



**System Staff Council**

May 8, 2012

1:00 – 3:00 p.m.

1800 Grant Street, Denver Conference Room

**Meeting Minutes**

**Attending**

Judy Anderson, University Counsel  
Leo Balaban, University Information Systems  
Buffy Garrier, Procurement Services Center  
Lexie Kelly, University Treasurer  
Tracy Miles, University Information Systems (via telephone)  
David Pierce, University Controller  
David Poticha, Technology Transfer (via telephone)  
Teena Shepperson-Turner, Risk Management  
Tricia Strating, Employee and Information Services

**Not Attending:**

Cordelia Angel, Procurement Services Center  
Lisa Landis, Human Resources  
Debbie Martin, Internal Audit

**Approval of the Agenda**

*Moved* by Judy Anderson, *seconded* by Teena Shepperson-Turner to approve the May 8, 2012 agenda. The motion passed unanimously.

**Approval of the Previous Month's Minutes**

*Moved* by Teena Shepperson-Turner, *seconded* by Leo Balaban to approve the April 10, 2012 minutes as written. The motion passed unanimously.

**Treasurer's Report – Lexie Kelly**

Lexie Kelly reported that the speedtype ending in 4391 has a balance of \$52.65 and the speedtype ending in 8136 has a balance of \$867.73. The rental of Chautauqua for the June 8 planning retreat will cost \$350. Breakfast for the retreat will be continental from Whole Foods and we are estimating \$10 per person for lunch at the lodge.

*Moved* by Judy Anderson, *seconded* by Leo Balaban to approve the budget. The motion passed unanimously.

**Chair's Report – David Pierce**

David Pierce met with VP Leonard Dinegar on May 2 and discussed the following items:

1. As noted in an email from President Benson, the Board of Regents recently voted to approve a 2% salary pool for faculty and exempt staff. Under the salary plan, exempt

professionals earning less than \$100,000 are eligible for merit raises. Exempt professionals earning between \$100,000 and \$175,000 are eligible for merit increases of no more than \$2,000. Exempt professionals earning more than \$175,000 are not eligible for an increase. Classified staff will also see an increase in their net pay because the Colorado legislature allowed the 2.5% shift in PERA contributions from employer to employee to expire. Additionally, classified employees on the state Kaiser plan will now be shifting to the CU Kaiser plan resulting in substantial savings in health plan costs for many of these employees.

2. The staff appreciation event will be hosted at the President's ranch on July 21. This year's event will be hosted exclusively by the President's office but SSC has offered to help with check in and other miscellaneous tasks as needed. It was decided that SSC would co-host (and co-pay) for this event every other year.
3. Leonard expressed interest in having a spring cleaning day to identify surplus equipment within departments. Someone from each group will need to put together a master list of equipment that will be published and other people can look at and decide if they want to take the equipment. At the end of the day, whatever is left would be combined and sent to Boulder Property Services for disposal. Leo suggested that the each floor have a designated time for people to view the equipment so that the coordinator is not overwhelmed. Lexie suggested that people use the Facilities Management template to save time and so that everyone has the same information about what is available. Leonard will draft an email explaining how the spring cleaning event will work, and he would like David and SSC to review it to make sure it has covered all of our concerns.
4. Leonard agreed to give \$250 toward an outstanding student employee award to include two \$100 awards and \$50 for plaques. These awards will be given during the annual employee of the year event. Leonard asked that the criteria for nominating and winning be simple and asked for volunteers to draft the criteria. This topic will be discussed further at the planning retreat on June 8.
5. Leonard suggested that David meet with Jill Pollock to discuss succession planning, specifically related to retirees. Succession planning had been a topic discussed by the Task Force on Efficiency but was then dropped. David will ask Jill if she would talk about this at the planning retreat.
6. Most personal space heaters made today are appropriate to have in your office as long as they have an automatic turn off and you don't set it directly on the carpet.
7. Leonard also suggested that David talk with Jill Pollock about the issue of some people not having the ability to leave their desk for lunch. Leonard said it could be a coverage issue, but if they aren't being allowed to take a lunch break, then that's a problem that should be addressed.

**Office of University Controller – Fran Chapman, Financial Systems Compliance Specialist**

Fran Chapman from the Office of University Controller spoke about the CU Shared Practices (CUSP) program. CUSP was developed to encourage creativity and to reward people who come up with innovative ideas, best practices or efficiency improvements. If an idea is implemented the

employee or group may be awarded a cash award between \$500 and \$2000 based on the potential impact of the idea. The CUSP website is also a useful forum for others who might want to try new ideas in their dept. The deadline for submitting an idea is the end of the fiscal year. The CUSP website is [www.cu.edu/controller/initiatives/cusp/](http://www.cu.edu/controller/initiatives/cusp/).

#### **Office of Policy and Efficiency Update – VP Leonard Dinegar**

Senior VP Leonard Dinegar gave an update on the Office of Policy and Efficiency. Policies are typically updated at one of two times each year – January 1 and July 1. This last year, there were several policies that were challenging or handled in the off-cycle. CU currently has 93 policies, down from over 200 when OPE was created. There are several policies currently under review for the July 1 cycle including two in Academic Affairs related to grants and sabbaticals, two in Budget and Finance related to military tuition, the sexual harassment policy and the facilities usage policy. Leonard said that the President’s Task Force on Efficiency also plans to meet for a half-day retreat in the fall to identify and determine fixes for bothersome policies.

Leo asked which policy areas is CU exempt from the state? Leonard said if CU has its own policy or rule, we do not need to follow the state’s policies in those areas. However, we do have to follow any state statutes. He suggested that Lisa Landis could comment on how many of the state personnel rules apply to CU employees.

#### **UCSC – Teena Shepperson-Turner**

Teena reported on the following items from the recent UCSC meeting:

1. April 13 was the all staff retreat and service excellence awards were given to one person from each campus.
2. Carla Johnson, chair, gave an update on recent Regent activity including voting to approve a 2% compensation pool.
3. Boulder Staff Council had their staff appreciation lunch in March and they have committees looking into PERA retirees and parking for staff.
4. UCCS Staff Council has been having discussions with their staff about the upcoming lease with Memorial Hospital in Colorado Springs.
5. All the executive positions on UCSC are up for election.
6. There was discussion about classified staff feeling disenfranchised when exempt employees continue to get salary increases.

Discussion items for Leonard:

1. Leo Balaban – It would be nice if managers could get some coaching or live manager-training sessions.

#### **Communication Report – David Pierce**

The website is up to date.

#### **Events Report – David Pierce**

The SSC appreciation luncheon for supervisors and helpers was held on April 26 and everything went well.

The annual planning retreat will be held at Chautauqua Park in Boulder on June 8. Lunch will be at their venue and we just have to decide what to do for breakfast.

**Outreach Report – David Pierce**

David is working on a list of volunteering options that will allow more staff involvement and options.

**Announcements**

Open Enrollment is open now and will close on Friday, May 25, 2012.

The meeting was adjourned at 3:00 p.m.