

UNIVERSITY OF COLORADO ADMINISTRATION STAFF COUNCIL

MINUTES

Thursday, February 15, 2018
Denver/AMC - Ed 2 North P28-3108 Conference Room

Nancy Moore called the regular meeting of the University of Colorado Staff Council to order at 10:12 a.m.

ATTENDANCE

The following members were present:

Nancy Moore, UCCS
Mark Means, UCCS
Sarah Mensch, UCCS
Annie Melzer, System
Tara Dressler, System
Angie Generose, System

Megan Schosker, CU Boulder
Jeni Webster, CU Boulder
Carissa Smith, CU Denver/Anschutz
Jay Campbell, CU Denver/Anschutz
Noah Doder, CU Denver/Anschutz
Nick Lockwood, UCCS

Absent: Philip Petty, CU Denver/Anschutz; Kathleen McGovern, CU Boulder (now resigned); Barry Sparks, CU Boulder

Guests(S) Attending: Cynthia Pasquale, CU Connections (by phone); Kristin Turnbull, Pediatrics Endocrinology & Nutrition

A quorum was present at 10:20am.

OLD BUSINESS

Approval Of The Minutes: December Minutes *Moved* by Jay, *Seconded* by Nick.

Treasurer's Report:

- Nick reviewed the budget - \$20,900 total, \$8,851.22 spent to date, \$12,048.78 available
- On track and no areas of concern as of now
- Big budget items coming up with SEA awards – still overall under budget with what is expected
- Travel still good, but will increase with SEA and other travel – be sure to submit expenses timely
- Deposit for the retreat should be done in the next few months

NEW BUSINESS

Parental Leave - Annie and Carissa:

- White paper is finished and sent to CHRO.
- Sending all the numbers and additional information (including Faculty) to the CHRO's in March.
- In the right hands and looking good.

Staff Housing Discussion – Boulder – Jeni

- Faculty have a housing assistance program, but not for staff.
- CU Boulder, Elevations Credit Union and the CU Foundation partnership.
- Could be \$200 of a mortgage according to Elevations and Foundation says may step in to help when someone defaults on a loan.
- Information is that this is not being offered to staff, but look into assistance for staff as well - staff housing may be available, but have to qualify and students get priority.
- Sarah suggested Survey committee gauge the interest.
- According to the website – 10 year and 10 year track faculty benefit on all campuses – separate loan for a down payment or re-fi.
- More information needed – Nancy and Sarah to meet with Ravinder from Faculty Council and ask for more details.

Faculty Council Partnership – Annie, Sarah and Nancy

- Faculty Council wants to tackle a new issue – CU paying for fertility treatments for women.
 - Compiling a memo to send to Kathy – coverage for gender reassignment hormones, etc., so this should be a benefit as well.
 - 18 states do offer some coverage for these treatments.
 - Should adoption be covered as well? In the parental leave ask.
 - Hoping for 2019 and doing some more research.
 - Annie is on the committee and will provide updates.
- Can people be a part of UCSC without being part of Staff Council?
 - UCCS – not official members of the campus staff council, but still attend all the meetings, are liasons between campus council and UCSC, encouraged to be on committees as well.
 - Should be a campus decision, but should be noted in the UCSC bylaws – membership in UCSC is determined by each campus staff council bylaws. USCS bylaws currently states can vote in anyone from the university by a ¾ vote.

Boulder – UCSC Retreat – August 2018

- Good time to start planning.
- Retreat does not have to be in Boulder, but it is Boulder's turn to work with Chair on location, days, agenda etc.
- Usually the first Thursday and Friday in August – day and a half.
- Suggestions for the retreat – review feedback from last time and the big survey to see what is needed.
- Advertise what was accomplished the past year.
- Retreat does not have to be in Boulder, but it is Boulder's turn to work with Chair on location, days, agenda etc.

Why You Should be an Officer – UCSC Officers

- Nick – enjoyed being Treasurer – good mentor – opportunity to learn about budgeting and CU budget overall – meet with system wide budgeting monthly.
- Secretary – easy job! Helps you tune into what is happening – fun job.
- Vice Chair – Regent meetings helpful in getting to know the other campuses – stepping in for Chair.
- Chair – Good chance to step up your leadership skills and interact with leadership.
- Elections – Nancy to post an update. Nominations based, so that is first.

Chair's Report:

- Regent meeting on 2/8/18.
- Nice to share the campus reports and highlight the big items, like parental leave and tuition benefit, as well as the fun things the campuses do. Regent Kroll would like a snack attack!
- Working with Faculty Council – bullying policy (July 1st for review).
- Todd Saliman – budget review - 3% merit pool being recommended.
- Nancy had to leave at noon – can give us updates after she reviews the minutes.

COMMITTEE UPDATES

Policy

- Corresponding with Dan Montez – Dan compiled an outline of what is under review and identifying ones specifically for UCSC review
- Look at climate survey and recommend policy changes to reflect the results

Survey

- Parental leave update – done
- Info graphic video to be posted soon and the basic results – UCSC website
- Working on pulling results by campus and other break outs of data
- Next – identify action items
- Connecting with Cynthia on CU Connections

SEA

- Agenda is done
- Feb 26th invitations are being sent – help in distributing to staff councils
- RSVP's by end of March
- Kat no longer on UCSC and no longer on the committee
- Single point of contact reaching out the winner, nominator and VIP's – Hopefully Jenny and Megan for Boulder, Annie and Angie for System, Jay and Philip for Denver/Anschutz, Sarah and Nick for UCCS
- Event is April 13th at 8:30 – 2:30
- Raffle bags – 4 goodie bags

Communication

- SEA communications with RSVP and awardee information
- Info graphic, results on website and connecting with Cynthia

