

**UNIVERSITY OF COLORADO DENVER/ANSCHUTZ MEDICAL CAMPUS**  
***Staff Council***  
**MINUTES**  
**November 11, 2014**

**MEMBERS:** (Name, # of meetings member attended / total # of meetings held for current Council year [May-April] to date)

<b>Present:</b>	
Frisk, Deserae, Chair, 6/6	Paradise, Veronica, Co-Vice Chair, 6/6
Hurt, JáNet, Secretary, 5/6	Christensen, Maureen, 3/6
Lacey, Catherine, 4/6	Leonhard, Nicole, 4/6
Medal, Michelle, 3/6	Mitchell, Leslie, 4/6
Mooney, Cristina, 6/6	Petty, Phillip, 4/6
Romero-Moore, Agnes, 5/6	Sandoval, Everlyn, 3/6
<b>Absent:</b>	
Hahn, Peter, 3/6	Harrison, Carolyn, 5/6
Hodges, Chris, Treasurer, 4/6	Jones, Kyla 5/6
Kotecha, Magan, 1/6	Leiker, Travis, 3/6
Mosley, Tonia, Co-Vice Chair, 3/6	Smith, Jennifer M., Parliamentarian 5/6

**Call to Order:** The regular meeting of the Staff Council (SC) was called to order at 1:12 PM on 11/11/14 in the Chancellor's Conference Room of the Lawrence Street Center on the Downtown Denver Campus by Deserae Frisk, Chair.

**Meeting Quorum: (*a quorum for committee meetings is 50% plus 1 representation*):** Deserae Frisk announced that Eric Howell has resigned from Staff Council due to schedule conflicts. Due to this, quorum is now 10. The required quorum of at least 10 was present for this meeting.

**Approval of Agenda:** Deserae presented the agenda for approval. There were no changes/additions. The agenda was accepted as presented by all in attendance (12-0).

**Approval of Minutes:** Deserae presented the October meeting minutes for approval.

Discussion: Agnes' name was spelled incorrectly on the October minutes – that will be corrected. Michelle had a question on her attendance record. Veronica will confirm. Anyone else with questions regarding their attendance record was asked to contact Veronica. There was no further discussion. The October meeting minutes were accepted with noted changes by voice vote by all in attendance (12-0).

**Treasurer's Report:** Veronica is filling in as Treasurer during Chris' absence; she will send the Report by email tomorrow however, there was no change in the balance sheet from last month.

**Visitors:** Two visitors joined us for a portion of the meeting so they introduced themselves to the group – Jennifer Williams from Ethnic Studies and Francine Olivas-Zarate from the English Dept.

### **Elections**

#### **1. IT Governance Administrative & Communications Committee Rep:**

- **Discussion:** Michelle has been serving as Rep however, she has a conflict with meeting times and is no longer able to serve. Michelle gave an overview of the committee, its purpose and topics discussed at recent meetings including the intranet, interfacing with IT on technical issues/processes, etc. Michelle noted that it would be good to have a Rep because they do discuss topics that directly affect staff.
- Deserae noted that per SC bylaws, representation is not mandatory on this committee.
- **Decision:** Deserae asked for volunteers to serve on this committee. No one present was interested in serving at this time.
- **Action:** Michelle will send a narrative on the committee to Deserae to send to everyone. If anyone is interested in serving, please let Deserae know.

#### **2. Statewide Liaison Council (SLC):**

- **Discussion:** Christina will be stepping down as Alternate Rep on the SLC. Agnes is the other elected Rep – she gave an overview of the SLC, its purpose/role and member roles and responsibilities: SLC is a group of classified staff from state funded colleges and universities; discuss issues affecting classified staff ; the Service requirement is 1 full-day meeting each quarter (on the first Friday of the month) and CU Denver SC pays for membership fee, reimburses mileage, 1 overnight (if necessary) and per diem for any meals not provided; Rep must be a current classified employee.
- Deserae noted that per SC bylaws, the Alternate Rep is mandatory on this so we must vote on a new Rep. The term is two years so the person elected will serve the rest of this year and next year.
- Agnes reported out on the most recent SLC meeting: Topics included House Bill 13-14 - this will reset the formula used to determine how funds are allocated to IHE's in the state. There is nothing to do regarding this but watch it/stay informed; merit increases and the state matrix were also discussed – there was a question on if the matrix is system based or from the state?. Kaylene double checked during the meeting and confirmed that the matrix does come from the state.
- **Decision:** Will vote on the SLC position at the December meeting.
- **Action:** Veronica will work on updating the SC roster and will send an email indicating members who are eligible to serve on SLC. Please send any nominations to Veronica. Regarding the matrix used for classified staff merit increases: Kaylene will check to see if there is any flexibility allowed in following that matrix and will report back to the group.

