

**University of Colorado Denver/Anschutz Medical Campus  
Staff Council**

**Minutes – November 8, 2016**

*MAIN GOAL: To increase the awareness & understanding of who Staff Council is & what we do.*

|                      |                               |
|----------------------|-------------------------------|
| <b>Present:</b>      |                               |
| See 11/08/16 Roster. | Via Zoom: See 11/08/16 Roster |
| <b>Absent:</b>       |                               |
| See 11/08/16 Roster. |                               |

**Call to Order:** The regular meeting of the Staff Council (SC) was called to order at 1:03 pm.

**Meeting Quorum (a quorum for committee meetings is 50% plus 1 representation):** Quorum present.

**Approval of Agenda:** Blake moved to approve the agenda; Chris seconded motion to approve the October 2016 meeting agenda. Approved 28-0.

**Approval of Minutes:** Blake moved to approve the minutes, Jay seconded motion to approve the October 2016 meeting minutes. Approved 28-0.

**Treasurer’s Report:**

**Actual-by Expense Category**

|                              |                     |
|------------------------------|---------------------|
| Office Supplies              | (\$1,674.71)        |
| Parking Permits              | (\$8.00)            |
| Rentals                      | (\$120.00)          |
| General Advertising Supplies | (\$77.90)           |
| Promotions                   | (\$307.43)          |
| Official Functions           | (\$1,278.75)        |
| NonCash Recognition          | \$0.00              |
| Other Operating Supplies     | (\$72.50)           |
| <b>Total</b>                 | <b>(\$3,539.29)</b> |

**Budget to Actual-by Committee**

|                                  | <b>Budgeted</b>    | <b>Actual through 11/8</b> | <b>Remainder</b>   | <b>Actual/Budgeted %</b> |
|----------------------------------|--------------------|----------------------------|--------------------|--------------------------|
| Staff Appreciation               | \$9,300.00         | \$0.00                     | \$9,300.00         | 0%                       |
| Professional Development         | \$3,500.00         | (\$80.50)                  | \$3,419.50         | 2%                       |
| Elections Committee              | \$150.00           | \$0.00                     | \$150.00           | 0%                       |
| Networking and Campus Engagement | \$1,000.00         | (\$505.33)                 | \$494.67           | 51%                      |
| Policies and Legislation         | \$1,500.00         | \$0.00                     | \$1,500.00         | 0%                       |
| Executive Committee              | \$4,300.00         | (\$1,674.71)               | \$2,625.29         | 39%                      |
| Miscellaneous/Buffer             | \$1,405.00         | (\$1,278.75)               | \$126.25           | 91%                      |
| <b>Total</b>                     | <b>\$21,155.00</b> | <b>(\$3,539.29)</b>        | <b>\$17,615.71</b> |                          |

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Budget is looking good. If committees have questions about and/or corrections to how the "spent" totals were tabulated, see Carissa. "Spent" totals do not include unallocated expenses are charges that have yet to hit the speedtype. If there is finance info you think might be useful or helpful please let Carissa and/or JD know.

**New Business:**

**Location of signed ByLaws discussed.**

**Rules of Order**

PowerPoint presentation was given by Parliamentarian. The presentation can be found [here](#).

The additional points made outside of the presentation were:

- 1) The group decides how to act, not the individual members.
- 2) Seconding the motion does not mean that you endorse it, just that it should be discussed.
- 3) If you make a motion, it can be the only item of business until it is decided upon or the meeting adjourns. If you anticipate making a motion, you should have that on the agenda. It is always best to make a suggestion in specific wording for secondary motions. Can interrupt to ask questions.
- 4) The Parliamentarian (Tim) will make up a handout for the next meeting
- 5) New business should not be brought up during committee updates. If needed, submit these to the Chair.
- 6) Subcommittees don't have to follow these rules.
- 7) When someone puts a motion on the agenda and the Chair puts it there, person who makes it has the first right to talk. When the floor has been given up, then discussion, possible amendment motions (which then takes the floor until resolved).
- 8) Recap-submit in writing, chair decides who has the floor, debate the issue not the person.

**Question:** To whom should the motions be submitted?

**Answer:** To the Chair. Usually the chair solicits items. Part of the chair's responsibility can be to word those motions.

**Question:** If someone submits a motion in writing, does it automatically show up on the agenda?

**Answer:** It almost always will. The model of shared governance, it is important that SC decides as a whole decides things.

**Question:** When are we planning on making this procedure official?

**Answer:** Should start next week, but we mostly already follow these things.

**Years of Service**

The update is that the Chancellor, will have HR head up the years of service with Staff Council offering input (per Phillip Petty). SC Chair to follow up with Chancellor to get written document of this. This changes the Strategic

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Goal for the SC, which will need to be revisited. Perhaps doesn't need to be accomplishable for this cycle. It might be better to do some advance work so that when SC has its June retreat there is something to work on.

