



MINUTES

January 8, 2014  
12:00 pm – 1:00 pm  
Boardroom, Ruffatto hall

Executive Committee

Stefanie Unghakorn Cowan, President, [stefanie.cowan@du.edu](mailto:stefanie.cowan@du.edu), x12507  
Saskia Sawyer, Past President, [Saskia.sawyer@du.edu](mailto:Saskia.sawyer@du.edu), x12704  
Kathy Aliaga, Treasurer, [kaliaga@du.edu](mailto:kaliaga@du.edu), x13284  
Nichole Creger, Co-Secretary, [Nichole.creger@du.edu](mailto:Nichole.creger@du.edu), 16805  
Erin Dietrich, Co-Secretary, [Erin.Dietrich@du.edu](mailto:Erin.Dietrich@du.edu), 13252  
June Hall, Webmaster, [june.hall@du.edu](mailto:june.hall@du.edu), x14290

Members in attendance:

Name	Unit	Name	Unit
Abbott, Kelsey	Office of Internationalization	X Hall, June	Business Services/Bursar
X Aderhold, Johnathan	University Technology Services	Hinkin, Sue	UG Academic Programs
Aliaga, Kathy	Facilities Planning & Mgmt	Hower, Don	Facilities
Anderson, Julie	English Language Center	Howland, Andrea	Library
Biegging, Lindsey	Sturm College of Law	Humble, Monica	Daniels College of Business
X Bolyard, Wendy	Office of Graduate Studies	Jackson, Cheryl	CTL
Brower, Gary	Campus Life, Chaplains Office	X Malott, Randall	Campus Safety/Parking Services
X Buckley, Jon	Engineering & Computer Science	X Martin, Melissa	Korbel
X Cowan, Stefanie	CME	X McLane, Abigail	Morgridge
X Creger, Nicole	Women's College	Meyers, Will	Office of Research & Sponsored Programs
X Crosby, Tinka	Registrar	X Michel, Richard	Conference, Events and Special Programs
X Dietrich, Erin	AHSS/Social Sciences	X Mischke, Erica	Student Life
Dixon, Catherine	Inst. Research and Analysis	X Neu, Aimee	Human Resources
X Doughty, Candace	Library	X Newhouse, Sherry	Engineering & Comp. Science
Dunker, Katie	Human Resources	X Ota-Wang, Nick	Grad School of Social Work
X Escobar, Karen	Natural Sciences & Math	X Raborn, Natalie	Newman Center



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Feldman, Amy	University College	X Sawyer, Saskia	Univ. Advancement
X Field, Angel	Athletics & Recreation	Short, Chris	Enviro. Health & Safety
Firebaugh, Kristy	AHSS / Arts & Humanities	X Smith, Molly	University College
X Geist, Susan	Controller	Stephenson, Andrew	Risk Management
X Gross, Anne	Admissions	Tankersley, Rebecca	Fisher Early Learning
Hafenstein, Norma	Ricks Center for Gifted Children	X Watt, Katie	Division of Marketing & Communications

- 1) Introduction of Council Members
- 2) Approval of December Meeting Minutes
- 3) Guests: Kathyne Grove (EEO), Director of Equal Opportunity
  - a) Areas of Responsibility/Overview:
    - i) Title VIII coordination (Gillian Kaag at CAPE– on campus resource for sexual harassment, non consensual sexual encounters, stalking, etc)
    - ii) responsible for recruiting management system
    - iii) supporting hiring managers and the hiring process
    - iv) review all matters or concerns related to discrimination, harassment, or sexual misconduct as well as student complaints
    - v) make determination if there has been a policy violation, no disciplinary authority but provides training and mediation services
- 4) Ken Pinnock (HR)
  - a) Areas of Responsibility/Overview:
    - i) Talent management and employee services
    - ii) Learning and development and training programs
      - (1) Public courses and custom programs
      - (2) More within academic units
      - (3) Available courses include: Leadership development, assessment, communication, working in teams
    - iii) Policy questions and interpretation
      - (1) legal oversight: FMLA, ADA, interns, etc
    - iv) Coaching, management, discipline, protected group discrimination
    - v) Please call – our goal is to help you find a solution that works for everyone involved
  - b) Questions
    - i) How does HR help protect the staff from potential retaliation, etc?
      - (1) We won't tolerate retaliation, there are legal issues associated with retaliation. We are management but we do represent what is in the best interest of the University. We can work on intervening with the manager and their behaviors. KATHRYNE: There are



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administrators who need to know so not everything is always confidential and she explains this to each of the people that she meets with first thing. So people know the process before they share their concerns. They have an obligation as an employer to follow up on anything that might be illegal or not within the best interests of the University.

5) Jenna Brown (Ombuds)

a) Areas of Responsibility/Overview:

- i) Provide confidential services for anyone within the University
- ii) Confidentiality, Informality, Independence and Advocacy
  - (1) Keeps no records, care for everyone (what would you like to accomplish, what's going on, and what have you done or considered to try to deal with the problem)
  - (2) Available always – internationally and 24/7, skype available
- iii) Office is an advocate for access to policy, procedures and people that can help
- iv) Cannot speak on behalf of the university
- v) Assist with resources that can help within DU and the community
- vi) Can see patterns overtime and work with University to address policy issues
- vii) Staff are the largest users of ombuds services – referral from other staff, and refer students (topics of concern: supervisor/subordinate relationships, confused or uncertain about procedures or policies or who does what within University, respect, acknowledgement, recognition, continued employment,

b) Questions?

