

University of Colorado Staff Council Minutes
Thursday, December 7, 2006
UCDHSC, Fitzsimons Campus
Nighthorse Campbell Native Health Building, Room 204

Roll Call & Introductions

Attendees: Paul Perales, Anne Costain, Susan Barney Jones, Debbie Lapioli, Shari Patterson, Pat Beals Moore, Sue Sethney, Audrey Newman, Joyce Holliday, Pat Testarmata, Rod Muth, Lexie Kelly, Jennifer Lahlou, Velma Parker.

Guest: Millie Cortez, Secretary of the Board of Regents

Approval of Minutes

September 14, 2006

October 5, 2006

November 9, 2006

Due to lack of a quorum, the approval of minutes will be put on the January meeting agenda for consideration.

Milagros Cortez, Secretary of the Board of Regents

- Explanation of her duties: She has been in this position about 14 years, it's an elected position, per legislature. Is an Officer of the University versus of the administration, which means the position reports directly to the Board (of Regents). We have a unique situation there are only 4 other universities in the country with this structure.
- Millie came into this position from 14 years of military and has two masters degrees.
- Past job responsibilities were in the military and included human resources, property and acquisition management.
- She provided some background information about herself and how she got the position.
- Responsibilities by Laws of the Regents: chief staff officer of the Board of Regents. To serve as a facilitator and liaison between the Board and its constituents. The Board is composed of nine uncompensated elected volunteers. They usually are otherwise employed. This means for the Secretary of the Board, her job is the care and the feeding of the Regents. Has a staff of 4 others in office. They do anything and everything the Regents need; they arrange and accomplish what they need to do their jobs. They are the central repository of all research.
- Writing the minutes, manage the Regent's web site, post meetings and minutes.
- Represent the Regents at meetings or functions. Selects the staff in her office. Is an ex-officio member of the President's Executive Committee.
- Institutional duties include consulting with the president's office, correspondence from and with the Board. Does the presidential search, has now done 4 in the last 14 years. Official records custodian, Colorado open records request in consultation with (university) system counsel.
- Keeper of the official university seal. She accepts lawsuits on behalf of the Regents and the university.

- www.cusys.edu/regents
- The Regents are a policy making board. Everybody is a constituent to any of the Regents, which is a unique situation. Entire state, parents, students, etc. are a constituent. It presents a challenge for them to remain only in their policy making position. Her job is to make the Regents not do that, and to deflect those responses elsewhere to seek help. They hire and fire president, secretary and treasurer.
- The Laws of the Regents have the descriptions of the specific job duties as defined by statute on their web site.
- Audrey asked for a copy of her job description. Secretary Cortez responded that the official position description was written in 1992. Although the job has evolved over the years, the Board has not yet updated that job description. She provides her job description to the Regents in preparation for her evaluation by the Regents. She would be happy to provide both the old one and new one, which has not been approved by the Board.
- The Board has changed from 11 meetings per year to 6, in addition to the annual budget retreat. They are reviewing her job description in January when the 3 new Regents come on to the Board.
- There are two secretaries of the Board in the nation who have job duties the same as hers, which makes it a very unique position for doing any comparison. The only other institution similar is the University of California.
- In response to a question about where the Board's funding comes from, Secretary Cortez stated it comes directly off the top. The JBC determines the funding they have to work with. There is an internal system-wide budget allocation system. There is only general fund money for the Board of Regents from the ICCA. The president can supplement and have discretionary money for the administration budget. Must be very frugal about how they spend the Regents money because every bit of it is taxpayer's money. There is a \$91,000 budget for direct Regents expenses. They wind up supplementing it about every year from other sources to meet the needs of the Regents. Average about \$1,000 a month on printing costs. Trying to go to an electronic agenda. They now have the capability to do it. Some of the agendas are up to 50 pages.
- The director of internal audit reports directly to the president and the Board. \$1.2 million budget.
- Audrey asked about having concerns presented through the secretary instead of things going directly to the Regents. Millie clarified: Regents are elected officials; you have every right to go directly to the Regents. Her remark merely relates to people having campus issues, such as billing, etc. Their job is to listen, get information, find out who the caller has spoken to. If they insist on talking to a Regent, it is given to the person to contact directly. She wants to make sure before a Regent gets involved, she tries to fully inform the Regent of the accurate details of the situation. She researches for the Regents. Her job is to try to maintain a balance to keep harmony between the administration and the Board.
- Millie's job is to advise the Regents of their responsibilities and then she supports them in whichever manner they choose to handle it. She does a lot of moderating on behalf of the Board. She thinks it is better to be able to maintain the confidentiality of the Board instead of having to report everything directly to the president.
- University Counsel has to represent both the Board of Regents and the president. University Counsel enjoys the unique situation of client advisor confidentiality privilege. At times this creates a difficult situation when there are issues are between these two (the president and the Board).