**Question:** So you (directed to Blake) would like to collect ideas for Strategic Goals?

**Answer:** Suggestion from Tim. Send ideas to Blake within 21 days. Put it in writing. Get it on the agenda. Then can vote to adopt it as a goal. Susan-would like to post a document on Catalyst. Tabled.

### **Collaboration with Non-SC Groups for SC Events**

PowerPoint presented by Blake and Susan. PowerPoint can be found [here](#).

The additional points made outside of the presentation were:

- May need to modify the ByLaws if we decide to include other employees.
- UPI does not want SC to represent them, just to include them. Not asking to bring them on and have them as voting members.
- Challenges: Once an external group is allowed may need to reach out to other group.

**Question**-what type of staff are UPI's considered? What do they do?

**Answer:** Administrative type positions within UPI. Discussion about definition ensued; UPI is-money from physician revenue used for administration.

**Question** from Jay-regarding Bylaws, Article III b section-does this refer to only UPI employees who can be included in SC or just in any event that we host?

**Answer:** Yes. Would need to define the scope very well-e.g. only the administrative? Or also the people who clean the buildings?

**Question** from Karen-do any of the other of the SC on the other campuses have this issue?

**Answer:** Don't think so. Chris-UPI doesn't do anything for their staff. They are willing to provide some money. She doesn't think they need to be on the council but there are a lot of UPI employees within the UC depts.

**Question** from Irene-how are those funds going to be distributed? Only AMC facing events? What is the funding model. Do we have any CU Denver employees on the downtown campus that are UPI?

**Partial Answer:** Corey-downtown does have UPI employees. He leans towards keeping it with Bylaws. We do these things because we are charged by the University to provide meaningful services to the University employees. Not our job to offer these things to UPI employees. Doesn't think it should be our role to make up for deficiencies in the UPI model.

**Question:** Maria-are the downtown one-offs supported by SC?

**Answer:** Some of them are, some of them are not.

Within the bylaws it states that SC is to promote unity throughout all location employees. To work with any and all councils, bodies, groups.

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**Question:** Karen-has anyone talked to administration at those levels?

**Answer:** Susan-SOM highest of administration agreed and supported the request within UPI. On the surface there was support.

Karen-motion to connect with the Chancellor Elliman. Irene seconded.

Leah-amendment-should probably include downtown Chancellor. Motion to accept the amendment-Karen accepts.

Motion is worded as such; Should Blake reach out to both Chancellors about whether or not it would be appropriate to include UPI. -20 in favor. 6 oppose. Abstain not counted.

**Question:** Ingrid. Would UPI be included for all events or just appreciation events?

**Answer:** All events.

Susan and Blake to bring up a motion at the next meeting.

At this time the meeting was “paused” because the remote AMC group lost audio and visual: 2:18pm - Found 2:23pm

**Committee Updates:**

**UCSC**

- (1) The Working Climate Survey was distributed-some users experienced a few issues. If anyone else has any glitches, let Jay/Carissa/Phil know.
- (2) The Service Excellence Awards will be held April 14<sup>th</sup>, 2017. Will do at South Campus. 3.5k budget for venue and food. Still solidifying the details. Will bring to UCSC and SC for further discussion as the need arrives. Block date on calendars. Approximate time is 8am-2pm. HR will provide a letter saying that SC members may be excused.

**Professional Development**

- (1) Have conducted three events since the last meeting.
- (2) “Networking in the 21<sup>st</sup> Century”. May or may not have the presenter back in the spring.
- (3) Dr. Brenda Allen- presented last Friday at the downtown. 70% of RSVP showed up which signifies a higher turnout for Dr. Allen’s events. December 12<sup>th</sup> at AMC. Will promote after Thanksgiving. Expecting a high turnout. Will also hold a second event with her in the Spring.
- (4) Other presentation ideas include, “Suicide Prevention”, “Habits of Effective People”. Have more events than can fit which is a good thing.
- (5) In the spring will start providing food because attendees have asked about this.

**Networking and Campus Engagement**

- (1) Reminder-Coats for Colorado going on right now. Sending out emails and trying to promote. Have gotten a great response. SC members should promote within their depts.. Can bring coats to the member and then can take them to Tim Oakberg. Chris-Email template that we can use to send to our dept? Tim will send to the SC list.

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- (2) Chancellors CU in the Community email -SC is hoping to participate in an event that will be featured. Feb 17<sup>th</sup> Food Bank of the Rockies. Lunch or Happy Hour after. Advertised to all staff.. Per Phil-Food Bank at the Rockies-better if you come in smaller groups. Better to schedule different days for different groups. Michelle Larson is working with the Food Bank of the Rockies to make sure we get them what they need. Tim-hoping in the next week or two-email out to the staff. Just want to confirm the date and the contacts. Hope to publicize and create a link in the CU in the Community email.

