

UCSC Meeting Minutes
November 11, 2006
UCCS

Chancellor Shockley:

- Welcomed everyone visiting the Colorado Springs campus. What we do for all the governance groups is very fundamental.
- Because ref C passed a year ago, and because we can move forward
- UCCS has a new 4 year criminal justice degree.
- UCCS also has new bachelor of Innovation degrees; new Doctorate of Nursing beginning next fall, the standards for PA nationally will require a doctorate. The old ones will be grandfathered in.
- Dwyer hall renovation, student rec center, science and engineering buildings are sort of underway. Hallercenter for arts and humanities.
- Next time we host at this campus, Chancellor Shockley hopes that we will book in the hellar center.
- Some of the biggest thing happening here; Sunday night the 10 year accreditation reviewers will arrive. One of the strategies that she will use in the visit is her concern that we are not necessarily funded as our peer institutions are. She will emphasize the quality of the faculty and staff here.
- Highlights of staff implementation; mandatory training for supervisors. It is now up and doable.
 - They had a good response from Department of Personnel and created new definitions of staff positions and authority. This will increase the promotion and increased salary ability that is currently not available to the current staff.
 - The pilot program studying program assistant positions will go on for 18 months.
 - Also continues to support DPA for additional benefits.
 - We were not successful was changing the timing of the grievance process. Both said the processes too long, therefore problems were not fixed in a timely fashion.
 - Also put in place in all campuses alternative to testing processes, where there can be interview panels. Early reports say both staff and employees report a faster, oral interview board creates positive synergy. Chancellor Shockley believes that working in this method is going to make enormous progress in saving many positions into the state classified position.
- Audrey stated SB7 needs to be addressed in regards to his issue. Chancellor Shockley stated that was not the job of the task force, it was to get a more defined definition for the types of positions within the higher education system. The intent from the task force is to create more opportunities for the classified staff.
- Audrey asked, will you create classifications for Program Assistant 3 and 4? Chancellor Shockley responded no, not specifically to do that.
- Chancellor Shockley will continue to be an advocate for getting staff adequately supported.

Roll call:

Chancellor Shockley, Suzanne, Debbie Lapioli, Shari Patterson, Mary Ulibary, Audrey Newman, Frances Munoz, Velma Parker, Pat Testarmarta, Paul Perelez. William (Whit) Winfield, Susan Barney Jones, David Pierce, Jane Mueller.

- We have 9 voting members present, and unless another voting member shows up we will delay until the next time we have a quorum.

Initiatives Update:

We have many initiative and project plans on various web sites. (Handout)

The overhaul is the biggest project. One result is the fiscal compliance unit, have never had that centrally before. Coming up is SPO encumbrances on line. Every week the compliance office puts out a newsletter. For every new initiative they roll out, there will be a pattern laid out in the newsletter. Consistent new kind of thing they will see on every initiative. Can also see articles and ads in the Silver and Gold. You can count on all those pieces occurring in every initiative. So working with portals to run messages through there. They are a new unit. They want feedback if there are other channels they are missing. Their web site is their biggest method of detailed communication. They had very aggressive deadlines set, which they have not been able to reach. Finished projects are always kept on the list.

- Biggest is accounting overhaul - looking at finance procedures and processes.
- In the process of all administrative policy statement that are fiscally related.
- They have rescinded 9 fiscal policies to date.
- Just beginning the RFP process for a new system, and there was only one viable vendor. They need a staff representative from Boulder. System would also be great to have. A faculty representative would also be helpful.
- Two upsides: 1 that the transaction will be stopped before you do it wrong, 2 the system stops you and enforces the roles.
- Also benefits to the administrative staff, there are a lot of rules to remember, this system will guide you through the process. Trying to build those resources into the process.
- It's a web based system, it will be within our firewalls but can be accessed from anywhere.
- There is a check system, where someone always has to review the entries before approving.
- What about compatibility with HRMS and compliance? Yes, there will be conversation between the campus IT directory and this system. Paul asked, is it peoplesoft driven? No, it is called Concur.
- Want it to be single signon so probably accessed through the portal.
- There is no deadline, still a work in progress. They are pushed to move quickly is all they know.
- Any implications for you guys regarding the passing of amendment 41? They don't know yet. Hoping to get more information soon to determine if this is affected by this.
- Rolled out a bunch of new policies and procedures on Oct 1.
- Some of the questions the help desk has been getting: cash and gift certificates are treated differently, the way you report gifts or recognition to employees. Trying to comply with the reporting piece of reporting for tax purposes.
- David asked can you talk more about the help desk and what the majority of the questions are about. Yes, it is tracked and in the newsletters and web page. The help desk can be your first point of contact with questions. They will defer questions beyond their expertise.
- Also working on creation of an online searchable data base, questions with the answers, since there are a lot of repeated questions.
- The Personal Effort Reporting, if faculty is working on research, they have to periodically make status reports, and this is on line now for the faculty to access. It will notify if a PET (Payroll Expense Transfer) is sitting out there waiting for approval to expense transfers. It also will send out reminders to the users. Cu Bolder is behind while trying to synchronize this with cu connect.
- Still negotiating with campuses how they will deliver reports. It will be there by month end.
- Would appreciate feedback on how we can keep you all up with this.

