

STAFF ADVISORY COUNCIL

Meeting Minutes

February 10, 2016 | 11:30AM-1:00PM

Chambers Center, Garden Room

ATTENDANCE: 31 Members

	Ahmad	Deana	Josef Korbel School of Int'l Studies
	Aliaga	Kathy	Facilities Planning and Management
✓	Arnold	Marlene	Internationalization
	Belstock	Sarah	Health & Counseling Center
✓	Bernstein	Sam	Arts, Humanities, and Social Sciences
✓	Blagg	Garrett	University Libraries
✓	Bokenkamp	Gloria	Daniels College of Business
✓	Brown	Mary Sue	University Technology Services
	Buckley	Jon	Engineering and Computer Science
✓	Carlson	Tamra	Internationalization
✓	Cederberg	Emily	Sturm College of Law
✓	Coccia	Kristina	Morgridge College of Education
✓	Colburn	Renee	Campus Safety
✓	Drafton	Martin	Center for Multicultural Excellence
	Escobar	Karen	Natural Sciences and Mathematics
✓	Feldman	Amy	University College
	Field	Angel	Athletics & Recreation
✓	Giesen	Greg	Human Resources
✓	Glasgow	Greg	Marketing and Communications
	Grimm	Kendra	Josef Korbel School of Int'l Studies
✓	Harris	Amy	Student Financial Services
✓	Hefty	Tina	University Libraries
✓	Hernandez	Theresa	University Libraries
	Hill	Amy	Morgridge College of Education
✓	Ingarfield	Lisa	Graduate School of Social Work
	Jackson	Cheryl	Office of Teaching and Learning
✓	Jahn	Shannon	Special Programs and Interterm
✓	Kahl	Brittany	Grad School of Professional Psychology
✓	Kaufman	Cathy	Newman Center
	Kitta	Jan	Marketing and Communications
✓	Le	Linda	English Language Center
✓	Martella	Jessica	University Advancement
✓	Michel	Richard	Conferencing & Event Services

	Milnes Chester	Elise	Student Life
✓	Nierling	Ulli	Shared Services
✓	Ramirez	Liza	Registrar
✓	Ryan	Joe	Research and Sponsored Programs
✓	Schellman	Julie	Grad School of Professional Psychology
✓	Shaheen	Margaret	Arts, Humanities, and Social Sciences
	Smith	Molly	University College
✓	Steele	Leann	Sturm College of Law
✓	Supplee	Lydia	Colorado Women's College
	Tankersley	Rebecca	Fisher Early Learning Center
✓	Westendorf	Lisa	Financial Assistance

Administrative Updates

❖ Job Description

- One of the intended outcomes of the December retreat was to develop a job description for SAC representatives. Theresa Hernandez developed a draft job description based on the feedback that was provided at the retreat. This was reviewed by the Executive Committee, and now that draft is being distributed to all representatives.
- One of the items on the job description is that if you can't attend a meeting, you must make an effort to send a representative from your area. Alternatively, you could provide feedback ahead of time.
- SAC reps are being asked to take the job description and review it, and then provide feedback and suggestions if needed.

❖ Committee Sign-Up

- A link to a Google doc was sent to the entire group before the meeting. Reps were encouraged to make sure they are signed up for a committee on that electronic document or write in their committee choice on the meeting sign-up sheet.
- This is a good time to change committees if you want to do so. If you want to get more involved, sign up for one of the co-chair positions.
- The Community Events Committee co-chair positions are responsible for overseeing the process of all event sub-committees, as well as ensuring a timeline is created and followed for all events.

❖ Catering

- Do people like the way we've been ordering food?
 - Variety is nice, but we need to make sure there is a substantial vegetarian option available.

Committee Reports

❖ SpringFest Sub-Committee

- They could use some volunteers or new members. At this point, they mostly need help with stuffing eggs and day-of help.
- They are currently working on a sign-up sheet. Stay tuned.