**Personnel / Legislative**

- (1) Not a huge update. Kelly-minutes are posted. UCSC-Dan Montez Office of Policy and Efficiency presented to the UCSC group. Jay will send out his newsletter to the SC. It has what is currently under review and a way to refer to policies. Legislative session will start soon and the PL group will have more to report at that point.

**Staff Appreciation / Recognition**

- (1) Formed a subcommittee for EOM. Revised the process. Got all of the existing nominations together and responded to emails. Ready to proceed with awarding the EOM for last quarter of FY16 (April May June) and award for each of those months. Janet made a spreadsheet, sent it to everyone by email. Three tabs on sheet, one for each quarter. Need to decide on a few things today.
- (2) Motion on the floor-one per month for April, May and June of last fiscal year, should we do this? Request for information, is this budgeted for in SC to do three from last year. Request from the Executive Committee for additional funds to do this. Motion to be discussed later.
- (3) Phi made a note about communication style. He made a motion to just adopt Roberts Rules of Order to our meetings instead of just trying to manipulate the rules. Blake-Our bylaws state what we need to do and we need to follow Roberts Rules of Order as governing. For example, RROO state that we need to stand before you can talk. Tim-RROO doesn't have to be followed black and white. Code of Conduct document with the 13 items? Referring to this document? Chair-we already adopted the Code of Conduct. Ingrid-items in there are perhaps things that are NOT in RROO. Tim will look over the COC document to see what conflicts. No objections to this.
- (4) Staff Appreciation event is being held next Tuesday the 15<sup>th</sup> at AMC. Waiting to get done with this event until they decide what to do with the rest of the budget.

**Executive (also included here is the Chair Update)**

- (1) Did discuss "Years of Service", volunteer Food Bank event. Did discuss more inclusion. Assistant Vice Chancellor search is ongoing. As is Chief of Police position.
- (2) Student government-AMC possibility of panic buttons in classrooms. How they can functionally do this. Panic button-locks room. Still in discussion.
- (3) Denver Student Gov-multicultural greek life initiative. With no physical presense. Help to facilitate philanthropy-fee based for members. Potential discussion VP of Diversity at the system level. Possibility of an audit to see what activities exist at this level that would warrant this position.
- (4) AMC faculty are looking at revising the lactation spaces policy and procedure- there is supposed to be one in each building. Looking at this. Would need a list of where those rooms are located from facilities.
- (5) Next year's pay increases-Provost Nairin-don't have information yet.

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- (6) Denver Campus-“CU in the City” campaign. Irene-Chancellor Herell-rally cry. “Learn with purpose campaign”. Interlocking CU. Details around the campaign will be forthcoming. Trying to connect CU to the City-symbiotic relationship with one another. January launch.
- (7) Large group is needed to facilitate the campus redevelopment process. Blake invited to sit on the Steering Committee. Will help to shape what the Denver Campus looks like. First meeting will be held in November. If members have suggested/ideas, send to Blake and can present. Is the go between the planners and the leadership.

**Employee of the Month (EOM) revisiting the motion.**

July/August/Sept in the quarter being looked at. There are 8 nominees that are eligible for the award in that time period. Will possibly be awarding one card each month. No nominations in July-do we want to skip July? Or do we want to just award the top three? Chris-“should take top three”. JaNet-“starting to get a regular flow of noms. One each day. It’s a lot of work-will need some support.”

Motion from Emily-Should we go back to issuing the EOM on a monthly basis rather than quarterly.

A vote for “Yes” signifies Monthly. A vote for “No”-Quarterly. Seconded by Raymond. Voting-downtown. All said no. AMC-All said no. Therefore the determination is that SC will issue EOM awards quarterly. Use the email that Ja’Net will send with the information to cast vote by close of business tomorrow. If you nominated then you are exempt from participating in the vote.

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

| Action Item   | Person/People Responsible | Due Date     |
|---|---------------------------|--------------|
| Parliamentarian to prepare “Rules of Order” handout for discussion at next meeting.   | Timothy Oakberg           | Next Meeting |
| How to collect ideas for new Strategic Goal (or goals). Tabled and will be added as an agenda item at next month’s meeting. | Blake Humphrey            | Next Meeting |
| Susan and Blake to bring up a motion at the next meeting regarding SC Inclusion   | Blake/Susan               | Next Meeting |

**Adjournment:**

- Motion to adjourn by Jay and seconded by Karen the meeting was adjourned at 3:00 pm.
- Next meeting: The next regular Staff Council meeting will be December 13<sup>th</sup> at the at the Anschutz Campus.

**Minutes Submitted by:** Carissa smith

**Attachments :** Not Applicable.