Susan Spyz promoted to associate vice chancellor for finance. Service on staff councils is very important to both the staff and the individual. She attributes much of her success in her career to her participation on the staff council.

Updates for personnel initiatives:

- There are things at UCCS that we have not instigated that the other campuses have. One reason is that some of the offices here are one person operations. They do a lot of paper currently. Strategic planning for not increasing the processes required.
- They have established a HR advisory board to provide strategic advice. A board of working supervisors who actually get to use the actual processes before they put it out.
- Looking at policies to see what they need to revise and update. The procedures outlined in the policies are too cumbersome. Try to eliminate some of the required signatures to reclassify any staff person.
- Will send HR staff to the department to help write position descriptions and determine what they need to hire.
- Vicky Hilty is now the compliance officer, in working with compliances and conflict in interest procedures. Separated from HR so she can serve in a capacity on a review board. She is really serving in an audit capacity. This prevents and avoids any conflict on interest.
- Pat asked about having an ombudsman on campus and they don't currently have anyone in that position, but it is a very important thing to have.
- Sexual harassment and discriminate claims go through HR; it reports to Susan, they do not have the funds for a dedicated investigator. But have trained other personnel to handle. These claims go through HR and not compliance.
- The review process is pretty important in these situations. The key is to ensure the review of the investigation is conducted in an equitable manner. They conduct the investigation with assistance of Legal council. This campus has applied much rigor to the process. The reporting process is directly to the chancellor.
- What about positions on this campus that were not advertised, but was filled, Shari asked. She said sometimes you can do that in situations where they can just appoint a person that is previously classified in that job class, or reinstated.
- There is no doubt we have work to do.
- On this campus are there promotional opportunities for classified staff or more likely to be made exempt, Audrey asked. She said we have opportunities posted. Their classified turnover here is not that high. She doesn't have numbers or comparison data on hand. She does know we don't have enough. Think about 250 to 260 classified on the UCCS campus.

Paul Perelez:

- Background check is changed to include faculty recently brought into a department. Tenure or tenure track positions. Adjunct could be potentially added, depending on the position's duties.
- What is the distinction between the financial and criminal background check. Only if the appointing authority has deemed the job duties to be security sensitive.
- IT security program policy – still up on the web as a draft, the only major change is the use of “university wide”; it was taken out, being sensitive to campus prerogatives to go beyond a baseline policy.

Reports

- Pat will send chair the report from the ? meeting.
- Need a staff person, preferable male, to serve on a sexual harassment committee from any campus. Needs to handle confidential information sensitively. This is a good opportunity for someone in this group to participate.
- Treasurers: the bill for retreat 3344.38 including mileage. We have spent only 20% of our operating expense, and 16% of our travel funds.

Campus councils:

- UCCS: Biggest thing going on is the NCAA accreditation that is starting on Sunday. Construction going on and new initiatives coming down with financials, more work for fewer people.
 - Making moral of staff keeps up with all this stuff coming down, that is the priority of the council.
- Denver: Academic planning strategic progress planning. On Friday, November 17, Mary is attending a meeting with the they were assigned a goal of recognizing staff. Bone of contention was that PESA, EPA, and Staff Council people do not get any clerical support on the Denver campus. Very happy that Heckler put that back in, November 17 meeting at the Grants-Humphrey Mansion, he asked the whole community to come. They will have a day long retreat about the academic master plan. They are having an open house at the next staff council meeting and they are going to have pizza, they have only had a few RSVP. There is a perception on the campus that they are just a social group. They actually have a shared governance group on campus they are invited to participate in.
- Health Sciences: Health policy legislative agenda reporting - Kevin Jacobs talked further about the leave sharing policy that has not been finalized, that would involve classified, professional exempt, and faculty. He said he felt that there might be a broad statement; they still have to work out the issues of the inequities of the short term and long term insurance. They are pretty sure this policy is going to happen, just need to work out all the kinks.
- Boulder: Pat T reported the chancellor's department has moved to the old President's office; mailing services is no longer in Regent Hall, it has moved to east campus.
 - BFA reported they had a long discussion on reports regarding grade inflation. Discussion of Amendment 41 and unintended consequences if it passed.
 - Personnel review team was discussed.
 - Talked about the online mandatory supervisor training. It's a 90 process, and they are finding difficulty if they need to start part way through, they have to start over at the beginning.
 - One of the staff council members was having trouble getting a referral through PacifiCare and they referred her to Larry, since he is still on UBAB.
- System: their meeting was last Tuesday.
 - Staff service recognition award in October, had a good turnout, administration, president, Regent Bosley, Leonard, and department heads. They spoke about their employees and gave certificates. They had about 14-15 employees there getting the awards, and each employees was allowed to bring a guest. 20, 25, and 30 year employees were recognized. Working on getting 5, 10 and 15 years. Boulder Staff Council used to take care of that, so since it didn't get done last year, they included the last 2 years.
 - Planned the next meet and greet. Last one was September, they want to do one every quarter, since they are so spread out, they will go to different locations. Last year they passed out pens and water bottles, with logo and web address. Trying to

