

# Agenda



# University of Colorado Staff Council

January 5, 2006  
10:00 AM  
Tivoli 740  
UCD Campus

## Agenda topics

<b>10:00-10:05</b>	Roll Call	Joyce Holliday
<b>10:05-10:10</b>	Approval of Minutes from 12/1/05 Meeting	Pat Beals Moore
<b>10:10-10:15</b>	Treasurer's Report	Shari Patterson
<b>10:15-10:45</b>	UCDHSC HR Update	Kevin Jacobs
<b>10:45-11:30</b>	President Hank Brown	
<b>11:30-12:00</b>	Lunch	
<b>12:00-12:15</b>	Mandatory Supervisor Training Progress	Pat Beals Moore
<b>12:15-12:45</b>	System Administration HR Update	Paul Perales
<b>12:45- 1:00</b>	Review of Goals	Pat Beals Moore
<b>1:00- 1:15</b>	Interim UCDHSC Chancellor Stiegmann	
<b>1:15- 1:25</b>	All Staff Conference Update	
<b>1:25- 1:55</b>	Other Reports	All
<b>1:55- 2:10</b>	Unfinished Business	Pat Beals Moore
<b>2:10- 2:15</b>	New Business	Pat Beals Moore
<b>2:16</b>	Adjourn	

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10:00-10:05	Roll Call	Joyce Holliday
Frances Munoz, Antonette Martinez, Jim Langstaff, Sue Sethney, Velma Parker, Jay Rodenburg, Audrey Newman, Shari Patterson, Debbie Lapioli, , Sean Flaherty, Pat Beals Moore, Joyce Holliday, Anne Costain, Paul Perales, Susan Barney-Jones, Rod Muth, Jennifer Lahlou		
Take Matt off UCCS, put on Sean permanently.		
10:05-10:10	Approval of Minutes from 12/1/05 Meeting	Pat Beals Moore
Discussion: sat aside as there is not yet a quorum.		
10:10-10:15	Treasurer's Report	Shari Patterson
Discussion: last month 179.92 leave 8553. spent 196 on travel. Leaves us \$ for travel budget.		

## Discussion:

- New and improved web site is up and running combining HSC and UCD
- Everything was gone through and reviewed
- Have had some technical problems with access
- Working on e-recruit module on PeopleSoft to be able to create a profile and apply for jobs
- Used to have forms with policies and guidelines, removed those, but have them now on forms/template page
- HR staff page has everyone's picture and job responsibilities and how to contact
- Links to PBS for employee discounts, comp plans, rules, etc.
- Hot topics: different types of announcements
- ADA Compliant
- The web page now has the HR suggestion box that is anonymous
- How does HR office deal with issues of confidentiality is explained
- The newest thing on campus on the web site is the background policy implemented December 6, 2005. Now have a comprehensive background check policy in place for all faculty and staff, and for promotions of a large increase in duties.
- We have a vendor contracted to do these background checks
- Generally takes 24 to 36 hour turnaround time to get background checks back
- Encourage checks in vulnerable groups such as handling money, working with children
- Getting about one hit a week, but now they are dropping off in unfavorable applicants through self screening
- Most are minor things, domestic, non-violent, DUIs, driving records
- Policy requires that Kevin has a discussion with the provost if an exception should be made in this particular case
- Typically the problem is that the person denied or omitted this information from their application; they were dishonest in their application process so were denied employment on that basis
- Rod looked for University Hospital, and could not find in a search. Who do you deal with, about the web page to search? Kevin says it should be on Home and then have a reference. Bill Freud.
- All departmental web pages will have similar format to this page.
- Are you doing criminal checks, how much do they charge? For officers and people handling money at higher levels, also doing credit checks. The average is about \$50 per check. It's less if they haven't moved around a lot and lived in the same county, it's cheaper and faster. For people out of state it can be up to \$90.
- The applicant is consenting to what ever we determine we want to run them through.
- How did this cost affect the budget, especially in the middle of the year? HR received the money for the background checks and for ½ FTE. However, it is running higher than anticipated. Not charging departments for the checks, but are charging for optional ones not on the policy.

