

UCSC
November 1, 2007
UCB, Room 436, ARC

Mary Lou Kartis, Jane Muller, Vince Aquino, Audrey Newman, Betsy Rodriguez, Lori Krug, Frances Munoz, Jennifer Lahlou, Joyce Holliday, Audrey Newman, Sue Sethney, Maureen Ryan, Pat Beals-Moore, Kim Glasscock, Paul Pereles, Pat Testarmarta

Expense System Rollout

Associate VP MC Gaisbauer and Asst VP Steve Webb

- Stream line processing to automate the work flow
- Eliminates need for hard copy receipts and invoices
- Should speed up the approval process
- You will be required to go in and certify approval – all levels of authority
- This will insure more consistent business processing
- Will increase compliance with regulations
- Audits will still be done, but you will not be required to show documentation as it will already be in the system
- Eliminates manual process and speeds up
- Should stop payment of funds that shouldn't be spent, system will prevent it
- Will help analyze expenses
- You can check the status of the process
- Managers can review and approve expense reports anytime, anywhere via the intranet and VPN
- You can add approvers at any point in the process
- Will be routed to appropriate officer and campus controller for final approval
- Phase 1 roll out plan – all campuses
 - Procurement card
 - Travel
 - Other employee reimbursements
- Goal is to have completely rolled out by April 2008
- There is a site you can go read about this – off the controller web site also on front page of the PSC web site
- The official record is in the system
- Training will begin with each rollout group – anticipate 700 to 1000 in each group
- One person in each group will be designated as a “super user” who people in their group can go to them with questions
- Each dean committed to participation by their group at the designated times, as they will not be successful without their assistance

Discussion of Draft APS – Email as the Official University Communication

Associate VP John Cooney

- Notification of emergencies, trainings, etc. are communicated by email, thus all employees and affiliate fiscal staff must check email
- Email will be required to check their email on a “regular basis”, which is defined as at least once every two weeks
- All employees are required to have an email account
- Jennifer asked – what about employees who do not regularly work on computers or have language barriers
- All employees will be required to have a computer at their place of employment
- Will supervisors be required to forward or provide access to email, to disperse information in other manners?
- Vince said sometimes the problem is the volume of employees versus the number of computers to access
- Pat T has people who don’t read any language at all. Pat would like to see the university as an educational facility to help people have affordable training to attend courses such as ESL. Pat has 10 people in ESL classes out of 27 FTEs.
- The short term solution is oral communication
- Pat said that is a lot of communication to provide given the volume of things the university sends out
- Pat said there are different levels of communication, and levels of literacy skills. There are fairly large groups in facilities and housing and dining services
- Betsy suggested approaching the campus HR to help – she suggests Mark Augustine
- Asked if there is a consensus on how we will communicate with everyone
- He asked if there is much turnover; pat said 2 people in the past year out of a staff of 27
- Audrey asked how do these people understand benefits, etc. is everything verbal? Pat said yes, she often sits with a translator one-on-one to explain
- Mary Lou asked - who on each campus enforces an APS? 158 Faculty on UCB do not have email currently, he said. The directives need to be passed down from the supervised.
- Maureen said their family defaulted on purpose, as they chose the default. However, there were still many employees who called afterward questioning why their benefits changed – they did not pay attention to the communication sent out earlier
- If you don’t want something public, do not put it on email. Confidential communication should be in writing in US mail.
- Pat asked if you can use campus mail. He said personally he wouldn’t handle it this way, but you can send it however you want – policy doesn’t guard against bad judgment
- He will be re-drafting this document and send to Jennifer to re-distribute this APS
- Emergency notification on UCB you have to have a Colorado.edu email, but some of system is housed on the boulder campus, and the issue of notification of these staff has not been resolved, although it was brought to attention a while ago –

what is the status of this? He said he will write it down and find out, although he doesn't know exactly where this issue goes

