



**UNIVERSITY OF COLORADO STAFF COUNCIL  
MEETING MINUTES**

University of Colorado System Office  
1800 Grant Street Room 502  
Denver, Colorado

Thursday, May 23, 2013  
10:00 a.m. - 2:00 p.m.

**Roll Call**

Attendees:

- Ida Dilwood (Colorado Springs)
- Dana Drummond (Boulder)
- Deserae Frisk (Denver)
- Stephanie Hanenberg (UCSC Chair)
- Carla Ho-a (UCSC Vice Chair)
- John McKee (Boulder)
- Tricia Strating (System)

- Erin Foster (Boulder/ UCSC Secretary)
- Leo Balaban (System)
- Randy Nozawa (Colorado Springs)
- Debbie Martin (System)

Absent:

- Danny Felipe-Morales (Denver)
- Malaika White (Anschutz)
- Tyson Randall (Colorado Springs/ UCSC Treasurer)

Non-voting members and other attendees/guests:

- Cynthia Pasquale – CU Connections

**Meeting called to order at 10:00 am**

**Motions**

1. Motion to approve May 23, 2013 meeting agenda made by Carla Ho-a, seconded by Dana Drummond. Motion passed unanimously.
2. Motion to approve March 21, 2013 minutes made by Debbie Martin, seconded by John McKee. Motion passed unanimously.

**Treasurer’s Report**

- Treasurer’s Report- Tyson Randall (reported by Stephanie Hanenberg)
- Currently, there is \$793 left in the UCSC budget for the fiscal year. All UCSC representatives are reminded to submit current expenses prior to May 31.
- Catering for May 23 meeting and travel expenses are the only anticipated expenses UCSC will incur prior to year-end close.

**UCSC Chair Report – reported by Stephanie Hanenberg**

- UCSC election results:
  - Deserae Frisk - Chair

- Erin Foster – Vice-Chair
- Ida Dilwood – Treasurer
- Secretary – still needed
- Information about term lengths for newly-elected officers can be found in the UCSC by-laws at this URL: <https://www.cu.edu/content/ucscbylaws>
- Hanenberg reviewed the matrix that was developed for the 2013-2014 classified staff raises which were approved by the Colorado legislature this spring. Classified staff raises will be based on job title and salary as of June 1, 2013. The matrix can be reviewed at this URL: <http://hr.colorado.edu/es/Classified/Compensation/Pages/FY2013-14ClassifiedMeritFAQ.aspx>
- The council briefly discussed challenges and patterns that have been observed in the performance management process, especially as it applies to OEP positions.
- Motions
  - Motion to approve Daren Chavez as the new staff representative on the University of Colorado Faculty Council was sent to the UCSC email list on May 17, 2013. The motion passed by a majority vote.
  - UBAB representation the University of Colorado Health and Welfare Trust Board– Dr. Jeffrey Zax has been nominated by Dr. Neumann and UBAB as a faculty nominee however, the nomination process is in the early stages and UCSC does not need to endorse or nominate anyone.
    - This will be addressed during FY14 under a new chair.
    - UCSC is interested in ensuring the nominee is a true representative of all CU employees. UCSC is interested in ensuring that the nominee has the ability and is willing to access and engage (and therefore represent) all stakeholders including faculty, classified staff, and OEPs.
    - Deserae Frisk suggested that UCSC postpone this motion until we can see more nominees from the pool.
    - UPI, UCH, CU all have representatives on the board and no one party can have a majority vote – IRS rules govern this.
    - Stephanie Hanenberg confirmed with Jill Pollock that UCSC can suggest a staff member as a nominee – however the likelihood of that nominee moving forward in the process might be slim.
- UCSC calendar for FY 2014
  - The calendar was drafted to accommodate regent meetings and commencement exercises.
  - Leo Balaban suggested scheduling more meetings via web-conference and suggested a Skype account for groups - estimated to be a \$70.00 investment.
  - June meeting will be held via video conference and all campuses will attempt to connect via Skype.
  - Erin Foster motioned to amend the schedule to move the August 8 meeting to August 15, Ida Dilwood seconded the motion. Motion passed with a unanimous vote.
- UCSC event planning for the 2014 fiscal year:
  - UCD/AMC is in charge of planning the September retreat.
  - Boulder is in charge of planning the April all-staff retreat.
- Absences
  - All members are reminded that according to Article III, section G of the UCSC by-laws G, a member who is absent for three meetings in any consecutive twelve-month period will receive a warning

that if a fourth absence occurs within the twelve-month period, the Executive Committee may remove the member from the Council.

