

Agenda
University of Colorado Staff Council
January 11, 2007

UCDHSC – Denver campus
Lawrence Street Center 14th Floor, Alumni Conference Room

Roll call/Introductions

Pat Beals Moore, Mary Ulibarri, Frances Munoz, Joyce Holliday, Susan Barney Jones, Audrey Newman, Velma Parker, David Pierce, Dallas Jensen (instead of Gail), Shari Patterson, R L Widman, Anne Costain, Jane Muller, Laura Lee, Sue Sethney, Mark Augustine, Kevin Jacobs

Consideration of Minutes for Approval

September 14, October 5, November 9, December 7

Still not a quorum, delayed to next meeting, including this meeting

Chair's Report

- Pat has a meeting with VP sweet to discuss broadening the Emerging Leaders Program to include more staff.
- Three new Regents will be at first board meeting and the new format for the meetings will begin.
- Yesterday the President's Executive Committee IT Security Policy Suite was presented as ready for issuance. Didn't hear any objections. It will require system wide training via Black Board. It will be kind of a general understanding of does and don'ts related to security for electronic data.
- Over the break there was a meeting with Dallas and Sean and Pat T to look at a policy being developed related to exempts. It's not ready for distribution yet, it's going to the VP's for review.
 - Anne said it went to the VPs for review this Tuesday morning, and they were generally favorable to the policy which would be an administrative policy about how salaries and ranges.
 - They asked for two changes to the policy and Anne will send the details to the policy study group. Also they wanted a definition on market conditions, which includes the salary that the individual being recommended is documented with what the person currently is making and what they have been offered elsewhere.

Kevin Jacobs, UCDHSC HR Director

- We have been spending most of our time in the last 6 months with the simultaneous implementation of projects across the system. They have been using recruitment module from PeopleSoft so they needed to move to a system a little more modern to gather the same kinds of data, and make it more user friendly by users. This saved having staff have to manually enter application information. They can provide specific access to search committees.
- Mandatory supervisor training of managers of classified staff, it has gone very well for them. They had already implemented the Rules Course, and Sexual Harassment and

Discrimination Training. With help of LBI they have a reporting mechanism to identify who has not completed this mandatory training.

- Professional Exempt Compensation Strategy – they have been doing considerable analysis and documentation in the past so they are head of this. It's an important measure of internal equity.
- Through consolidation they have spent the last few years with a major external function. This year they were spending more time refocusing on staff that internal procedures and professional development needs are adequate for staff. They are creating opportunities to promote from within the organization. Doing succession planning.
- Major issues – the legislature comes back – performance planning moving from four levels to three levels. It hasn't been implemented yet and they have a new executive director.
- Watching how performance pay is moved through the legislature.
- There were some issues around job evaluation, department personnel had invited them in discussions of if this system is working for them.
- Snow – they were closed like everyone else, they made decision that employees that had requested leave, would not be charged for that leave. It's the first time this issue has come up and a specific policy was not addressed in the past, so they are studying what circumstances need to be addressed in these situations.
- Sue asked - she had surgery scheduled, they cancelled it, Kevin said no, you do not have to use any of your sick leave either. Kevin said they allow people rightfully so to amend your leave request. There are still people working. Thought it was arbitrary to request that anyone who had previously requested leave to request to rescind it. There were too many people making decisions across the campuses that we not consistent and he thought there was a need to make a consistent decision and policy regarding this.
- Audrey discussed the different CU Denver and HSC campuses having different closing times, which is confusing during the closures since they are all supposed to be consolidated. Kevin said that closure will strictly be location based, as situations causing closures can differ on locations. The expectation is that you will follow procedures for your regular place of work, regardless of if you were supposed to be at that location that particular day. However, individual supervisor discretion is allowed and an alternate work location may be provided.
- Dallas would love to see a consistency of the name of the institution used throughout so if you are watching the list of closures, you can anticipate when your particular campus will be listed or not. Problems such as H for Health Science Center, or U for University of Colorado, HSC campus, etc. Kevin said that PR is aware of this problem. The good news is that we have the info line. We didn't put it very well on our web site. Channel 9 just said University of Colorado, and didn't specify when it meant only Boulder and not the Denver campuses. Snow days are one of the most difficult things to manage from his position.
- Sue said they have implemented a phone tree and she receives a phone call by 6:00 am. The other thing is that they also send out a broadcast message on everyone's phone, and have a number to call to hear a recording to see if it closes. Kevin said they are trying to consider all of these things in the scope of the consolidation. They have found a phone tree hasn't been very good at being followed.
- Frances wondered why they waited so long to close the office. Some people at work weren't even notified that it closed. Many staff members had accidents, hotel bills, spent two nights getting home and it put people's lives in danger. Dallas asked why when the

governor called a state of emergency, yet we didn't close that day. So why don't we follow the governor's lead? Kevin said it's a tough call.

