

UNIVERSITY OF COLORADO ADMINISTRATION STAFF COUNCIL

MINUTES

Thursday, May 17, 2018
UCCS – ENT Center

Nancy Moore called the regular meeting of the University of Colorado Staff Council to order at 9:40 a.m.

ATTENDANCE

The following members were present:

Nancy Moore, UCCS	Megan Schosker, CU Boulder
Sarah Mensch, UCCS	Jeni Webster, CU Boulder (phone)
Nick Lockwood, UCCS	Philip Petty, CU Denver/Anschutz
Annie Melzer, System	Jay Campbell, CU Denver/Anschutz
Tara Dressler, System (phone)	Carissa Smith, CU Denver/Anschutz (late)
Angie Generose, System	

Absent: Mark Means, UCCS; Barry Sparks, CU Boulder

Guests(S) Attending: Cynthia Pasquale, CU Connections (by phone); Alejandro and Erika and Renee (UCCS)

A quorum was present.

OLD BUSINESS

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

UPDATES

Treasurer's Report

- Nick reviewed the budget - \$20,900 total, \$17,050.32 spent to date, \$3,849.68 available.
- Still waiting on some expenses to clear but may have an extra \$1000.
- Travel expenses opened up to other campuses for SEA – might go over in the budget, but overall should be OK.
- Use some of the extra money for swag – giveaways for new members, all council event, etc.

SEA Review/Discussion

- Jay – all went well and good feedback, Ralphie handlers and Rick was really good, thank you to Tara and Sarah for all the hard work.
- Nancy – good use of time for the group discussions.

- Tara – System is supportive of some type of award and maybe it is time to do something else.
- Question – is this the best use of our money? Continue to do the awards event?
- Annie – suggested pairing it with professional development.
- SEA would be with System if we do it.

PERA – Jay

- Update in CU Connections – nothing will change this fiscal year.
- Over the course of 3 years starting the next fiscal the contributions from members and employers will increase.
- Cut down on cost of living adjustments for retirees and increasing the age of retirement for new members.
- Built in some automatic adjustments but no details on that yet.

Parental Leave - Annie

- Financials per campus – so may not be a blanket coverage.
- No solid details yet.

Faculty Council Partnership Update – Nancy

- Maybe arrange a happy hour after our next meeting and invite faculty council to get to know each other.

Boulder – UCSC Retreat – August 2018

- Aug 16-17 according to the Doodle poll, but that is move in week so the prices are really high, so went back to Aug 2-3. There is a COLT conference those days.
- Should we pick Aug 16-17 and move it outside of Boulder? No.
- Megan brought the contract with the Boulderado and is within the \$5500. Have the purchase order, 15 rooms reserved can go down to 12 with no penalty, going forward with the reservation. Can cancel up to July 18th.
- Encourage council members to attend.
- Topics: deep dive into the survey, communicating the mission, revisit our words, team building, goal setting, committees, and yearly achievements

NEW BUSINESS

Chair's Report:

- Regents meeting in April before our event, Nancy gave our report, students came from Boulder to UCCS (where the meeting was held) and the Regents and the Chancellors actually listened to the students and the issue (student government budget) was addressed and not tabled. Nancy encouraged everyone to attend one.
- Letter from Bruce Benson to Nancy and UCSC thanking us for SEA and our work as volunteers.

UCSC Officer Elections

- Chair – Nancy, Vice Chair – Jay, Treasurer – Jeni, Secretary – Tara, and Communications – Carissa

Working Climate Survey Update – Carissa

- CU Connections story went out.
- Site specific results have been generated and are ready to post on the website.
- Discussing how to handle individual requests. Have received 2 requests so far. Can people go in and look at the data? Need a process for responding.
- Tara to ask legal about what we can/should share.

CAMPUS UPDATES

Boulder:

Follow up to previous action items:

- None

New campus updates/action items:

- Guest Speaker from Human Resources Patty Juza – Director, International English Center
- Carolyn Allen – Professional Programs Manager, International English Center
- Amy Moreno – Diversity and Inclusion Education Program Manager – Human Resources

Speakers: English as a Second Language (ESL) Front-Line staff

- **Video –**
 - Started September 2017
 - Ongoing assessment;
 - Collaboration
 - Professional development; supervisor and department release time; empower managers and staff; HR; FacMan; HDS – all working together
 - Reviewed outcomes and goals
 - Modified from GED attainment to professional development and improved communication in work environment
 - What's next:
 - Assess; expand; more classes if possible
- **What is International English Center?**
 - Serve entire University and community;
 - <http://iec.colorado.edu/>
- **MOVE BeColorado –**
 - Not going away; UCHealth is discontinuing; CU Boulder is not; waiting on a statement
- **Boulder Community Health and Anthem**
 - Ongoing discussion; open enrollment ending Friday, 5/11; If changes, CHRO said that employees may seek benefit enrollment changes on a case-by-case basis.
 - Will not impact Boulder Medical (doctors)
 - ER will not be impacted, per original statement in CUBT
 - Number impacted? Difficult to measure.

