

University of Colorado Staff Council
Meeting Minutes

Leeds School of Business
995 Regent Dr, Boulder, CO
Room 203

Thursday, May 14, 2015

Call to Order

No quorum present until 10:21; voting to approve minutes or agenda postponed until then.

Present:

- Joanna Iturbi – Boulder
- Denise Thomas – Boulder
- Amy Dahlbach –Denver|AMC
- Cynthia Pasquale – CU Connections
- Anja Wynne – UCCS
- Nancy Sicalides-Tucker – CU System
- Kay Miller – CU System
- Philip Bradley - UCCS (phoned in at 10:21)

Absent:

- Tricia Strating – CU System
- Ida Dilwood – UCCS
- Dana Drummond – CU Boulder
- Jessie Pocock – UCCS
- Angela Townsend – UCCS
- Rhea Taylor – UCCS
- JaNet Hurt – Denver|AMC
- Jim Dages – CU System

Meeting agenda approved – motion from Joanna, Anja second

February meeting minutes approved – motion from Denise, 2nd Joanna

Treasurer's report

- Balance of \$3995 – use toward fall retreat
- Anja asked about transportation being charged to UCSC speedtype if travel is to UCSC event, instead of a campus speedtype.
- System is in charge of the retreat, as it rotates from year to year – same campus that hosts the All Staff hosts the retreat.
- Location and dates are to be determined

Chair's report – Tricia Strating (via Nancy S-T)

- Meeting with VP Kathy Nesbitt
 - Professional Development policy, who leads the charge?
 - Funding and previously discussed ideas such as set dollar amount
 - Kathy (via notes from meeting with Tricia): Not a fan of new policies, this may be an amendment to the Tuition Benefit policy. Must be enterprise-wide and all campus councils must support it. UCSC would need to draft the language and do all the research on:
 - How many current CU positions require professional certifications
 - How much does the average certification cost
 - How many employees might use it annually

- Average cost per employee (work with Geoff Barsch in Budget and Finance)
 - Is there a pool of money anywhere that could be used to fund this
 - Need to determine a timeline, maybe establish a sub-committee
 - Tuition waiver policy not up for review – find out if there’s anything in the agenda for next year.
 - Staff component wouldn’t necessarily affect the faculty policy/program
 - Possible subcommittee to address this
 - No consistent policy that allows people to keep up with development and certifications using benefits, paying out of pocket, while tuition waivers are covered.
 - Currently, there’s no place to self-identify what certifications you have already. This may become possible in November 2015 with the Taleo upgrade.
- Board of Regents requests
 - Professional Development
 - Communications: Does staff think they are receiving enough communications about what is happening around campus?
 - The communication channel should be: BOR → USC - >Campus staff councils-> mass communication.
 - Campus councils try not to fill people’s email inboxes too much.
 - Are people interested in receiving the BOR letter? Not enough people on the campuses reporting their interest (or lack thereof) to council members.
 - We should ask the BOR what their expectation is for distributing the letter, and survey constituents to find out what they want. Should the letter be attached to Council weekly newsletters?
 - How do people feel about the communication from Administration?

Presentation: Tom Sebok, Boulder Ombudsman

- Campus policy with respect to bullying and abrasive behavior, what he has researched about the issue and what other universities are doing about bullying
 - Incorporate bullying policy into existing policy
 - Each campus should have a policy for reporting discrimination and harassment.
 - Do we need something separate for bullying?
- Ombuds Office: Impartial and confidential, Independent, Informal
- Early on (early 90’s): “hostile work environment” became a commonly used term
 - Bullying is pervasive
 - There is little training for supervisors to help them deal with bullying.
 - There is no mechanism for formal complaints on the campuses (Boulder does have a director of faculty relations – John Frazee – has a representative to investigate allegations among faculty, must be requested by an administrator)
- Only three universities that Tom knows of have a policy, including University of New Mexico, Oregon State University, and University of South Carolina
- Evaluative relationships are most of bullying concerns, (24 in 2013-14) vs. peers and colleagues (3 in 2013-14)
- Related policies
 - UCD Anti-violence policy
 - Student Code of Conduct
 - BFA Professional Rights And Duties of Faculty Members and Professional Duties of Department Chairs
 - Regent’s Policy 1C Principles of Ethical behavior (respecting others)
 - Discrimination & Harrassment
 - Boulder Campus Violence Policy
 - None of these define bullying or define procedures for dealing with it
- Oregon State Policy

- Specific definition of bullying, but may leave some room for interpretation
- Challenges
 - Clear definitions
 - Outline clear procedures
 - Balance free speech rights with the right to a safe work environment
 - Resources needed to investigate
 - Workplace bullying is not illegal in the U.S. (unless tied to protected class)
- BOR has expanded the list of protected groups that are not officially protected classes. Does that mean anything to Ombuds? His office has not seen many of related complaints.
- No best practices for this yet, but there are “promising” practices.
 - Consortium on Abrasive Conduct in Higher Education is collecting these promising practices.

