



**UNIVERSITY OF COLORADO STAFF COUNCIL
MEETING MINUTES**

Education I, Room 2100
Thursday, May 15, 2014

10:00 a.m. - 2:00 p.m.

Attendees:

- Phillip Bradley (Boulder-alt)
- Jim Dages (System – alt)
- Dana Drummond (Boulder)
- Erin Foster (UCSC Vice-Chair)
- Deserae Frisk (UCSC Chair)
- Carla Ho-a (UCSC Past Chair)
- Janét Hurt (Denver | Anschutz)
- Nancy Sicalides-Tucker (System)
- Carissa Smith (Denver | Anschutz)
- Tricia Strating (System)
- Malaika White (Denver | Anschutz)

• Absent:

- Randy Nozawa (CO Springs)
- Ida Dilwood (CO Springs)
- James Kumm (CO Springs)
- John McKee (Boulder)
- Debbie Martin (System)

Meeting called to order at 10:05 a.m. by Vice Chair Foster

There was not a quorum present so no votes collected at this meeting.

Chair and Vice Chair Updates

Vice Chair Update

- Retirement plan update (ORP): To achieve compliance with regulations, and contract for lower fees, improve the enrollment process and the employee interface. Ultimately, to help employees achieve adequate levels of retirement savings.
 - o Employment Services will be administering a survey of employees about their retirement contribution decisions – encourage employees to participate in the survey.

Budget Update: \$12,000 increase requested to cover travel costs, all-staff conference, and annual planning retreat. Additional \$4,000 approved for next fiscal year.

Chair Update

- Climate Survey: Need to encourage staff to participate in the climate survey. Regents very interested in getting a “pulse” on the climate from faculty and staff.

- VPAA Search: Deserae is serving on the search committee- cannot share specific details of the search. The search committee is being receptive to staff perspectives being represented. Hoping to have someone selected by August 2014.
- Laws and Policies Committee: Chair Regent Griego welcomes any attendees from UCSC since this is a public meeting. Please let Deserae and Cheryl Espinoza know if you plan to attend. Next meeting scheduled for May 19th.

Kelly Cronin, Vice President of Advancement

Advancement oversees all fundraising for the system. Will end the year at \$128 million, which seems like a lot, but not when compared with other big schools. CU is last among AAU schools for fundraising. Advancement has ~90 development officers, but only about six had experience at other universities. Training about fundraising had not previously been a priority and the foundation was not performing well. Shift of fundraising into the university to lead to deeper work with faculty, relationship-building, and tighter connections with what's happening with the university. CU is looking at this year being the best for fundraising in university history.

Discussion:

- Recent hire (Lisa Feldman) helping to build competencies around annual fund, parent giving, and student giving.
- Best practice is when there are development officers in the field, building relationships within schools and colleges, and with faculty. Development officers should be traveling to meet with donors, creating connections outside of the local areas.
- The majority of funding has been shifting so where it used to be 80% of funding coming from 20% of donors, it has now become 95% of funding coming from 5% of donors. Looking to expand this giving base, including a faculty and staff giving campaign, planned giving.
- Soon to be offering training for faculty and staff about how to help the university achieve its fundraising goals.

Officer Elections

Open Positions: Vice Chair, Secretary, Treasurer

Nominees: Tricia Strating (Vice Chair, Secretary, Treasurer); Nancy Sicalides-Tucker (Secretary); Dana Drummond (Vice Chair); and Erin Foster (Treasurer)

Nominees will complete a bio to be included in the ballot, to be administered via electronic survey.

All Staff Conference Follow-up

Enjoyed hearing how other councils work, but the goal (improving communication between UCSC and campus councils) was unclear so the format was difficult for some.

- Communication committee of UCSC has a big task ahead to find ways to address communication issues more effectively. Perhaps the role of the communications committee (and other committees) needs to be clarified.

Question about whether there is any value added from holding the All-Staff spring conference.

Possible Retreat Topics

- Revisit UCSC goals in concert with campus council goals
- Redefine the purpose and format of the All-Staff Spring Conference

OPE Policies under Review

Tuition benefit policy changes, Parental Leave

Campus Updates

Boulder:

- New officers elected for Boulder Campus Staff Council – including John McKee continuing as co-Chair, and Philip Bradley as Vice Chair. Sarah Douvres elected as co-Chair.
- Retreat scheduled for June
- An ad-hoc working group of faculty and staff produced a report of the tuition benefit at Boulder campus and recommended guidelines of changes to the benefit. BCSC accepted the document yesterday, but have not yet approved the recommendations of the group.

Colorado Springs

- Absent – no report

Denver | Anschutz

- EPA is voting for 3rd Quarter Let Your Light Shine awards
- Nominations for next year's EPA board are in process
- Staff Council holding retreat in June
- Staff Council elections held – 7-8 new people on the council; Deserae to continue as Chair
- CU Day at Elitch Gardens, Saturday June 21st – ticket price includes lunch

System

- Student Employee of the Semester award process revamped and turned out smoothly
- Retreat on Friday, June 13th
- Bike to Work

Office of Information Security, Dan Jones

Three new policies to be introduced, currently in draft form:

1. Use of IT. The last update was in 2000, and the goal was to update for regulatory changes. These include preservation of electronic formats for legal discovery and open records. It's unlikely it will be introduced for this policy cycle.
2. Use of Electronic Communications. The last update was in 1997. Two significant changes: shift from use of email to use of electronic communications, and setting expectations for mass official communications. Need to institute exceptions process for outsourced communication sources.
3. Use of Electronic Signatures and Transactions. Updating policy to support paperless initiatives.

Meeting adjourned at 1:45 pm.