

**UC Denver Staff Council Meeting Minutes**  
**October 11, 2011**  
**1:00 p.m. -- 3:00p.m.**  
**Anschutz Medical Campus (AMC) - Health Sciences Library**  
**Teaching Lab 3, 1st floor, Room 1410**

**Our Vision**

Serve the common good of all CU 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. CU Denver Staff Council shall promote unity, cooperation, and loyalty among all employees of the University of Colorado Denver.

**Meeting Called To Order By:** Jennifer Williams at 1:20pm.

**Member Attendees:** Jennifer Williams, Vincente Chavez, Melissa Ledezma, Maureen Christensen, Everlyn Sandoval, Deserae Frisk and Pereze Banks.

**Guest(s):** Kevin Jacobs, Assistant Vice Chancellor HR.

**Agenda review:** Jennifer Williams asked if we should add the ballot for the Executive Committee to the Agenda. It was decided we would address that later in the meeting. Later in the meeting it was decided that ballots would be sent out by email to members of Staff Council. Melissa Ledezma motioned to approve the Agenda, seconded by Maureen Christensen; motion carried.

**Speaker:** Lisa Neale, Associate Ombuds AMC. Everyone present at the time took turns introducing themselves to Lisa. Lisa spoke about the Ombuds office as a confidential resource for staff, exempt, faculty and students. The Ombuds office will only report an issue if it is imminent someone will get hurt. Notes get shredded. The Ombuds representative may choose to ignore you in passing on campus to protect your confidentiality. The Ombuds are neutral and only there to gather info, they cannot pick sides. They are an advocate for a fair process and cannot judge. They look at trends in complaints about persons or departments. They also “shop around” an idea. For example, they often call Human Resources with hypothetical situations to see what the hypothetical result may be. They work closely with the Sexual Harassment officer and try to stay outside of formal processes. The Ombuds office tries to resolve conflicts at the lowest level possible without getting things on record. They are an advocate for resolution and offer a different perspective. They are independent of the University and are not obligated to report. The Ombuds office can help with individualized coaching, mediation, write ups, proactive training and conflict management. New for this fall, there is a brown bag lunch seminar on AMC, Thursday October 20<sup>th</sup>. There will be more sessions in the spring. Bullying is getting a lot of attention.

Everlyn: How does this apply to workplace violence?

Kevin: The Antiviolence Policy is for any verbally or physically threatening behavior. Issues of free speech can limit this in the workplace. Even if the Policy is not violated, there can still be inappropriate things in the workplace. We can provide information to managers so they can manage the situation. We can educate people that behavior in the workplace IS work performance. Bullying is under our Antiviolence Policy, but “it’s not illegal for your boss to be a jerk.”

Lisa: Part of the workshop is about incivility, the cascading effects of bullying to violence.

Everlyn: Are there more concerns with social media? Are there issues with Googling employees to use that information and bully them at work? There’s water cooler talk, people can find out information about you.

Lisa: Bullying is usually face to face.

Kevin: Cyber bullying and social media are coming into play more. Shouldn’t need a cyber bullying policy because other policies in place should be broad enough to cover this. Employees cannot be terminated for negative comments about their employer on social websites. They cannot give out proprietary or security info, though.

The Ombuds office also offers additional training for departments. Including such topics as: bullying, conflict management, DISC tests and *Crucial Conversations* (discounted price).

Kevin: About civility, it is crucial to have these conversations to bring more awareness and so people can speak up. It's not a problem, it's a prevention, it improves the workplace.

Everlyn: Does an employee use their own time to visit the Ombuds? Or can it be during work?

Lisa: You can request an hour of vacation time. Or if you are getting paid, you should disclose that you are going to the Ombuds office.

### **New Business:**

Halloween Breakfast – Wear costumes, 100 RSVP's so far. There is enough Staff and Exempt to help out. The music group fell through and Deserae is contacting more people to get price quotes. Everlyn confirmed that there should be someone available to take pictures.

Adopt A School – Really needs to get going, pick a school. There is still no chair for this endeavor. Everlyn suggested that when people RSVP for the Holiday Party, we tell them to bring a canned food item. Maybe we can do the food drive in conjunction with the Holiday Party.

Speakers Bureau – Start a brown bag speaker series? Everlyn gave Deborah a list of speakers she has.

**Treasurer's Report:** As of September 30, 2011 = \$15,430.00

**Meeting adjourned at 2:43 p.m.:** Jennifer Williams motioned to adjourn the meeting; (I forgot who seconded); motion carried.

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

November 8, 2011

1:00 p.m. – 3:00 p.m.

DC - 1380 Lawrence St., LSC Building,  
Chancellor's Conference Rm, 14th floor

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

Minutes respectfully submitted by Melissa Ledezma