- ❖ Childcare Task Force
 - They are meeting monthly.
 - Kathleen Chaballa has been helping them with data gathering and analysis.
 - This group is composed of both SAC reps and folks who are not on SAC.
- ❖ Outreach Committee.
 - This committee is active and has been meeting regularly.
 - They identified the committee's focus is three-fold: internal within SAC, external at events, and onboarding.
 - They are working on name badges for SAC reps, or some sort of desk/wall identifier.
 - There is still an opportunity to join this committee, if you're interested.
- ❖ Staff Issues Committee
 - Staff Issues Committee is looking for additional members. They meet on the 4th Tuesday from 2pm-3:30pm in University Hall.
 - They are trying to come up with a new name or acronym for the committee, because they don't like calling it "SIC."
 - This committee is currently developing their internal processes, as many issues affecting staff are on the horizon. Additional details regarding that process are below.

Staff Issues Filtering Process

- ❖ The Staff Issues Committee is creating a method to filter inquiries from external groups. The committee will act as a liaison when issues are presented to SAC. This process will streamline our time in meetings.
 - The proposed process (just a starting point) is as follows:
 - Issue A is brought to SAC's attention. After a presentation, a very short Q&A may take place. After that, SAC members are welcome to further engage in the discussion in several ways:
 - Questions/comments may be written down on paper and submitted during the meeting, and collected at the end of the meeting.
 - Questions/comments may also be submitted via SIC's email address: staffissues@du.edu
 - SIC will meet and discuss the issues, looking at all sides, playing "devil's advocate," etc. and then reach out to the presenter of Issue A for answers. All submitted questions will be answered, as well as others that come up from the Committee's discussion. The answers will be brought back to SAC, either at the next scheduled meeting or via email if time-sensitive.
 - If you, as a member of SAC, feel strongly about the issue and would like to be more active in the discussion, you are welcome to join the Committee on an ad hoc basis for subsequent discussions on this topic or join the Committee permanently. Any SAC member can join SIC at any time for any discussion. Meetings are held about once a month.
 - Hopefully the questions/comments raised by SAC will be a sample of those of all DU staff, and will allow us to be proactive in anticipating reactions that may come from the greater DU staff. Eventually we will have our own web page where we list these FAQs with their responses.
- ❖ Staff Issues Emails
 - Staff outside of SAC may also submit questions or issues via email (a virtual "drop box").

- Staffissues@du.edu will eventually be listed on the website. Right now, though, Staff Issues Committee is working on developing their internal processes. As such, this email address should only be used by SAC reps for now. Don't send it along to your divisions just yet.

Black Male Initiative Summit

- ❖ Guest presentation by Darren Harvey, Na'im McKee, and Mawukle Yebuah.
- ❖ The Black Male Initiative is one of the groups on campus that is working towards diversity. The goal of their presentation is to spark our imaginations as to how we can offer support to their group.
- ❖ What is the Black Male Initiative Summit?
 - This is a college access pipeline set up for students between grades 8-12 that identify as Black males.
 - It has two major components:
 - The annual Summit
 - Scholars Program
- ❖ The Summit
 - Features a full day of interactive workshops, facilitated by Black male professionals and students (usually from DU). It helps to encourage and empower those students.
 - It also creates a safe space for interacting and learning.
 - There is a student track, which helps students know how to empower their communities, and an adult track, where parents and professionals learn how to support their students.
 - Last year they had 200 participants (students & adults).
- ❖ Scholars Program
 - Three events are held during the school year.
 - They partner with community organizations, providing young, Black males with an opportunity to interact with and learn from inspiring professionals, like Black male lawyers.
 - Recently, they went to Google in Boulder, the Anschutz Medical Center, and the DU Law Pipeline Conference.
- ❖ Why are they here today?
 - To facilitate a partnership w/DU. They want to change the narrative so that DU is putting on the Black Male Initiative Summit.
 - How can you help?
 - Financially
 - They raise all the funds: personal, departmental, business, and corporate.
 - Personal involvement
 - Be a facilitator, volunteer, planning committee member. Bring your skill sets to help improve the program.
 - Awareness
 - Connect with your networks to spread the word.
 - Help bring in students, mentors, and community organizations.
- ❖ SAC Questions and Suggestions
 - Have you connected with master's students in the Higher Education program?
 - Yes. They are trying to engage the students beyond the day of the Summit, as sometimes they feel like they don't have time for a full-year commitment.
 - Look into Career Services.

- If you have children who are biracial, they would benefit from this. Please share this information with them.
- Have you been reaching back to alumni?
- Administratively, where does BMIS connect to DU?
 - It's under the Center for Multicultural Excellence.

