

**UNIVERSITY OF COLORADO STAFF COUNCIL  
MEETING MINUTES**

Thursday, December 15, 2011  
10:00pm – 12:00pm  
Video-conference

**I. Roll Call**

**Attendees:**

- Pereze Banks
- Tina Collins
- Dana Drummond (Boulder)
- Leeann Fields (Denver|Anschutz)
- Stephanie Hanenberg (Colorado Springs)
- Carla Johnson
- Deborah Makray (Denver|Anschutz)
- John McKee (Boulder)
- Jane Muller (Colorado Springs)
- Jen O'Connell (Colorado Springs)
- Teena Shepperson-Turner (System)

**Absent:**

- Miranda Carbaugh (past co-chair)
- Sarah Douvres (alternate)
- Danny Felipe-Morales (alternate)
- Matt Gaden (alternate)
- Lori Krug (past co-chair)
- Debbie Martin
- Dennis Russell
- Jennifer Williams (alternate)

**II. Motions**

1. Motion to approve the December 15, 2011 meeting agenda by Stephanie Hanenberg, seconded by Jane Muller.  
VOTES: Yes: 10; No: 0; Abstain: 0
2. Motion to approve the November 17, 2011 meeting minutes by Deborah Makray, seconded by Pereze Banks.  
VOTES: Yes: 10; No: 0; Abstain: 0

**III. Chair Report: Carla Johnson**

Carla reported on the volunteer/parental leave item that has come up in previous discussions with UCSC. The Boulder campus provides up to 16 hours of paid administrative leave for school/volunteer activities. The Denver campus provides up to 4 hours of paid administrative leave during the annual Giving Back Campaign but otherwise does not have a formal leave policy for volunteer activities. The Colorado Springs campus does not have a formal leave policy or process for granting paid administrative leave for volunteer activities. The Colorado Department of Personnel and Administration rules only state that a department shall adopt a policy to address whether or not administrative leave is granted for community or school volunteer activities. Colorado State University has a volunteer program that grants up to 5 hours a month to staff to volunteer within a public school, but isn't clear whether the program is also open to non-classified staff. Carla volunteered to look into what programs may be offered at peer institutions.

**IV. Guest Speaker: Jill Pollock, Vice President for Employee and Information Systems**

- Health & Welfare Trust

- She stated the Cleveland Clinic has 40,000 employees participating in their Wellness Program which has been established for seven years.
- The clinic has put together a weight management program, exercise facilities, smoking cessations programs and nutrition programs associated with Curves, Weight Watchers and other facilities which are free to the employees by rolling it up into the premiums. Slightly different premiums are offered for participants.
- Jill asked for thoughts from the council on these types of programs. Responses were positive, but it was emphasized by council members that the ability for all staff to participate is important.
- 3500 employees have waived health coverage and Jill is investigating the possibility of allowing participation for these employees, but this is still preliminary.
- State classified participation in the university Kaiser health plan is allowed under HB 11-1301, but the university must give 1 year notice to the state of intent to offer other plans in addition to or in place of state plans. The university may decide to offer university Kaiser to state classified employees, but will decide in early spring. The university must first perform an actuarial analysis to evaluate the effect on remaining state employees.
- Health Plan Review Panel and UBAB
  - The University Benefits and Advisory Board (UBAB) was formed as a result of audits of self-funded status and provides employee input into benefits formation.
  - The Administrative Policy Statement on UBAB will be reviewed this year as part of the regular 3-year review cycle. Questions that will be asked include “What is the added value of UBAB?” and “Are staff councils a good venue for delivering information instead of UBAB?”
- Wellness Incentives
  - Jill stated that University Hospital offered an incentive payment outside the Trust (\$120/year premium discount) to participate in bio-metric screenings and health assessment.
  - Most of the Board members thought it was a great idea and anything that helps to promote more participation is good.
- Tuition Benefit
  - Jill stated that this is a 1<sup>st</sup> year initiative in a down economy and no one will be 100% satisfied. Registration is still on a space-available basis except at UCCS where a pilot is underway. No supervisor approval is required except if classes are taken during work hours.
  - The new APS allows for 9 credits to be granted to the spouse or partner and IRS-eligible dependents if the employee will not be using them. Spouse or dependents can only take undergraduate courses. Dependents much take classes on the campus where the employee is located. For the Denver campus, this is considered both Anschutz and Denver.
  - At Boulder campus, can only be used for summer courses because of tuition linearity concern and ability to be cost neutral.

V. **Guest Speaker: Dan Montez, Director, Office of Policy and Efficiency**

- Policy
  - He stated the office has been working with the Task Force for two years to streamline policies. Since then they have reduced administrative policies from 210 to 92 and most changes were made to HR related policies.
  - The Office of Policy and Efficiency has an input form on their website ([www.cusys.edu/policies](http://www.cusys.edu/policies)) for questions, comments or feedback on any policy currently under review. The website is a one-stop shop to find any university policy.

- Policies are reviewed on a 3-year cycle and usually rolled out in January and July. Policies that are undergoing changes are listed on the website. The site includes a justification for a policy change, the policy/process and fiscal impact, the current policy, and the draft policy.
- People can sign up to be notified of any policy changes by going to the website and signing up.
- Efficiency
  - Their office supports the President's Task Force on Efficiency.
  - The website ([www.cu.edu/efficiency](http://www.cu.edu/efficiency)) shows the status reports for recommendations made to the President and updates. The site gives ideas for employees on multiple levels, like money saving ideas, personal efficiencies, etc. This is a great site to submit ideas or suggestions for efficiency.
  - The office also performs administrative unit review at the system office, which looks at their processes of efficiency, i.e., service center's responsiveness, communication, etc. The review includes interviews of system and campus stakeholders identified by the administrative unit.

Meeting adjourned 12:00pm

Next Meeting: February 16, 2012  
Denver/AMC