- The duties of her job are difficult to compare across the country because of the different structures of universities.
- Audrey thanked her for her explanation, which she felt she really felt helped to clarify for her the duties of the Secretary's position.
- Millie will be introducing the new Regents in their orientation of their new responsibilities.

Kirsten Castleman, Deputy Director of State Relations

- Works under Tanya Kelly-Bowry, who is Assistant Vice President. On Tanya's team her responsibilities are health and a variety of other things.
- Overview of offices of state and federal government operations and contacts are provided on handout.
- Tanya has a regular email that goes out to interested parties within the university as things come up. State education hearings are coming up next week with JBC. Email Kirsten or Melissa Miller if interested in being added to Tanya's government update list. Separate email list on only health care issues that goes out from her or Vicky Starbuck, so please email her to be added to that list.
- One of the good things about having this system combined is they have a list of delegates for support from their areas. With having this large system they can inform their delegates of how different situations will affect their delegates. They build a lot of friends at the legislature.
- Passed out a memorandum from Hank Brown to the JCB, which they ask to keep within CU at this point in the process. Of the \$100 million requested, 50% of it is requested for CU, although there is not this much funding available. They have specifically asked for additional funding for the Health Science Center as they have not been able to keep up with the past funding shortfalls with compensations.
- Salary increases 3.4%, actually salary survey is 3.5%, which is what the JBC is looking at.
- Capital Construction is on page 3 of this request. The Regents prioritize all requests except at AHEC – the Auraria Campus requests - which the Regents cannot add on their prioritizing list.
- The revenues are coming in much higher than projected for this year. A lot of this will be over the 6% spending limit. Anything over this will go into Senate Bill 1, then to SB 1310. That money will go to capital construction to fund into future year requests. However there just is not enough money to go around for capital construction from 2009 beyond. We are looking at a very dire situation. They will be trying to look for new sources of money which would have to go through the legislature as a bill before it could be put on the ballot.
- Velma asked why K-12 education is always at the forefront of requests for education funding. Kristen responded that the state constituents seem to have a 80% poll positive rating when asked about K-12 funding, whereas the poll for higher education is lower, in the 30% area. The creation of Tabor and Amendment 23 has severely limited the available funding.
- Rod asked what the percentage of bachelor degree holders are in the average. We are always up there with Massachusetts with the most highly educated population, always first to second in the nation. However, the paradox is that most of these people are imported from outside of the state with a high drop out rate of high school students. The population of bachelor degree holders would be more inclined to be supportive of higher education, which Rod believes to be in the area of 30% of the population of the state. Kristen believes

that Governor-elect Ritter seems to understand the scope of our situation for higher education support. We are 48th in the nation for support of higher education. She believes the future Governor will be more supportive than Owens was. However his support of referendum C got him in major conflict with his party, and we very much needed his support on the referendum.