**Committee Meeting Time:** Everyone broke up into their respective committees to do a mid-year view and agreed to reconvene at 2:15 PM to report out.

**Committee Status Reports:** Each committee reported out on their progress thus far, updated goals, etc.

#### **1. Legislative Committee:**

- **Discussion:** The group needs UCSC's top legislative priorities and a list of policies being reviewed. Brooke Fitzpatrick informed the group that DPA has a new director.
- **Decision:** N/A

- **Action:** Deserae will send the committee the most recent updates from the UCSC Policy Committee. Brook will send the entire group the email with new DPA appointments.
- 2. Communications Committee:**
- **Discussion:** The SC website has been updated with all current member bios. Michelle is working on posting all approved meeting minutes as well as updating EOM honorees.
  - **Decision:** The committee will not send out a campus wide survey as originally planned but will do an introduction email (after the SC/EPA merge is approved and finalized) and solicit any input/suggestions.
  - **Action:** If there are any issues with your bio on the website and/or if you are able to assist in keeping the website updated, please let Michelle know.
- 3. Professional Development Committee:**
- **Discussion:** The committee has been working on scheduling the Spring PD events – They found a linguist and are currently working on list of discussion; also working on a sustainability presentation.
  - **Decision:** N/A
  - **Action:** Please send any suggestions for PD events/speakers to the committee.
- 4. Appreciation Committee:**
- **Discussion:** Several EOM celebrations have been held; there is one more currently being scheduled then they will be caught up (for all months already decided). The Denver Popcorn Social is December 4<sup>th</sup> from 1-3 PM in the Terrace Room.
  - **Decision:** N/A
  - **Action:** Watch your emails for the calendar invites and the doodle polls to help at these events.

**Bylaws Discussion:** Brooke Fitzpatrick from EPA joined the group. The group discussed specific issues/items that need to be addressed in the draft bylaws should SC and EPA merge.

**Discussion:** The following comments/suggestions were made:

- EPA is not set on holding onto anything from their current bylaws; fine with merging EPA into SC bylaws however, they do want to make sure a few changes that were recently proposed for their bylaws (but never voted on) are addressed in the draft bylaws.
- One major difference between SC & EPA is membership and the executive committee composition – this will need to be addressed.
- Budget – EPA has not used any of their budget for this year; discussed holding a shared event that EPA pays for from their budget.
- Discussed having a nice event to announce/kick-off the merger - possibly off-campus event (Botanic Gardens, Denver Zoo); possibly with speakers, food, some after-hours.
- Election timelines (inconsistencies/some gray area in SC bylaws)
- Attendance at meetings and what counts as “excused absence” needs to be addressed.
- Terms – suggested end terms for executive committee members only but other members have no term limits (end when resign).
- Explore districting as done in Boulder as a possibility.
- Suggestion of designation of members by school or ask for nominations by the Deans/supervisors – this could be done separate from the bylaws as part of the election process.
- Suggestion to look at expanding the composition to include manager level positions; could be done as part of the nomination process.
- For members, percent of time wouldn’t be a consideration (part-time vs. full-time) but eligibility for overtime would matter since it is considered work-time.

- Inclusion of PRAs – since they are technically considered faculty/in the faculty line; might want to discuss this with Faculty Assembly first.
- Suggestion to look at doing an event and/or meeting at CU South, include them/make them eligible in our membership; make special invitation for membership.
- Veronica made a motion to put an official vote on the merger of Staff Council and EPA on the December meeting agenda. There was some discussion then Veronica made a motion to vote on the merger of Staff Council and EPA in to one group to be called Staff Council (or TBD named). Phil seconded. A hand vote was taken with 8 in favor, 1 no and 1 abstention.
- **Decision:** Before calling the vote, Deserae will look at Robert’s Rules of Order to determine what the vote means and will email the official vote and decision.
- **Action:** Follow-up: Deserae sent a follow-up email on 11/14/14 stating that due to everyone not being ready to vote/notified of the vote in advance and confusion in the motion that was first put on the floor and what was actually voted on, the vote taken will not count. An official vote will be put on the December SC meeting agenda, to take place after a review of draft bylaws(at the same meeting).

**Adjournment:**

- The meeting was adjourned at 3:07 pm.
- Next Meeting: The next regular SC meeting will be December 9, 2014 on the Anschutz Campus in ED 1 Building, P26-MPC-1105.

**Minutes Submitted by:** JáNet Hurt

**Attachments** (When Applicable, Available Upon Request)

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