



# University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

## System Staff Council

November 13, 2012

1:00 – 3:00 p.m.

1800 Grant Street, Denver Conference Room

## Meeting Minutes

### Attending:

Judy Anderson, University Counsel  
Leo Balaban, Office of Information Security  
Lisa Carr, University Information Systems  
Darren Chavez, Academic Affairs  
Jim Dages, Payroll and Benefit Services  
Lexie Kelly, University Treasurer  
Lisa Landis, Human Resources  
Debbie Martin, Internal Audit  
David Pierce, University Controller  
David Poticha, Technology Transfer  
Nancy Sicalides-Tucker, Payroll and Benefit Services  
Tricia Strating, Employee and Information Services  
Lisa Vallad, University Controller

### Absent:

Nora Sandoval, Budget and Finance  
Teena Shepperson-Turner, Risk Management  
Rana Silver, University Information Systems

### Guests:

Jill Pollock, Vice President, Employee and Information Services  
Cary Ihme, University Council  
Normany Roden, Office of University Controller

### Approval of the Agenda

*Moved* by Judy Anderson, *seconded* by Leo Balaban to approve the November 13, 2012 agenda. The motion passed unanimously.

### Approval of Previous Month's Minutes

The September and October minutes will be approved by consent as distributed unless there are substantive changes made within seven days. If there are substantive changes, the minutes will be redistributed. If there are only minor or typographical changes, the minutes will be silently corrected and stand as approved.

### Treasurer's Report – Lexie Kelly

The President's employee of the year award event expenses came in under budget so we were able to reallocate \$75 to administrative costs, \$200 for the annual goal-setting retreat in 2013 and \$100 for the brown bag lunch series. The amount spent to bring Dr. Tom Noel

for the October brown bag lunch was \$117.65. SSC members discussed whether or not future speakers should be paid honorariums and/or travel expenses and it was decided that they should not. All future speakers need to donate their time and travel.

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

### **Chair's Report – Debbie Martin**

Debbie Martin reported on several items that were discussed with VP Leonard Dinegar at their monthly meeting.

1. Staff Appreciation – Leonard would prefer that the \$2000 budgeted for staff appreciation be used for that purpose instead of using it for the military families toy drive. Leo Balaban will begin working on some ideas for a staff appreciation event and plans to send a survey to get an idea of the kinds of events people prefer.
2. Trash cans – Trash cans for the perimeter of 1800 Grant near the picnic tables have been ordered but may not arrive until spring.
3. Security at 1800 - We are getting a security guard for the front desk and s/he will be an employee of Centennial Realty. Details on the security protocols that will be enforced and a start date for the guard are not yet known.
4. OPE survey results – Dan Montez is compiling the 1800 Grant OPE survey results. He will talk to SSC about the major categories and next steps at the January meeting.
5. Basketball game – The basketball game staff appreciation event of UCCS versus School of Mines will be in January.
6. Security training - Anschutz campus police are going to offer security training for system administration employees. More details to come later.

### **Guest Speaker – Vice President Jill Pollock**

Vice President Jill Pollock spoke to the group about some topics that had come up at the planning retreat in June.

1. Manager training – Employee Learning and Development has developed a Community of Practice training series for mid-level supervisors and managers at system administration. The topics for these classes will include 1) the role of the manager, 2) three levels of listening and managing effective meetings, 3) work-life balance, 4) wellness, 5) the nuts and bolts of performance management, 6) giving feedback, 7) managing conflict, 8) fiscal awareness, 9) recognition and motivation, 10) diversity and inclusion and 11) best practices. The classes meet every third Wednesday of the month from 8:00-9:00 a.m. and are open to all supervisors.
2. Compensation project for officers and exempt professionals (OEP)– All OEPs now have new job titles and families. The next step in the process is to research comparative salary data and make recommendations to ensure that compensation is fair and consistent.
3. Unit/Program Review – This year unit reviews are being conducted for PBS, Risk Management and the Office of General Council. These reviews analyze how the various aspects of each entity functions and look for areas of improvement. Jill has also asked that they look at the broader aspects of the HR function for effectiveness.
4. Exercise Room for 1800 – The vice presidents have asked an architect to look into how best to structure and utilize all the space in 1800 Grant. Included in that assessment will be options for showers and an exercise room. Costs will have to be considered before anything can be finalized.