## **Campus Updates**

- Boulder – reported by Erin Foster
  - Retreat planning is currently underway, the Boulder Campus Staff Council will hold its annual retreat on June 7, 2013 on the Boulder campus.
  - Boulder’s election results were announced in both CU-Boulder Today and CU Connections during the week of May 13, 2013.
  - Boulder receive approval for its FY14 budget
  - The annual Boulder staff council survey results are currently being compiled and analyzed. The results will be presented during Boulder’s June retreat to aid in planning for the next year.
- UCCS – PESA update reported by Ida Dilwood, UCCS Staff Council update provided by Randy Nozawa
  - PESA’s new board was approved .
  - Staff Council/PESA will hold a retreat in July at the Garden of the Gods.
  - UCCS is currently preparing for the spring staff recognition lunch
    - The UCCS provost will give out longevity awards
    - A raffle contest will be held; attendees can win prizes that range from small gifts to gifts of \$400 or more.
  - A new staff council board was elected
  - Staff council will be conducting a survey to gather staff feedback for committee work
- UCD/AMC – reported by Deserae Frisk
  - A new executive committee was elected
  - Four new general members have joined Staff Council
  - Parliamentarian will be working on reviewing by-laws and suggesting changes. Current by-laws will be compared to by-laws from comparable groups/committees.
  - UCD/AMC are considering new/different outreach efforts to impact individual employee units to broaden impact because of the geographic challenges presented by the Denver campus.
    - Talks of merging EPA and Staff Council are ongoing.
    - Current members will elect new UCSC delegates for the upcoming year.
- System – reported by Debbie Martin
  - Leonard Dinegar and Dan Montez presented the Office of Policy and Efficiency’s preliminary survey findings at the most recent meeting.
  - System is currently planning the upcoming retreat
  - System is currently exploring the issue of getting debit cards for use with Health Savings Accounts and the feasibility of payroll deductions for 529 plans.
  - System will be electing new officers to begin new terms effective July.

## **Unification within UCSC and Succession Issues - John McKee**

- Succession planning
  - John McKee brought the issue of retirees returning to CU and working for several years along with a concern about retirees preventing career growth and/or job opportunities for others who are not of retirement age.

- John McKee provided a handout from the Office of Policy and Efficiency that addresses the topic of hiring PERA retirees into staff positions under the new APS.
  - UCSC acknowledges there are several reasons to hire PERA (and other retirees) however, CU should remain cognizant of abuses of this policy that might prevent career progression for others. UCSC is interested defining and limiting the period for which a retiree can continue to work.
  - It was agreed that this topic should be raised later in the meeting with Jill Pollock and possibly with Leonard Dinegar and Dan Montez.
- Unification within UCSC
    - John McKee brought up the topic of improving communication and information-sharing amongst all councils.
    - Carla Ho-a offered a suggestion to invite members of the all council's executive boards to the fall retreat. To mitigate costs, UCSC could consider eliminating or scaling-down the spring retreat.
    - Deserae Frisk mentioned the concern that campus councils might use the time to work on individual campus agendas and thus limit inter-campus collaboration.
    - Dana Drummond supports the idea of limiting the retreat to UCSC delegates only to prevent one campus from having a greater influence.
    - This topic will be added to the June agenda because UCSC is interested in developing ways to encourage inter-campus collaboration while ensuring that no one campus has a greater impact on the direction that UCSC takes.
    - The UCSC mailing list is limited to current delegates and alternates; several outside parties expressed interest in being on the list however those parties did not attend meetings. Without the context of the background information discussed during meetings, emails sent to the list could be misunderstood. Campus councils are encouraged to rely on their delegates to report UCSC information.
    - UCSC meetings are open to the public.
  - Survey Results CU Women Succeeding Symposium
    - A handout was provided detailing the "Dotmocracy" survey results collected at the annual CU Women Succeeding Symposium.

## HR Updates - Jill Pollock

- Be Colorado
  - 1,201 individuals (7.8% of the eligible population) enrolled in the Move program during the first month of the program (April 2013).
  - CU's initial goal was to get 6-10% of the eligible population to participate.
  - 40% of those who enrolled during April met the activity goal and will receive \$25 at the end of the first quarter.
  - The Move program pays \$300 per year for exercising 12+ times per month for 30+ minutes each day. More information about the program and available tracking devices : <http://becolorado.org/>
- Update on the first phase of the total rewards program for officers and exempt personnel (OEP)
  - Non-classified staff have historically been called OEP, however CU is going to begin using the term 'university staff' for this group because the term "exempt" can have several different meanings.
  - Jill Pollock met with President Benson and the chancellors to discuss the total rewards program.

