

**UCSC Meeting**  
**June 7, 2007**

Roll Call: Pat Beals Moore, Shari Patterson, Jennifer Lahlou, Pat Testarmarta, Francis Munoz, Jane Muller, Mary Lou Kartis, Rose Johnson, Deanna Ely, Betsy Rodriguez, William Whitfield, Jack McCoy, Lexi Kelly, Audrey Newman, Velma Parker, Lisa Province, Sue Sethney, Mary Ulibarri, Leonard Dinegar, Kim Glasscock, Paul Pereles

**Jack McCoy: Presentation of the 5<sup>th</sup> new security policy**

- Broke into roles from top down for computer and information security
  - The fifth policy targets IT support personnel - IT Service Provider Policy
  - This APS is to outline the basic policies – it is to ensure the IT service provider is put into protection and that the resources are available, and meet regulations and laws
  - His job is to help advise each campuses security office
  - Lifecycle Management – to ensure when you purchase, design, implement, retire, that there is security procedures to follow down the whole life of the product
  - You need to manage the security, have data backups and you test the data backups – security of the backup data. Store in a secure place, locked up.
  - Access management - based on the premise to provide people with enough access to do their jobs but not more data than what they should have access to
  - Physical and environmental security – visitor logs, swipe cards, sprinklers and sprinklers located over computers, security of servers. Think about where we place and restrict access to items with data
  - Incident detection and reporting – daily monitoring of confirming security of data
  - Pat asked when you have a computer you are getting rid of, how do you ensure the data is completely removed; he said one way is a drill press, but for the campus they use data wiping software and the campus should have those available currently – this software over writes the data with garbage is how it covers it up
  - Jennifer asked how do these data breaches happen – Jack said usually a worm gets in the back door, some do it just to borrow your network for data space, illegally acquired music and movies
  - Pat asked if people hired in these positions are required to go through a background check. Jack said that is the campuses decision, but he would recommend it strongly
  - Audrey thought it made sense to run every person employed by the university on every campus ran through background checks. Betsey responded that there is a new background check policy that has more clearly laid out who and what positions will require background checks. It is requiring each campus to more clearly define their background check requirements and it is beginning July 1, 2007
  - John McD~~e~~vitt has gotten approval for several courses to train IT personnel in security, they are not real technical things, like the clean desk policy. This course ~~is~~ will be available online ~~and available any time by August 1, 2007.~~
  - The second course is for IT people to more clearly outline security policies
- The target date for becoming official is this August, it is still under review.

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### Leonard Dinegar – The Silver and Gold Record APS

- This process started in March asking for initial comments, Charlie Sweet went through it, brought to other groups and got more input to incorporate
- Recently they took out some of the language such as having background in journalism area, took out the UCB professor is ex-officio and made them voting member
- Went from 12 to 15 voting members
- President didn't go forward and ask for a formal HR review so it will remain a Classified position
- Editor is responsible for supervisory duties and fiscal responsible
- 3<sup>rd</sup> version goes to the executive committee next week for review
- Faculty council voted for the APS as it stood
- Velma asked why the faculty's request was denied, such as putting in the APS that the position is classified specifically because ~~those~~ level of details ~~don't~~ doesn't go into APS. The other issue was the role of the editorial board chair for fiscal responsibility – need a direct link from the president's office to the editorial board chair
- Audrey stated she doesn't buy the argument about the direction the fiscal responsibility is being run as there is a common practice normally. The president said only nominations could go to him with the final decision of who the board chair is. Every argument is illogical; Audrey asks, why, why won't he allow shared governance and accept the nominations the board presents for his choices for chair? As it currently is, he could still select someone not nominated.
- Leonard could provide a laundry list of changes that have been made in the APS since the initial presentation of the document to faculty and staff groups.
- Audrey said we are making a big deal out of this editorial board chair, and for 30 years it has not been a problem. Why now is the president changing the ~~process~~ process? Leonard said this came about from the auditors; their outline of fiscal responsibility of the budget, this isn't out of line from the fiscal responsibility of the president to have a direct line
- Mary asked if this APS is going to replace the current policy in place?
- Leonard said that in going through the policies, he found there was no firm policy in place that needed reviewed and more clearly outlined
- Shari asked why the ~~fiscal~~ physical responsibility can't be outlined in the APS. Why does the president have to be the one to appoint the chair. The picture it presents is that an editor was selected by the president, so how could this person possibly be seen as not being under the influence of the president. Why can't it be specifically in the APS that the president can select the chair from a group of nominated people, it gives the appearance that the President has control of the newspaper
- Velma said if you are talking about all the ~~underlining~~ positions ~~changes~~ that were made in the APS ~~input~~, this part is the most important part of the APS because the perception of this currently is that the president gave himself control of the paper. This is the most important issue of the whole APS. Why can't the delegation be from a pool he is presented with, doesn't he trust the ones selected to be in the pool.

