

**UC Denver Staff Council Meeting Minutes**  
**November 9, 2010**  
**1:20 p.m. -- 3:20 p.m.**  
**Denver Campus, Lawrence Street Center**  
**1380 Lawrence Street, Chancellor's Conference Room, 14<sup>th</sup> Floor**

**Meeting Called To Order By:** Deborah Makray at 1:24 p.m.

**Member Attendees:** Linda Braddy, Miranda Carbaugh, Vincente Chavez, Pam Erickson, Roland Gabeler, Melissa Ledezma, Deborah Makray, Mary Mauck, Velma Parker, Evelyn Sandoval, Charita Thompson, Ciarra Thompson, Jennifer Williams

**Guest(s):** Kevin Jacobs, and Julie Palmer from HR; Claudette Iacino from Facilities; five guests attended, of which did not sign in.

**Agenda review:** There were no additions or revisions to the agenda. Council members motioned to approve the agenda; motioned carried.

**Minutes from October 12, 2010 review:** There were a couple of revisions to the minutes. Roland Gabeler motioned to approve the minutes, Miranda Carbaugh seconded the motion; motion carried.

**Treasurer Report:** As of the end of October, 2010 the balance is \$19,200.00.

**Speaker(s):**

**Kevin Jacobs, Assistant Vice Chancellor (AVC) of UC Denver Human Resources:**

-Kevin spoke about furlough days and briefly spoke about the layoff process. He foreshadowed all the points Rich would talk about. There was a question about getting paid for the furlough day and the answer is that you can earn leave still, but do not get paid and don't work. Kevin also updated our Staff numbers: there 8,000 Faculty and 1,200 Classified Staff.

**Rich Gonzales, Executive Director and Jennifer Oakes, Deputy Director of the Colorado Department of Personnel and Administration (DPA):**

-Rich began by stating DPA develops and manages the state personnel system. Rich spoke on the mandatory furlough days Executive Order; Higher Education is exempt from the Executive Order; Rich went on to say, at this time there are no plans for furlough days for fiscal year 2010-2011, but the possibility has not been completely taken off the table. Rich spoke briefly about the State Hiring Freeze and Layoff Rules; refer to Chapter 7 of State Rules and Procedures for detailed information on the layoff procedure. Rich can not speak on the PERA matters, but he did say the 2.5 % additional PERA deducted will continue for this fiscal year.

-Jennifer spoke on the Salary Survey process. This year the classified staff will not receive an increase in pay. Jennifer went on to say DPA gathers salary information from comparable jobs in the metro area; the survey results are proposed to State Legislation. The Salary Survey is included with what is called Fringe Benefits. Refer the DPA home page for additional details of the Salary Survey results.

**New Business:** No new business to report.

### **Announcements/Discussions:**

**- Adopt-A-School, Charita Thompson:** Colfax Elementary school is the selected school to receive canned or boxed food. The food drive began on November 8, 2010 and thru December 13, 2010. AMC campus would like to participate; if you are interested in participating, contact Charita Thompson at (303) 252-3608. Charita will send the information to the Council Member, via email. It was suggested to take pictures of the event and maybe the communications committee can take the pictures. Volunteers are needed to deliver the food. Charita sent a notice to volunteers that participated last year.

**Employee of the Month (EOM):** An ongoing search for EOM nominations. Two nominations are pending; one of the nominees is retiring. Jennifer Williams will follow-up on the pending nominations.

**Staff Council Elections Process, Mary Mauck:** Generally, January, nomination for new members is campus mailed to classified staff; February, a draft ballot is reviewed and approved by the election committee and Council members; March, ballot is campus mailed to classified staff; April's retreat new members are announced. Council suggested to considering sending the ballot electronically.

The Officer election is conducted in April; new Officers are announced at the June's UC Denver Staff Council annual planning retreat. June's retreat has been previously held at the Daniels Fund Building at no charge. Council to consider a different location; St. Frances there is a charge or Oxford Hotel there is a charge.

**December's meeting, Deborah MaKray:** No speakers scheduled for December's meeting. Previous years a cookie exchange took place. Deborah suggested members to invite their supervisor to December's meeting. It was suggested that Council member create their own invitation; Charita Thompson volunteered to create an invitation, and will send it to the Council members. Council's budget will allow to providing the drinks. The December meeting will begin with meeting and greeting the supervisors.

**Suggestions for guest speakers in 2011:** Performance Evaluation process; PERA; Risk Management; benefits open enrollment, UBAB policy committee or Information Technical Services (ITS), Russ Poole to discuss the remote computing system, which is accessing your computer records, email, etc., anywhere and anytime.

Q: Are there any major changes to benefits

A: Kevin Jacobs: No major changes in the benefits

Q: It is required to have the remote computing remote.

A: Kevin Jacobs: No it is required, ITS is piloting the program for now. Human Resources (HR will transition to Remote Computing.).

**Consequence if no Denver Campus (DC) Representative:** Ciarra Thompson resigned as the DC Representative. Council was not sure of any consequences if there is not a Denver Campus Representative. Council suggested revising the By-Laws to reflect no DC Representative. The By-Laws can be revised at anytime, but must be reviewed and approved by the By-Laws Committee. Mary Mauck mentioned year 2011, usually in April, the By-Laws are reviewed by the committee.

### **Committee Reporting:**

**Campus Life, Deborah Makray:** Craft Fair to be held on November 14<sup>th</sup> at AMC Campus in building 500. Vendors do not have to pay for space because Staff Council sponsors the event. For upcoming and

ongoing events at both campuses go to  
<http://www.ucdenver.edu/about/departments/ITS/departments/EmailSupport/Pages/E> .

**Communications, Melissa Ledezma:** The Staff Council Newsletter will go out the first week in December. Not receiving enough articles to publish a newsletter monthly.

**Diversity, Pereze Banks:** No report.

**Governance, Deborah Makray:** Nothing new to report.

**Legislative, Tracy Anderson:** No report.

**Staff Appreciation, Jennifer Williams:** The Annual Staff Appreciation Breakfast was held on October 29th at the Downtown Campus in St. Cajetan's. 120 staff members attended; drawings and a costume contest was part of the festivity.

**Statewide Liaison, Velma Parker:** The meeting was held in Colorado Springs. UC Denver Staff Council is scheduled to host the February, 2011 meeting. The website is in the process of being updated.

**UCSC, Miranda Carbaugh:** The retreat at President Benson's house was on October 25<sup>th</sup> and 26<sup>th</sup>, 2010. The majority of discussion was on the budget and branding. Both campuses will have a brand name to use. The brand name for the University and the CU symbol will remain the same.

**Meeting adjourned at 3:50 p.m.:** Motion to adjourn the meeting by Charita Thompson; motion carried.

**The Next UC Denver Staff Council Meeting:**

Tuesday, December 14, 2010  
1:20 p.m. - 3:20 p.m.  
Downtown Campus,  
UCDenver Building,  
Executive Programs, Suite 150

UC Denver Staff Council web site: <http://www.ucdenver.edu/staffcouncil>

Minutes respectfully submitted by Julie Palmer, UCD Human Resources.