Betsy Rodriquez

Regent Law and Policy Review

- Background on this project – the regents a couple years ago had a systematic review of all laws and policy they set
- You can easily view these on the Regents web site
- This project slowed down a few years ago, and they have decided to systematically review all policies starting with 6 and going through each section
- They are having a person from each policy review and explain why things may be set up as they are or research for improvements – in a sub-committee
- If the sub-committee doesn't reach consensus they will bring options to the board for consideration
- Betsy will send copies to Jennifer before the board meetings
- Article 6a – defines staff as classified and professional exempt staff - not controversial, so not making any changes to it
- 6b – she did not recommend a change – but it is about staff council, and that it is the sole representative of staff (defined as classified and professional exempt) but she let them know that there is a group that is seeking to create a separate professional exempt group – but she does not recommend changing this at this point in time
- One point of discussion is how many campuses count since Denver and HSC was combined and remember System is a separate group – it was last revised in 2002
- There is no consensus, Boulder group is combined and likes it that way and do not want to change the set up
- Policies in section 6 – 1st one is from 1947 – gives employees the right to ask for the 1/6 rule, which is mostly for faculty to work as a consultant outside the university, so up to 1/6 of your time you could do this while being paid by the university. Tricky to apply this to classified staff. They are recommending to recend this policy
- Eliminating sabbatical leave for classified staff – recommending recending – getting rid of documentation that we used to have it, it's from 1993, how much longer do we need to say we don't have sabbatical leave for prof exempt
- Appointing authority is designated as the President who can delegate that authority and he/she can further delegate that
- 10 is compensation – about non-discrimination
- Betsy will talk or email before meeting with the group in the future
- If there are changes, it has to go to the full board for a vote so you always have the opportunity to comment before then

Maureen Ryan

- Faculty council presented Jennifer with a gift – a wooden gavel

UCSC Web Site

- Jennifer asked Pat Beals-Moore to come to provide some history on our website, and staff opinion survey
- John Arnold at UMS is currently working on this web page
- He works with a liaison from the staff council to communicate changes to him
- Who is this person – Pat says we didn't have a particular person responsible
- Program called *Contribute* – coming soon to making these changes with for all staff to work on own web pages
- Pat asked what the expectations are of this person
- Jennifer said, meeting minutes, roster, bylaws, etc.
- Pat T is interested in learning some of these new skills
- Jennifer found the best way for her is to print a hard copy, make the changes, and fax those changes to the web changer
- Pat T volunteers

Communication with Non-English Speaking Employees Discussion

- How much is an illiteracy issue?
- How liable will the supervisor be if employees do not understand university communication
- Pat finds people are hesitant to do translation because sometimes the messenger is the one who receives the anger if it's said wrong, or not translated right

UCSC Bylaws Review

- Jennifer would change article 3 membership, would change all University of Colorado Staff Council to UCSC acronym to be consistent throughout as clarified at the beginning
- Article 5 under meetings, 10 voting member constitutes a quorum, thinks we should change since we never have enough present
- HCS has one "vacant" position, currently occupied by Dallas Jensen, however, at what point are they able to fill that position by someone else, Audrey asked. Can you replace him with a classified staff member if he doesn't attend? How long do you keep a seat open or unfilled?
- Paul interprets it to mean if no one who is professional exempt chooses to run for this position, then you could fill it with a classified employees. Lori said this is what they choose to do at UCB
- Suggested: 8 out of 15 is a majority, there are 15 on the council and in the event there are only 7 present, the chair could be the 8th voting member, with at least 1 member from each campus's council
- Suggested the chair can vote to break a tie

- Article 3, section D: first paragraph, classified staff representatives, professional exempt do not get administrative leave for attendance
- Article 6 for election of officers, paragraph E where it says votes shall be casted by secret ballot or electronic voting. The results shall be announced to council immediately by electronic mail
- Article 9, where it says amended amendments, last sentence, a copy of the amended bylaws shall be furnished to the Board of Regents and President. And Amendments will be ratified by a 12 member vote. Should this be changed to a quorum? Suggested change to 10, provided 2 members of each staff council approve
- We can't vote on these changes because we don't have a quorum.
- Jennifer will do a red-line version of the by-laws and send that out, then we can vote on it.
- Can we vote electronically now on the by-laws? Yes, it can be ratified, so we will do it that way

