

## **Roll Call**

Pat Beals Moore, Jennifer Lalhous, David Pierce, Pat Testarmarta, Francis Munoz, Anne Costain, Whit Whitman, Shari Patterson, Debbie Lapioli, Audrey Newman, Velma Parker, Mary Ulibarri, Sue Sethney, Joyce Holliday, Alexis Kelly

## **Treasurer's report:**

Total balance \$20,856. Service Excellence Award, travel and remaining lunches still outstanding. If we do the survey for \$2200 it will come out of that too. The \$2200 rollforward cannot be used for any other purpose.

**SEA Nomination Reviews:** Debbie thanked the campus reps for getting together and assisting with putting the packets of nominations together and being their campus liaisons for this process.

- Discussion about enforcement of deadline
- Do people know they could resubmit nominations from last year? Debbie does send a certificate to all nominees and letters to the nominators. We could add to this letter to resubmit next year if they are not selected this year.
- Is there a keeper of past years nomination packets? Pat M. has some nominations from past years.

Nominations from each campus were reviewed and recipients selected.

Paul P will verify eligibility of the selected nominees. Once Debbie has heard back, she will contact the nominators to ask if they want to inform the recipient, or if they would like her to.

## **Professional Exempt Items:**

Whit –

- Salary-setting policy wording will state extraordinary event changed your job duties, to define salary changes. This is determined by the Chancellor.
- Audrey asked for clarification of how they determine salary, is there a structure like classified staff has.
- Whit said on his campus they are trying to clarify that and create policies.
- Shari clarified that what precipitated this was there was a big across-the-board salary increase for faculty and professional exempt staff midyear.
- Whit had not even heard about this issue in conjunction with the creation of a policy regarding salaries at UCCS.
- Anne said President Brown will be issuing a new administrative policy statement in mid-March. The campuses are anticipating release of this policy and instituting some of their own.
- Pat T said one trend she sees is more combining of job duties. This creates some salary savings.
- Audrey asked for more clarification, is it creating a new position in reality? Since they are changing the job duties of that person?
- Anne said yes, if they were both exempt positions, it would have to be re-exempted and go through review again with job duty changes.

- Mary asked if they do these combo jobs, do they take 60 hours a week to do these jobs instead of 40?
- That will depend on the manager and the delegation of some of those duties. Many of these positions are overtime exempt but are still expected to do their job duties.
- Audrey asked for clarification – can professional exempt get overtime pay? Anne said it depends on the position. Some professional exempts are eligible to receive overtime.
- Velma asked if you have two compressed jobs, and it happened in February, do you have to wait until the new evaluation period to get pay for it? Everyone said no.
- Audrey is hearing there are many exempts who are not being treated fairly.
- Whit stated he is new to all this, and is still learning to understand this system.

### **Reports:**

#### **UCB:**

- Pat said they decided to have their minutes done according to the university style recommendations since they are planning on creating a newsletter.
- The softball field was eliminated with the construction of the new park
- Tried to find a new UCSC rep
- Currently in the midst of an election and should know the new people by April 1<sup>st</sup>.
- Retreat scheduled for March 23 at the Flatirons Country Club. The staff council pays \$6 and the staff person pays \$5.
- End of May will be ice cream social.

#### **UCCS:**

- Debbie said last meeting Susan Szyrka came and talked, IT came to discuss upgrades and replacements of computers and to install Windows Vista.
- Hopefully by summer the campus can be wireless.
- Sustainability issues – Linda
- Planning – two staff council people went exempt, one was the vice president and the other one was the treasurer. Bylaws restrict to 2 elections per year, so these positions were nominated.
- Shari said the funding for HSC, the Chancellor said that was good for all of us, because it frees up money for other campuses.
- Strategic planning committee is doing community meetings, 3 are planned in the next month.
- Pat M said all campuses are doing strategic planning.