- The instate checks on CBI do not provide enough information that is provided at the county level
- Anne – head of risk management sent her a sample of higher education employees, including faculty, everyone. Kind of was a shock, showed that 1/3 of the employees lied on their applications? Claiming degrees, awards that they didn't have. Do you follow up to confirm these types of things? Yes, they can do credentials checks also. That may be our next point of inquiries.
- Another report from private industry showed that 50% of the employees had negative credit issues
- There is a lot of discussion around trainings, such as our resolution. At some point they all need to come together
- Report on exemptions to the state are due today. They actually asked for more information than required by legislation. Basically because of the recent audits. Kevin will email this afternoon.
- Pat has UCCS and Boulder exemption reports. She will forward out Kevin's with these.

## Discussion:

- He just arrived from the legislature; introductions were done
- There is not much money available for capital projects
- Will fund staff raises 2.1% adjustments in benefits and 3. % in raise increases
- We work in a system where we try to compare ourselves to others doing similar jobs
- We need to do a better job of addressing this issue in the future
- Thanks to ref C we will be in good shape for a few years
- Good thing is the ratchet down affect which is cost saving
- Open to discussion:
- Audrey asked: the diversity issues, I know you are dealing with at the student levels. She has two daughters at UCB, and one of their comments was there is no diversity on this campus and it was a huge change for her. She did experience things with friends related to hate issues. Does not see much of a change in the problems from 2000 to present. Her daughter had a double major and a minor and she knows there is an attack on the ethnic studies program. Regardless of how you feel about Churchill, you need to continue to support this department and the Women's Studies department. Stressed she wishes the support of these departments and their place in assisting with the diversity climate. Rod stated that the climate is essential to making this happen, with faculty it is the same issues of the climate. Audrey said there is a cultural insensitivity within management she has seen first hand. There are people who are working out of classification in their department. They redo their PDQ, supervisor agrees. The appointing authority has to sign off before they can send to HR to evaluate. This one appointing authority refuses to sign them. So they do not get a possibility of an upgrade. Anne said remember that Kevin Jacobs said the employee has the right to file a grievance to appeal. President Brown asked doesn't the authority have the right to disagree with the PDQ? He asked has the person filed a grievance. Audrey said no, not yet and there are several others under this authority and they are minorities. Audrey says why do we have to fight to take down these barriers? This shouldn't be necessary. Tired of "Manager Discretion" excuse.
- President Brown said he can go over briefly what we are doing. Over the years we have made some progress in the area of diversity but it's not adequate. The numbers on the boulder campus used to be worse than they are now. There was very little of the hate nonsense. Where is this coming from? Why this hostility? Where is the origin of this? Jennifer said parents. Don't you grow up learning those core values? Audrey thought the rise of the 'moral majority', makes people become exclusionary, polarization.
- Here is what we are working on; 1. Part of the key to addressing problems is to focus on them, to visualize and see what is going on, open it like a wound and do a close examination. That process is underway; Carmen Williams is making real progress. The original report came from CCHE. We will expand on that and put it on the web in detail to see what is going on and where the problems are. 2. The Blue Ribbon Commission is being set up, and has tremendous participation in the sessions on all campuses. We are going through every program we have and examine what it does, what it accomplishes. It became such a comprehensive job. There was apprehension on people's part of having everything under review. We expect better results. Having a program and spending

money isn't doing the job. We need to see results.

