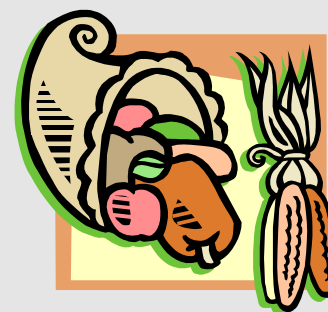


# University of Colorado Staff Council

November 3, 2005  
10:00 AM – 2:20 PM  
CU Foundation  
Walnut Street (Headquarters)  
Room 225  
(2nd floor conference room)  
4740 Walnut Street  
Boulder, CO 80301  
303-541-1296



<http://www.cufund.org/locations.php>

## Agenda

Roll Call	Joyce Holliday	10:00 am - 10:05 am
Approval of Meeting Minutes - October	Debbie Lapioli	10:05 am - 10:10 am
Introductions	Debbie Lapioli	10:10 am - 10:15 am
Treasurer's Report	Shari Patterson	10:15 am - 10:20 am
System Administration Update	Anne Costain	10:20 am - 10:25 am
UCB HR Update	Zan Johns, HR Director	10:25 am - 10:55 am
Prepare Training Needs Recommendation	All	10:55 am - 11:30 am
Lunch		11:30 am - 12:00 pm
Service Excellence Awards	Debbie Lapioli	12:00 pm - 12:20 pm
All Staff Council Conference	Pat T and Antonette	12:20 pm - 12:40 pm
Campus Representatives - Campus Reports: UCCS, UCB, UCDHSC 9th/Fitz, UCDHSC Downtown, System	All	12:40 pm – 1:00 pm
Diversity Information	Pat Moore	1:00 pm – 1:15 pm
Discussion of mandatory training for supervisors of classified staff and the University Leadership Development Institute	Joanne McDevitt - Associate Vice President, System-wide Management Training and Compliance Officer	1:15 pm – 2:00 pm
Unfinished Business		2:00 pm – 2:10 pm
New Business		2:10 pm – 2:20 pm
Adjourn		

## Additional Information

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## Agenda

### Roll Call

Joyce Holliday

10:00 am - 10:05 am

Antonette Martinez, Jim Langstaff, Pete Wolfe, Paul Wyles,

Sue Sethney, Velma Parker, Dallas Jensen, Audrey Newman,

Shari Patterson, Debbie Lapioli, Jennifer Lahlou, Frances Munoz,

Pat Beals Moore, Joyce Holliday, Anne Costain, Paul Perales, Susan Barney-Jones, Pat Beals Moore

### Approval of

Debbie Lapioli

10:05 am - 10:10 am

### Meeting Minutes - October

- Motion by Dallas, seconded by Sue to approve minutes as they stand. All voted to approve, motion passed.

### Introductions

Debbie Lapioli

10:10 am – 10:15 am

### Treasurer's Report

Shari Patterson

10:15 am – 10:20 am

- The total expenses for retreat \$3477.77. Leaves us \$9574.00 for total operating. \_\_\_ still available for travel

**System Administration Update****Anne Costain****10:20 am – 10:25 am**

- All system operations except procurement service center is shifting to be under Leonard Dinegar.
- John coonie from UNC has taken over Michelle Deline previous duties.
- Jeff Cheek, asst VP is taking over some of Mike Martin's responsibilities,
- Pat O'Rourke taken Joanne McDivett's previous position. Joanne is now assoc VP for Management Training and Compliance.
- Robert Moore who is the new VP for Budget and Finance and duties have been written to reflect that system no longer reports to that position.

**UCB HR Update****Zan Johns, HR Director****10:25 am – 10:55 am**

- Programmatic initiatives in progress. We have been to chancellor's exec committee. Policy requires that police department will continue to do back ground checks. Training and consultation will be available upon request. We have implementation plan that we take back to UCSC next month.
- Resolution for mandatory training, some of the initiatives going on our campus special needs because a lot of our population speaks English as a 2<sup>nd</sup> language, computer access for all employees.
- We partner with OLDE, Joanne's department. OLDE comes to boulder at least 3 times a year for training. Boulder also always brings people from Mountain States Employers Council. We are bringing trainers this spring from there. Employee development will be undergoing a review in their department.
- We will review what we believe to be required/mandatory training for different employee classifications. Zan brought along the site based supervisory training program.
- Chancellors committee on women report: recommendations have a lot of areas that HR needs to follow up on. Concern about leader training or lack there of; child care issues still a problem specifically drop in day care availability.
- Chancellors executive committee has asked a group to review children in the workplace. Antonette is the staff council rep. Is not to ban children in the work place. Will go back to the chancellors review committee with recommendations; more about safety and a productive work environment. There will be some outreach and discussions. Its not a policy, it's a guideline for supervisors to go by.