5. Health plan premiums – A question was posed: with the acquisition of Poudre Valley and Memorial by University of Colorado Health (UCH), will the addition of these new employees affect the health premiums that CU employees must pay? Jill responded that we are still not sure but will figure by next spring. Poudre Valley employees become UCH employees next July and Memorial Hospital employees became employees of UCH in October.
6. Humor workshops – Lisa Landis noted that system administration had a group here several years ago that conducted humor-related workshops and she could look into bringing them again.
7. Succession Planning – Jill discussed initiatives to look at retirees and succession planning in a more systematic way and noted that CU plans to be more intentional in our usage of working retirees. Occasions when using a working retiree is acceptable include: 1) mentoring an upcoming employee, 2) if the project is unique and non-recurring (project-based) or 3) where the job itself is not full-time. Over the long-term, we need to have employees who are not retirees moving into those positions.
8. Governor's budget proposals – Governor Hickenlooper has proposed a 1.5% cost of living adjustment allowance for all state classified employees and possibly a merit increase depending on one's placement within their salary range. All proposals must be reviewed and voted on by the legislature before they are considered final.

### **UCSC Update – Tricia Strating**

Tricia Strating provided a handout that highlights the three most recent UCSC meetings.

#### **10/4–5/12 Retreat in Breckenridge**

1. BCSC expressed concerns that their campus resolutions are not being heard.
2. Determined the top two priorities of UCSC
  - a. #1 priority – Education (self-education of campus/university issues)
  - b. #2 priority – disseminate credible information
3. Met with the campus HR directors and had small group discussions focused on identifying ways to strengthen communication and achieve positive outcomes for staff.
4. Susan Connors from UC Denver, The Evaluation Center gave a presentation on how to construct an effective survey
5. Jill Pollock presentation
  - a. Tuition Benefit policy is being reviewed again. Would like suggestions for improvement from UCSC by end of November
  - b. Health Review Panel – email was sent requesting suggested changes to the CU health plans. Due by October 26
  - c. Discussed the compensation project
  - d. Succession Planning – attempting to be more intentional, use existing talents, add competencies through training and mentoring
  - e. Wellness programs – looking into programs and memberships that involve movement (24 Hour Fitness, Rec Centers, etc.) Email Jill any programs or centers that offer discounts to CU employees

#### **Meeting in Boulder 10/18/12**

1. Resolutions –

- a. Stephanie spoke with Patrick O'Rourke about how to handle resolutions from the campuses and from UCSC
  - b. Regents only want to address the big issues, not tasks
  - c. Campuses can pass resolutions that would be submitted to UCSC for consideration by all campuses. If all campuses agree, UCSC can pass its own resolution that would be presented to Regents. Individual campuses should NOT forward their own resolutions to the Regents.
  - d. Make sure our campus leadership are "on board" with our issues
  - e. You definitely don't want to send something to the Regents that would not pass
  - f. If not a resolution but still big news, let UCSC chair know so that she can include it in the written or oral report she gives to Regents.
  - g. All UCSC resolutions need to be vetted at the campus level before being voted on.
2. Lisa Landis - System HR update
    - a. State classified pay
    - b. Amendment S
    - c. Performance Management System – compensation project
3. UCSC Priorities Discussion
    - a. Important to disseminate information from UCSC back to campus councils
    - b. Important for all UCSC reps to attend every meeting
    - c. Important to allot enough time at campus meetings to discuss what is happening at UCSC
4. UCSC Service Project
    - a. Discuss at campuses what might be a good service project for all campuses to work on together for next year.

### **Meeting in Colorado Springs – 11/8/12**

1. Discussed tuition benefit policy. All of the campus councils need to get a list of ideas for changes or improvements to Stephanie Hanenberg by November 16. Include all ideas, regardless of cost or practicality.
2. Salary increase for classified employees
  - a. In light of the recent letter from the Governor regarding proposed salary increases to be included in the budget bill next session, UCSC will hold-off on passing any resolutions regarding classified salaries until possibly next spring
3. Legislative Update by Kirsten Schuchman, Government Relations
  - a. The Governor has requested an increase of \$37 million for higher education for operating expenses and financial aid
  - b. Govt Relations will continue to work on flexibility legislation for facilities upgrades, etc
  - c. Will likely see some gun bills in 2013
  - d. Asset bill – to provide instate tuition for undocumented students
  - e. Civil Union bill
4. Update from Jill Pollock