- Mary said the first bullet is remaining independent of special interests groups and individuals. Leonard said that specific language is in the APS. Mary said what concerns us here is that individual is the president, but appointing this person, the implied perception is that the paper will be controlled directly by the president. The perception in the APS is that the chair will be under the president's thumb.
- Sue said that the university here is not perceived to be of a very high class amongst other universities across the nation. Unfortunately everything that happens in Boulder is perceived to be the same at the other University of Colorado campuses. So if this perception gets out to other universities, it will impact the people you can attract to this university. This will be poorly perceived in other states.
- Leonard said trust is built over time, it will be watched closely when this is in place. The funding for this paper comes directly from the president's office. Boards have the opportunity to make their feelings known about these things through their shared governance groups. He thinks it has been a great process and it will continue
- Audrey said there has been past presidents who have tried to get rid of the *Silver and Gold* and it failed because these have remained classified positions. But if we allow this erosion, what we are giving the next president is access to do some major damage. She is concerned when the next president is in and we don't know what that person will do to the *Silver and Gold* if President Brown allows the beginning of the erosion of the *Silver and Gold*. She asks President Brown to reconsider. What is the rush? It has been in place for 30 years, he is a lame duck, leave this to the next president. Ask President Brown to back off, is it worth this kind of animosity?
- Leonard said we have been working on this several months, the faculty supports it, it is a fiscal line of responsibility to be more clearly outlined. They have increased the number of faculty and staff on the editorial board.
- Mary asked if we want to do a resolution, or take a vote? Mary made a motion that we support the APS. Seconded by Sue. Discussion. Pat T would have liked a hard copy to review.
- Over time this has been done without a formal policy in writing. This is getting a formal policy defined in writing, Leonard clarified.
- The president delegated the fiscal responsibility to Leonard, the VP of administration. The day to day stuff is the responsibility of the chair of the editorial board. They would contact Leonard as the next level of contact.
- Pat said is the wording in here is defined using "shall consider". This does not imply "must be".
- Shari said the wording should be "shall be", not "shall consider" nominations from the board.
- Mary makes a motion we can put forth a resolution to amend the wording in the APS to be specifically. Whit clarified, to change the wording *shall be considered*, to shall be selected.
- "Shall consider nominations for the position", changed to "shall select from the nominations for" – section 6b of the Silver & Gold APS. Sue seconds Mary's motion.
- Vote was unanimous by those eligible to vote. Leonard SHALL take that back to the President.

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### Approval of Minutes

- This will be on the next meeting agenda as they were not sent out prior to this meeting.

