

UCSC Retreat Meeting October 5 - 6, 2006

Roll call

- Pat Testamarta, Paul Wyles, Velma Parker, Audrey Newman, Tim Martinez, Jennifer Lahlou, Pat Beals Moore, Joyce Holliday, Anne Costain, Mary Ann Goodland, Sue Sethney, Shari Patterson, Jim Langstaff, Paul Perales
- One from each campus represented and at least 10 present to have a quorum.

Minutes from 9/1/05

- Sue moves to approve minutes as they stand, Pat T seconded. No discussion, no objections. Minutes stand as written.

IT Security Policy Presentation (Anne Costain)

- It working group and working committee put together to work on implementing improvements on IT security. Passed out a worksheet of a comprehensive framework, many different policies are being considered. Steve McNally approved Anne doing an abbreviated version of this. The why are 3 or 4 major data breeches this summer or fall that have compromised over 100,000 individual records. If there are card violations you will lose the privilege of using credit cards. HIPPA involved. The plan is to have a phased approach within a comprehensive framework.
- If this affects your work, you should go to the web page listed <http://its-security.colorado.edu/cu-itsec-policy> and review the proposed policies. Based on an acceptable international standard.
- Once these procedures are adopted they will be mandatory. They will be enforceable to the micro level of responsibilities, fines, fees, etc.
- The way CU does business will have to change and will affect everyone directly so it is important to share this information with the constituents. The more data you have access too the more you will need to be informed.
- Ciber consultant has reviewed the current guidelines and is identifying recommendations, working on drafts to create over all picture.
- UCDHSC has had individual units have a security consultant at no cost to the unit to make individual unit security recommendations.
- How will we fix what has already happened? We don't have enough funds going forward, so we can't go back and fix what has already happened in the past.
- This is one of Hank Browns priority projects.
- Underlying fear of will I be responsible in my job for these breeches? Not until the policies are in affect. The governmental immunity act; as long as you are acting reasonably and doing due diligence in your job, you are generally protected in most suites. Once there is notice and training, your course and scope of responsibility is narrowed.
- Timeline? End of November, first part of December anticipated. Education comes in phases. To do the training with the phases, a web based training. People won't know in advance their responsibilities. ISO (information security officer) when appointed when identified will make decisions on implementation. 12-18 to 24 months months, Tim's speculation, of making it effective. It will be a continual work in progress.
- Compile questions and concerns you and your constituents and have them email this committee.

- Pat had call from Steve McNally offering to let us have a staff member on the committee. Most meetings will be conference call or teleconference. President doesn't want a national search at this point. This person (ISO) will report to Steve McNally.

Proposal for fundraiser for students who are attending CU who were displaced by Hurricane Katrina (system Staff Council/Lahlou)

- Jennifer wasn't at the meeting, Paul P was there. Looking at getting them gift cards. Lexie will be here tomorrow. System admin staff council have this group take back for consideration generating some kind of gift for students displaced from the hurricanes. Partnering with existing charities, or volunteer work toward that effort. Need to find a creative way to work with another non-profit. Hoping this group will create a subgroup or committee. How can we best take advantage of existing programs instead of re-creating something new from scratch?
- Tim drafted to his legal a once a month donation of canned goods. He was told no, because we cannot do it because we can't distinguish between the different charities out there. Second, between these hard financial times, everyone donate a dollar, etc, to put in pool to cover employees during difficult job difficulties. This was shot down on both by their legal council.
- Also potential of funding a scholarship.
- Can we do it, how, when? A committee needs to be formed; system admin council is going forward with this anyway. Committee would have to turn around their decision in a month. Most of the students will be going back to college in Louisiana at the end of the semester.
- Jennifer moves that we support system administration staff council charitable effort. Discussion. Shari made a motion to table. Jim 2nd. Motion passed to table to ask Charlie tomorrow.
- Boulder's staff council administrator is Patty Zike who would probably know how to make the contacts and the set up.

Consider motion to change future meeting dates

- Motion to put topic on the table. Motion passed. The board approved meeting March 2nd. We usually go over the service excellence award winners, we do not usually schedule a speaker, and a business meeting is scheduled only as time allows. The conflicts are in March and June of this year. The next fiscal year conflicts every time.
- Jim moves that we move the March and June 2006 UCSC to the second Thursday of the month. Pat T 2nds. March 9 and June 8. No discussion. Motion carries. Paul W abstains, can't attend. March is Boulder, June is Colorado Springs.

ELP reunion retreat

- Jennifer – they want us to join to do things with faculty council, and this particular initiative is about positive communication about the university in everyone we meet. It's a fellows program in faculty? What do we want to tell them as a group, how do we feel we can help and partner them?
- This retreat is for people who have been ELP fellows the past 5 years.
- Collaborating with the faculty council to connect with the ELP program to be a PR of CU. Grooming to have people within the university connect and further the university's communication to share within other people in the university.
- What do staff value about the university? Maybe?

