

**University of Colorado Denver/Anschutz Medical Campus**  
**Staff Council**  
**Minutes**  
**May 12<sup>th</sup>, 2015**

<b><u>Present:</u></b>	
<b>Paradise, Veronica, Chair, 1/1</b>	<b>Hodges, Chris, Vice Chair, 1/1</b>
<b>Smith, Jennifer M., Vice Chair, 1/1</b>	<b>Mooney, Cristina, Secretary , 1/1</b>
<b>Smith, Carissa, Parliamentarian, 1/1</b>	<b>Ainsworth, JD, 1/1</b>
<b>Dahlbach, Amy, 1/1</b>	<b>Harrison, Carolyn, 1/1</b>
<b>Jones, Kyla, 1/1</b>	<b>Kimminau, Michele, 1/1</b>
<b>Leonhard, Nicole, 1/1</b>	<b>Marsh, Stephen, 1/1</b>
<b>Perez-Casillas, Ivy, 1/1</b>	<b>Petty, Phillip, 1/1</b>
<b>Rees, Karin, 1/1</b>	<b>Sandoval, Everlyn, 1/1</b>
<b>Staley, Stormy, 1/1</b>	
<b><u>Absent:</u></b>	
<b>Fitzpatrick, Brooke, 0/1</b>	<b>Humphrey, Blake, 0/1</b>
<b>Hurt, JáNet, 0/1</b>	<b>Lacey, Catherine, 0/1</b>
<b>Leiker, Travis, 0/1</b>	<b>Mosley, Tonia, 0/1</b>
<b>Munerlyn, Marilyn, 0/1</b>	<b>Shiver, Michelle, 0/1</b>

**Call to Order:** The regular meeting of the Staff Council (SC) was called to order at 1:07pm on 5/12/15 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): Quorum was present for this meeting with 17 people present

**Approval of Agenda:** Jennifer made a motion to approve the May, 2015 meeting agenda with one revision; the addition of “old business” and “new business” to discuss action items from previous meetings. Motion to accept revised agenda by Jennifer and Kyla seconded. Approved 17 to 0.

**Approval of Minutes:** The meeting minutes from March, 2015 were presented. A revision was added; Everlyn is the State Liaison Council representative. Chris motioned to approve revised minutes, Jennifer seconded. Approved 17 to 0.

**Treasurer’s Report:** 5k is encumbered but hasn’t hit the account yet. Will probably spend most of it. Budget sits at 9k. But there are still expenses coming. The treasurer feels that much of this will be spent by the end of the fiscal year.

**Introductions:** Introductions were made all around with names, participation status with staff council, why the person wants to be on council, how long they were with the university, and the position titles. New members were welcomed and the new executive board was announced.

Elections for Officers were held. Results are:

New Chair: Veronica Paradise

Vice Chairs: Jennifer Smith and Chris Hodges

Secretary: Cristina Mooney

Parliamentarian: Carissa Smith

Treasurer: This position remains open. If anyone is interested please contact Veronica within the next two weeks. Otherwise the by-laws state that secretary will hold both offices.

A "New member List" will be sent out by Veronica.

**Colorado Statewide Liaison Council (SLC) Update:** Update presented by Agnes: Didn't attend Ft Collins meeting. Feb 6<sup>th</sup> statewide liaison in Denver due to illness. 26 people attended that meeting however. The attendees came from all regions plus some. Speaker Dr. Candace Shelby, Professor with Philosophy department on Downtown Campus, gave a seminar on addiction. It was a personal growth presentation. Typically the SLC meetings have professional development keynote speakers from a department of personnel or PERA. Those are the types of speakers that they get. For the new members, SLC is a group made up of reps from all staff councils for the colleges across the state. Anyone can attend that is a classified staff person. Share info from each campus. The SLC reps have quarterly traveling meetings. Fort Collins, Denver, Greeley, etc. Staff Council will pay for travel. Agnes is Vice President of group.