### Treasurer's report –

- We have spent \$3501.78 on conference; we have \$14148.01 in the operating budget, \$2534 is outstanding, \$2500 given to us to do a survey which we haven't done yet.
- We still have \$9000 in our operating expenses budget left till the end of June. Travel from today is the only outstanding, which is \$200 to \$250.
- \$2800 in travel budget. Would like to suggest a place to have the retreat, which is October 3rd thru the 5<sup>th</sup> is the proposed date, to make like a \$5000 deposit on lodging on this year's budget.
- Pat B-M thought maybe a scholarship fund contribution for staff to attend meetings or trainings. It has been suggested to put \$5000 in the continuing budget on a continuing basis to provide for the service excellence awards, instead of having it approved on a year by year basis.
- Pat said she is still willing to work on getting survey done in the next year.
- Jennifer asked if there is a historian for this organization. There is not. She suggests keeping a scrapbook to create a legacy to pass on. Pat suggests making it an activity at the staff retreat.
- Sue makes a motion to allow approval of a deposit on the fall retreat. Pat seconded. If fiscal rules will allow this to happen and will confirm this is ok before they put the deposit down.
- Vote held, all in favor, motion passes.

### Proposed Meeting Schedule -

- Pat suggested at a minimum to approve the schedule for the July meeting.
- Shari makes a motion to approve the whole thing. All approve, none oppose – discussion -
- Shari proposes that they bump the whole schedule forward because of the change in location for the October retreat.
- Audrey pointed out that the April meeting also puts one campus out of the rotation.
- Pat said we don't have a system. But they have a building downtown, so it could be held downtown – in 7<sup>th</sup> floor conference room on 1800 Grant. Jennifer said it won't be available until after January.
- Shari said we have one meeting in Denver anyway, so why would we add another trip to Denver. Mary said she would give up one of Denver's spots, and it would be interesting to see their new building.
- October would be where ever wherever for the retreat is held; Nov - UCCS; Dec – UCB; Jan - Anschutz; Feb – System; March – UCCS; April – vacant; May – UCB; June – Anschutz
- Mary asked about if we have the retreat in the Springs, why would we need to redo the entire rotation schedule.
- Mary makes a motion to approve the schedule as is and make changes later, including the change to system in January.

- July 12, UCB is set. The rest can be changed later. Velma seconded. Vote passed - July 12 in UCB, retreat date Oct 3-5 and System taking Denver's January date.

### Officer Elections Process

- Questions about this process?
- Velma asked when we have officer elections would it be appropriate for the candidates to give a position statement so where we know where they would stand as the chair or vice chair? Pat said this is not in the by-laws. Velma asked should it be. From Pats understanding of Robert's laws, if you have a position statement, you need to have a date by which nominations close.
- Audrey said they do it for members at HSC. Pat T said they also do that for members, but not officers. Would it be prudent to have this also done for UCSC ~~officers-officers?~~
- Shari asked what you mean by position statements specifically. Audrey said maybe not a good term, it is more of a statement of their knowledge base, and it's not a popularity contest. How long they have been an employee, why they want to run for this position, qualifications, statement of purpose.
- Pat T suggests we start talking about elections earlier in the year so we have less ambiguity in the process and more time to consider. The though process needs to happen earlier.
- Paul P said he would recommend leaving the by-laws ~~alone~~, and suggests it to be part of the operating procedures for the election committee.
- Shari asked if that will encourage or discourage people from serving as an officer.
- Velma said if you are interested in running for a position, you would think you would want your reasons to be known. There is nothing secretive about this. It seems we should have a procedure outlined to follow.
- Shari asked is it a resume? Mary said no, more of a paragraph to summarize your personal statement. Audrey asked how you would represent both sides, rather classified or professional exempt.

### Chancellor Shockley

- Update on construction - Dwyer Hall is scheduled to open August 16<sup>th</sup>. Classes start August 20<sup>th</sup>. This has been a very cozy year on campus when taking 17 classes off line and did not have resources to bring in trailers.
- Dwyer is designed better inside, have 17% more seats in the classrooms and a slightly expanded office area.
- The recreation center will be open also on August 16<sup>th</sup>. The first time on campus we have had a full blown recreation center that will be very advantageous to staff. One of our alums is a major proponent of lifetime fitness and they are gifting all the equipment which allowed better equipment than we could afford otherwise.
- He is also doing a lead certified building. He is doing a building in San Antonio that is not utilizing public utilities, but is using all the activity in the building to power everything in the building.
- Other construction is the really big hole, that is the science and engineering project which will take over 2 years to complete 144,000 sq ft, largest building on campus,

they are completely out of capacity for science labs. This need is huge, it should have been done 3 years ago, but was totally re-appropriated in 2000.