- Clarification - Not about ELP participation. Why it's a good place to work, why staff council makes it a better place to work.
- The nomination process for ELP is deans, vice chancellors, process starts in April. 7 spaces available on each campus.
- Mary Anne clarified; this is a communication committee within the faculty council to improve the image of faculty in the general public about what it is that faculty do within a week. Not working 6 hours a week, how much work is involved? This is a goal they identified they want to work on. Want to counter some of the myths that are out there.

University Leadership Development Institute – training for supervisors & managers: other training

- Joanne McDevitt is coming to our meeting next month.
- Motion to table until we reconvene tomorrow morning by Debbie, Jim 2nd. Motion passed.

Reconvened business meeting at 8:35 am 10-6-05

University Leadership Development Institute –

- Joanne McDevitt is new chief compliance officer. University is going to focus on web based training. You take the course; the course grade is entered into the admin function of People Soft. Will still offer site based training in conjunction with the HR director. You can send ideas for other training courses to Jennifer L. 556-4339, ask for Joanne or Jennifer or Mary, or read directions at <http://uldi.cudenver.edu/> .
- To enroll in a class you want to take, call their office. They will help you get access.
- Also trying to create a supervisor's toolbox for use.
- These courses are not mandatory system wide. It's a chancellor's decision to mandate. President did require sexual harassment training.
- Presented by Jim Langstaff: *Be it resolved that the UCSC believes the University should require all supervisors of classified employees to complete a mandatory supervisory training program specially designed for supervision of classified employee incorporating the components of the DPA week long supervisory training program and that this training must be completed 30 days prior to accepting supervisory responsibilities. Furthermore the mandatory supervising training should be ongoing as rules, procedures, and other factors effecting classified employees change.*
- Motion made, motion seconded. Discussion: before supervisory duties are assumed – change to two months or a more attainable possibility. Audrey makes motion to amend the motion to take the training within 30 days; campus HR office would have to offer this class monthly. The requirement for training already exists; all this is trying to do is impose a time requirement. Linking to the DPA training requirement is different. This is going to be a disincentive for some people to supervise classified staff. Vote – in favor of the motion 6 for, opposed 0, abstentions 3. Motion passed. Langstaff would also like to see training for supervising student employees.

Annual Giving Program

Pat attended a webinar about getting faculty and staff involved in an annual giving program. Different that combined campaign. About giving to CU Foundation.

Representatives or Alternates Representing Campuses in Staff Council

- We do not address this in by-laws. What are the voting privileges if any of these members? Discussion: missing four meetings will make you kicked out of the committee. Some people are pushing that limit in one more month. Term limitation for alternates III D in Bylaws. Is there a need for an ad hoc group to review the bylaws on this subject?
- Jim suggests that each campus have a maximum of 3 votes, period. Tim suggests that alternate is always campus chair.
- There may not be a need in our bylaws to change – puts responsibility on the campus to have an alternate representative for one year terms.
- Therefore, it's up to the council to designate who will participate according to their own bylaws.
- Costain – where we stand in representation, we report to the regents. Professional exempt may create their own group and meet with Anne to establish. As it currently stands, they have to go through Pat to reach the regents. PRA's are now in the professional exempt classification. Pat is the current designated professional exempt representative. System has good representation at UCSC, otherw don't attend often. CU Peers does not have representation; Professional Exempt does have representation through UCSC. Our bylaws do not require representation from each classification. Pat plans to meet with Peers and discuss with them attending our meetings.
- Any other business to cover or vote on?
- Allocating funds to convert web page to Front Page.
- Audrey – growing use of students in place of classified workers. Don't have someone with the institutional knowledge. Put in fairly critical positions. It has become chronic as a problem.
- Pat T made motion that we update web by investing in updating software program for web site. Pat T withdraws. Pat T makes motion for investment in training and/ or software license of a member of our group for improving and facilitating more accurate updating of the web site for UCSC. To facilitate timely and accurate updates.
- Joyce will locate training and secure FrontPage access from current office.
- Tim stated how great it has been being on the committee and he will miss everyone and the meetings.
- REMEMBER to vote on goals brought up at this retreat at the November meeting.
- Pat BM has January 5, 2006 scheduled President Brown to attend from 10:30-11:30. Jim will work on securing a better meeting room for this meeting; will notify Joyce of change of location.
- Audrey requested update from Anne and Paul on personnel changes per President Brown. Leonard Dinegar will become Vice President of Administration; it is an acting interim position and will also remain Chief of Staff, generally a 10% increase of pay to take on the interim duties. Acting or permanent? VC for Research (Boulder Campus) is unknown?
- ISO filled on a 40% interim basis (Jim Dillon) from a person who is 60% from internal audit, a search is on for 100% FTE. End of appointment for John Bliss, and ending of Mike Hess's

appointment as previously reported. None of these appointments are confirmed until the Regents meeting passes it.

- No more discussion on the move until after the election and status of Referendum C&D passing.
- Motion to end business meeting. Motion 2nd. Meeting adjourned.
- Next UCSC meeting on November 3 at CU Foundation, 4740 Walnut, Conference Room 225. Voting on goals and Joanne McDevitt presentation, election update.
- Pat will send URL to directions that they have on their web site.

