



UNIVERSITY of
DENVER

STAFF ADVISORY COUNCIL

STAFF ADVISORY COUNCIL MINUTES

November 11, 2015

11:30am to 1:00pm

Anderson Academic Commons

	Ahmad, Deana	Josef Korbel School of International Studies
X	Aliaga, Kathy (treasurer)	Facilities Planning and Management
	Anderson, Lindsay	Graduate School of Professional Psychology
	Arnold, Marlene	Internationalization
X	Belstock, Sarah	Student Life/HCC
X	Blagg, Garrett	University Libraries
X	Bokenkamp, Gloria	Daniels College of Business
	Brown, Mary Sue (Webmaster)	UTS
X	Carlson, Tamra	Internationalization - CWLC
	Buckley, Jon	Engineering and Computer Science (elected)
	Carver, Mary	UTS
X	Cederberg, Emily	Sturm College of Law
	Chen, Michael	Human Resources
	Coccia, Kristina	Morgridge College of Education
X	Colburn, Renee	Campus Safety
X	Dietrich, Erin (Co-Secretary)	AHSS/Social Sciences
	Escobar, Karen	Natural Sciences and Math (NSM)
X	Feldman, Amy	University College (elected, co-rep)
	Field, Angel	Athletics & Recreation (elected)
	Giesen, Greg	HR
X	Glasgow, Greg	MarComm
X	Grimm, Kendra	Josef Korbel School of International Studies



UNIVERSITY of
DENVER

STAFF ADVISORY COUNCIL

X	Hefty, Tina	University Libraries
X	Hernandez, Theresa (President)	University Libraries
	Hill, Amy	Morgridge College of Education
	Hill, Kymbella	Business Services
	Ingarfield, Lisa	Graduate School of Social Work
X	Jackson, Cheryl	Center for Teaching and Learning
X	Kahl, Brittany	GSPP
X	Kaufman, Cathy	Newman Center
X	Kitta, Jan	MARCOMM
	Le, Linda	English Language Center
X	Martella, Jessica	University Advancement
	Michel, Richard	Conference, Events and Special Programs
	Milnes Chester, Elise	Student Life (elected)
	Nierling, Ulli	Controller
X	Ramirez, Liza	Registrar
X	Robinson, Alex	Bursar's Office
	Runkel, Katie	AHSS/Arts and Humanities
X	Ryan, Joe	Research and Scholarship - Center for Statistics and Visualization
X	Schellman, Julie	Graduate School of Professional Psychology
X	Smith, Molly	University College (elected, co-rep)
X	Steele, Leann	Sturm College of Law
X	Supplee, Lydia	Colorado Women's College
	Tankersley, Rebecca	Fisher Early Learning Center
X	Westendorf, Lisa	Financial Aid



UNIVERSITY of
DENVER

STAFF ADVISORY COUNCIL

- 1) HR Update – Shannon Seales
 - a) The Leadership Academy is currently screening applicants and setting up interviews for the first class. Announcements of accepted applicants will happen after the break.
 - b) Rolling out Professional Development Week in February. SAC will have a special session with Ed Tate on February 19th in the morning before his keynote presentation at the all community lunch on campus.
 - c) 14er’s Program – check the fall course catalog for workshops and classes.
 - i) More information about the supervisory/management pods will be coming soon.
 - ii) You can pick and choose how to participate – pick 8 of the options to complete the program
 - d) Lynda.com will be open to faculty and staff
 - e) Wingspan performance management system
 - i) Step 1 – goal setting is now open
 - ii) Steps must be done in order
 - iii) Deadline for goal setting – mid December
 - iv) Goals count for 20% of performance
 - v) Faculty who supervise benefitted staff will be receiving emails about the system as well as staff
 - vi) Job description – not currently in appraisal form, write about what you are really doing
 - vii) HR will be doing trainings – can request trainings from Shannon
- 2) By-laws update – Joe Ryan, VP
 - a) Joe will provide a compare and contrast of old version vs proposed changes for next meeting
- 3) December Retreat Information



UNIVERSITY of DENVER

STAFF ADVISORY COUNCIL

- a) Theresa has drafted a letter for everyone's direct supervisor and unit leadership to support all SAC rep's participation at the December retreat
 - b) Please complete the December RSVP for the retreat and include the name of your direct supervisor and unit head – to whom the letters can be sent
 - c) Retreat will be held in the AAC special event space (room 290)
 - d) Retreat will be facilitated by Jenna Brown, DU Ombuds
- 4) Candidates for Co-Secretary and Election
- a) Candidates for the two open co-secretary positions are: Tina Hefty (University Libraries), Lydia Supplee (Colorado Women's College), and Tamra Carlson (Internationalization – Center for World Languages and Cultures).
 - b) Congratulations to the newly elected co-secretaries: Tina Hefty and Tamra Carlson
- 5) Committees
- a) Chairs
 - i) Outreach – Mary Sue Brown
 - ii) Staff Awards – Kathy Aliaga
 - iii) Employee Lunch – Theresa Hernandez
 - iv) Staff Issues – Richard Michel
 - v) Spring Fest - OPEN
 - b) Holiday SAC Cause – send ideas for how SAC can give back to the community to Theresa at Theresa.hernandez@du.edu
 - c) Please complete the December RSVP link with your committee selection
 - d) Current committee selections are listed below:
 - i) Staff Issues
 - (1) Members: Lindsay Anderson, Jon Buckley, Amy Feldman, Theresa Hernandez, Richard Michel, Julie Schellman, Leann Steele
 - ii) Outreach



UNIVERSITY of
DENVER

STAFF ADVISORY COUNCIL

- (1) Members: Marlene Arnold, Mary Sue Brown, Linda Le, Gloria Bokenkamp and Tina Hefty
- iii) Employee Appreciation Lunch
 - (1) Members: Kathy Aliaga, Michael Chen, Cathy Grieve, Anne Gross, Theresa Hernandez, Richard Michel, Molly Smith, Lisa Westendorf
- iv) Employee Awards
 - (1) Members: Cheryl Jackson (chair), Amy Feldman, Marlene Arnold, Linda Le, Mary Carver, Lisa Ingarfield, Ulli Nierling, Molly Smith and Kathy Aliaga
- v) Coat Drive
 - (1) Members: Molly Smith and Cheryl Jackson (co-chairs), Karen Escobar, Angel Field, Melissa Martin, Leann Steele, Garrett Blagg
- vi) Spring Fest
 - (1) Members: Elise Milnes Chester, Alex Robinson

Next Meeting:

December 9th, 2015

11:30am to 3:00pm

Location: Anderson Academic Commons