

University of Colorado Denver | Denver Campus

Staff Council Minutes

September 11, 2012 1:00 pm – 3:00pm

Video Conference at following locations:

AMC: Health Sciences Library, Teaching Lab 3, 1st Floor, Rm. 1410

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

Meeting called to order by: Deserae Frisk at 1:04 pm.

Member Attendees: Tammy Southern, Jennifer Williams, Jennifer Smith, Agnes Romero-Moore, Grant Nixon, Deborah Makray, Beverly Roush, Maureen Christensen, Michelle Medal, Phil Petty, Deserae Frisk & Veronica Paradise. **Guests include:** Kevin Jacobs & Julie Palmer from Human Resources (HR).

Agenda Review: Beverly Roush moved and it was seconded by Deborah Makray to accept the agenda.

Meeting minutes from previous month: Tammy Southern moved and it was seconded by Michelle Medal to accept the minutes from the August 2012 meeting.

Updates from Deserae:

- **Shirts & Nametags:** The results from the voting on the polo shirts and name tags has been completed, shirts have been ordered and are currently being distributed. Deserae hopes to have options for different styles of shirts throughout the year. Everyone will be getting a new name tag and Everlyn is working on getting the new orders placed. The new name tags will have our names and the CU branding, and "Staff Council".
- **Website:** Deserae met with our HR representatives and discussed the council having full access to the website so that we can get it updated and make changes as necessary. Deserae's department IT person is going to help with the initial updating. Please be sure that your roster information is up to date as it will be part of the new website information. There will also be a calendar of events and meetings.
- **Purchases & Travel:** Please be sure to let Everlyn know about all purchases prior to an even or registration so that we can keep the budget up-to-date. Deserae has a procurement card for DC purchases and Everlyn has one for AMC. Finally please remember that travel related reimbursements from the council are limited to the members of that committee and/or the alternate. Please be sure to submit a budget to Everlyn for final approval before spending money on an event.
- **New Flyer:** Jennifer Williams created a new flyer for the DC Block party which has a variety of information including our meetings, Employee of the month, the vision and mission statements, committee members, and much more. This flyer can easily be updated for all upcoming events

and given to new classified staff as part of the new employee packet. Please see Jennifer for updates to the file.

Committee Updates: Deserae will be contacting council members who are not currently signed up for a committee to volunteer for one.

- **Professional Development-Deborah Makray:** The committee is working on setting up presenters for the professional development presentations. Upcoming presentations include:
 - 10/16/12 from 1130-1 in the CU Building Suite 150 “Make it Your Business” from the Colorado Bar Association and the Ombuds Office to highlight domestic violence awareness and what you do to help.
 - TBD 10/2012 CU Building Suite 150 from the Women’s Resource Center as a follow up to the bystander training on bullying.
 - 12/5/12 from 11-2 at LSC Terrace Room, Award winning photographer John Fielder presentation and book signing focusing on his work with the Great Outdoors Colorado. Please note that after much deliberation it was decided that this will be a general staff council event that will be planned by all.
 - A suggestion was made to the Center for Integrated Medicine do a presentation to the council before open enrollment happens. Deserae suggested that it might be helpful to have a health & wellness sort of event happen for the staff as well.
- **Communications-Jennifer Smith & Michelle Medal:**
 - Jennifer Smith is going to be catching up on the past EOM in the next edition of the newsletter. The department spotlight will focus on the Executive Council members. Please send any communications to be distributed to the campus to Jennifer S.; for the activities. Please include the announcement as the body of the email.
- **Appreciation/Celebration-Jennifer Williams:**
 - The annual Halloween breakfast will be held at DC on 10/31/12. Please send Deserae your ideas for new locations to make the event different and better.
 - The annual Holiday breakfast will be at held at AMC on 12/4/12 in the TriVisible room. More information to come.
 - Please remind your departments to nominate fellow employees for the Employee of the Month program.
- **Service Committee-Beverly Roush:**
 - This committee needs more members.
 - The Adopt-a-School event is coming up so please watch emails for more information.

Staff Council Meet and Greets: It was decided that we would table the meet and greet events until the spring and replace the events with the highlight in the newsletter.

Next meeting: The next meeting will be October 9, 2012 at the AMC Health Sciences Library, Teaching Lab 3, 1st Floor, room 1410.

Meeting adjourned at 2:40 pm.