- Velma asked is there any plan to get to that 70% of the population without a higher education degree. Kristen said that is not her area of expertise. There is a new director of communication. Within the legislature there is a CU ambassador group, which was strong under President Hoffman. It was very successful. She would love to further develop this group as a grass roots organization. To get the word out to other areas in the state about the importance of higher education. Velma suggested some of that should start in the schools. Maybe the parents of these students should also be introduced to the concept of the importance of higher education.
- Lexie asked Kristen's background and field of expertise. It is in higher education policy. She got a masters degree in higher education policy in Michigan. Health policy she has had to learn.

Motion to move January 4 meeting to January 11 in order to have a quorum for the meeting. Since a quorum is not present, the consensus seems to be to move the meeting to the 11th. Pat will check availability of all by e-mail, and the date having the greatest number of members potentially attending will be the meeting date.

Reports

- Chair's
 - Pat did not give a report at the last Board of Regents meeting; she needs some input for what she can share in the report. We had a staff representative from UCDHSC downtown to be on the sexual harassment committee.
 - The president is convening an advisory system wide group to be called the Pioneer Fund Advisory Committee, which will meet to begin developing a strategy for campus-level fundraising drives to be held this spring. His intention to do this each year, to have faculty and staff contribution on the fund is helpful for him to go out to the community to ask for contributions from outside donors. Pat is asking for 5 staff representatives, one from each campus staff council. A total of 8 retired persons will be involved. Anticipated time commitment is dependant upon what the campus group recommends. Please send suggestions of retired staff from your campus that might be willing to participate.
 - HRPG is meeting on Monday. System admin has hired an HR consultant to look at our policies to see where there might be gaps. Looking at professional exempt total compensation issues. Pat has contacted PESA and EPA to get their input.
- Treasurer's
 - About the same as last month. We did get a budget increase, and we have 7641 more than we did at this time last year.
 - Jennifer asked what the budget is for the conference. Plan on \$3000 to \$4000. We also have travel \$672 more for travel than we did at this time last year.
- Campus Council –HSC, System, UCB, UCCS, DC

HSC – Audrey reported they held elections of open seats but do not have results yet. New members will be coming to December meeting they invite the Regents. They have January to December terms.

- They had Lynn from the police dept who gave a report what is going on with the campuses. Talked about safety features and phones, blue lights for emergencies, etc. on campus. There is a lot of public through out the buildings. The police go up and down through their hall throughout the day.
- They talked about a self defense class that she teaches. They publish a newsletter every year. She said it is one line at the police department website. They also have an escort service to walk you outside.
- System:
 - had a meet and greet and some of the people came out to the procurement center. Next time will be at UMS where the Controller's and Treasurer's Offices are, and decided to postpone it to January.
 - Sponsored a table at the president's holiday carnival. Have been working on pictures to have available with some of the events they have done the past year. They have been planning the UCSC event in the spring to recognize the annual service award recipients who are recognized at the All Staff conference. They are going to a location to see if it would be good for the event in April.
 - Instead of doing something like the Rockies game, they are exploring the option of a community service event.
- Boulder:
 - Had a meeting yesterday, December 14.
 - In UMC they will sponsor an open forum with Chancellor Bud Peterson where he will discuss his vision 2030. Had a speaker from ITS, Dan Jones, who is our campus security lead.
 - Some staff use a dial up computer connection from off campus, and that is supported by student fees, and students are using that less and less, so there is a belief that service will go away as students are utilizing it less and less. Then it will be up to the individual departments for specific individuals to access computers.
 - How have the little soap dispensers on campus been working? Part of Pat T's dining hall has sanitizer units that will take counts. Pat will share the count when those numbers become available.
 - Pat Moore asked if we are interested in a presentation about bird flu.
- UCCS
 - The meeting is next Wednesday.
 - At last meeting someone came in form facility safety and gave a report on all the things they are doing on North Nevada, all the stores going in on that corridor, and the changes on Austin Bluffs Parkway that goes into the campus.
 - The Multicultural Diversity Center had a grand opening and had foods from different countries and religions. The Center is located right in the University Center, so it's so available. That was part of the Blue Ribbon Commission recommendations.
 - They are packaging up the holiday services organizations. Doing 29 families and will pick up tomorrow.
 - They are going to have someone come in with a money maker with a cookbook idea for staff council. The speaker for their meeting next week is from public safety.

