

UNIVERSITY OF COLORADO DENVER/ANSCHUTZ MEDICAL CAMPUS
Staff Council
MINUTES
March 10, 2015

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

Present:	
Paradise, Veronica, Interim Chair, 10/10	Mosley, Tonia, Vice Chair, 4/10
Hodges, Chris, Treasurer, 8/10	Hurt, JáNet, Secretary, 9/10
Smith, Jennifer M., Parliamentarian, 8/10	Dahlbach, Amy, 3/3*
Fitzpatrick, Brooke, 3/3*	Lacey, Catherine, 5/10
Leonhard, Nicole, 8/10	Medal, Michelle, 6/10
Mooney, Cristina, 10/10	Petty, Phillip, 6/10
Romero-Moore, Agnes, 6/10	Sandoval, Everlyn, 5/10
Smith, Carissa, 3/3*	
Absent:	
Christensen, Maureen, 3/10	Hahn, Peter, 5/10
Harrison, Carolyn, 8/10	Jones, Kyla 8/10
Kotecha, Magan, 3/10	Leiker, Travis, 4/10
Mitchell, Leslie, 6/10	<i>*Started mid-service year</i>

Call to Order: The regular meeting of the Staff Council (SC) was called to order at 1:15 PM on 3/10/15 in the Chancellor’s Conference Room of the Lawrence Street Center on the Downtown Denver Campus by Interim Chair, Veronica Paradise.

Meeting Quorum: (*a quorum for committee meetings is 50% plus 1 representation*): Due to recent changes in membership, the required quorum has changed to at least 13; quorum was present for this meeting.

Approval of Agenda: Tonia made a motion to approve the March meeting agenda as presented. Christine seconded and the meeting agenda was approved unanimously by a 15-0 vote.

Approval of Minutes: The meeting minutes from both January and February needed to be voted on. Tonia made a motion to approve the January meeting minutes as presented; Christina seconded. The January minutes were approved 15-0, with no changes and no abstentions. Next, the February meeting minutes were presented. Tonia made a motion to approve the February meeting minutes as presented; Jennifer seconded. The February meeting minutes were approved 15-0, with no changes and no abstentions.

Treasurer’s Report: Chris reported that there is currently approximately \$16K in the account. The expenses from the two PD events and the SLC quarterly meeting are still outstanding.

EPA/SC Transition Plan: Brooke reported on the status of various items related to the SC and EPA merger transition plan

- Websites – a few people have been given access to both the SC and EPA websites and once everything is transferred to the SC website, the EPA website will be deleted permanently.
- SC List Serve – Brooke has been working with OIT and they currently have all of the eligible staff employee job codes and are developing 3 different list serves – Classified, University & PRAs. The master lists will refresh nightly to ensure accuracy; will have option to send to individual lists if necessary.
- Shared drive – There was previously a question regarding accessing the shared drive, especially from off campus/remote locations; it was reported that this shouldn't be an issue as it will be web-based and using VPN won't be necessary. Brooke is currently working with OIT to get all SC members access to the EPA shared drive and it will be renamed Staff Council.
- Merger Announcement – we were waiting on the new list serves to send the announcement however, there isn't a definitive ETA on the list serves so a general announcement will be sent.
 - **Decision:** A general announcement on the merger will be sent to all current staff lists.
 - **Action:** Amy has access to the general lists and will send the announcement; it will also be sent to Danielle Zieg for inclusion in Today. Veronica will follow-up with Amy or Mary Ann to get that announcement sent to the Activities list.

Bylaw Revisions: Since the last meeting, Deserae met with Kevin Jacobs and went over all of the questions and proposed revisions. All changes have been incorporated into the document. Kaylene pointed out that there might be one additional change in wording on pg. 2 – Article IV, a. “Arrange” might change to “Request” – she is checking and will inform the group if that change is made.