- Audrey said she was going to ask the chancellor directly, during the first storm everyone had to schlep in even though we knew it was coming; why can't we be more proactive when you hear a weather forecast; wouldn't it make sense to be more proactive? Why can't they make the decisions sooner? She decided she just won't come in if the chancellor doesn't elect to close.
- Mary asked if there are only specific positions in the pilot program identified for promotion possibilities. DPA said they had some latitude with administrative assts, program asst, acct techs. The definition of authority hasn't been limited to one staff position only. They encourage people to update their PDQs often and review for upgrades.
- Mary asked if you can still have a desk audit. Kevin said you always have that right at any time to have your position reviewed. Kevin said in 1993 it moved from 'desk audit' to review of PDQs. They do that by panel review, done every week, and reports come out.
- Audrey said in relation to that, she has heard two different things; do you personally have to request the review or does the supervisor have to instigate this review? She has heard that also some people couldn't request the review because the appointing authority refused to sign off on the review. Kevin said that is not right. The employee has a right to know what their job description is, and to have their job duties reviewed. The appointing authority has the ability to change the duties, but they can not say they will not allow a review. Audrey asked what to do if the appointing authority refuses to do it, what can you do? Kevin said then you would need that appointing authority to write up what he thinks your job duties are then. Kevin said he has not seen one grievance on this campus in the past six years because maybe employees are not aware of their rights.
- Mary asked about this next evaluation period, if the evaluation forms will be utilized beginning this next period beginning March, he said they will.

Treasurer's Report

- There is a balance of \$16, 360.65 in Operating Expense, and a balance of \$3750.10 in travel. We spent 347.65 from operating and \$184.74 from travel.

Unfinished Business

- Audrey asked if the \$1000 for employee recognition was affected by Amendment 41, Pat said she has submitted that question to Legal. Pat is hesitant about announcing it and then pulling it, and will check next week to see if they have an idea of if we can proceed.
- Talked about forming an employee recognition committee, Mary hasn't gotten to that yet. She has people who have provided her with some information. Sue is also on this committee. Frances will also help. Audrey can help out by email. Mary asked to put her on the agenda for next month for an update.
- Pat said if you hear of any other questions regarding Amendment 41, please let Pat know and she can get them to legal council as they come up. The purpose of the amendment is supposed to prevent an exchange of money in anticipation of a future action.

- Pat submitted to Legal, is the \$1000 reward allowed, is the meal allowed? When is this amendment in effect? David heard the amendment is not going to be clarified by the courts, and so it is open to interpretations until tested by the courts. RL Widman said she can't believe this has happened, and apparently the legislature is not going to even address these questions, this is so insulting to us. It's very distressing and insulting that we have to cope with this. Just leaving it to the authors "intent" is too open. Anne said that Charlie said it does seem to cover fellowships and scholarships, and even people that CU hired as consultants, it may be affecting their kids even if it is out of the state. So if they are hired as a consultant, they are considered an employee of the state, and they may not be allowed to accept a scholarship for any public institution. The people who are appointed to this ethics board for evaluations, are the very people who this amendment was intended to oversee. Pat also asked, many employees have 2nd jobs, does this include these funds? Dallas asked if it also included Christmas gifts. Does the amendment now place a restriction on the employees spouses gifts? Is it ok to accept a scholarship that enforces future enforcement, such as GPA requirements?

