

DRAFT
UC Denver Staff Council Meeting Minutes
Video Conference
May 10, 2011
1:20 p.m. -- 3:20 p.m.

Anschutz Medical Campus (AMC) - Health Sciences Library, Teaching Lab 3, 1st Floor, Room 1410
Denver Campus (DC) - 1380 Lawrence Street, LSC Building, Chancellor's Conference Room, 14th Floor

Our Vision

Serve the common good of all UC Denver staff, communicate with a credible voice and council visibility; advocate to promote an inclusive, transparent environment, and engage staff at all levels of the university community. UC Denver Staff Council shall promote unity, cooperation, and loyalty among all employees of the University of Colorado Denver.

Meeting Called To Order By: Deborah Makray at 1:28 p.m.

Member Attendees: Tracy Anderson, Linda Braddy, Vincente Chavez, Maureen Christensen, Pam Erickson, Magan Kotecha, Melissa Ledezma, Deborah Makray, Mary Mauck, and Jennifer Williams.

Guest(s): Kevin Jacobs, and Julie Palmer from HR. A total of nine (9) guests attended the meeting at AMC and DC.

Agenda review: There were no additions or revisions to the agenda, Tracy Anderson motioned to approve the agenda and Pam Erickson seconded the motion; motion carried.

Meeting Minutes from March 8, 2011: There were no revisions to the minutes. Council motioned to approve; motioned carried.

Treasury Report: No report.

Speaker(s):

Kelly Fox, Vice President and Chief Financial Officer - Topic; Classified Staff and Compensation:

Classified staff compensation is not governed by the Chancellor or the Board of Regents and based on this compensation was not discussed in depth and are very aware of classified staff concerns, e.g., no pay increase. Regents discussed Exempt/Faculty pays increase of 3% and implementation based on tuition revenue. Tuition revenue is usually discussed in late fall of the year.

The University's budget deficit was reduced by \$13 million; forecast of \$63 million for the hole to fill.

Kevin Jacobs clarified that every exempt/faculty staff may not receive a total of 3% pay increase; it is based on the individual department's budget. Kevin briefly discussed compensation provision differences between an exempt professional/faculty staff position and a classified staff position.

Q. Can a department offer any compensation for classified Staff?

A. No, but there are some incentives, e.g., time off, a day or so, but not a week or more.

Q. What is the process for creating a classified position?

A. A Position Description Questionnaire (PDQ) is completed by the department and submitted to HR; HR will review the PDQ and determine the job classification; the process to review a current employee's job is the same process.

Q. What happens if the job does not fit in the Classification System?

A. State Department of Personnel provides a wide range of job classifications. The outcome of the PDQ review can cause the job to be downgraded; promoted or sustained.

Natasha Dadaboy, Legislative Aide, Office of Fiscal Policy & Analysis - Topic; Legislative Updates: The Kirsten Schuchman, University Lobbyist, from the Office of Government Relations provided an update on the legislative bills that apply to Higher Education and PERA (PERA proposal of 2.5 % did not pass); Kirsten also provided a handout of the legislative bills and briefly spoke about each one of them (refer to the handout for a list of the bills).

Dan Montez, Director, Office of Policy and Efficiency for CU System - Topic; Updates to CU Policies and Efficiencies: Dan discussed the ongoing activities that OPE provides. Dan provided a handout and went over some of the items (refer to handout for more details).

Kevin Jacobs, Assistant Vice Chancellor (AVC) of UC Denver Human Resources - Topic; Membership list, supervisory concerns, time keeping and the Chancellor's letter:

Kevin Jacobs will provide the letter to the new elected member's supervisor. Staff Council activities and participation conducted is regular scheduled work time and is not Administrative Leave.

Q: Can the Staff Council participation be on the performance plan?

A: No, does not have to be on you performance plan. Yes, if employee and appointing authority agrees.

Other Business

Deborah MaKray: UC Denver Staff Council Retreat is scheduled for June 17, 2011, at the Daniel Funds Building; 8:00 a.m. to 4:00 p.m.; Dr. Brenda Allen to present training on communications. A speaker from the Ombuds office to present expectations as a Staff Council group; making decisions and impartial conflict. -Announced Paula Wallace as UBAB representative. There were no objections as to Paula being the UBAB representative.

-EOM (Employee of the Month) Search, Jennifer Williams: There are three (3) nominations for the months April, May and June. Members please try to attend the ceremonies.

-Election for UC Denver Staff Council Members, Jennifer Williams:

Election for members has ended. We had two nominees; one is from DC and one from AMC.

Q: What do we do from this point to elect for more members?

A: We can have write-In nominees and must provide a letter stating why interested in participating on UCD Staff Council, and must receive two (2) or more votes.

Suggestion(s) to recruit for additional members: Continue to send out the letter from the Chancellor; announce on the Net, and/or publish on the campus event calendar.

Q: When is the Executive Office Election? A Secretary is needed.

A: Call for nomination should have happen in February or March; new members are announced at the All Staff Council Conference in April. A trial ballot can be completed this month and the election completed by June 10th.

Committee Reports:

Staff Appreciation, Jennifer Williams: DC staff Appreciation luncheon is scheduled for May 17, 2011. Note: Location has been changed to Tivoli Turnhalle. Announcements were campus mailed to two hundred people at the DC campus. \$10.00 to \$11.50 per person; estimated cost is 2,100.00.

Campus Life, Deborah Makray and Mary Mauck:

-CU at the Rockies event - June 18, 2011; \$13.00 a ticket and information was sent out to members via email.

-Bike to work day - June 22, 2011

-Elitch Gardens - August 13, 2011

-Golf Tournament will be coordinated by Ron Washington in the AMC Facilities department; information forthcoming.

Communications, Melissa Ledezma: Planning to publish June's Newsletter; submit event information/dates and/or topics by the third week in May to publish in the newsletter. The Newsletter is published quarterly, i.e., if we have enough articles to publish.

Diversity, Perez Banks: No report. Perez Banks is the only committee member on this committee.

Governance, Deborah Makray: No report.

Legislative, Tracy Anderson: Refer to today's speaker for the legislative updates.

Statewide Liaison, Velma Parker: Emailed report to the Council members, and Julie Palmer provided a hard copy to Deborah Mckray.

UCSC: No report.

Meeting adjourned at 3:38 p.m.: Council motioned to adjourn, Jennifer Williams seconded the motion; motion carried.

The Next UC Denver Staff Council Meeting:

UC Denver Staff Council Retreat (Annual Planning)

June 17, 2011

8:00 a.m. to 4:00 p.m.

Daniel Funds Building

101 Monroe Street, Cherry Creek

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

Minutes respectfully submitted by Julie Palmer, Program Generalist, UCD Human Resources.