6.50 more/hour (half the difference) to bring it closer to market. Joseph emailed a follow-up message to him in August, and Bob said – after the salary adjustments – that his pay is now “closer to the normal hiring rate” but does not pay him based on his years of experience. He added, “I don’t see the college ever getting close to what we should get paid.”
  - b. Discussion about whether HR could put something together for those staff members who are questioning “market’ pay level.
- 8. Report on Staff Council lunches
  - a. Bethany, Kathy and Denise will host the next lunch. Someone to follow up on the lost boxes. Nancy has the tickets.

#### Special Reports

- 1. President’s report, Jill Tiefenthaler, by Jermyn Davis
  - Twelve-city tour this fall. At the Cabinet meeting two weeks ago, each cabinet member was assigned to a particular strategic implementation.
  - In the Loop – the final schedule is being worked on. First meeting will be on the morning of Sept. 26, in Bemis.
  - Pilot projects are being implemented for “Innovation” and the “Center” as part of the implementation process for the Strategic Plan.
- 2. Human Resources report, Lisa Brommer

- Conversations around professional development with a focus on supervisory training. High need for this. The Professional Development subcommittee of the Staff Council is meeting later this week.
  - HR is receiving a lot of feedback from staff regarding the staff evaluation process. Closing the website on Sept. 16. HR will provide recommendations to the president and cabinet.
  - Looking at developing a more comprehensive onboarding plan.
  - Looking at enhanced opportunities to recognize staff – on a quarterly basis.
  - Reported on having a central repository for policies. Now, HR can proceed with staff handbook updates. Weston Taylor will help to get the handbook on the HR website.
  - Discussion about staff feedback. Many staff expressed concern that their feedback would not be anonymous. Lisa responded that one of the goals of the college is to have greater transparency, so it was intentional that the feedback would not be anonymous.
  - Lisa asked about the Staff Recognition sub-committee and asked about having HR representation on it. Joseph suggested that HR should have a representative on this committee. Lisa Brommer will be added to that committee.
3. Campus Committee reports (Budget Committee, etc.), 5 minutes
- Compensation Committee – by Chad Schonewill
    - Kristine Lang is the chair of the committee
    - Chad reported that the Compensation Committee is working on a variety of issues:
      - What the amount should be and how it ought to be allocation.
      - Three-tier structure still on the table.
      - Should exempt staff accrue sick leave.
      - The Children’s Center – should it continue to be subsidized, and should that subsidy come out of the benefits budget.

#### New Business

1. Decide how to allocate Staff Council’s budget, 15 minutes
- Total budget is \$7,000/year
  - 2012-13 Budget: \$650 End-of-Year event (code 707501); \$1,000 event support (code 707501); \$400 gifts and recognition (code 707501); \$1,000 professional development (code 707601); \$150 Staff Council shirts (code 701091); \$3,500 Welcome Back fall event (code 707501); \$300 contingency fund
  - How should we allocate professional development?
    - i. Email 8/19/13 from Noel Black (works in KRCC): I'm hoping to attend The Associated Writing Programs conference with fellow Staff member Aaron Cohick from The Letterpress next February in Seattle. We'd like to use the funds for a shared hotel room and some travel expenses depending on what might be allocated.
      - 1. Discussed Noel’s request. General consensus that the council would like the budget for professional development to have a further reach than a couple of individuals.
      - 2. Chad suggested that funds could be used to purchase licenses that staff could use for training.
      - 3. Need to flesh out the \$1,000 we have budgeted for professional development. Lisa mentioned that Mountain States has numerous staff training opportunities and will share information if we are interested.

4. (This might be incorrect – my notes became a little scattered) Nancy made a motion to accept the same budget allocation from last year but to table the discussion of \$1,000 for professional development.
2. Feedback regarding Performance Excellence/merit-based pay system, 10 minutes
  - HR will not be conducting a survey but instead is soliciting feedback on the web site
  - Staff Council should send out an email advertising HR's feedback mechanism
  - Other feedback we should convey? We already noted "unprecedented impact" (how does that differ from "exceptional"?), whether "exceptional" performance is a one-time rating, whether unprecedented accomplishments lead to a base salary increase or result in a bonus (if anything), etc. We also think there should be more consistency in how evaluations are administered (do staff fill them out first, or do supervisors? do supervisors always meet with staff to show them the final evaluation? how important are SMART goals in the overall rating? how is the overall rating determined?).
  - Supervisors whose staff file appeals should probably have mandatory training.
  - Joseph to compile feedback. HR requested a copy by next week.
3. Future agenda items, 5 minutes
  - Staff Salary project progress (including transparency about how market value is determined)
    - i. Discussed whether a sub-committee should be formed. No decision made.
    - ii. What is our role on the council – for someone like Bob.
    - iii. Unearth information about 'market' value of comparable jobs. Bethany- can we see in our files about market comparison to see how the figure was determined.

Meeting adjourned at 1:00p.m.