

STAFF ADVISORY COUNCIL

Meeting Minutes

January 13, 2016 | 11:30AM-1:00PM
Anderson Academic Commons, Room 290

ATTENDANCE: 35 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
	Carver	Mary	University Technology Services
✓	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

Welcome

- ❖ Welcome new members: Shannon Jahn, Margaret Shaheen & Martin Drafton
- ❖ Thank you to everyone who attended the retreat!

Notable Updates

All members shared updates pertaining to their divisions. Those listed here are of particular importance to the work of Staff Advisory Council and/or are not advertised elsewhere.

- ❖ SAC Coat Drive – Tamra Carlson & Garrett Blagg
 - We will be distributing boxes to each location the last week of January. Thank you to the volunteers who have signed up to help.
- ❖ SAC Outreach Committee – Mary Sue Brown
 - The Outreach Committee was asked to be present at DU new employee orientation. Many volunteered to represent SAC. This has been put off for a few months, but SAC will have a presence at orientations in the future.
- ❖ People Development – Greg Giesen
 - Feb 15-19 is Professional Development Week. There will be a speaker every day, and every morning there will be an event highlighting professional development on campus. Visit <http://du.edu/peopledevelopment> for more information.
 - Note that Staff Advisory Council is sponsoring the February 15, 8am-9am Bagels for Breakfast event, which will take place in the Anderson Academic Commons Room 290.
- ❖ Health & Counseling – Sarah Belstock
 - The HCC is now open until 7pm on Wednesdays and Thursdays, providing greater availability to all stakeholders, including staff.
- ❖ Newman Center – Cathy Kaufman
 - Don't forget that staff get 20% off of Newman Center events. Go to <http://newmancenterpresents.com>

❖ SpringFest – Kathy Aliaga

- This SAC-sponsored event is coming up on March 26. The SpringFest sub-committee needs volunteers. If you are interested in helping out, let Kathy Aliaga or Jessica Martella know.

Snow Policy

Make sure you understand it and how your unit will respond to it. This policy covers non-appointed staff. This is a different way of thinking. If you have questions, talk to your unit or Amy King.

Kronos

A lot of changes have been made recently. For example, appointed staff can now record their time online. If you have questions, contact Ulli Nierling in Shared Services.

Retreat Follow-up

About half of us were there in December. We covered a lot of important topics. Today we're going to follow up on everything discussed at the retreat, including membership, our mission statement, meetings, and our structure.

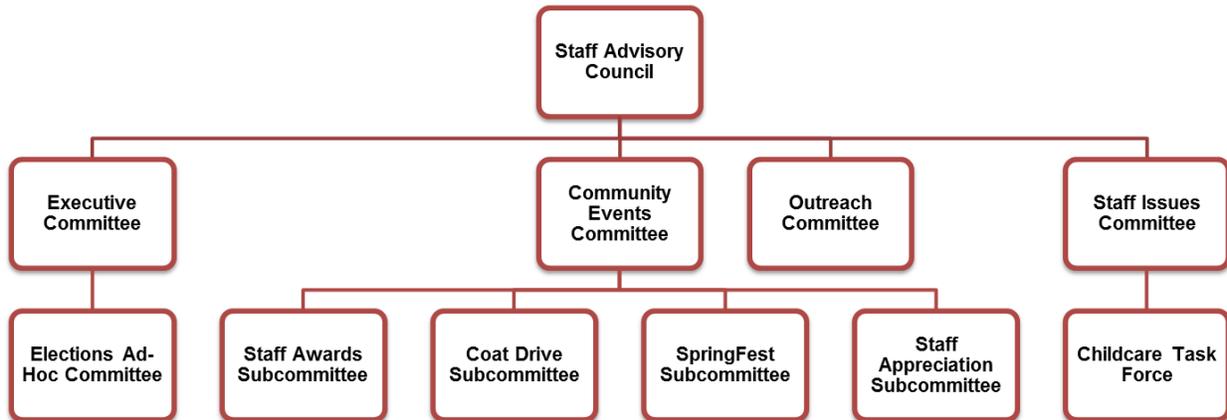
❖ Membership

- At the retreat, we talked about what it meant to be a member of SAC. There were two schools of thought on SAC membership. Today we will vote.
- **Option 1:** SAC is a representational body. Members are selected or elected by their unit. Depending on the size of the unit, 1-2 members are permitted to join SAC. This is how SAC is currently structured.
 - We now have a report on membership that breaks down representation by unit. We would use this report to recruit members from all units that are not represented.
 - Staff interested in getting involved in SAC who work for a unit that is already represented would have to get involved in other ways (ie volunteer for an event).
 - An advantage of this option is that there is more departmental buy-in, since it is a representational body.
 - We will need to come up with a method to solicit participation.
- **Option 2:** SAC members don't just represent their unit, but the entire staff body at the University. That said, membership would not be restricted to 1-2 members per unit. Some units may not be represented, while other units may have multiple representatives. Under this model, that would not be a significant problem. This would be a structural change for SAC.
 - SAC would no longer be composed of representatives, but members.
 - Although there may be less departmental buy-in, it may be easier to build a council based on passionate interest.
 - The number of members wouldn't necessarily stay the same.
 - The argument for option 2 is getting people who really want to be here.
 - Logistics would have to be worked out.
 - Some units aren't ready to put in new reps. Units could become more siloed.
- **The Council voted for Option 1: SAC will remain a representational body.**

❖ Mission Statement

- By having a mission statement, we will be able to answer questions about what SAC does.

- At the retreat, several mission statements were suggested. Following the retreat, the Executive Committee reviewed the most popular mission statement and made some slight modifications. Today, we will vote on whether or not SAC should adopt the new mission statement suggested by the Executive Committee or continue to develop a new one.
- **The Council voted YES to adopt the new mission statement:**
 - The purpose of SAC is to create “one DU” by uniting and supporting staff through advocacy and collaboration.
- ❖ Open/Closed Meetings
 - At the retreat, we discussed whether or not SAC meetings should be open to anyone to attend. This is currently the case.
 - The Executive Committee heard that the majority of SAC members felt meetings should be closed. They are proposing that **moving forward, SAC meetings will be for members only**. Instead of keeping meetings open, we will offer the occasional town hall for all staff.
 - Arguments in favor of closing meetings include:
 - Greater focus at short meetings.
 - No need to advertise/promote open meetings.
 - Consistent head counts address budgetary questions pertaining to catering.
- ❖ Structure
 - Following the retreat, the ad-hoc committees were moved to fall under the four standing committees. The structure is as follows:



- At the SAC meeting, it was suggested that every member be on one of the standing committees. However, after further discussion, it was made clear that varying levels of representative availability necessitate the option that some folks only be a member of a subcommittee. A sign-up sheet was passed around to half the group. We decided to halt further signups pending further discussion. **Additional information about committee structure and sign-up will be disseminated before or at the next meeting.**
- Committees should set up a plan to meet monthly. There should be a timeline for all events happening under the Community Events Committee.
- ❖ Next Steps
 - We should meet with Amy King to discuss recent changes to SAC.
 - We will need to revise the bylaws.
 - All SAC reps will be expected to recommit to SAC.