Abrasive Conduct Task Force

- ❖ Presented by Corinne Lengsfeld, Associate Provost for Research.
- ❖ Corinne passed around a draft proposal put together by the Abrasive Conduct Task Force. This document has not been released to the general DU community yet.
- ❖ Background on the draft
 - About a year ago, there was a Provost's Conference focused on abrasive conduct. As a result of that conference, this committee was formed. It's a small committee, including 2 staff, 2 faculty, 2 administrators, and Corinne.
 - Their first step was to understand the difference between uncivil behavior and freedom of speech, which is challenging.
 - They listed out the behaviors that they'd like to have an impact on, including those things that hurt the morale and affect the productivity of faculty and staff.
 - They looked at what other universities had done, hearing the perspectives of others involved in this process. They found out that workplace disruption is a national problem.
 - The draft looks like a letter, although that may not be what it looks like eventually.
 - The goal is to identify some clear recommendations for how to move forward. That may include a requirement that everyone in a supervisory role has to have training on this topic. It may also give people who struggle with abrasive conduct some recommendations that are simple and easy to enact.
- ❖ The next step is to gain feedback from different communities on campus, like SAC. Are we on the right track? What should be altered? What suggestions do we have for how to embed this in the community?
- ❖ SAC Feedback
 - Oftentimes, the perpetrators of abrasive conduct are faculty who are protected by their tenured status. They aren't treated the same way as staff. How do you change their behavior? Perhaps this should be tied to reviews. How else could you make them care?
 - Corinne: Peer pressure is one way. Faculty Senate is addressing this concern, as well. We can be powerful in setting a new tone.
 - Remember when we had sexual harassment training? That was something we all had to do. We could handle this the same way.
 - This could be included in the One DU message, especially in regards to collaboration and partnership.
 - Turn this into some sort of contract, used for onboarding and promotions.
 - The people who need the workshops aren't going to them. We've lost employees because of that 1%.
 - Enact some sort of 360 degree feedback process, which would allow for a way to provide feedback by all those who interact with a person.
 - This is an opportunity to reemphasize workshops on how to disagree in the workplace. Folks should use their family model. Help everyone build their toolkits.

- Corinne: The worst thing is to agree not to disagree. We want to have vibrant discussions and professional differences.
 - In many ways, this problem is cultural. Thus, having training for people at the top is going to be helpful for changing that culture.
 - How do you plan to engage students in this?
 - Corinne: We don't want to mandate too much about the classroom itself. We should lead by example.
 - Consider the lens you are looking through. People with marginalized identities get boxed in. You need diverse voices to create legitimacy.
 - Corinne: We have been reaching out to outspoken individuals about this topic, asking for their honest feedback. We want to know how to make this better. We need diversity in order for this to work.
- ❖ All are encouraged to offer additional feedback by emailing it directly to Corinne.

University Staff Compensation Project Update

- ❖ Presented by Sibson Consulting and Human Resources.
- ❖ Job titles/families
 - Many people on campus have the same title, but have very different jobs. Sibson is working to create consistency in job titles by looking at the PDQs. This will include an update to the job structure.
 - There will be 19 job families. Most jobs will be categorized based on benchmarks established through market research.
 - Jobs sharing the same titles will have similar responsibilities. Some people's titles will stay the same and others will change.
 - By creating job families, it will be easier to identify career ladders within one's field. That ladder doesn't have to be vertical.
 - Sibson will do a competitive assessment, identifying in which areas we are ahead or behind the market. Based on that information, they will be able to create a new salary structure.
- ❖ Market pricing methodology
 - There is more to matching a job than just using the same title.
 - Many efforts are made to choose survey sources that align with the University of Denver.
 - The target is to benchmark 50-60% of the jobs based on this research. Not all jobs are benchmarkable—those are the very unique jobs. Jobs are benchmarked when 70-80% of the responsibilities align with similar positions.
 - Adjustments will be made to make the results representative of DU via premiums and discounts.
- ❖ Bottom line: The first thing you will see are title changes, which will be followed by salary changes. Keep an ear out for updates, especially in March and early April. You can also access the project's [Portfolio](#) page for more information.