- a. Discussed the letter from Kathy Nesbitt to Governor Hickenlooper requesting a cost of living adjustment (COLA) for classified employees. It is only a proposal and must still be approved in the 2013 long bill. Many aspects of the proposals in the letter could change before it is approved.
- b. Discussed the Talent Agenda which was effective 9/1/12 and Amendment S which was approved by voters and will take effect 1/1/13

### **Communications Committee Update – Tricia Strating**

Tricia Strating reported that the SSC website has been updated to include new pages and designs for several of the webpages, including 1) the Meetings page which now includes links to the agenda and minutes, 2) the Awards page now shows descriptions and past winners for the President's Employee of the Year Award and the Service Excellence Award, 3) the Scrapbook page now includes a link to all photos on Flickr, and 4) a temporary Calendar of Events page which will be updated to be a live calendar once the new website changes rollout in 2013. Tricia will check with Travis Chillemi or Jon Arnold to see if SSC can be in the first round of upgrades for the new CU website design.

Tricia also reported that we have received positive feedback on the new SSC stationery for email communications.

### **Events Committee Update – Debbie Martin**

Debbie Martin reported that we have received lots of positive feedback on the recent President's Employee of the Year award reception. She also reported that the President's office is planning and handling all logistics for the progressive potluck and turkey giveaway on December 5.

### **Outreach Committee – David Pierce**

David Pierce reported that the toy drive for Buckley AFB is underway. Buckley will invite its own media and we are inviting local news stations to attend. We have ornaments for 100 kids. Bob Weir has volunteered to be Santa and we will need to rent a costume for him. We are still waiting on a confirmation for Chip to attend. The holiday party will be held on December 7 in the 5<sup>th</sup> floor conference room. A reminder email about taking the ornaments will be sent at least once per week until they are gone.

### **Use of SSC branded stationery**

After some discussion about the pros and cons of using the branded SSC Outlook template for use on email communications, Debbie Martin called for an informal vote to determine if the branded stationery should be used for all future SSC emails regardless of the topic. The vote was ten in favor, two opposed and one abstention.

### **Tuition Reimbursement Suggestions:**

Leo Balaban reported that we received 77 responses to the survey to system administration employees on the topic of the tuition benefit. The majority of respondents are concerned about the current policy and think it is an important benefit to keep for employees and dependents. Some of the suggestions for improving the policy include:

1. More than 9 credit hours
2. Allow sign-up during open enrollment
3. Willing to pay a discounted tuition rate if have the ability to register early
4. Needs to be an online process – streamline
5. Offer an alternative – some classes are very popular and some would rather pay or pay partial

Debbie Martin asked council members to review the survey results and email her any additional ideas or suggestions you've received. Please email her no later than November 14.

Cary Ihme offered an additional suggestion to create a tuition pool or scholarship where employees can donate their unused credits to other employees or dependents.

Lisa Landis shared some of the IRS tax implications related to the tuition benefit:

1. IRS Section 127 related to educational assistance sunsets on Dec 31.
2. IRS Section 127 also allows for no tax on dependent assistant for undergraduate courses only. Graduate courses taken by a dependent using the benefit would be taxable to the employee. CU could offer this as an option but our current HRMS system is incapable of processing those taxes.
3. Every employee can have up to \$9100 in a tuition benefit tax-free for both undergraduate and graduate courses.
4. Each campus handles their finances different. UCCS pays the tuition out of a benefit pool for employees and dependents. Boulder and Denver do not have a funding pool and the implication is that you are taking up a potential paying seat in the classroom.

### **2013 Meeting Schedule**

The 2013 proposed meeting schedule for SSC was briefly reviewed. *Moved* by Judy Anderson, *seconded* by David Pierce to approve the 2013 schedule as published. The motion passed unanimously.

### **Discussion items for VP Dinegar**

1. Can we bring in a vendor and have a personal shredding day?
2. Can we offer a recycling program for employees to bring in personal computers for recycling?
3. Email any other items to Debbie.

The meeting was adjourned at 3:30 p.m.