New Business

Campus Closure Policies & Procedures

- Is there anything in addition to what was covered by Kevin already? David commented he is part of System, but they are housed in Boulder, and they were having finals. So they follow what happens with the Boulder campus. They decided earlier to close, and had to take vacation time to do that. He was stuck in traffic for six hours.
- Officially, the Chancellor or the President could decide as the overall appointing authority for everybody. What system has done is based on their specific location.
- Anne said that the 18th and Grant office is based on Auraria, which is typically closed between Christmas and New Years, so they had to go by HSC. One of the days of the storm President Brown said he was uncomfortable with HSC decision. So he closed us, while HSC was still open. Paul said it was the President's decision.
- Frances said it really feels like a lack of concern for people's safety and a lot of people lost financially also. Seems like a complete disregard for the employees.
- RL said she has been here 31 years. The closure policy at Boulder used to be if they couldn't plow out the staff parking before 6:00, then it didn't open regardless if students couldn't make it. RL said they need to examine the changing demographics of where people live. She called Dr Bynny one time from a Boulder bus when it was sliding all over and said the campus needs to be closed, but he didn't and she considers him a compassionate person. She said they have a lot of upset personnel over this latest situation. She asked Anne if it is a possibility that system take a good hard look at closing policies. Anne said Leonard is the person to take these concerns to, and they also would request that Pat take this to the Regents.
- RL Widman said Boulder figured it out, Barb Todd and the persons who took charge figured it out and still made it happen on the Boulder campus. They continued to get the grade sheets collected and processed. They moved the graduation ceremony and video broadcast it. Pat will compose something to Leonard and the chancellors from this group to review the policies of closure given the changes of commutes and safety.
- Frances asked if someone was killed on the drive home from work, would CU be responsible? No, not legally, but yes morally.

- The Board of Regents meets next week and Pat would like some suggestions for topics. Amendment 41 is one that is ok now since the election is past. Mary said to ask how could we reverse amendment 41; is it possible? We can't lobby. Frances suggested we all write to our legislators to clarify it, not necessarily reverse it. Dallas thinks that the Regents should be communicating with the legislature that we need clarification so we can codify and make more reasonable assumptions to what this entails. Second suggestion to address with the Regents - the snow and closures.
- New business, personal concern about how this board is going to hold up because we haven't had a quorum since August. Quorum is 1 from each campus and 10 voting members present. Bylaws say right now, shall consist of 3 representatives and one alternate from each campus. How do we consider who is an alternate? What is the current status of vacancies on each campus? Shari feels this is an ongoing problem that exists each month. What is the circumstance for the HSC and Denver campuses? Mary said Ode is going to be off, based on their bylaws, as he never attends meetings. Paul Wyles can't make it due to conflicting meeting schedules. Shari asked is it the job of each staff council to make sure it's representatives be here? We need recruitment to get our members to come here. Until the workloads are addressed at the top, such as Hank sending letters to the supervisors. Bottom line is you still have to get your job completed and covered. Shari is looking for a solution, not looking to add to the problems. Do we need to review our bylaws? RL said they got a call in capability for the faculty council to do a meeting and carry on. Although it was very expensive. Dallas said he knows we can successfully set up video conferencing between the campuses. It is time we consider the option of having people be able to attend that way. Shari doesn't agree. She feels it is more personally effective to conduct these meetings in person. RL said that Boulder does not charge \$45 for the connection; they bill faculty council once a semester. Faculty council is using it for various committees. The increase of the willingness of the faculty to participate is worth the cost.
- Dallas said when the meeting is held in Boulder or Colorado Springs, it is a full day given the drive time, a full day of lost work.
- RL Widman said they made a policy decision to just hold all their committee meeting in Denver, since it is central to all campuses. It may not be the popular decision, but it's been the most productive decision.
- Shari asked for volunteers to be on the bylaw committee. They could meet electronically. David volunteered. Pat will work with David on this also.
- Pat fears we get alternates for alternates, and end up lacking consistency and continuity.
- Audrey has a request with a conflict with the faculty council budget committee meeting at the same time as this meeting. Asking to consider Feb 1 moved to Feb 8. RL has a meeting for faculty about tenure, which is a very important meeting which will involve all faculty. Too many other people have conflicts on the 8th.

Reports

Audrey reported:

- HSC Staff Council met on January 8. Chancellor Wilson was supposed to be the guest speaker but he had to cancel due to illness. I reported on Don Fowler's presentation to the Total Compensation Team regarding the new compensation/performance plan that was outlined in the Jeff Wells' article in the September/October issue of Stateline. Don said that the plan was presented to the JBC and it appears to be moving forward.

David Pierce reported:

- System Staff Council Report: Our January Meeting was held on Tuesday the 9th from 9:00am – 11:00am. The System Staff Council were invited to join the President and his Executive staff for the first half hour of our meeting to get answer's to questions and get up dates for System employees. This meeting with the President is scheduled for every other month in Denver at 1800 Grant. This time it was mostly a time for introductions and the President addressed out Council at the beginning.
- Ken McConnellogue is the Executive Director of Institutional Relations and he talked with us about communications System wide as well as the changing name of "System Administration".
- We will be having our second meet and greet on the 17th for UMS, AIS, Audit, Controller and Treasury. We will have hand outs and provide some lunch.
- We have started planning for the UCSC all staff council Conference. We picked a location at the Arvada Center and we are looking for speakers and entertainment. We were all handed a task list and assigned some tasks.
- We briefly discussed our System Staff Council Retreat and the employee Appreciation event.
- Next meeting is Tuesday Feb. 6, 2007 9am-11am at the UMS in Boulder.