Everlyn will be stepping in as the rep from our Staff Council. We still need one alternate. Two year term. Let Veronica know if you are interested in stepping in. Can discuss more at the retreat.

Question from Phil: Any particular issues that the SLC is tackling?

Answer from Agnes: They've addressed legislative issues. Written to legislation. They do a lobby day every 2 years where they go down to the state capital.

Question from Jennifer: If you are writing, do you consult with Legal?

Answer from Agnes: They don't go that deep into it, for example their last letter was just a thank you.

**APS Revisions:** Amy Dahlbach will be attending the next University of Colorado Staff Council meeting and will take back feedback related to the policies to the next University of Colorado Staff Council meeting. Hyperlinks were provided electronically prior to the meeting. Those hyperlinks are included below.

Parental Leave policy:

[5019-Parental Leave for Faculty and University Staff](#)

- [Draft](#)
- [Justification](#)

Feedback from group:

- On page 2 at the top, there is a section defining faculty members. Why did they not define University Staff?
- On page 4, the word "leave" is missing.
- On the last page, 5, "any faculty member or other employee". Why do they not stay consistent?
- There are also a couple of typos.
- Is the age limit for the child listed? Yes, on page 5.
- They have never addressed whether attending school activities for University Staff counts, like it does for Classified.

- Phil would like the university to address how the university is sharing the information about this policy so that departments are supporting it. Is it across the board for both employment types; Kaylene to look into this.

Retention of University Records policy:

[2006-Retention of University Records](#)

- [Draft](#)
- [Justification](#)

Feedback from group:

Looks like there was adaptation, allowing for the addition of electronic information. No additional feedback.

Conflict of Interest in the Case of Amorous Relationships policy:

[5015-Conflict of Interest in Cases of Amorous Relationships](#)

- [Draft](#)
- [Justification](#)

Feedback from group:

Reporting line was updated. Should not be directly supervising someone you are in an amorous relationship with. Since the revisions, the numbering is off, needs to be fixed. Other than this, no additional feedback.

Sexual Misconduct Policy:

[5014- Sexual Misconduct](#) (formerly *Sexual Harassment Policy and Procedures*)

- [Draft](#)
- [Justification](#)

Feedback from group:

Policy was updated to be compliant with amendments to federal law. There doesn't seem to be anything that tells employees if this is mandatory and if there is a statement about whether or not it is required training. Should be required within 30 days of hire. This is different from the workplace violence policy.

**Retreat and Planning Committee: Veronica, Kyla, Jennifer, Cristina, Carissa, and Ivy**

The annual planning retreat will be held on June 12<sup>th</sup>, 8:30am-4:00pm with a break for lunch. Food will be provided by Staff Council. It will be held at the Springhill Suites in Aurora across from Children's Hospital. Veronica is working on the letter that will go out to supervisors to allow employees to attend. Kyla and Veronica have started communicating and will organize a meeting. Evelyn is wanting to know if there was going to be a speaker. None planned yet. Phil would like to hear from Jill. Kaylene informed the group that Kathy Nesbitt is now in that role or Lisa Landas. If too short notice, could instead be for a future meeting. Veronica will looking into this. The retreat should incorporate an ice breaker or bonding activity.

**Update (not on agenda):** Approved By-Laws have been fully approved. A copy was disseminated.

Question from group, "where does fully executed copy live?" Veronica will put a copy on website and on shared drive.

**Representation on other committees:**

Staff Council was approached to have representation on various committees. These committees were discussed.

*CLAS Personnel Committee:* This is a new committee. They are looking for someone to be on the committee from our group in order to provide input to CLAS dean on many HR topics within the college of Arts and Liberal Sciences. Wanting to expand their view when looking at personnel issues. Might be difficult to participate if you aren't part of that college. Veronica will ask for more information.

*Online Campus Map Committee:* This is a new committee. They are responsible for updating the campus maps to be more user friendly. If anyone is interested let Veronica know.