Jim Langstaff saw an IT Professional 4 position announced, wondered why it wasn't professional exempt. Zan is not specifically aware of this exact position. Jim wondered what the methodology was to determine the classification. The department must have requested that it remained a classified position, Zan responded. Jim wondered how differently it is being handled on Boulder campus versus the other campuses. Zan responded that It is only reviewed upon request of the department.

Audrey – you mentioned people with English as a second language, custodial staff who don't have computer access at their jobs, don't have even email accounts. We would like to see something done by the administration to address this specifically. These people feel completely shut off by the university community. What is the hold up? It never gets resolved. Zan said it is brought up, UCB ends up sending hard copies and translates to that population. There is someone in HR who specifically work with the departments that have a high population of employees with this situation. Audrey asks why even English speakers don't have email accounts. It comes up when ever we are talking about system communication. They are talking of setting up kiosks. At this point it's being handled at the campus level. Boulder found out that they are set up with accounts, and at UCCS. Audrey says UCD doesn't have accounts at all. Paul asks if there is also training needed on how to access their accounts. Training is neither simple nor transparent for people who do not speak English. There is an online form on UCCS for people to get email access.

- Zan is passing out listing of components currently presented in supervisory training:

Fundamentals Topics:

Discrimination and harassment Policy

Performance Management

Writing a PDQ

Interviewing and Hiring

Coaching

Delegation

Communication – Listening, giving feedback

On the job training

Leadership Styles/Impact

Conflict Resolution

Diversity

Fair Labor Standards Act (FSLA)

Leave Laws

ADA (Not currently part of content)

<p><b>Prepare Training Needs Recommendation</b></p>	<p><b>All</b></p>	<p><b>10:55 am – 11:30 am</b></p>
<ul style="list-style-type: none"> <li>• Debbie asked is there a portion we want to prioritize. Anne – from discussion she and Jim had, there should be performance management, creating goals for evaluations that does not exist currently. A supervisor has 30 days after hiring a person to have a performance plan in place.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• The resolution passed by UCSC October 5, 2005: <i>Be it resolved that the UCSC believes the University should require all supervisors of classified employees to complete a mandatory supervisory training program specially designed for supervision of classified employee incorporating the components of the DPA week long supervisory training program and that this training must be completed 30 days prior to accepting supervisory responsibilities. Furthermore the mandatory supervising training should be ongoing as rules, procedures, and other factors effecting classified employees change.</i></li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Dallas suggested breaking it down in time frames. Such as 30 days for these 3 courses, 90 days for these 3 days, etc.</li> <li>• Within 30 days: <ol style="list-style-type: none"> <li>1. Performance Management</li> <li>2. State Personnel System</li> <li>3. Sexual Harassment (already mandatory)</li> </ol> </li> <li>• Change resolution to “within 30 days” instead of “30 days prior to accepting”.</li> <li>• Zan asked, will these be available on line, or when will these trainings be arranged?</li> <li>• Dallas suggested that training be provided by the specific campus HR dept, and will be offered available specific dates on site instead of only on line. In addition many of these proposals may be cost prohibitive to request the regents force this to be mandatory.</li> <li>• Zan says state personnel resources being available online is an excellent idea, but mandatory is hard to always accommodate within time restraints.</li> </ul>		
<p><b>Lunch</b></p>	<p><b>All</b></p>	<p><b>11:30 pm - 12:00 pm</b></p>
<p><b>Service Excellence Awards</b></p>	<p><b>Debbie Lapioli</b></p>	<p><b>12:00 pm – 12:20 pm</b></p>
<ul style="list-style-type: none"> <li>• Award date was moved date to April 14<sup>th</sup> for presentation to accommodate president Brown’s schedule. Will start of semester in January be a good time to send out the announcement. Debbie will send out email for announcement to be published in the Silver &amp; Gold in January. The contact person for the campus will send out the applications by mail. Bring originals and copies to March meeting to review.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Contacts by the campus: <ul style="list-style-type: none"> <li>UCDHSC downtown – Jim Langstaff</li> <li>Fitzsimmons campus – Velma Parker</li> <li>System – Jennifer Lalou</li> <li>Boulder – Antonette Martinez</li> </ul> </li> <li>• Name for plaque for UCDHSC-DDC and –HSC. Debbie will work on the layout. Or University of Colorado-Denver, University of Colorado – Health Sciences Center, University of Colorado – Boulder, University of Colorado-Colorado Springs. Debbie will revise the time line and send that out.</li> </ul>		

- When the awards are presented: Antonette – moved from April 28 to April 14, theme “Springtime in the Rockies”. Two locations, flat irons golf course, and British studies room in the library. Once they have the location they will start with menu, and will get with Shari for the budget.