- The first phase of this project surrounds compensation and compensation structures.
- CU employee populations have shifted toward OEP partially because of changes in the nature of work done at CU and partially because of changes in laws that define who can or can't be exempted from the classified system.
  - Nearly half of all CU staff are now university staff – about 3,500
- In reviewing the structure for university staff employees, titles and job families were addressed. An external review was conducted to investigate how CU's positions compared to positions that could be found outside of the university. It was discovered that on average, CU employees are paid competitively however, pay rates are below the midpoint of a range found in the market.
- CU also investigated the elements of a compensation package that are important to employees to determine what CU can offer to differentiate itself as an employer:
  - Compensation, benefits, and environment (organizational culture, work/life balance, physical work environment, development).
    - Benefits are competitive, though a refresher study will be done.
    - In general, physical work environment appears to be good.
    - Work/life balance at CU is not as good as employees would prefer.
    - Development: Gen x, gen y, and millennial employees are very vocal about development as a key component in a potential job. CU knows it needs to focus on this.
  - CU wants offer a package that will attract, retain and reward high performers. To accomplish this, compensation structure should be viewed by employees as transparent, consistent, equitable, market competitive and a key to retaining and rewarding higher performers.
- Performance management and merit pay
  - It is acknowledged that there is a strong desire to pay for performance but there should be more of an emphasis on results, not effort and not longevity. Performance rewards should significantly differentiate between high and low performers.
  - To give context to CU's current merit pool, a 3% merit-to-base is the national norm. Some employers are able to differentiate pay rewards in different ways.
  - At CU, approximately 82% of university staff receive evaluation scores of either 'exceeds expectations' or 'outstanding' during their annual review. However, the average pay increase across the CU system shows little differentiation from top-to-bottom. There is pay differentiation for those that receive an evaluation of 'below expectations'.
  - There is some concern that as the job market improves, CU will lose its top talent because of the tendency to reward moderate performers and top performers in the same way.
- President Benson and the chancellors agreed that CU should pay at or around market rates. Generally speaking, CU would not pay above-market rates unless there was extraordinary performance on an ongoing basis.
  - This would not preclude merit pay, but it could mean that merit pay would not be added to base salaries – similar to the classified merit system that the state has introduced.
  - Because CU is the third-largest employer in Colorado, changes in base pay at CU alters the market.
  - Evaluation structure needs to be rethought and supervisors need to be trained to implement and administer the changes in an effective way. (This will be addressed when planning for FY15.)
  - Variable pay (private industry calls it bonuses, other industries call it supplemental pay) is an idea that is being explored. In for-profit industries, one-time variable pay can go as high as

12%+. To make variable pay work, CU would need to have a solid evaluation system and train its supervisors to implement it.

- Going forward, there will be a heavy focus on the evaluation system and UCSC will receive continued updates on the progress.
- Professional development will be the third phase of the project.
  - UCSC will be asked for ideas about professional development.
- New benefits plan
  - CU will add a vision plan to the benefits package for FY14
  - Smoking cessation program set to begin fall 2013 – this coincides with CU-Boulder’s smoking ban.
  - Diabetes coverage is a new addition to the FY14 benefits package.
- PERA retirees
  - The current APS will not be changed at this time, however the concern about retirees working beyond the one-year limit with continued departmental justifications is noted.
  - CU is currently looking at the concerns about retirees continually working while preventing others from progressing in their careers or having job opportunities.
  - Most retirees should be limited, however there should be some exceptions. Some part-time or specialized jobs are ideally filled by retirees.
  - There are fewer rules around ORP retirees than there are around PERA retirees.
- CU Foundation fundraisers will become CU employees in the immediate future – HR is working to ensure a smooth transition for approximately 150 people will become campus employees.

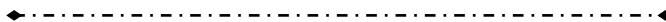
**President’s Task Force on Efficiency**

- Senior Vice President Leonard Dinegar and Director of Policy and Efficiency Dan Montez presented preliminary survey results.
- The new retiree APS was briefly discussed.

**Board of Regent Q&A with Chair, Michael Carrigan**

- Regent Carrigan provided the council with information about the University of Colorado Board of Regents. He touched on its history, the current board members, recent changes to board meetings and current issues the board is concern with. Regent Carrigan thanked UCSC and expressed his appreciation for all CU staff.

**Motion to adjourn made by John McKee, seconded by Tricia Strating. 2:00 PM.**



Next Meeting: June 13, 2013

Videoconference

Standardize volunteer leave policy will be added to the agenda for the June UCSC meeting.