*University of Colorado Staff Council (UCSC):* Need members on this; it is in our by-laws that we will participate. This committee meets the second Thursday of each month from 10am-2pm and alternate between campuses. Lunch is provided. There is also a two day retreat in mountains. Primary responsibility is to bring back information from them to the Staff Council. Major policy they are tackling is the Tuition Benefit. Need three members.

Volunteers from the group: Amy, Stormy, Ja'Net, JD. Stormy will be an alternate attendee and will plan to attend on the non-alternate dates without voting. Veronica will update Ja'Net.

### **Committee Updates:**

#### Events/Appreciation/ EOM/Service committee (Veronica, Jennifer, Catherine, Tonya)

On April 29<sup>th</sup> – a popcorn party was held. Thank you to Chris, Cristina and Catherine for help. In general we need more participation in Staff Council events. Would like to do calendar events. Need to have suggestions for how to encourage participation in events. Will discuss at the retreat. A pancake breakfast on June 2<sup>nd</sup> at the downtown campus and need help with check in, crowd control. In AM. In Terrace Room.

Professional Development Committee: (Kyla, Cristina, Chris, Phil, Nicole and Carissa): Presentation event is tomorrow downtown. Amy will be Staff Council rep and will do brief intro. Cultural Diversity presentation. This committee is partnering with Employee Services who will work with Staff Council to provide a quarterly presentation.

#### Legislative and Personnel Committee: (Everlyn).

An update from Kaylene about pay increases was provided: University Staff approved for 3%. Classified: 1% across the board and 1% merit pool but not yet approved.

Everlyn: There was news recently about the governor putting a bill forward; people enrolled in PERA, who have a disabled child under their care and list the child as their co-beneficiary. Under current law, if something happens to the parent, child would automatically be ineligible to receive Medicaid and Medicare services. An attorney looked into this. The bill was revised to say that the money would go into a trust or a place where the child would still qualify still for Medicaid for Medicare.

Communication Committee: (Carolyn, Veronica, Travis). Never have actually met. Don't have a website person. No update.

#### Old Business Discussion:

Action: Merger update. Listserv is still in progress. Veronica will take over.

**Action Items from this Meeting to be discussed under “Old Business” at next meeting:**

<b>Action Item</b>	<b>Person/People Responsible</b>	<b>Due Date</b>
Contact Veronica if you are interested in serving as Staff Council Treasurer.	All members	May 26 <sup>th</sup> , 2015
Add revision to the March minutes; Everlyn is the State Liaison Council representative.	Veronica	June 12 <sup>th</sup> , 2015
A new member list to be sent out to Staff Council	Veronica	June 12 <sup>th</sup> , 2015
Contact Veronica if you are interested in serving as the SLC Rep.	All members	June 12 <sup>th</sup> , 2015
Addressing question from this meeting; how is the University addressing the dissemination of information to departments about the Parental Leave policy so that all departments are following it uniformly?	Kaylene	June 12 <sup>th</sup> , 2015
Draft and facilitate sending of letter from Kevin Jacobs giving SC members permission to attend Retreat on June 12 <sup>th</sup> , 2015. Also organize a retreat planning committee meeting.	Veronica	Prior to June 12 <sup>th</sup> , 2015
Fully approved By-Laws to be placed on website and shared drive.	Veronica	June 12 <sup>th</sup> , 2015
Clarification of purpose of SC representation on the <i>CLAS Personnel</i> Committee.	Veronica	By next SC meeting
Contact Veronica if interested in serving on the <i>Online Campus Map</i> Committee	All members	By next SC meeting
Update Ja’Net on volunteer status from group for the UCSC.	Veronica	By next UCSC meeting
Organization of listserv access for staff council	Veronica/Amy	By next SC meeting

**Adjournment:**

- Motion to adjourn Cristina, seconded by Nicole. The meeting was adjourned at 2:35pm with the exception of the Executive Board.
- Next meeting: The next regular Staff Council meeting will be the annual retreat on June 12<sup>th</sup>, 2015

**Minutes Submitted by:** Carissa Smith (backup minute taker to Secretary Ja’Net Hurt)

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

---