### **Downtown Denver:**

- Doing membership drive, closed yesterday at 5. Maybe 3 more new members and recruited 2 new members last month. So numbers are back up and making a come-back.
- Next week Friday, March 9, Rich Gonzales, the new Director of the Department of Personnel and Administration will be in the Science Building room 119 from 1:30 to 3:00.
- Next week on Tuesday is the new date for an open house previously scheduled for before Christmas holiday and that had been cancelled, 2:30 to 4:00.
- Mary – AMP (Academic Master Plan): The Denver campus is doing a faculty/staff distinguished award every two months modeled after the HSC program. Mary is pushing for the administration on the downtown Denver campus to provide funding for student help with staff council.
- Mary and Sue threw their hats in the ring again for staff council.
- Thelma and Mary on their way to get to State Wide Liaison Council in Ft Collins after today's meeting.
- They haven't been able to get another representative for UCSC.
- Anne said they are down in membership in TCT, out of discouragement of funding merit pay. Mary will do their best to get a representative from Denver.
- Having Roy Wilson and Mark Heckler at their next meeting.

Pat T asked, who is in charge of the All Staff Council Conference presentation from Boulder. UCSC reps can ask the Boulder chair to organize this, or the UCSC rep can do it. Pat M. would like for exempt groups to have a presentation too.

Anshutz:

- Last week's Silver & Gold had the latest meeting at which HB 1280 was discussed.
- HB \*\*\*\* - changes responsibility of State Personnel Board, very few hearings are granted these days. Even if you wanted to appeal to the Board and were granted a hearing, you can not be represented by a layperson; you have to have an attorney which is very costly. This bill would allow another possibility, by going to binding arbitration. You can be represented by anyone, employee organization representative, friend, etc. However certain things do fall under the purview of the State Personnel Board. Right now it's the appointing authority that has to make the final decision. Also will shorten the length of time it will take to reach a resolution.
- Kevin said he has a problem finding qualified people for positions, which Audrey felt was insulting. He felt like they had to train people, such as starting as a student worker and working your way up. Audrey said this is creating a work around in the classified system. Kevin acknowledged yes, the person would be the best qualified to get that position. Audrey said she knows someone who has a Masters in HR; would you now train this person? This is a classified person. Kevin said it's openly competitive. Audrey says sometimes student workers should apply outside, instead of inside that institution when they are out into the workforce. It takes away an open door for other qualified people. Shari is not sure she understands the problem with this system. Audrey likens it is to bringing

in temporary employees. It is like that person is already an incumbent in that position.

- Staff council meeting, is on a Friday, March 16 to have Chancellor Wilson to come.
- Also doing officer elections and committee elections at the next meeting.

**System:**

- Last meeting February 6, had a full agenda - talked about having an employee appreciation event, doing something like Habitat for Humanity or an event at Boulder reservoir
- Gave out certificates for staff recognition and having a reception for all the employees with 5 and 10 years of service.
- Did planning for All Staff Conference in April.
- Talked about retreat we are having May 6 and 7 at Peaceful Valley.
- Talked about having an excellent employee award, because system doesn't currently have anything like that – based on job performance.
- Having elections as well, allow for 15 members and have only about 10
- Next meeting is Tuesday downtown at 1800 Grant.
- The decision to move the Controller's Office is going to the Board of Regents on the 23<sup>rd</sup>.
- Mary asked if they have an employee luncheon or anything. They do not but instead try to do an event on a weekend or elsewhere because they are scattered across different locations.

**UBAB:**

- Meeting tomorrow morning looking at the goals that UBAB has for health care and what things will be priorities. This year will all the stuff you got letters about, it was an extraordinarily difficult year, and some people felt the priorities for UBAB were not met. They are looking at prioritization of what their purpose is. Send your concerns to Paul Wyles or Larry Drees.
- They are now preparing the RFP for the next cycle, because of some decisions that were made by different providers; it upset the range of choices that was available to offer to employees. Anne encourages communication with UBAB.

**TCT:**

- Audrey said they did the presentation about the rating scale, but didn't have in writing what their exact motion was. Anne and Audrey worked to reconstruct the motion. Anne took that to HPRG. They decided TCT group with the best informed group to make a recommendation.
- Right now they have a 400 point scale for employee evaluations. Bottom like said they have to start at 100, it all worked out exactly with the split, so each campus will be identical with the splits of the ratings.
- Sue Huang from DPA was there. She talked about how Rich Gonzales gave recommendation to give salary survey and performance pay increases. Sue gave some examples of what they are considering. Right now it looks like we will get