- What you can't see from here is the Heller Center, which a beautiful and spectacular property, which is being transformed into an Arts and Cultural Building.
- The big mess in front of Main Hall the city is the city building us a frontage road, which means we will not have to get out on Austin Bluffs. Could come in off at Nevada. We traded a small sliver of land in exchange for building the parkway.
- There is currently one entrance and exit from campus, and all this should change August 16<sup>th</sup>.
- Start the new doctorate in nursing, criminal justice, doctoral programs and bachelor of innovation programs, which is up to 55 enrollees already. Looking very forward to all the new changes this fall. Hopefully will also be able to add staff this year, but we cannot continue to work as lean as we are. She is optimistic we will be adding both faculty and staff and certainly more students.
- Mary said that if she was a staff member here she would use the [recreation](#) center because she loves their food here. And you do know we have a presidential search going on, are they still taking applications, but that is something you should consider, being president. She said no. Laughter.
- Paul P asked what the student capacity they are aiming toward? In next 5 years, 10,000 students. The reality is a large portion of part time and summer students. With new building we have capacity of 10 to 12,000 students. The Iraq war and deployments make the students more fluid, some students are on their 3<sup>rd</sup> deployments. A large number of students come from the bases nearby. We have done a lot of on line work and many have competed in field. UCCS and Pikes Peak Community College are both having challenges with unknown student population. Also 10,000 approximately, new troops are coming to Ft Carson. The average student transfers in with 4 transcripts. The way we code in this state means we have another few hundred that are spouses of military who go back home during their spouses deployment.
- She is asking for not including this figure into their calculations as this is not a stable number you can depend upon. They lost 30 freshmen to deployments last fall.
- We are hosting the finals for USA Boxing on our campus, which have been here since the weekend. Today on campus is the Women's finals over in the gym.

#### **By-laws Review**

- We had talked about reviewing and working on the purpose statement at the retreat.
- Also adjusting the number of people required for a quorum. Suggestion is one more than ½ which decreases the number.

#### **Leave Sharing APS Update – Paul Peraeles**

- It got stalled in the end of February/March. There was some discussion about including first responders or employees directly effected by a fire, etc, or lost a family member. Besides funeral leave being used, what we have now in the DPA guidelines is sort of smooshed. The last [HPRGAPRG](#) meeting they discussed separating that provision and pushing forward a resolution forward to the board of regents. Then turned into an APS. This has been presented a lot by HPRG and this group. Potentially we are looking at a July or August time frame before it will be presented to the Regents.

- Pat asked, clarification – the regents will approve the resolution to approve leave sharing by classified and professional exempt personnel? Yes, Paul said.
- Sue asked how this will affect other campuses, as Boulder and UCCS already has policy in place addressing leave sharing. Betsy answered, that the APS says it establishes each campus to create their own leave sharing program with certain circumstances.
- Audrey said ~~that is~~ the problem we came up with is it is very different on each campus. The idea was we want something continuous-consistant for all the campuses, not allowing all the individual decisions. Betsy said the consistency of eligibility will all be the same, just left up to the individual campuses to determine the process to apply and administer the leave pool rules.
- A committee will have to look at the guidelines and the committee will determine what they categorized a catastrophic event. It's hard to walk the line, it's a human decision.
- Mary worked on the campus when they had a more lenient policy. Troy Eid had an extremely limiting definition of what would qualify for using the leave bank.
- Paul said one thing that is critically important here, even if a person meets all the criteria, it is not a right that someone has to automatically get the leave granted. It is subject to human decision making.
- Audrey said you should first apply for the short term disability. Paul said you this leave is available to only individuals who do not have short term or long term disability. If you choose not to buy short term disability insurance, you can not count on this to make up for that. This should only be used for the 30 day window before short term disability starts to apply.
- Mary said what we need to change is state statute to get the employee through that 30 day gap until short term disability kicks in.
- Still the state statute defines and allows leave sharing only for a “life-threatening” medical emergency.