- Also supposed to have prizes and games to have a fun meeting.
- Two big things, are accreditation, and they don't have to come back again for 10 years. Last time they got accredited they didn't like their funding situation. Now the funding is even less. The campus really pulled together with the meetings and had good attendance.
- The other big news is that the Dept of Education gets a doctorate accreditation.

- Denver -
 - Our adopt a school has adopted Whittier Elementary, making 50 baskets, through the 15th of December.
 - In November they had an open house with pizza and pop, had 5 people show up. People want to be on the list serve but not be members of the Council. Still recruiting for staff council. Currently moving to advocating – SUE WILL SEND WRITTEN REPORT TO ME
 - SOAP – Staff opportunity awards program, to get up to \$600 to attend a conference and they felt HSC should have the same opportunity.
 - Maybe we should utilize more list serves to break down specific interest groups. Will encourage employees to show up at the capitol during the legislative session.
 - There have been some incidences of people slipping and falling at the Speer Blvd intersection.
 - Currently investigating if employees can bring in exercise equipment to utilize in Lawrence street building. The suggestion has been made that employees could repair and bring in their own exercise equipment. Sue is investigating. They have become less of an information-sharing function and more of an advocate.

- Faculty Council Budget Committee

Audrey reported: Last meeting Anne was there to talk about leave sharing. There was going to be a cost analysis done. Steve McNally was there to talk about the tuition benefit. They are still exploring that, and whether Referendum 41 would end that benefit or make it not allowable as a benefit. In February, March and April, they are moving the meeting and it will conflict with this meeting. So at the next meeting maybe they will talk about missing three months there, or if maybe we move these meetings.

- Faculty Council Personnel Committee

We need a new person to succeed Sue in attending, the first Friday of the month when the meeting is held. They would really like to have a staff perspective to attend that group. 1:00 to 3:00 in the Lawrence Street Center in downtown Denver. That Committee also supports setting up a leave bank with the professional exempt and other personnel.

Privilege and Tenure Committee had been asked to look at the suspension of pay for multiple years to see what point being suspended is in effect a termination for cause.

- Other Committees

Debbie updated these for this cycle. One other change this year to get input on is

Jean Stewart, Director of Internal Audit

Ethics Line Report:

- About one year ago the president said he thinks it's important to have a confidential reporting mechanism for employees to report possible ethical violations, per the Sarbains-Oxley ruling. Jean researched several different reporting mechanisms, and settled on Ethics Points based out of Seattle, Washington. There was a brochure included with your last paycheck to explain how it works. It is totally automated. You can go online, or give report verbally. They go through the longer list of questions. You can record your concerns. Depending on the area the report is based on, it will be routed to the appropriate department. The recipient will be notified of a report in their area by email and will be instructed how to respond. They should respond within 3 to 5 days. The reporter can check on the status of their report online. Further questions will be asked on that system. The reporter is given a number, and the reporter is given a password so no one other than the reporter can access this information. Until it is closed, the reporter can go back and review the status. The result of the report is usually confidential depending on the type of situation.
- If you are concerned about your identity of being revealed, you can report as unanimous person because in some circumstances this information may be revealed due to the open records act. However they may not be able to adequately investigate the situation without further details of the incident you reported.
- Discussion ensued about the distinction of what legally constitutes an open record request document. Where are these lines drawn.
- Jennifer asked how many reports have been filed. Yes, a public report was prepared and handed out at this meeting and handed out at the Regent Audit Committee. As of November 1, 2006, 36 reports were filed. 2 of the 36 were inquiries. 77.8% of the reporters chose not to identify him/herself.
- There are 15 issue categories. www.ethicspoint.com click on file a report. Type in University of Colorado. It has our “landing page”, and it has references or links where you can go to for help if you have questions about policies. If you want to file a report, you click on a campus. You can then click on the different categories and see the different questions it will ask you if you choose to go in.
- Audrey asked how long it takes to complete an investigation. Depends on the situation. Currently about 50% of the reports are closed.
- Two reports have been substantiated. Velma asked what categories they fell into. She did not know. She has to find out if she can repeat that if she can find them out.
- One of the faculty concerns is about frivolous reporting. How does the Staff Council feel about this concern? Some doubted there would be time to waste doing this. Where is the distinction made between frivolous or unsubstantiated? They do not make that distinction to determine the difference. They have had an anonymous reporter repeatedly reports the same circumstance which can become frivolous.
- When she first spoke with EthicsPoint, they had 70 higher education institutions when they first investigated this company. Now they are up to 110 and it is growing.
- Certain stressors will create a spike in the volume of reports, such as training.
- Anne said that these kinds of lines can actually identify more problematic personnel than what background checks can identify through “word on the street”.
- Question for Staff Council – do you think the EthicsLine is advertised enough to get the word out? The Council thought it was an excellent idea to include information in the pay