Executive Committee

- Monday or Tuesday the week prior to the meeting for agenda items

CAMPUS UPDATES

Boulder:

Follow up to previous action items:

- Policy committee – Town Hall on child care and working on a white paper to get help with child care
- Diversity and Inclusion summit was a success
- Academic Futures paper was submitted mid-January

New campus updates/action items:

- Budget questions – removing the admin from the budget and the format
- Years of Service Awards is today – 210 people
- Blood Drive – every 3 months and keeps getting better each time
- Communications is partnering with strategic relations
 - newsletter created and went out – well received
 - website updated which includes surveys
- Elections – increasing staff council by 4 members and 8 areas to 9 areas (3 reps each and organized by job) and 6 at large members and also have committees
- Outreach - BBQ coming this Spring

UCCS:

Follow up to previous action items:

- UCCS celebrated our Campus Winter Appreciation reception on January 25th
- January 24th – HR hosted an onboarding morning to new staff members consisting of campus resources and presentations. Staff Council presented for 30 minutes in partnership with our Welcome Committee.
- Monthly Staff Newsletter was sent on behalf of Staff Council.
- Winter Luncheon was held on December 15th. Speaker David Lee presented on Creativity. Record attendance at 274.
- Welcome Committee welcomed between 30-50 staff members to date (February 6th, 2018)
- Policy Committee meets on an as needed basis but have reviewed and provided feedback on the Protection of Children and Minors on Campus, Campus Process Policy, Scheduling and Use of University Facilities and Physical Space and the Commercial and Solicitation Policy.
- Longevity recognition letters are being sent out on behalf of Staff Association to those who have been in the CU system for 1, 5, 10, 15 and so on years.
- 3rd Quarter Employee of the Quarter – Jacqueline Gatlin, Associate Director of Resource Management Division - Student Financial Services
- \$2736.60 distributed from Staff Extra Enrichment and Development (SEED) Fund, from November to date (2.6.18)

- In February, a 15-minute presentation was given to Information Technology department on Staff Association. Topics covered: mission, how to get involved, what we do, committees, and time for questions.

New campus updates/action items:

- Campus Blood Drive – Feb 12th
- Staff enrichment day scheduled for March 22nd
- Education Meet and Greet and Staff breakfast scheduled for April 18th.
- Spring Luncheon and Longevity Awards scheduled for May 24th
- More campus (staff) involvement in Leadership Academies

Denver/Anschutz:

Follow up to previous actions items: n/a

New campus updates/action items:

- New member and officer elections are beginning to happen for FY19 council.
- Bonfils update – members of our Networking & Campus Engagement team met with Alisha Bennett, the chair of Boulder’s Bonfils committee. They reviewed the history of the program (40 years!) and what they currently do to support 3 drives per year. NCE committee will present at our next council meeting on 2/13 with more info and their suggestions.
- Years of Service on March 9th – HR is in charge and doing it this year – first time in awhile.
- Ad-hoc committee looking at potential improvements to staff tuition benefit to meet with Michelle Martinez, Director of Benefits @ System sometime soon.
- Still waiting on legislature to debate recommended changes to PERA. At the Capitol tomorrow. No official position from CU.
- Florie Montoya, Director of Talent Acquisition and Compensation met with council for almost an hour. Talked about job classifications, searches, compensation setting and review, in addition to answered many specific questions on process and procedure.
- Christine Stroup-Benham, PhD, AVC Institutional Research & Effectiveness met with council to review data visualization tools available for use, including enrollment trends and types of info that is housed in their system.
- Making plans for a Professional Development Symposium on Anschutz, April 9th. Open to Denver and Anschutz and will open to System. For Topics to include:
 - Using Technology for Professional Development
 - Opportunities for Developing Professional Skills
 - Strengths Finder Workshop
 - Crafting Your Own Narrative
 - Many other booths and workshops being added
 - Kathy Nesbitt, VP of Employee and Information Services will be featured speaker
- Anschutz Student Senate is pursuing a Skin Safe Campus designation, where education about skin cancer and sun screen dispensers will be placed around campus.

System:

Follow up to previous actions items:

- From our survey results, people wanted more appreciation events so we are working on that and possibility collaborating with the President's office.
- Our December charity event was collecting gifts for kids, teens, seniors and anyone in need through Give Denver – a local charity – great success.
- Had a snack attack the last week of Jan, which was a Mediterranean theme – hummus, olives, etc. for a snack for the building and one in the Broomfield office. Went over very well.
- Still working on an event for current and past SSC members to share what worked, what didn't, why they left the council, new ideas, etc. A first step is to have people come meet the SSC members before the next SSC event.
- With the help of UCOMM, our newsletters is much improved and we are sending at a certain day and time now for consistency.

New campus updates/action items:

- Thinking about an “Ambassadors for SSC” program – target communications toward repeat people who attend and see if they can help spread the word about SSC.
- Our Staff Appreciation Breakfast will be March 15th – St. Patty's Day theme.
- April 5th Bake Sale and Rockies Opening Day fundraiser – handing out beads and asking for a \$1-\$5 donation – for Max Fund – original no kill shelter in Denver. Event later in May with animals coming to the office for an adoption day.
- Cyber Security brown bag coming April 17th.

UPLANNED BUSINESS

Kate has resigned from UCSC and Boulder is working on getting a replacement member.

Next Meeting March 15th at System Office – 7th Floor conference room

CU Connections today – 3% merit increase

Payroll will be June 30th instead of July 1st – higher ed change

CU Online initiative - tasked with developing a \$15,000 bachelors degree in 4 years for Denver and \$15,000 masters degree for Boulder, inclusive of tuition, books and fees.

ADJOURNMENT

Motion by Jay, Seconded by Sarah.

Approved by Council.

The meeting was adjourned at 1:25pm



Tara Dressler
UCSC Secretary