Frances Munoz reported:

- Boulder Staff Council canceled the December meeting. However, the Elections committee worked on getting the 07-08 nomination forms out to all employees, including 554 professional exempt.
- Open forum was held on January 10, Sean Myers presented on CULink a new e-mail and calendaring system going on line this spring. Carolyn Proctor, Jobs at CU Project manager presented information on Jobs at CU which streamlines the university's recruitment process and makes it easier for faculty, staff, exempt and administrative applicants to locate and apply for positions.
- The blood drive will be held on February 12, 13, & 14 at UMC 235.
- The Spring Luncheon is scheduled for March 15, from 11:30 to 1:00 at UMC. The theme is Mardi Gras.
- The Outreach Committee is soliciting donations for the silent auction to benefit the Safehouse Progressive Alliance for Non Violence. Donated items will be auctioned at the 26th annual Chocolate Lovers Fling on Saturday, February 10, 2007 at the Glen Miller Ballroom.

Shari Patterson reported:

- We are in the process of planning for Staff Enrichment which will be held in March. Our treasurer is now PESA and we have to appoint someone else since our staff council is just classified and our exempt have their own organization. Our staff council has started going to each department on campus just to let staff know who we are and let them know they are appreciated. Our welcoming committee also tries to go greet each new employee at their workplace within two weeks of their hire.

We are having a campus forum conducted by our legal person, to explain Amendment 41. At our last staff council meeting the movie "Fish" was shown. It is about having fun on the

job and the importance of boosting employee morale. It will be the theme of our spring luncheon.

Mark Augustin - Retreat items follow-up:

DRAFT Mission Statement

To serve as a representative body and a liaison between the various staff governance organizations, the University leadership and the Board of Regents. To foster the exchange and dissemination of information and advocate for the principles, positions and activities of the staff to the University leadership, government officials, students, faculty and the public.

Item	Description	Status	Est. Date
1.	Mark will send the HR Recognition Program to Pat to send out to the group.	Completed	
2.	Mark will send the Supervisors Guide to Motivating Employees to Pat to send out to the group.	Completed	
3.	The by-laws will be updated by Pat/David	Pending	
4.	Website a. Clean up the mission statement, get it posted on the UCSC Website b. Make sure that there's a working link to and from each campus staff council website c. Update the UCSC committees list and post them on the web-site d. Talk with the web communications group to insure UCSC website is accessible and more visible from the President's website e. Create an "Awards" button on the web-site	Pending	
4.	Ask Mark to an executive committee meeting to complete a vision for UCSC	Mark and Pat will develop and update with member input	
5.	UCSC will form a "Reward and Recognition" committee to identify system-wide opportunities (e.g., Emerging Leaders Program ,University Perspective Program) (10 votes) a. Take back the information from retreat (HR Recognition program, Supervisor guide to motivating employees) and	Audrey, Velma, Sue and Mary have formed the committee	

	<p>share with respective campus staff councils.</p> <p>b. Hold departmental “Meet and Greet”</p> <p>c. Include staff members in the Silver and Gold Record’s “People on Campus” section.</p> <p>d. System Administration – Staff appreciation committee.</p> <p>e. Identify system-wide award</p> <p>f. Emerging Leaders Program – Include more classified staff. This program helps build faculty and staff relations.</p>	Pat will meet with Charlie	
6.	Work with the University Leadership to insure staff involvement with Strategic Planning efforts at each campus.	By Campus – Boulder currently underway	
7.	Invite Mark back at mid-year to review goals, determine where we are as a group and revise issues.	Completed	
8.	<p>Monitor Legislation that will impact staff this session</p> <p>a. Specific to amendment 41 – pull in speakers from both sides of the issue.</p> <p>b. Continue to monitor the impact of SB 7</p>	<p>Ongoing</p> <p>Pat will request report from DPA & each campus</p>	
9.	<p>Review and comment on recommendations from the “Personnel Review Task Force”. (5 votes)</p> <p>a. Invite Pam Shockley to the next meeting.</p> <p>b. Invite Leonard Dinegar to a future meeting</p>	<p>Completed</p> <p>Pending</p>	
10.	Develop and provide training for new representatives on the committee. Identify themes.	Each campus should develop their own.	
11.	Develop a communication plan for issues that are system-wide.	Talk with S & G Reporters	
12.	<p>To increase visibility, conduct joint meetings with other campus staff councils, identify joint programs, trainings (e.g., How to be an advocate)</p> <p>Open the UCSC meetings to the entire campuses – Send out agenda a head of time. Make the content of meetings relevant and substantive for staff members</p>	<p>Host campus will invite members from their campus SC’s to meeting w/ agenda.</p> <p>Concern is</p>	

