

UC Denver Staff Council Meeting Minutes

November 8, 2011

1:00 p.m. - 3:00 p.m.

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 1:08 p.m.

Member Attendees: Pereze Banks, Vincente Chavez, Pam Erickson, Deborah Makray, Phillip Petty II, Everlyn Sandoval, and Jennifer Williams.

Guest(s): Kevin Jacobs and Julie Palmer from Human Resources (HR), and sixteen guests attended the meeting.

Agenda review: No revisions to the agenda. Jennifer Williams motioned to approve the agenda and Phillip Petty II seconded the motion; motioned carried.

Meeting Minutes from September 13, 2011, submitted by Julie Palmer. October 11, 2011, submitted by Melissa Ledezma: There were a few edits to the minutes'; Jennifer Williams motioned to approve the minutes and Phillip Petty II seconded the motion; motioned carried.

Treasury Report, Everlyn Sandoval: Expense pending for Halloween breakfast. As of October 1, 2011 the Balance is \$15,450.00.

Speaker(s):

Jeff Parker, Vice Chancellor for Administration and Finance (refer to handout for details): Jeff provided a handout on the budget and financing of the UC Denver. Jeff began the presentation on where from the University revenue is received, which is auxiliary, state appropriation, gifts, grants, etc., and the majority of the revenue is from resident tuitions; Jeff provided a briefing on the YR 2012-2013 Governor's and UC Denver's budget outlook. Jeff also provided a briefing on the salary pool increase for Faculty and Exempt Professional staff and the non-base building merit award (one-time pay) for classified staff, effective on October's pay advice.

Kevin Jacobs, Assistant Vice Chancellor from HR; Lynn Whitten, Doug Abraham, and Douglas Hayes from the University's Police Department to speak about the Anti-Violence Policy: Kevin spoke about the Anti-Violence Policy and provided examples of prohibited behaviors including verbal and physical behaviors. The Anti-Violence Policy is located on HR's website at:

<http://www.ucdenver.edu/about/departments/HR/HRPoliciesGuidlines/Documents/Anti-ViolencePolicy.pdf>.

Lynn Whitten: Lynn began the presentation on the UC Denver Police's role if an emergency or life threatening situation occurs; contact the University's Police department or contact 911, which a call to 911 automatically registers the location and telephone number from which the call was placed. Contact HR for non-emergency situations.

New Business and Reminders

Save-A-Date, Deborah Makray: Holiday Gathering for Staff at AMC; Friday, December 2, 2011; 10:00 a.m. to 1:00 in RC 2 building, Trivisible room; live Jazz and holiday music. Bring a can good for the Adopt-A-School food drive. Deborah will send a RSVP invitation via email. Everlyn, Jennifer, Perez, and Vincente confirmed to attend.

Projects and Events

Adopt-A-School Holiday Food Drive, Deborah Makray: The Food drive is from November 16, 2011 to December 9, 2011. Montview Elementary is the selected school, and 60 holiday dinners are needed. 16 departments have agreed to participate; each department will be assigned to collect a specific food item. Public Service Credit Union is giving a monetary donation to buy the turkeys. AMC storage location is at the old post office space in building 500, ground floor. DC storage location is pending for now, contact Deborah Makray. Delivery target date is between December 13th and 21st (last day of school December 21st); Deborah Makray to propose a delivery date to the school. Need help to collect and gift wrap the boxes. December 13, 2011 Staff Council meeting will be to assemble and prepare the food boxes. Deborah will send out the list of items to donate and the drop off locations. Deborah will inform Melissa Ledezma to send out an upcoming event announcement.

Q: Is there an Adopt-A-School fund account?

A: Not aware of specific funding, but there are funds available for this project, and if the Council wishes to give a monetary donation, Evelyn (Treasurer) will need a letter of donation for tax purposes.

Committees and Committee Work

Communications: No report.

Diversity, Perez Banks: No report due to speaker arrival.

Elections, Jennifer Williams and Vincente Chavez: 4 responses received and the Executive Committee will review and discuss.

Employee of the Month (EOM), Jennifer Williams: August, 2011 EOM is Newman Forrester from the Department of Facilities Management.

Governance, Deborah Makray: No report due to speaker arrival.

Legislative, Deborah Makray: Deborah has provided Legislative news through the Staff Council Announcement or via the Staff Council server list.

Staff Appreciation, Jennifer Williams: DC Halloween breakfast, great turnout; 150 attended.

Statewide Liaison, Jennifer Williams: The next meeting is February 3, 2012 at Red Rocks Community College. Speaker; Kathy Nesbit, Deputy Director of the State Department of Personnel and Administration (DPA); anyone can attend and Deborah encourages Council members to attend.

UCSC, Deborah Makray and Perez Banks: No report due to speaker arrival.

Meeting adjourned at 3:03 p.m.: Deborah motioned to adjourn the meeting; Perez seconded the motion; motioned carried.

The Next UC Denver Staff Council Meeting:

Anschutz Medical Campus (AMC)

Assemble and prepare food gift boxes for the Adopt-A-School Food Drive

December 13, 2011

1:00 p.m. - 3:00 p.m.

Old Post Office Room

Building 500, Ground Floor

Aurora, CO 80045

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

Minutes respectfully submitted by Julie Palmer, Program Generalist at UC Denver Human Resources.