Conclusions:

Action items:

Person responsible:

Deadline:

**All Staff Council Conference**

**Pat T and Antonette**

**12:20 am – 12:40 am**

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

**Campus Representatives - Campus all  
Reports: UCCS, UCB, UCDHSC  
9th/Fitz, UCDHSC Downtown, System**

**12:40 pm – 1:00 pm**

**Boulder** – Antonette: yesterday was boulder campus staff council meeting, Mike ???, athletic director, spoke. It was mostly question and answer session. Bonds are paying for stadium suites. Discussed what a typical day for a student athlete is like. She gave a report on chancellors executive committee. Talking of revising the course forgiveness policy. Talking about changing the name to Course Repetition. Paul Tabolt gave update on background checks, he is getting an implementation plan ready. A faculty council rep will review with Antonette before it is submitted in the final form. We had committee reports. Talked about the children in the workplace guidelines in development. It is just a guideline, NOT a policy. Want to be fair with all people involved. Antonette is also on the chancellors search committee. She will be sending out a request for feedback.

**UCDHSC 9<sup>th</sup>/Fitz** – Audrey:

- Meeting is next Tuesday, had a going away party for Tim. Taking nominations to fill new positions. The elections are in November, electees come to December meeting to be welcomed. Officially begin in January.

**Denver** – Sue:

Currently we are experiencing a steady reassessment of committee members having different entities of HR provide presentations.

- We had autumn dreams breakfast. You can get on Skylines to see the story. The rocks went over well. Our staff are solid gold as opposed to the rocks that aren't.
- We will be putting together a proposal for staff recognition wall to recognize those who were recognized for various awards. A proposal submitted for grant money to fund printing of the guide to employees for employees on the UCD campus.
- Working on getting an updated list of all employees who have been transferred, because we want to know where people are. Betsy is our intermediary to research this. Staff recognition awards are coming up so they want to recognize these people before February.
- UCD campus will have new 685 beds to start, residential unit, goal is 2000 beds, cost is \$600/month. Which will change considerably from being strictly a commuter campus.
- There will be a task force to improve a library, libraries system wide will have names changed.
- UCD will continue to change and evolve in implementation of this space plan between UCD and HSC.
- Working on program discontinuance policy and guidelines, sabbatical program for professors, and a plan for supervisory training for program chairs and deans.
- Developing an information technology policy and compliance committee. Spun off a search committee for information technology officer search committee.
- Jim – on the background check policy committee – discussing what it means for you to have bad credit, criminal background checks, what are the guidelines going to be? They won't get credit scores because they are not a lending institution. Basically be a case by case basis. Why have a credit report run if you are not working with money/finances? Criminal is understandable, but why credit, it's personal? Looking at it as is it a tempting place depending on if you are in financial straits. Problem with it is the discretionary way this is being done – using background checks per say aren't wrong, but should be very circumspect depending on the positions they are going to be in. Anne Costain said at UCCS they retain the files for 3 years. UCB the police department keeps them indefinitely. Looking at having a consistent policy across companies.

- **UCCS** – Debbie: last month's meeting had their new athletic director and talking about marketing with the teams, and invited staff to be supportive of the teams. He wants a sports complex put together. Doing an urban renewal around Nevada Avenue. Seeing if they can garner support on a sports facility.

- They will be working on Nevada/Austin Bluffs exit to be revamped. Other side of the hill they are proposing an overpass for Union.
  - Dwyer Hall - funding to be remodeled so that will be shut down for a year and will have to redistribute classes for that year.
  - They have a new roundabout, and received instructions in the mail on how to use a roundabout. Staff events- blood drive over Halloween; holiday service project, met with the committee and trees will go up November 15, next week is staff council meeting.
  - Developed a curriculum to disburse across the nation for different decades of history. Met staff council executive board, drafted a letter to all new staff, welcoming them to our campus, information about staff council meetings.
  - Retreat planning, doing to do the Penrose house, the university can sometimes get it free, aiming for June. Met with chancellor last time, mentioned IT security, going to fine colleges for every person whose security was breached.
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- **System** – Jennifer: had meeting on Tuesday, taking nominations for service awards, retreat will be in May.
  - President always hosts a holiday carnival for systems at holiday time. Collect toys for tots, have carnival games set up and thinking of having a booth there, so thought they would have a booth there to make them aware of system staff council.
  - For the December 6 meeting a challenge was presented to bring a system employee with you to the next meeting.
  - Will be discussing portals and creating them. Also discussed how to hold staff function in the spring, since we are on two different campuses so maybe going to an off site location.
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**Diversity Information**

**Pat Beals Moore**

**1:00 pm – 1:15 pm**

- Anne: background on this – discussion about the current status of diversity among staff. Indication is that staff is doing better than faculty on this aspect. Overview of how we are doing with staff diversity. Two things can do based on data presented, can't separate classified and professional exempt. Not counted in the data base – they do not do these figures based on individuals. One was about promotions, no way to trace. Would probably be unethical for institutional research to do this because numbers would be small and people could be identified.
- Pat would like for the people who compiled the data to come and explain their data at the meeting next month. Then decide where to go after that next meeting.