#### **Action Items – related to campus updates**

- Any changes in officers?
- Lisa reported from HSC; our officers are dwindling. Katie Hester is leaving. Elections for secretary, tomorrow is last day for the treasury. Right now it is only Lisa and Mary Mauck for officers at HSC.
- Whit stated that their university is ~~is~~ one of shared governance, and you should give people opportunities to participate on these committees. It is very well known that the people on this campus have supported people in participating on this campus (UCCS). He wishes you were able to get this kind of support on the HSC campus.
- Paul suggests bringing this item to the Regents, and they are very supportive of this group. It has to come from top down to the supervisors. You have the ear of the Regents and the President, use it.
- Lisa said what she is running into in her department is that her supervisors don't even know one name of a regent, or a chancellor. They don't care. Just get the job done. They say we know this committee is important to YOU (but not to them?)
- Shari asked if that was a problem on all the campuses.
- Jennifer said you blame it all on supervisors, supervisors; a lot of people are apathetic about doing additional work. ~~Lets~~Let's get the names of the supervisors, Jennifer said. Audrey said they would fear the repercussion. Jennifer said that is illegal to do. Audrey

said people are too afraid to file grievances, but eventually give up and get other jobs, other than pursue their grievance.

- Pat T requested that someone send out when the regents meetings are. Next meeting is the 27 and 28 of June. Jennifer said it is on the [Board of regents](#) web page. [Pat B](#) will send a link to the page where the schedule is.

#### UCDHSC - Sue

- Mary Mauck will come to help them determine how they will be doing the recognition awards.
- Sue is going to request Kevin to re-implement the SOAP award, which gives scholarships for staff to attend training. It is \$600, then ½ the next time if your application is approved.
- Lisa talked to a chancellor last month and they know it is an important item that they will be working on
- Chair - Vice Chair is and next month we will elect them to co-chairs.
- Everyone makes their choices in July on their campus.
- Sue and Mary intend to stay on their campus and serve on their staff council.
- Mary also reports that she asked for additional funding from their administration for \$8000 ~~in additional funding~~ to cover when they are gone for a meeting, so the work will continue to get done.
- Paul asked, for what purpose? Mary said for the vice chair or co-chairs are gone many hours. For that person or people to hire a work-study to help with their workload, answer phones, make copies, file, etc.
- Audrey said that Boulder has a full time assistant, program asst actually. How do they rate a full time employee? She suggests turning that position into a floater worker, maybe it should be rotated between campuses.
- Frances thinks this is another question for the Regents. Our group can put forth opinions and ideas. Pat said no. That would be the responsibility of the campus chancellor to allow the budget for this position. UCCS has a position that part of her time, like 25% of it is allotted into her PDQ for staff council work. HSC used to have a ½ time position which got lost in the first round of funding cuts. Lisa and Audrey will discuss this tomorrow at their meeting and how to proceed.
- Paul said that just because Boulder has it, isn't the thing to say to get it approved. You need a good solid argument to present the reasoning for this.

#### Exempt Professional Items

- They had elections for upcoming year, What is the incoming president, ~~(too fast to type all the names)~~
- Salary survey is over and everyone is pretty happy on the exempt side with increases in salary. The amount given depends on the money available 3.5 to 4% range is what he thinks it is.
- They put in a salary savings policy that the administration is following, and that is how raises and things are being done.
- Jennifer said the salaries will be uploaded June 21<sup>st</sup>, but maybe exempt is a day later.