- Out of this we hope we will determine, what is successful, what isn't, and new things we should be doing. The student side is the easiest; the effort to identify where we are falling short. First we asked how many students of color graduate from high school graduate in the higher grade average. Turns out we are actually doing pretty well. Of those that apply for admission and meet the criteria how many are accepted. Turns out more colored students are accepted percentage wise. It turns out the students of color get a higher amount of financial aid than white students. The fall down on Boulder campus is how many of these those apply and are accepted end up attending. This is where we fall short. This will be a continuous monitor we will do every year. The graduation rates are pretty good. It shows up in the proportion of students that are accepted but do not come. We need to focus on scholarships, preliminarily. We will need more scholarships donated from private sources. We will follow up; will try to do similar things.
- The most important people is how we are treating people, and we have a lot of work to do in this area. Brown feels we are making a tremendous improvement in accepting people for who they are and not what they are. In a climate where we have improvement in society, we have issues with the student climate. Where did this come from? Maybe it has always been there, but is more visible with email, and other venues of technology.
- What is being done to protect these students, Velma asked. And if my kids weren't already grown and they were looking at colleges, she would strongly discourage them from going to Boulder. She would hesitate to send them to a climate where she had to constantly be concerned about their safety. What can you do to make parents like me even look at colleges like CU Boulder? Brown said in some ways you can deal with threats. How do you deal with someone who is hateful and nasty? Some you can report as crimes. The vast majority of our people are warm, caring, and loving, and are horrified by these actions. He doesn't say there are not problems there, but they are problems that exist in society. His concern is how to deal with the kooks. They have the ability to disparage the reputation of everyone around them. Velma said kids from well to do families don't have the same values as poorer kids. When you get a large group of people from different backgrounds, sometimes it only takes one or two to start a phantom group of followers. It's there, it exists. Where do you start in the planning process to improve all this? Brown said it's such a broad challenge. It's important to establish a climate at an institution to send a message of what is acceptable and unacceptable.
- Sean said there is a segment of society where kids have their own room and don't deal with other people in smaller proximity you are living with. They come lacking conflict resolution skills. Residence halls were built at a time when people lived closer together. There is an inability to solve their own problems, there are no coping skills. They react in a way that is more hateful than was meant to come out. Kids just are not as able do deal with these problems like they were before.
- Paul P said he would say to Velma, it is an excellent academic program, and gives a person to study what ever they want. And they can go anywhere they want. They will have to face the same problem later in their life, might as well deal with it now. Velma wants her kids to leave that establishment and go out in life, but when you are on that side of the fence and it's happening to you, you have a totally different view of where to send your kids. She would pick the safest place for her kids where they can receive the same education.
- Brown observed that there are differences in the perceived climates between the campuses.
- Frances asked what is planned for after the students get there; what is being planned in that area?

It is a climate where they don't see people looking like them; it's very uncomfortable for them. We don't see any improvements in staff or faculty of color. Brown said this will be studied too for setting goals for improvement. Brown said if you have thoughts or suggestions for improving this, let me know.

- Frances said many people don't report it because they don't think anything will be done about it and they fear putting themselves in jeopardy. The media reports the crime but they don't report the follow-up, what are the repercussions for their actions for others to see, Sue stated. Audrey said there needs to be a strong message that it will not be tolerated. There is privacy protection for the perpetrator, so it is perceived as nothing happened.
- Brown said we have not talked about the possible repeal of Senate Bill 7. He would like to get together to chat about this if this does happen.
- Pat met with the president last month. It was a very good meeting. She discussed what she thought he would hear today, including SB7. To help him hear about different issues and concerns that he may not hear elsewhere, he would like us to contact him.
- Pat did not hear any questions or comments to share with President Brown to share in her meeting with him and that was very frustrating, so she would appreciate in the future if she wasn't put in the position to assume what we want to talk to him about.

11:30-12:00

Lunch

12:00-12:15

Mandatory Supervisor Training Progress

Pat Beals Moore

Discussion:

- Discussions have been on going. Pat discussed with the President. There are some concerns about timing as 30 days are hard because of resources or lack thereof.
- Training for academic admin supervisors – how will this training be accomplished? Some campus groups already have training for deans, dept heads, etc. Prefer the training is given through this mechanism instead of something else.
- HRPG seems supportive of supervisor training in general.
- Anne wanted to confirm HRPG was supportive in principal.
- ULDI is presenting training on their web page, hoping to be done by March 1. Planning to get some things in place before next cycle.

12:15-12:45	System Administration HR Update	Paul Perales
<p>Discussion:</p> <ul style="list-style-type: none"> <li>• Paul had to leave for another meeting.</li> </ul>		
12:45-1:00	Review of Goals	Pat Beals Moore
<p>Discussion:</p> <ul style="list-style-type: none"> <li>• Pats was to discuss with President the SB 7 issues</li> <li>• Shari's was to see if we have increased representation on Committees from UCCS – intent is for anyone to attend as a representative of UCSC to be on this committee list</li> <li>• Jennifer – to improve on the supervisor training, hoping it's up on web by March 1. Also making course for new employees, to give links to find multiple different areas.</li> <li>• This will be on again next month (send out goals before hand)</li> </ul>		
1:00-1:15	Interim UCDHSC Chancellor Stiegmann	
<p>Discussion: was called to a capitol development committee meeting today, and couldn't attend here today</p>		
1:15-1:25	All Staff Conference Update	
<p>Discussion:</p> <ul style="list-style-type: none"> <li>• The Boulder group has their budget and is working on organizing things. We should get a tentative headcount for April 14, Boulder Campus, 8:30 start, ending by 3 or 3:30.</li> <li>• Will include us in her list, so do not add to campus list you will submit.</li> <li>• The May meeting was cancelled, but we moved the April meeting to the 14<sup>th</sup> instead of 28<sup>th</sup>. Jennifer made a motion to reinstate the May meeting, May 4. Motion passed.</li> </ul>		