- the salary survey recommendations applied. Look like they will go with the model. Achievement pay will be a fixed percentage and a go into your base pay.
- They are planning on condensing level 2, 3 and 4, but the base building will all be the same percentage. *For example*, if it's 1% and your occupational group is 3% and you score a 2, 3 or 4; for those rated level 4 there will be an additional non-base building reward, which will be 2 times what ever that was.
  - This is going to be called achievement pay. Right now it is still out there.
  - It will no longer be done agency by agency. Everyone regardless of agency will get the same base pay increase. The bad news is that the pot will be the same. So basically what it means that the state is assuming the maximum of 20% of the people will be outstanding. If there are a higher number of outstanding ratings, their choices are layoffs or distribution.
  - They are trying to even the field so it is fair.
  - Audrey had a letter from Fitzgerald appointing her to the Total Compensation Advisory Committee. So send her anything you would like to be heard.
  - Debbie said it is demoralizing to say by possibly rewarding you for being an outstanding employee you could be laid off because of lack of funds for this.

**HRPG:** Nothing

**Search committee:** for VP and University Counsel will probably be next week.

**Old Business:**

- **Conference update:** Lexie is doing the reservations, send out to this council, the campus staff council presidents, Pat will distribute these. Needs RSVP number by April 20<sup>th</sup> with 8:30 start time. They have an agenda prepared and passed around copies.
- It will be 6901 Wadsworth Blvd, Arvada Center.
- They will have a game of campus trivia. Catherine Larkins will run that.
- From about 12:30 to 1:30 the CU Buffoons will perform.
- Any Regents coming? Jennifer hasn't heard back yet, but they have a charge to be out in the community more. Pat will send invitations to all of them.
- People need to bring 5 or 6 items for door prizes from each campus for the raffle.
- Pat asked if everyone is familiar with campus presentations. Shari is concerned that it goes kind of late. Will end at 3:00 and do raffles throughout the day.
- At the next staff council meetings everyone needs to get a count to give to Jennifer.

**New Business:**

- Officer elections are in April, so there needs to be an elections committee.
- What is involved - finding candidates for each position. Have the current position holders write a description of the duties.
- We are losing Debbie Lapioli due to changes in her job duties. And Pat probably can't, she is ready to step down. Chair is 2 year terms, VP and Treasurer have 1 year terms.

- Mary, Pat T, and David Pierce volunteer to be on the election committee, and then cannot be running for an office.
- Jennifer asked what the job duties are. Vice chair is to cover when chair isn't there and handling the Service Excellence Awards. In the past has been in charge of getting speakers.
- Chair is the key position. Pat's time is spent about 30 to 40 hours per month, so about a 25% commitment. Goes to President's Executive Committee, to review the Regents agenda. Attend HRPG, to review administrative policy statements, and other hr related things that would affect system administrative policies. HRPG is 2 hours once a month, in Denver. Working with staff council faculty council joint committee. Board of Regents, attends both Regent committee and board business meetings, with a slot on the agenda to report. There are now 6 meetings plus a retreat. Also a stipend of \$8000 to the chair's department to cover replacing the chair while out of their office to attend these duties. Chair is a member of the Silver & Gold Editorial Board, which meets twice a year and in emergencies.
- Suggestions – have a co-chair position; go to bi-monthly meetings. Is that even an option in the bylaws? Continuity of communication is key for our purpose.
- Jennifer recommends looking at the bylaws to see if a co-chair is possible.
- With the conference on April 20, in the past we have cancelled the April or May meeting. Chancellor Wilson is scheduled on May 3<sup>rd</sup>. Elections are in April. The officer terms start on July 1<sup>st</sup>. Shari makes a motion to keep the meetings as they are since we have business for both. Debbie seconds that motion. Discussion. Motion passed for meetings to remain the same.
- April meeting is at Health Sciences Center, May meeting is Downtown.
- David had a question for everyone. MC Gaisbauer is doing a policy on awards. The idea is to decrease the amount of the years of service awards to \$50 maximum. This is just the gift, does not count as the plaque, the certificate, etc. For example for 20 years they gave a key chain. Boulder gave pins. This is not retirement awards, just years of service. Patti Zike can send David what the pins cost. David would like items or contact names in writing sent to him, this week.
- Shari asked, we currently have a UBAB rep having trouble getting here. We used to have some good reports coming from there. We want someone who is making it to these meetings. At the very least it would be good to have a written report. Again, not making the minimum quorums for voting. Maybe we could do an electronic or voice conference report. Larry Drees is our other representative.

## **Adjourn**