- i) If there was ever a time where a supervisor put in records to HR about you, would you then be notified or is that confidential? Is that something the employee can obtain information in their file about work behaviors, etc
  - (1) You can always review your personnel file. If a manager documents something on you, HR does ask the supervisor if the employee is aware of the issue. The employee should be aware.
  - (2) Call HR to ask for your personnel file. The best practice is to have a conversation rather than put unknown documentation into the file. However, the supervisor can put a note in your file without your knowledge.
- ii) What is the role of an HR liaison?
  - (1) Evolving – some do more broad work. But primarily to intake new employees, some do budget officer or new hire paperwork, although these processes are being centralized. If there are issues with performance management, compensation, disciplinary action then those need to go through HR.
  - (2) Sometimes it may feel like nothing is happening, but that can just be because it is a confidential matter and information needs to be protected. Just because you don't hear anything doesn't mean that things aren't happening behind the scenes. Issues are being addressed.



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- iii) Focus groups and study with the consultants
  - (1) Kathyne has been involved with some of the compensation studies – and more surveys will be coming but the idea is to create an action plan to improve upon culture. There has been a lot of engaging conversation about improvements, change and excitement around the study.
  - (2) See letter from the Chancellor in the November 25, 2013 Internal News email (see below)
- 6) New Business
  - a) Shift in Executive Council
    - i) June is moving departments and will no longer be a member on SAC
    - ii) Monica has taken over the webmaster
    - iii) VP Role is open – seeking a replacement to fill the role
      - (1) Send recs to Stef
- 7) Old Business
  - a) Reminder that the SAC listserv email is [staff-advisory@du.edu](mailto:staff-advisory@du.edu) - please do not use for general marketing.
- 8) Committee reports
  - a) Outreach (Don/Kimo)
    - i) Fall/Winter happy hour
      - (1) Still waiting to connect to set a date and get details
    - ii) Zero Waste event
    - iii) Benefits Fair
    - iv) Chili Cook-Off – January 28<sup>th</sup>
      - (1) Potential to be a part of the Winter Carnival chili cook off
      - (2) Elise Milnes Chester will speak with Student Life about entering
      - (3) Saskia – maybe we can encourage the Faculty group to participate as well
  - b) Community and Events (Kathy)
    - i) Coat Drive
      - (1) January 24-February 7<sup>th</sup>
      - (2) Need a few more members to help with checking bins around campus
      - (3) Working on announcement for athletic events, bins will be on campus, please encourage people to bring coats for children and adults
    - ii) BYCTW
  - c) Professional Development – Aimee
    - (1) Soft launch for the DU employee mentor program
    - (2) Accepting applications for mentee or mentor
    - (3) There are general categories so you don't have to be a senior leader to be a mentor
    - (4) Only open to staff, not faculty
    - (5) If you want to learn more computer programs, accounting, women in leadership, etc, depending on staff to drive the categories



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- (6) Need your support in spreading the word
- (7) Officially starts in March through the end of September
- (8) mid year networking event
- (9) ask to meet 3-4 times a year
- d) Next meetings: meeting with the chancellor
- 9) Adjournment

**Next Meeting:**

February 12, 2014, 12 - 1 pm

DuPont Room, Mary Reed

**10) Guests for February: Chancellor Coombe (with luncheon)**

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Nov. 25, 2013

To: University of Denver Faculty and Staff Members

From: Robert Coombe, Chancellor; Gregg Kvistad, Provost

Re: Campus Diversity

One mark of a leading university is its commitment to diversity and the concomitant practice of recognizing and valuing the rich experiences and world-views of its community members. To further that commitment at the University of Denver, we have recently commissioned two studies – one to assess the status of faculty and staff women on campus, and the other to assess the status of the University’s faculty and staff members of color.

We have hired two consulting firms to perform these assessments. *Creative Diversity Solutions* and *Ibis Consulting Group* bring impressive expertise in understanding and addressing the complexities that exist in today’s diverse workplaces. They have direct experience in developing diversity strategies with higher education institutions. Two internal University steering committees will work alongside the consultants.

The input of faculty and staff members across campus will be critical for these studies. You will soon receive information about focus groups scheduled for December and January, and we are asking for your participation in these data-gathering sessions. There will also be an online survey later in the winter quarter, as well as interviews with key University leaders.

The two studies build upon previous work done at the University and will address five areas:

- Demographics and equity
- Career advancement
- Climate and culture



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- Responsibilities
- Resources

The goal is to complete the studies by the end of spring 2014.

While data collection for both studies will occur simultaneously, the projects have been designed to produce two separate reports. In commissioning two reports, the University will reap the benefits of a deep exploration of both the status of women and the status of people of color, while realizing efficiencies by using the same consulting experts.

We would like to thank the internal steering committees whose work led to the selection of the consultants and the definition of scope of work: the status of women on campus committee, led by Shelly Smith-Acuna, dean of the Graduate School of Professional Psychology; and the status of people of color on campus committee, led by Barbara Wilcots, associate provost for Graduate Studies.

Please watch your email for invitations to attend the focus groups. We will be sharing more information as this important work progresses.

Thank you.