

## Staff Council Agenda July 24, 2013

In attendance: Joseph Sharman, Cindy Endicott, Diane Westerfield, Susan Brickell, Bethany Grubs, Brenda Soto, Nancy Fox, Stormy Burns, Lori Peck, Amy Stevenson, Barbara Wilson,

### Ongoing Business

1. Election of new Secretary to replace Bethany, 2 minutes  
TBD. Will take nominations and electronically if needed after this meeting. For today Cindy will complete the minutes. She is willing to fulfill the duty if no one else is willing, but would rather only fill one role and she is currently serving as treasurer.
2. Vote on revision to Section III, Part 6 of the Staff Council Manual, 3 minutes
  - a. Replace "Events coordinator" with "Events subcommittee": motion made by Bethany, second by Cindy, motion carries with no opposition
3. Fill vacant Staff Council Officer positions, 5 minutes
  - a. Co-Chairs: Bethany, Nancy, and Joseph
  - b. Secretary: see above
  - c. Treasurer: Cindy
  - d. Election Officer:  
Stormy Burns volunteered and no opposition received by staff council. Vote unanimous to elect Stormy
  - e. Committee Liaison: Kathy G.
  - f. Events Subcommittee: Kathy G.
    - i. Includes non-Staff Council members Kelley Mathers, Jodi Hinz, and Michelle Swepton
  - g. IT Coordinator: Andrew
4. Which subcommittees should we keep or form this year? 5 minutes  
See input in relevant categories below
5. Subcommittee reports, 5 minutes
  - a. Campus Climate Survey (Bethany, Weston, Kathy, Nancy)  
Impression is that the tasks have been concluded and this subcommittee is not necessary this year.
  - b. Compensation (Joseph, Brenda, Marj Webster)  
Impression is that the tasks have been concluded and this subcommittee is not necessary this year.
  - c. Staff Appeal Process (Nancy, Stormy, Jessica, Lisa Brommer, Brenda, Joseph)  
Brenda Soto and Joseph added to subcommittee, Nancy will serve as the point of contact.
  - d. **Children's Center Fees (Jayne, Jessica, Annette)**  
Impression is that the tasks have been concluded and this subcommittee is not necessary this year.
  - e. Listserv for Liberal Arts Staff Councils (Joseph, Nancy)  
Nancy joining this group, Joseph will serve as the point of contact.
  - f. Bylaws/Elections/Committees Group (Kathy G., Jayne, Joseph, Marj)  
Impression is that the tasks have been concluded and this subcommittee is not necessary this year.
  - g. Events planning and updates (Kathy G., Jayne, Kelley Mathers, Jodi Hinz, Michelle Swepton, Lisa Brommer)

HR will continue to serve as the lead for this subcommittee, staff council will continue to support.

- h. Staff training policies and guidelines (Lisa Brommer, Dianne, Lori, Bethany, Amy)  
Dianne, Lori, Amy, and Bethany added to the subcommittee. Amy will serve as the point of contact.
6. Staff Amenities Brochure (any updates?)  
Should we change the name of the brochure to “Staff amenities website”; The company “Perks” is being investigated by Barbara Wilson as to value to Colorado College. Question was raised regarding the policy related to weapons on campus if the employee possesses a conceal carry permit. HR is investigating.
7. Assistance fund/vacation sharing for employees (Bethany, Lori, Barbara)  
Is a program of this nature necessary due to HR generosity already given? There is question of how a “leave bank” would be monitored, documented and utilized. Barbara indicates that there has been a noticeable increase in leaves to care for family member and currently HR has limitations in leave for medical reasons not related to self. Bethany previously worked at an institution that had a similar program. Lori questions current employee leave tracking and reporting. Bethany will create initial research, Barbara will also investigate, Lori also will be added to this group.
8. Strategic Planning update (hold until President’s report today); see notes in later section
9. Staff Council feedback (anonymous form, email): none to report
10. Staff Council communication and feedback (emails to distribution groups, messages to the Staff group, attendance at division meetings, etc.) none to report
11. Follow-up regarding elections for campus committees (Kathy G.)
12. Report on Staff Council lunches, decide who hosts the next: tabled until the beginning of Block 1