Discussion and possible vote (see attachments)

- Boulder Campus Staff Council resolution 1401 (Resolution urging the university to create a policy on bullying)
 - Boulder Staff Council passed the resolution back in December, to urge the administration to look at whether they needed a policy and whether that policy could be system-wide
 - Joanna motion to pass the resolution, Anja second, resolution passes unanimously.
 - The resolution may be on the retreat agenda.
- Faculty Council Personnel Committee proposal to create a central “call line” to report discrimination, harassment and/or unethical behavior
 - The vote is tabled until we have more information

Presentation on Lynda.com

- Online professional development
- Available to Boulder faculty and staff
- Cost prohibitive, but Provost moved forward on offering it
- Provost and CFO Kelly Fox
- Three year contract - \$300K flat rate for those three years
- About \$25 per user per month usually, but \$.19 per person with this contract
- There were some worries that there might be redundancy with SkillSoft, but there are enough qualitative differences between the two.
- May be used in 2015 courses and student roll out was in 2015
- Internal communications and promotions
- Lynda was recently purchased by LinkedIn
- Target 10% adoption rate after initial adoption curve
- No conversations so far about taking this system wide
- Single sign-on within the training tab in the portal.

Discussion and vote

5014- Sexual Misconduct (*formerly Sexual Harassment Policy and Procedures*)

5015-Conflict of Interest in Cases of Amorous Relationships

5019-Parental Leave for Faculty and University Staff

2006-Retention of University Records

- Faculty leave and retention of records are on hold
- Sexual misconduct – still in draft
 - System Staff Council had some concerns about wording but not concerns about the policy
 - Denise motion to pass, seconded by Joanna, motion passes unanimously
- 5015 – Conflict of interest
 - Policy wording issues on all campuses, but overall policy is fine
 - Motion to pass – Anja, seconded by Denise – passes unanimously.

UCSC Officers

- Nominations for chair, vice chair, treasurer and secretary
- Chair: Anja and Denise, both also for vice chair,
- Treasurer: Dana from Boulder is the only nominee
- Anja and Denise both accept their nominations
- Amy nominated Stormy and (another individual from AMC) for Secretary, Amy would take the post if the other two from her campus decline.
- Kay nominated herself for secretary.

Discussion and possible vote

Faculty Council EMAC proposal to modify Regent Policy 3G and APS 1009 in order for diversity work to be tracked and recorded in the faculty annual evaluation process...specifically, would UCSC like staff to be included?

- The decision is that we will not vote on this and discuss it further.

Discussion item

- UCSC fall retreat
 - August 6 and 7 (Thursday and Friday) were chosen as the dates.

Campus Updates

- Boulder
 - Had spring BBQ on Tuesday
 - 1300 people showed up
 - Cost was approximately \$11.20 per person
 - Raffle items from local merchants
 - Attended by Chancellor DiStefano and Regent Hybl
 - Communications
 - Doing a spotlight article each month
 - Do they want to highlight people, or services like Lynda?
 - Redoing website in the spring
 - A little behind on elections
 - Years of Service recognition – had one person at 45 years
 - 57 turn out for the Years of Service
 - Statewide Liaison Council – SLC – Boulder has been going but there is a feeling that is not much value, and since it is for classified, and CU is moving toward a different model, it really doesn't apply anymore. Nancy: as a large employer, it would be nice to have representation there for CU.
- Colorado Springs
 - Merged bylaws back to unite classified and exempt staff councils
 - May continue as separate councils for one more year
 - Used auditorium for staff appreciation luncheon event beach party theme.
 - Professional development – launching mid-level leadership committee, not run by staff council
 - Push on financials, especially with change in retirement plans. More focus on financial fitness
- Denver
 - Merging exempt and classified staff councils
 - Just finished elections
 - 24-25 people currently serving on staff council
 - Retreat will be held on June 12
 - Professional Development – culturally responsive practices presentation
 - Employee appreciation popcorn party at AMC, Pancake breakfast at Denver June 2

- System
 - Brown bag series: learn about the different System leaders
 - Friday, May 15 supervisor appreciation event
 - Office of the President – Ice Cream social – Sweet Cow – date TBD
 - Communications team – very organized
 - Outreach committee and H&W bike to work day – promoting the event for June 24
 - Health and Wellness- getting a gym with donations from Advancement. June goal for opening.
 - CPR training held recently, with the possibility of offering training for certification
 - Employee Advocacy Committee – did all the research on the policies voted on today.
 - Retreat will be held in July. The new members will meet the nominees in June and prepare to vote in July.
 - Making sure that when people have a break in service that we honor all the time that they have worked for CU, not just contiguous years at System.
 - Conclusion – include student years, breaks in service and multiple campuses. Starts at Fiscal year.
 - Does not include years as faculty. Only staff and student work will count toward years of service.

Adjourn 1:37 PM

Minutes submitted by Kay Miller, 5/15/2015; edited by Kay Miller, 6/26/2015