Old Business

- Background checks – this first came up in August, Audrey still doesn't think it covers everything
- Becky said there is more news, the President in the result of a recent audit, has formed a group to review this policy and they are going to make recommendations to him to make changes to the system APS. She knows all campuses are looking at implementing this background check mandatory policy
- Audrey want's it uniform across all campuses
- Typically by having the policy, you prevent people from not applying, not necessarily screening out the potentially violent people

Campus Updates

UCCS

- They are having strategic planning forums with the chancellor
- The chancellor has been very positive about getting the word out to all on campus about this
- Finished up 2 day blood drive on campus yesterday
- Working on holiday outreach projects

UCB

- Main event was the staff appreciation breakfast, served upwards of 900 plates of food and collected over 500 lbs of food for the community food bank
- In last meeting there was continued discussion of UBAB and having more contact from Larry Drees. He has not been seen for several years at their meeting.
- The bylaws say he is supposed to come period, not that he needs an invitation to come every time.

- People want to hear about the changes that are coming in health benefits before it's too late for them to give any input
- Maureen said at the faculty council meeting last week, their UBAB representative said the bids are coming in really good with the benefits and cost associated and the outlook is positive

UCD

- Breakfast yesterday and a costume contest (October 31st)
- Next meeting is the week after next

HSC

- Rod Narin came and reported on IT security
- Meeting was not very well attended, more of an information type meeting
- It seems no one can get away to attend any of these meetings

System

- Discussed emergency email notification issue
- When to hold year of service awards and employee of the year awards for which they have funding for this year. They would appreciate input on criteria that is used on other campuses to help them determine how to encompass their award criteria
- They hope to make this substantial enough to encourage nominations year after year
- Mary Lou will send information used on their campus for criteria and advertising

Exempt Professional Items

- Pat T said regarding the change in leave proposed statements – Rich Gonzales said what the classified staff currently does, typically the professional exempt follows, does Becky consider this statement accurate?
- Becky said this proposal is currently extremely expensive for the University as it will be almost double paid out money, versus what currently is paid out if you separate from university employment
- Sick leave goes away, and you bank it, if you already have a reserve
- DPA is coming to Boulder on Monday to present this issue
- Mary Lou asked for explanation of what it means that it will cost more now, but will be less cost in the long run. Becky said you can freeze the old balance, and start accruing the new balance. If you retire, you get ¼ of the sick leave balances. The cost savings balance is when the old people are gone, and the new people are left – less pay out.
- They are having the budget people do the analysis on what these expenses would be more accurately

- The idea is that people are more likely to plan the leave and save on it, than to use it up being sick as often
- The idea is to have a more predictability about how much leave you have
- It is an interesting productivity scenario, you may be able to accrue more leave
- People will still be forced to take time off at the end of the year or lose it. Increments stay the same; 5, 10, 15 years
- The 3 day sick doctor note rule still applies
- There is a culture when the administrator denies vacation approval for events they don't consider important to them, Audrey said. Then there are people who accrue so much time they will lose it if they don't take off so there are going to be a bunch of people gone the whole month of June at this rate
- Exempts can carry over some time for a few months but classified can't
- For every bad manager there is an appointing authority allowing it

Staff Survey

- Working on questions, who has the old list of questions – PBS has had the help of John Arnold with their surveys
- Zoomerang is an option
- \$5000 was rolled forward to use for this purpose
- Email Jennifer ideas soon to get this up and running by March/April to get results done by end of year and have it paid for
- Still have not seen the bill for the YMCA
- Report to the Regents that Jennifer will give the end of the month, she is going to talk about the survey and thank Regent Lucero for coming and being such a good listener
- The next Regent meeting is at Anschutz and so is the next UCSC meeting – December 6th

Meeting Adjourned.