	to attend. Get the minutes from the previous meeting out sooner.	room size, food	
13.	Increase advocacy of staff with Government officials	Individuals may send as a citizen, other issues should go through Pat	

Action Items Identified by the group

1. Mark will send the HR Recognition Program to Pat to send out to the group.
2. Mark will send the Supervisors Guide to Motivating Employees to Pat to send out to the group.
3. The by-laws will be updated by Pat/David -
4. Clean up the mission statement, get it posted on the UCSC Website.
5. Make sure that there's a working link to and from each campus staff council website.
6. Update the UCSC committees list and post them on the web-site.
7. Talk with the web communications group to insure UCSC website is accessible and more visible from the President's website.
8. Ask Mark to an executive committee meeting to complete a vision for UCSC.
9. Create an "Awards" button on the web-site.

Goals for 2006-2007 in priority order

2. UCSC will form a "Reward and Recognition" committee to identify system-wide opportunities (e.g., Emerging Leaders Program ,University Perspective Program) (10 votes)
 - a. Take back the information from retreat (HR Recognition program, Supervisor guide to motivating employees) and share with respective campus staff councils.
 - b. Hold departmental "Meet and Greet"
 - c. Include staff members in the Silver and Gold Record's "People on Campus" section.
 - d. Include recognition as a part of the Spring Conference.
 - e. Connect with Advisory board.
 - f. System Administration – Staff appreciation committee.
 - g. Identify system-wide awards.
3. Emerging Leaders Program – Include more classified staff. This program helps build faculty and staff relations. Perhaps create a separate program for staff? (9 votes)
4. Work with the University Leadership to insure staff involvement with Strategic Planning efforts at each campus. (9 votes)
5. Invite Mark back at mid-year to review goals, determine where we are as a group and revise issues. (6 votes)
6. Monitor Legislation that will impact staff this session (Ongoing goal) (6 votes)
 - a. Specific to amendment 41 – pull in speakers from both sides of the issue.
 - b. Continue to monitor the impact of SB 7
7. Review and comment on recommendations from the "Personnel Review Task Force". (5 votes)

- a. Pam Shockley will be at the next meeting.
- b. Invite Leonard Dinegar to a future meeting.
8. Develop and provide training for new representatives on the committee. Identify themes. (3 votes)
9. Develop a communication plan for issues that are system-wide. (1 vote)
10. To increase visibility, conduct joint meetings with other campus staff councils, identify joint programs, trainings (e.g., How to be an advocate). (1 vote)
11. Work to identify a “Signature event” for UCSC to increase visibility. (Depending on time and budget) (1 vote) Deleted
12. Open the UCSC meetings to the entire campuses – Send out agenda a head of time. Make the content of meetings relevant and substantive for staff members to attend. Get the minutes from the previous meeting out sooner. (0 votes)
13. Work to increase Professional Exempt representation on UCSC Deleted (0 votes)
14. Increase advocacy of staff with Government officials. (0 votes)

Conference updates

It will be held at the Arvada Center – theme is We are the “U in CU”

Working on speakers and entertainment right now.

Free parking.

What time do you want to schedule the award presentation – 11:30 to 12 is the awards to fit the Presidents and Chancellors schedules.

Exempt professional items:

Dallas reports: We met with Hank Brown, we tried to present why we have a professional exempt organization.

We met the DPA and PESA. And will meet with some from the Boulder campus to see if there is an interest in forming an organization since we are not part of the state personnel system.

There is no current provision for an employee to request a review of their salary.

Not trying to create cross purposes with the existing staff council, just want to be included at the table when decisions are made that concern us. There is no formal procedure for prof exempt to have the salary objected to.

Next meeting February 1, UCCS. Same building as last time, same room.

Adjournment