



UNIVERSITY of
DENVER

STAFF ADVISORY COUNCIL

STAFF ADVISORY COUNCIL MINUTES

August 12, 2015

11:30am to 1:00pm

Garden Room – The Chambers Center

√	Ahmad, Deana	Josef Korbel School of International Studies
√	Aliaga, Kathy (treasurer)	Facilities Planning and Management
	Anderson, Lindsay	Graduate School of Professional Psychology
√	Arnold, Marlene	Internationalization
√	Belstock, Sarah	Student Life/HCC
√	Blagg, Garrett	University Libraries
	Bokenkamp, Gloria	Daniels College of Business
√	Brown, Mary Sue (Webmaster)	UTS
√	Buckley, Jon	Engineering and Computer Science (elected)
	Carver, Mary	UTS
√	Cederberg, Emily	Sturm College of Law
√	Michael Chen	Human Resources
√	Coccia, Kristina	Morgridge College of Education
√	Colburn, Renee	Campus Safety
√	Creger, Nichole (Co-Secretary)	Women's College (elected)
	Crosby, Tinka	Registrar (Provost appointed)
√	Dietrich, Erin (Co-Secretary)	AHSS/Social Sciences
√	Escobar, Karen	Natural Sciences and Math (NSM)
√	Feldman, Amy	University College (elected, co-rep)
	Field, Angel	Athletics & Recreation (elected)
√	Giesen, Greg	HR
	Grimm, Kendra	Josef Korbel School of International Studies
√	Hernandez, Theresa (President)	University Libraries
	Hill, Amy	Morgridge College of Education
	Hill, Kymbella	Business Services
	Howland, Andrea	University Libraries
√	Ingarfield, Lisa	Graduate School of Social Work
	Jackson, Cheryl	Center for Teaching and Learning
√	Cathy Kaufman	Newman Center



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	Keairns, Kathy	OTL
✓	Kitta, Jane	MARCOMM
✓	Le, Linda	English Language Center
	Martella, Jessica	University Advancement
✓	Michel, Richard	Conference, Events and Special Programs
	Milnes Chester, Elise	Student Life (elected)
✓	Nierling, Ulli	Controller
✓	Robinson, Alex	Bursar's Office
✓	Runkel, Katie	AHSS/Arts and Humanities
✓	Schellman, Julie	Graduate School of Professional Psychology
✓	Smith, Molly	University College (elected, co-rep)
✓	Steele, Leann	Sturm College of Law
✓	Tankersley, Rebecca	Fischer Early Learning Center
	Watt, Katie	Division of Marketing and Communications
✓	Westendorf, Lisa	Financial Aid
	Wiseman, Sally	Office of Research and Sponsored Programs

CALL MEETING TO ORDER – 11:45 AM

- I. July Minutes
 - a. Minutes were approved
 - b. Request to approve minutes earlier
- II. Departmental updates
 - a. Campus Safety – magnets with campus safety information available, please take as many as you need and share across campus
 - b. Internationalization – Director position is posted, Global Friends Program is also accepting volunteers
 - c. Sturm College of Law – orientation has started for 1L's, also a new Dean of Students
 - d. GSPP – 2 positions posted
 - e. Special Programs – introduce Cathy Kaufman, a new representative from the Newman Center



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- f. MarComm – update on Inauguration events for September 17th and 18th, more info at inauguration.du.edu, some events will be live streamed, a watch party in the library may also be available
 - g. HR – passed out information about the Leadership Academy, debuts in October, Crimson Classic Sept 17th, SAC will have a table from 4-6pm
 - h. Health and Counseling – won a grant for multidisciplinary team approach to suicide prevention, programs coming soon
- III. Committee Updates
- a. Employee Lunch
 - i. RSVP's for the lunch due 8/12, dinner RSVP's due 8/14/15
 - ii. Please wear your SAC shirt, there will be opportunities to volunteer
 - b. Staff Awards
 - i. Oct 28th – lunch awards ceremony
 - ii. New award – Staff Innovator
 - iii. Please distribute to departments! Submit a nomination
- IV. University-wide Staff Compensation Study – Amy King
- a. A portfolio has been created to hold all the information about the study and progress updates
 - b. Position Description Questionnaires (PDQ's) will be rolling out soon to collect information on your role, what you actually do and the required skills, etc
 - i. Staff can copy/paste from your performance review
 - ii. Lengthy instructions and opportunity for providing the accurate canvas of your position
 - c. Overall plan to rectify titles, roles and salaries may be similar to the faculty salary plan and could take up to 5 years
 - d. There will be open forum sessions for people to provide input
- V. Shared Services Updates – Chris Bennett



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- a. Information Toolkit went out in the DU Digest approximately 6 weeks ago, also a tab on the HR website
 - b. Currently looking to fill approximately 10 additional positions – internal postings only
 - c. Kronos – new time keeping and payroll processing system being implemented
 - d. Faculty, adjuncts and GTA will NOT be on Kronos
 - e. Exempt staff will request and approve leave time through the system
 - f. Non-exempt hourly staff will use it to clock in and out
- VI. Review of By Laws
- a. Please review the by laws as your “homework”
 - b. Provide feedback to erin.dietrich@du.edu or Nichole.Creger@du.edu
 - c. Next meeting we will talk about goals and strategic planning for the next year

Meeting adjourned at 1:00 pm

Next Meeting:

September 9, 2015

11:30am to 1:00pm

Garden Room, Colorado Women’s College