advice. Pat T. said many of her employees are not fluent in English. There are some language translations prepared. Some of the people don't have access to computers, so a report could be phoned in. What about the portal? Then they have people who don't have computer access or computer skills. Zan Johns has brochures prepared in various languages. Susan said that the Silver & Gold Record could print an ad in different languages.

- Students – the fee would increase to add students to the service because of the cost of adding that many to their contract to service.

Service Excellence Awards

- Service Excellence Award Committee
 - Debbie updated these deadlines for this cycle. One other change this year to get input (on handout) Pat will get advertised. 2nd page is what is on the web page. All Staff Conference will probably be in Denver this year, not Boulder. Pat notes reference to name is: All Staff Council Conference. Debbie noted typos and corrections to handout.
 - Pat has notified attendees of the conference, such as the President, Chancellors, etc. Staff Council will take back to campus councils to distribute.
 - Debbie will email out revised handout for distribution.

Jennifer talked to Mark Augustin this morning and they discussed that there was some tracking of gifts that had to be done for employees, is anyone aware of what these requirements are; dollar amount limits? No one knew, it will be researched. Amendment 41 consequences are still unknown at this point.

PESA – email report from Whit:

- Here is what I was going to talk about regarding PESA issues at UCCS:

In October, the Chancellor charged a PESA working group to come up with a PESA Salary Setting process based on an audit conducted at a University in the system.

We were charged with:

- a) Clarifying those principles governing the PESA salary pool.
- b) Given that the State Auditor has commented the University of Colorado does not have a rational salary setting process for PESA employees, the UCCS campus needs to develop such a process.
- c) Determine an appropriate data set to establish PESA salaries.
- d) In determining principles governing a PESA salary pool, consider how much of a pool should go to compression and how much to merit.
- e) Determine if the compression issue can be addressed in 5 years.

Note that FY 07 should be considered year one of the 5-year process.
The objective is to eliminate the compression issue within 5 years.

- f) Consider the possibility of market adjustment to current job.

Fortunately I was a part of this working group and yesterday we made our presentation to the Chancellor addressing all areas concerned....she accepted our proposals and pending legal review to ensure we are within the Regent's guidelines and having our PESA governing board sign off on the process, we are done!

Unfinished Business

Pat T. brought up an employee issue brought to her attention about grievance rights about personnel who was terminated before certification was issued. Is there a grievance process for non-certified employees. Discussion ensued. Certification can be as early as at 6 months, up to one year.

Shari reported: Chancellor Shockley said she wanted us to meet in the Hellar house at UCCS, but not possible due to renovation, but may be possible in the fall.

New Business

Susan asked about the survey, what is the Council planning on doing. Pat BM is going to research how to do this. Volunteers are welcome.

Adjourned