- There was a question on the meaning of SC meetings being “open to the public”. It was confirmed that it does in fact mean all meetings are open to any members of the general public who wish to attend. If necessary, an executive session can be called to discuss any items not suitable for public discussion.
- Composition of Election Committee was clarified.
- Various grammatical and numbering changes were made.
 - **Decision:** A vote on the bylaws will be held by email at the end of March/beginning of April. Instructions will be included with the voting email.
 - **Action:** Everyone is asked to review the bylaws document and send any changes to Veronica no later than March 17th. Veronica will incorporate the changes and resend it to Kevin Jacobs for final HR review.

Nominations & Voting: Carissa and Veronica reported on the upcoming elections, including process and timeline, for the general membership and the Executive Board.

- Election Committee membership: Veronica, Carissa and Kaylene are on the Election Committee. If anyone else is interested in serving on the committee, please let Veronica know.
- Election Process: Carissa explained the election process – members may nominate themselves or someone else by a given deadline then all nominees will be contacted to either accept or decline their nomination. Any who accept will need to write a brief personal summary to be included on the ballot.
- Timeline: All nominations are due by tomorrow, March 11th. The list of nominees will be sent to HR to verify eligibility by 3/13. Nominee personal summary statements will be collected by 3/23. Voting will be done through survey monkey and will commence on/around 3/25. The winners will be notified between 4/10-4/15 and will attend the May meeting.
- Executive Board: The election will run consecutively with the general membership election. The process will be open to current members by March 13th to submit nominations. Nominations will be accepted until 3/24. Nominee personal summary statements will be collected and sent out for voting by 4/13. The new board members will be announced at the May meeting.
- **Decision:** See above
- **Action:** See above

UCSC Updates: JáNet provided a brief update from the February UCSC meeting.

SLC Update and Representation: SLC Rep, Agnes, provided an update from the SLC Meeting held in February on the Anschutz Campus. It was the best attended meeting in over 2 years. The keynote speaker was well received and everyone was engaged. The next meeting will be in Ft. Collins in April.

- Colorado Wins – there was a lengthy discussion at the meeting and the general consensus was that the group cannot be prohibited from being on campus however it's strictly for informational purposes, they aren't allowed to do any active recruiting and nothing can be done on University time.
- **Decision:** SLC representation will be discussed at the May meeting.
- **Action:** Agnes' term is ending and 2 reps are needed to attend the SLC meetings; must be classified staff. If interested, please let Veronica know. Please see Agnes or Christina with any questions about SLC.

Open Chair Position:

Discussion: Deserae Frisk has left the University and vacated her position as SC Chair. Veronica has taken over and will serve as Interim Chair until the newly elected Chair takes over (likely at the June/July meeting).

Committee Status Reports:

1. Communications committee:

- **Discussion:** Nothing new to report.
- **Decision:** N/A
- **Action:** N/A

2. Professional Development committee:

- **Discussion:** The PD event on the Anschutz campus was very well attended. Due to demand, a larger room was secured and capacity was increased to 85. The downtown event is 3/18 and it is full at 40 due to capacity. The diversity workshop is set for 4/8 for Denver and 5/6 for Anschutz.
- **Decision:** N/A
- **Action:** Christina will send details to the members.

3. Legislative committee:

- **Discussion:** No one from the committee was present to give an update.
- **Decision:** N/A
- **Action:** N/A

4. Appreciation/EOM, Events & Service committee:

- **Discussion:** The AMC popcorn social is set for 4/29 in the Trivisible. The Denver pancake breakfast is on June 3rd in the Terrace Room. For EOM – no new nominations have been received; a vote will be sent for the 2 nominations received previously.
- **Decision:** N/A
- **Action:** Watch your emails for more information and the sign-up to help with events. Assistance is needed to advertise the EOM and LYLs programs – hand out flyers at PD events, post flyers in break rooms, elevators, visit units/departments, etc.

Adjournment:

- The meeting was adjourned at 2:50 pm.
- **Next Meeting:** The next regular SC meeting will be Tuesday, May 12 from 1-3 PM on the ??? campus in ???.

Minutes Submitted by: JáNet Hurt

Attachments (When Applicable, Available Upon Request)