- **PERA Town Hall**
 - Tues, May 29, 4-5:30pm, Visual Arts Building (VAC) 1B20
 - Speakers: PERA, Secure PERA, Legislators TBD
 - LiveStream available – link will be posted on website
 - Index cards and hopefully LiveStream option to ask questions
 - Recording – per speaker acceptance, will record, edit, and share on website
- **Outreach – Field Day**
 - Thursday, June 7, 2-4pm
 - Live music, food, games
 - PBRL Survey – day-of and online
 - Survey went out to all reps for topics to focus on during field day
 - Communications for event:
 - Posters shared
 - Newsletter first week of June
 - Option for eBlast
- **Blood Drive**
 - 45th Anniversary – not as large as past, but still saved or enhanced over 700 lives
 - Announced in April from Bonfils that BCSC Blood Drive Partner of the Year – honoring on May 22; contact Alisha if any interest in attending
 - Next Blood Drive June 19 & 20; will need volunteers, poster and sign-up forthcoming
- **Parental Leave Update**
 - Since last BCSC Full Council meeting and SVC CFO Kelly Fox announcement, ongoing discussion
 - CFOS met end of April – Administrative Policy Statement (APS) created; each campus opportunity to go their own direction – this set-up minimum standard
 - Working group established on Boulder Campus; reviewing policy; legal and all relevant parties in discussion
 - More information forthcoming; July 1 date stands
- **Communications (Outreach discussion revisited)**
 - Process and strategy for Communications
 - Newsletter
 - Website
 - eBlast
 - Strategic Relations (SR) has said that we get 12/year, though need to verify
 - SR asks that we (BCSC) be strategic in our Communications and share accordingly; prefer not to do an eBlast
 - Option of eBlast for Field Day? For Survey?
 - Prefer both go out in Newsletter first week of June

New Elections:

- Boulder elections were completed and all suggestions to fill At-Large positions made by Elections committee were approved.
- Officer Elections are currently in process.

UCCS:

Follow up to previous action items:

- Two events were held: Staff Enrichment Day on March 22nd and Education Meet and Greet/Staff Breakfast on April 18th. Attendance and programs notes will be updated in the next campus update report.

New campus updates/action items:

- Staff Association Elections - Results held pending outcome of run-off election for one position.
- Spring Luncheon and Longevity Awards – May 24th - At The Movies theme with prizes for best costumes and honoring staff members for 5 to 30 years of service.
- Staff Association Retreat - scheduled for June 19th at the new ENT Visual and Performing Arts Center.
- Paid Parental Leave Letter of Support - Will be submitted this month.
- Partnership with Leadership Academy - With program director Nina Pollok retiring, will work on at retreat and start fresh.
- UCSC Representatives
 - Four staff members expressed interest and met with current UCSC representatives.
 - Requested Statement of Interest from each staff member.
 - Staff Association members with review statements and vote in June.
- Proposals
 - 1) Professional Development Programming Committee
 - Combines Programs and Professional Development Committees.
 - Reduce current six events yearly to three larger impact events.
 - 2) Staff PRIDE Committee
 - Proposal to be presented at Staff Association Retreat in June.

Denver/Anschutz:

Follow up to previous actions items:

- None

New campus updates/action items:

- New member and officer elections are complete. We will be electing a new alternate to UCSC in June.
- Bonfils update – attempting to coordinate with Boulder admin on swag, promotional items to use, then get with Bonfils to determine which drive we will use as pilot.
- Ad-hoc committee on Staff Tuition Waiver Benefit improvements is drafting a proposal, but will meet with campus leadership (individually) to get their thoughts about the benefit, and more specifically if it is a true benefit or a hindrance.
- June 15th annual retreat @ South Denver. New committee membership will be finalized. Goals and budgets for the year will be set. Looking to do a mini Strengths Finder session for all members in attendance.
- PERA changes will be reviewed in full detail at June retreat.
- Waiting to see what Parental Leave Benefit will be come July 1st. No specifics yet...
- 3 sunscreen dispensers placed on campus, part of student senate pursuing a Skin Safe Campus designation.

- Karissa Stolen from the Office of Equity presented a proposal to create a standing LGBTQ+ / Inclusive Excellence subcommittee. After discussing her ideas and answering questions from council, we have a small group working to draft a motion for consideration at the June retreat. The motion is to create an ad-hoc committee to pilot the idea, then come with a formal recommendation whether to create the standing committee or not. If passed, this will be run through FY19 as a pilot.
- Anschutz staff appreciation snack event, April 12th was a success.
- Denver snack event is May 22nd.
- Professional Development ½ day forum April 9th was a huge success.

System:

Follow up to previous actions items:

- Looking at OnBase as our document repository and other functionality. Will see a demo in July or August with the new council.
- April 5th Bake Sale and Rockies Opening Day fundraiser for Max Fund – original no kill shelter in Denver – went well. Raised over \$400. Event will be May 30th when they bring the cats, dogs, kittens and puppies to the office for an adoption day.
- Cyber Security brown bag was April 17th. Went well, but still trying to get the live stream kinks worked out.
- Inclusivity Pledge – put in our newsletter for promotion.
- Professional Development

New campus updates/action items:

- Happening this summer there will be filtered water spickets in the kitchens and bottle fill stations on every floor instead of the old water fountains.
- We are also remodeling all of the bathrooms this summer.
- We are amending the bylaws around the USCS membership to read “
- Supervisor Appreciation lunch will be June 25th.
- Bike to Work Day is June 27th and we are very excited to be partnering with CU Denver this year!
- Retreat in early July – elections will be then.

COMMITTEE UPDATES

Policy

- Lunch Discussion

Survey

- Lunch Discussion

SEA

- See previous agenda item.

Communications – Nick

- Communication efforts for SEA have concluded

- Continued work on the website to include campus specific survey results of the work climate survey
- Crafting a UCSC tabling poster for events – UCSC is hosted a table at the CU staff games in June.

Executive Committee

- None

ENT CENTER TOUR 1-2pm

ADJOURNMENT

*Motion by Megan, Seconded by Carissa.
Approved by Council.*

The meeting was adjourned at 11:05pm



Tara Dressler
UCSC Secretary