the next one the beginning of December or January. Thinking the next one might be at the Pearl Street location in Boulder.

- Treasurer and Controllers Office might be moving to Grant Street location also. The president is going to ask the board to approve moving the treasurer and controllers office. Since the controllers report to the Board of Regents, it is up to them. In the Controller's Office, 13 or 14 employees would be effected. About the same number from Treasurers.
 - The entire 6th floor is vacant and available at the Grant location.
 - The next staff council meeting will be at the President's Office.
 - Audrey asked if this potential move was known back then. David said yes, it was included in the initial study. Because of move to downtown and a change in their duties, they lost their secretary for staff council, so they appointed a new person. They told them this would happen before May. Feedback David is getting is that most people are saying lets try it. Most say they will stick with the office in the move.
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- PESA - Whit reported the major thing going on is working on a project given to them by the chancellor to come up with guidelines for the salary pool for the PESA members. They have kind of a meet and greet program to go greet new employees.
 - UBAB representatives are not here, will see if Paul can send out email.
 - Audrey: meeting in three weeks – talked more about leave sharing issue. Faculty would like to see if they can get faculty salaries get brought to the level it should be after all the budget issues. Discussed amendment 41 issues if it should pass (which it did). Each campus has a different chart for faculty salaries. He was providing this committee with how they stack up to their peer institutions. Robert Moore said Rob Coreman is no longer in the same position. They had been communicating with him but did not know and were not notified of the change, and they asked who to contact now. And discussed tuition structures.
 - Faculty council personnel committee report – she is not here either
 - Total compensation team has another meeting a week from Tuesday, held at 1800 Grant.
 - 2006-2007 recognition items - who else besides Mary would be interested in participating, they are gathering information about what recognitions are happening on a campus level, etc. Sue was appointed to be on it since she wasn't here. We will put the progress report on the agenda in a few more months.
 - Pat T said a new person on the Boulder Staff Council inquired and tested the water to see if there was any interest in creating a separate Staff Council for professional exempt. There was not any interest.
 - Pat BM had some short communication with Hillary Bruce to meet with the EPA about working with us and better representing issues of professional exempt. Date has not been sent.
 - Debbie wanted to verify the members of the service excellence awards - Date for award conference if April 20, 2007. Are the members of this group ok with the way the awards are

publicized? The review has always been done by this group; consider throwing out different things, such as maybe last years winners doing the next years selections. Doesn't appear to be a big move to change the process. Want to make this award more meaningful. Debbie will work up a similar timeline to what they had last year. Make a deadline end of February, and then meet at March meeting to review.

- Pat would like to get group together to execute the staff opinion survey out this spring. It's in the roll over budget.
 - Mary suggested hiring someone who is a professional survey writer. This survey has been done since 1990, same 80 questions, with 10 additional. Mainly thought it was too long and cumbersome. They keep it the same to get the same historical data.
 - Zoomerang inquiry seemed to be expensive beyond our budget. They projected about \$2500. Denver was quoted about \$300.
 - Pat would like someone to volunteer to help – Mary has experience working with Zoomerang and can enter the questions, but not write them.
 - The additional 10 questions could be submitted by this group and administration is given an opportunity also.
 - The results are reported to the board of Regents. Last one was 2002. Try to do it every 5 years.

Unfinished business - None

New business:

- Paul P said PERA invited Higher education reps to meet with them to discuss new retirement benefits made available through statutes. How do we get our IT infrastructure designed to accommodate this.
- Next meeting December 7 at HSC room #? Jean Stewart – internal audit about the ethics hotline and... about the legislative items coming up
- Jan 4th at Lawrence Street Center in downtown. Pat made the reservation. Mary asked if Denver should work on the lunch.

Adjourned.