Pre meeting discussions:

Expectations for the council this year -

- Tim – on a monthly basis, update the web page. UCHSC got a monthly then bi-monthly newsletter of updates. Not all facility people have email. Diversify the mechanisms for information distribution through multiple venues.
- Discussion of upcoming legislative concerns
- Increased involvement in committees this year

Find out a committee list of committee members for like the service committee, etc.

Last Years Goals

- To see if professional exempt want the same protection as classified staff
- Creation of a group that president Hoffman put together, *Fostering Positive Change*, made recommendations in collaboration with state DPA. A task force was created to implement.
- Langstaff is working with legislature with a repeal of Senate Bill 7, to allow higher ed to create professional exempt positions with out going through the middle men. They see a lack of promotional opportunities.
- To better communicate with the constituency.

Next Year's Goals

Brainstorming:

1. Work to repeal or amend Senate Bill 7 (goal)
2. Seek consistent application of personnel rules across system, reduce the individual manager discretion on granting different types of leave/ rules administered differently across agencies – goal is to have consistent applications across groups in administering rules
3. Communication specifics: reps from this group, staff council reps what are they taking back to share. Clarify expectations. (action toward a goal of better communication)
4. Development of consistency across CU campuses in determinations of job classifications. Consistency with APS, policy, implementation procedures. . (action toward a goal of better communication)
5. Increase involvement on committees
6. clarification of UCSC versus SSC to avoid confusions (action)
7. See this group do more community outreach on a yearly basis, not just holidays – fill in the gap
8. Update web page monthly (action)
9. Take a stand on possible legislative bills coming up (action)

10. A quarterly newsletter from this group (action)
11. meetings listed in silver & gold (action)
12. To have membership be present at all meetings so we can conduct meetings (goal)
13. To inform/educate, the new president of the value of this group – the experience we can contribute to assist him do his job
14. What president Brown sees the roles are of professional exempt, classified, contract workers? Help to shape that vision. (action)
15. A rollover from what we have now, continue to invite Brown representatives to keep us up to date on what is going on. Have them face to face with us. (action)
16. Continue to work with the faculty.

Determine action versus goal:

- A goal is the end result.
 - Action is a means to get to the end.
1. Repeal or amend SB7 (both goal and action) *inform regents and CU administration of our position on this subject* – how do you want to report: S&G will report and report to CU admin and he Board. Who = Jim and Audrey
 - ~~2. Consistent application of benefits across the CU system (goal)~~
 3. Continued an increased participation in committees (goal) who = Shari and Joyce (report on website)
 4. ~~community~~ outreach (action)
 5. Take a stand on legislation (action) who = Jim and Shari
action items = Tanya P can inform – have her set up meeting with key legislators
 6. Inform education pres Brown on staff interests (goal) who = Pat
Pat will do so with her meeting with him, she well ask Leonard when that meeting is, and have an opportunity as a council to do so on January 5 meeting, give Pres Brown an open invitation to attend our meetings
 7. Continue working with faculty (goal) who = Debbie
 - ~~8. research job protection for OEP carryover PEERS didn't want to work with this group on that~~
 9. Better communication with constituents (ongoing goal) who = Debbie
 10. Fostering positive change (opportunity) *support and assist in the implementation task force recommendations* = Pat M, Debbie, Anne

Motion by Jim L, 2nd by Tim to recognize and accept all goals. Discussion – not all. Moved to accept amended goals, Jim and Tim. Calling the question of the motion – vote: passed.

UCSC 2005-06 Goals

Action to distribute minutes quickly for constituent review immediately = I well send them out immediately after meeting to all staff council for review and editing. Post on web page at same time to accommodate time sensitive communication to constituents ASAP. Will still vote at next meeting to accept minutes.

Committees:

Faculty Personnel Committee (university wide): Sue Sethney

Information Security Committee: Sue Sethney

Total Compensation Task Force = Anne, Audrey, Jim

(UBAB) University Benefits Advisory Board = Paul W,

Faculty Staff Joint Committee = Jim

Task Force for Fostering Positive Change = Debbie, Pat, Anne

Diversity Committee=

10/7/05 reconvened at 8:30am

Budget

Charlie Sweet: Yesterday's board meeting – COF invented in 2004, activated this year. Developed to assist universities to achieve enterprise status. Tuition revenue are not counted as direct government grants. 10% limit = if over that you receive direct state grants. Students apply the COF money directly to go into their tuition bill. It goes to the students individually in their student tuition account. Fee for service payment = mostly in medical degrees. Model A = 3% staff pay raise. 38.1 million additional funding request. Model B = mandate no classified compensation increase. Faculty and professional exempt are taken out so it's not a mandated cost - 34.4 million

Staff Diversity

Anne is a resource to get specifics on diversity stats from Budget and Finance. Look at the opportunities for employee retention and rules about layoffs.
<http://www.colorado.edu/pba/facstaff/FacDiv.xls>

Shari proposed that every one research their campus and bring it to the next meeting.