- Audrey asked if they base it on salary pool availability or a departmental budget? Whit can get a copy and forward it. He said overall pool, not departmental.
- Whit said at least this year there is funding available for raises

### Other Business

- Pat received a note from Dallas Jensen who is the chair of the professional exempt organization at HSC and he said they are going to seek their own organization. Jennifer and Whit are not included in his seeking of the organization. Whit is willing to represent his group within this group of [UCSCSCS](#). Dallas said he would prefer to have their own system wide group rather than participate with [UCSCSCS](#). Pat asked him what his reasoning was for seeking this and encouraged him to meet with us to discuss this. He said he would meet the next time we are in Denver. She didn't think he would come to Boulder or UCCS, and they want to meet only with the executive committee, and not the whole council. The article in the Silver & Gold is where a lot of us read about this new group. EPA – Exempt Professional Association, is the name of this new group.
- We don't have the time to make a resolution about this today, and are not ready to finalize any decisions about this topic. There is a willingness to meet with the executive committee members only. Jennifer will arrange [to meet](#) with Dallas, ~~to meet~~. Please all have some statements prepared for this meeting to share your views at this meeting. Pat has a conversation scheduled with the President at the end of the month. She will discuss this with the President and try to understand and clarify what he means by his statement of supporting this group, if that was approval system wide.
- You open yourself up to unionization of CU by the creation of this separate group.
- Whit said he thinks he met with some members in Castle Rock one day, and maybe Dallas was one of them. They were picking their brains about how to create a professional exempt organization on their ~~campus,campus~~; he didn't think it was system wide. Pat said she may ~~have mi-mi~~ [misinterpreted](#) Dallas's statement.
- Mary said because HSC and UCD are consolidated, they have decided to still consolidate their groups. Audrey said her understanding is that they do want the right to present directly to the regents and not be represented to the regents by UCSC. She asked if we cannot fill a position with a professional exempt person, why can't we open up those seats to a classified person who can represent their campus.
- It does not give a specific number in the by-laws, only at least one of each employment type.
- Article 3, paragraph A of the by-laws describes the requirements. There is a difference between their interpretations of this statement. You can use it how ever you choose to interpret this.
- ~~Campus staff councils are classified staff only, so the perception is classified staff council for UCSC and people are misinterpreting the set up of the councils.~~
- Mary suggests we contact EPA and tell them we have an open seat for HSC and UCD both on or committee, and if they refuse, we can search for others to represent these campuses. Mary made this as a motion, Audrey seconded.
- Pat said our group cannot vote on something that affects the individual campus in this circumstance.
- Mary retracted her motion.

### UBAB Representatives

- Larry ~~Dr~~ies and Paul Wyles have not been here for the last year to update us on the UBAB meetings. Why can't they take minutes of the meetings when they meet and share those with our ~~group~~-group? To get no communication what so ever is not representing our council.
- Paul W has a conflict with this meeting date due to work meetings required the same day, and his term expires the end of this month.
- Pat ~~suggests~~suggests we ask them to provide us a written report for their meetings.
- The purpose of them on the committee is to represent us as staff. This is an advisory group to the President, and all they can do is give recommendations to the President, but ultimately it is his decision. It is going out for RFP next year, so they were strapped. Paul and Larry do an excellent job of representing the staff, Kim can verify they are very great representative for us as she attending these meetings.

Jennifer regularly attends the accounting overhaul group and is not able to attend the meeting next Thursday at 1:30-3:30, room 299 CU building in Denver. Would anyone else like to attend in her place? Sue can attend and Jennifer will provide the information to Sue.

University Council search is narrowed down to 12 candidates, there were 110 applications. They did a positive vote, where you could only vote for 8, and the top 12 were determined. The interviews will be out by DIA airport in hotel and will go on for 2 straight days. They will discuss the interviews, do reference checks, come up with the top candidates and give the top 5 to the president. Paul said this has been a very fast and efficient search thus far. They have had some very excellent candidates apply for the position.

Send any other updates by email to ~~Pat B-M~~Pat B-M.

Pat says her goodbyes as this is her last meeting as chair. She will be the ex-officio chair this next year. The by-laws say she has to serve on this council! She will be there to support Jennifer when-ever she needs her but will let Jennifer take over.

Adjourned.