## Discussion:

- Audrey and Rod missed last faculty council meeting
- Anne – report on state of current university budget, which looks improved over last year
- Debbie – on Service Excellence awards, need to get advertising up on web site next week and advertising in Silver and Gold will start soon.
- Audrey – HSC staff council had Regent Steve Bosley attend. Was the day after the state auditor released the audit on the athletic department? Was very refreshing.
- HRPG – Meets next Monday, and going to discuss the administrative policy statement updates and processes for updating. Pat had concerns about overhaul the directive on merit process. Fac/Staff joint committee meets next week, Rod is trying to get re-draft done before meeting. Hope to have another draft to committee next meeting for consideration of both councils.
- HRPG – Anne said what is on the agenda is not the process that is going to be followed for APS, but what will be looked at is the President has asked VP Sweet to do a total review of all system wide HR policies. Have been working on a statement of the HR related policies that have been redone within the last 3-4 years. And the listing of the policies which are currently being reviewed by committees. Some policies haven't been looked at for 20+ years.
- Presidents Exec Committee will meet with the Board on January 18. Pat needs items to report.
- Have had two requests for people to serve on search committees. Leonard Diniger is interim VP and Chief of Staff, looking for permanent VP and Chief of Staff – state wide search. Would like to have names to submit by next Tuesday. Pat will consider an expanded pool of members to submit if no one can do this. Pat sent Leonard email asking what the time commitment would be. Anne said the VP for Administration is typically HR, it currently is over just pieces of HR. Depending on how they define the position, and it could be over all personnel positions.
- Pat had request from Mary Ann Myer who is member on total compensation advisory council. Noticed last month Senator Windels comment that there is a lack of funding for pay for performance, and she would like any suggestions sent to her. Send to Pat and she will forward to Mary Ann.
- Pat sent out request recently to heads of HR groups and to discuss how the governance groups are arranged based on classification, exempt, etc. Hoping to get it started so she can build it. Has heard from PEERS agreeing it would be great to meet.

1:55-2:10

Unfinished Business

Pat Beals Moore

Discussion:

- We were supposed to bring leave sharing from each campus. Shari brought UCCS policy. It covers a little more open things; is more lenient.
- Campuses can be more lenient than the state. Jay thought campuses can be even narrower in their scope. UCCS policy says “major surgery”.
- Audrey said the goal should be to make all campuses consistent. And also continuous policies for all groups, for example UCCS does not apply to exempt.
- Faculty typically, who are ill for under a week, will have faculty in their department take over their duties. If there is a prolonged leave, the dean has to take the money back to pay replacement. Rod said Faculty till typically pool together and gets the work done. There are no funds set aside for this.
- How it is paid within budgets is unclear. Department with ill employee will have to pay out of their budget, even though time was donated from elsewhere?
- Jim has minutes from TCT supporting mandatory training resolution from UCSC.
- This will be an interesting legislative session to watch. Issues such as PERA creating a new class of employees.
- February is the release of legislative audit on the exempt process is slated to come out.
- SB 7 fixes will be included.
- Total Compensation may have a bill that states pay for performance is not working. Big discussions on that topic.
- Audrey will keep us informed of any upcoming legislation.
- Rule changes made last year were supposed to be dealt with in December, but they didn't end up actually dealing with the issue because DPA wasn't ready to deal with countering Colorado Federation of Public Employees. It's possible all rules might be overturned.

Next meeting is February 2 , Breckenridge Room 5113

Parking for reciprocal is far away. Email Sean for parking assistance.

2:10-2:15

New Business

Pat Beals Moore

Discussion:

- Request for Input to Total Compensation Advisory Council re: how to move staff through the pay ranges in the current Pay for performance plans
- Chair's request for discussions with exempt professional governance groups

Conclusions:		
Action items:	Person responsible:	Deadline:
2:16                      Adjourn		
Audrey motion, sue seconded. Motion passed.		