**Discussion of mandatory training for supervisors of classified staff and the University Leadership Development Institute**

**Joanne McDivitt - Associate Vice President, System-wide Management Training and Compliance Officer**     **1:15 pm – 2:00 pm**

- Joanne has been with university council for the past 20 years. She will walk us through what they have been doing and how that might work in with the plan UCSC is proposing. Through the ULDI was an effort to bring management opportunities to not only staff, but managers and supervisors on both sides of administration and academic. Focus is to develop web based training.
- They have been working on 39 web based courses available on line, which is currently available on line. There are 9 programs in progress and 12 more requested. A hybrid approach of training is best, of both web based and site based training offered.
- Current offerings available under 5 program areas:
  1. Foundations in Management (Basic Management Training, Human Resources, Legal, Policy and compliance)
  2. Business and Fiscal Management
  3. Environmental Health and Safety
  4. Research and Contract Compliance
  5. Information Privacy and Security
  6. Risk Management
- Provided list of site based programs for 2005-06 by campus.
- Explore the different ways that how the current courses offered might fit in with the UCSC initiatives. They are creating an official training record on PeopleSoft and course participation is being entered right now. So supervisors can check in and verify who has done the training.
- The three recommendations your committee suggested taking to the regents next meeting:
  1. Performance management
  2. State Personnel System
  3. Sexual Harassment (already required)
- Meeting tomorrow where they could move it up to the 06-07 area, Paul can present. HR seems for supporting this on each campus. We need support across all campuses. We have 48-49 programs already in existence, but can suggest more. Jim could present to Faculty/Staff Joint Committee. They will send Jim the text to read.
- Dallas thanks Joanne for providing on site training, as some people do not learn on self supported instruction.” If staff are hammers, than supervisors are nails”. Dallas stated we should be looking at both methods of giving this information.
- Joanne said timetables restrictions of 30 days might be a problem for some of the HR departments to implement given their time and cost restrictions.
- What would be helpful for Paul to present at the HR directors meeting to the group tomorrow: see above.
- Pat - Are there any other constituents that should be aware of before presenting this? Campuses can decide site based and ULDI can support the web based, what is the process to get that approved by chancellors.
- Anne : Should be discussed at the executive meeting. Joanne would be happy to be present at those meetings. Looking at March 31 to start the protocol.

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<b>Unfinished Business</b>	<b>2:00 pm - 2:10 pm</b>
<ul style="list-style-type: none"><li>• Susan – Michelene Heckler won a national award for external audience brochure in her guide for the Denver campus. She is a staff member and won a national award for this. UCD – DDC open house for prospective students.</li><li>• Jim – fostering for positive change meets next week, next Friday, November 11<sup>th</sup>. Have the councils reviewed this? Debbie, we have tried but not getting much input.</li><li>• Antonette Nov 14-17 will be doing a blood drive. December 11, room 235, President Brown will visit from 9:15 to 11:00.</li></ul>	
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<ul style="list-style-type: none"><li>• Pat – related to the presidential search – Rod Muth goes first in the governance at the regents meetings, taking a suggestion to suggest that the presidential search be put on hold for 9 to 12 months and to consider President Brown as the person to fill the position permanently. The search will cost \$300,000 and to many people seems a sham. Is this opinion one that you would like to express on behalf of this committee?</li><li>• UCDHSC interim chancellor was announced today at the regents meeting. Dr. Greg Stegman. Was a late agenda item, but handled it early in the agenda. Perimeters of the appointment are: effective December 12<sup>th</sup> and terminated June 30, 2006 unless extended.</li></ul>	
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Conclusions:	
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<b>New Business</b>	<b>2:10 pm - 2:20 pm</b>	
<p>Pete – current description of president search – is looking specifically at qualities, credentials, qualifications. Take this back to your campuses and get feedback immediately to Pete to include these specific idea. Send feedback to Pete by tomorrow for him to provide to Millie. By email so he can forward to her and he will not edit the responses.</p>		
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Job description of president’s position used for search for comments –		
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Conclusions:		
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Action items:	Person responsible:	Deadline:
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<b>Adjourn</b>	<b>2:20 pm</b>
<p>Motion to adjourn sue, 2<sup>nd</sup> by Debbie, motion passed.</p>	
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