#### Special Reports

1. President’s report, Jill Tiefenthaler, 10 minutes; NOTE: Lyrae Williams will deliver today’s report (in the President’s absence) specifically about Strategic Planning implementation ideas
  - Strategic Planning: BOT retreat last week on Fri and Sat: Board approved going forward of the strategic plan. Will be shared will campus at Fall conference, then publicized on the web after fall conference
  - Implementation
    - i. 5 recommendations and initiatives and implementations (not revealed today: will be revealed at fall conference)
    - ii. Format will be with existing committees, faculty and staff, similar format as previous, some new groups may be forms
    - iii. SPT: special process teams: used by BOT, different time frames depending on what project is assigned to each SPT group.
    - iv. There is a beginning of an implementation plan that was presented to the BOT
    - v. How do we as individuals support and find our place in this plan to lead within the next 7-10 years.
    - vi. Bethany questioned the campaigning to keep the strategic plan energized: Lyrae indicates the strategic plan is going to be web based and is intended to be interactive and “living” First 1-2 years easier than years 3-5 in maintaining the excitement. No plan has been created to “keep the strategic plan alive”;
    - vii. Brenda had a question about community invited to fall conference: Lyrae not certain but will find out.

2. Human Resources report, Barbara Wilson, 10 minutes
  - Survey completed a couple of months ago. Last in the loop the results for the entire campus were shared. Division heads are now being presented with strengths and opportunities specifically within their area and division. In the next few weeks cabinet members will be asked to share the info with their specific divisions.
  - Cabinet members will be asked to come up with a plan to address the concern and create opportunities. These can be shared and used strategically with other divisions.
  - Will be repeated every 2 years.
  - Will participate in the Chronicles “great place to work” next year.
    - i. As part of the participation, a random selection of all employees will be surveyed again.
3. Campus Committee reports (Budget Committee, etc.), 5 minutes  
None to present today

#### New Business

1. Gather feedback regarding Performance Excellence/merit-based pay system and discuss other staff recognition ideas, 10 minutes
  - You Rock! program, Career Center’s student worker mentor recognition program
  - Should the events subcommittee also work on staff recognition initiatives?
  - How can we help make sure supervisors give time off for employees attending recognition events and professional development?
    - i. Staff Council will conduct a survey: need to delineate if a person completing the survey is a supervisor or not supervisor
    - ii. This year’s breakdown was approximately: Exceptional 20%, strong 70%, needs improvement 10%.
    - iii. Members of this committee will include Joseph, Susan, Dianne, Cindy, and Brenda. Susan will serve as the point of contact.
    - iv. Please send out an email and/or present at your divisional meeting
  - How do we recognize employees for doing a good job? You Rock/ longevity? Please think of suggestions or mechanisms to promote recognition
    - i. . Should we create an employee recognition subcommittee? Bethany, Nancy, Denise, and Cindy volunteered to help. Bethany will serve as point of contact.
    - ii. How do we encourage supervisors to attend staff council events;
2. Discuss professional development, including what core competencies/training staff need, 5 minutes  
HR would like to present more offerings in training and professional development. What are the priorities? What are topics, themes, core competencies? Staff council has been asked to help identify important topics or pressing areas that need to be offered. This will be rolled into the staff training policies. Please provide subcommittees the feedback.

3. Vote on inserting the following sentence into Section II, Part 3 after the sentence, "The person with the largest number of votes wins the election for each representative area" (Joseph), 5 minutes.
  - "Before ballots are emailed or sent to each representative area, the nominees should be given the names of all other nominees in that area."

Language would allow a nominee to accept or decline participation in the election based upon the knowledge of who the other candidates are that are running for the position; Motion made to create the amendment by Joseph; Second to the motion by Nancy; Motion passed unopposed.
4. Vote on where to hold future Staff Council meetings (stay in the Armstrong Board Room or go to a smaller venue), 5 minutes 

Decision to continue to have the meetings in Armstrong Board Room. Easier access for President Tiefenthaler, and if we have guests, other locations may get crowded.
5. August 14 Red Rocks event, 5 minutes  
Redrock Open space rock climbing: Staff council and HR; family invited; rock climbing, quarry exploration, geocaching, trail hiking. Aug 14, 4:30pm.
6. Other business?  
Next meeting: date in August TBD. Once school starts, will return to the second Tuesday of each block at 11:30