

**UNIVERSITY OF COLORADO STAFF COUNCIL**

**MEETING MINUTES**

University of Colorado Denver Campus

Lawrence Street Center,

1380 Lawrence Street, Room 1150

Thursday, February 14, 2013

9:00 a.m. - 1:00 p.m.

**Roll Call**

Attendees:

* Phillip Bradley (Alt-Boulder)
* Ida Dilwood (Colorado Springs)
* Dana Drummond (Boulder)
* Deserae Frisk (Denver)
* Stephanie Hanenberg (UCSC Chair)
* Carla Ho-a (UCSC Vice Chair)
* John McKee (Boulder)
* Carla Rupprecht (Alt-Colorado Springs)
* Tricia Strating (System)
* Rhea Taylor (Colorado Springs)
* Jim Dages (Alt- System)
* Randy Nozawa (Colorado Springs)

 Absent:

* Danny Felipe-Morales (Denver)
* Tonia Mosley (Alt-Denver)
* Tyson Randall (Colorado Springs/ UCSC Treasurer)
* Leo Balaban (System)
* Malaika White (Denver)
* Erin Foster (Boulder/ UCSC Secretary)

Non-voting members and other attendees/guests:

* Cynthia Pasquale – CU Connections
* Jill Pollock- CU Vice President, Employee and Information Systems
* Michele McKinney- CU Director External Affairs and Advocacy
* Todd Saliman- CU Vice President and Chief Financial Officer

**Motions**

1. **Motion to approve the February 14, 2013 meeting agenda made by Deserae Frisk, seconded by Debbie Martin. Motion passed unanimously.**
2. **Motion to approve December 13, 2012 minutes with edits/changes to reflect correction to acronym for Office of Planning and Efficiency (OPE) as recommended by Debbie Martin. Motion made by Tricia Strating, seconded by Rhea Taylor. Motion passed unanimously.**

**Treasurer’s Report**

The budget for this year is $12,800 and currently has $6,897.45 remaining. Of this $6,000 is planned for the April all-staff conference ($4,000 for Service Excellence Awards). As a result, lunch for the March and May meetings will not be provided by UCSC. Representatives were asked to carpool as much as possible and to please submit travel reimbursements as soon as possible so Stephanie Hanenberg can see the amount available as timely as possible.

**Chair’s Report**

Final Administrative Policy Statements (APS’s) have been posted to the OPE website. The OPE will be communicating the rollout of the policies will take place via the OPE listserv, CU Connections, and on the OPE website.

Stephanie Hanenberg discussed the February UCSC Chair report to the Board of Regents. At the last Board meeting, Regent Ludwig had asked Stephanie to ensure staff were educated on the DU Study (Financing Colorado's Future: An Analysis of the Fiscal Sustainability of State Government). Stephanie will report on the progress of request and asked for any additional topics of concern to staff. Carla Ho-a suggested that staff should be given the opportunity to weigh in on the issue of whether or not concealed carry permits should be allowed on campus.

**HR Updates and Tuition Assistance Benefit – Jill Pollock**

In November, Governor Hickenlooper submitted a budget proposal that included a 1.5 percent cost-of-living adjustment, plus a 1.6 percent merit pool for classified staff. In January, the Joint Budget Committee approved an increase to the cost-of-living adjustment, from 1.5 to 2.0 percent. This will be included in the Long Bill, which will go to the General Assembly for approval in late April or early May. It is anticipated that a 3.1 percent merit pool for faculty and professional exempt staff will be recommended to the Board of Regents for approval.

Recommendations for changes to the existing tuition assistance benefit were submitted by both faculty and staff governance. These recommendations include a 50 percent discount on tuition, up to 18 credit hours; increase in the number of waived credit hours to 12 or more; ability to use the benefit during any semester; allow registration before the first day of class; expand the eligibility to include continuing education courses and courses offered outside of CU; allow dependents to use the benefit at other CU campuses; eliminate fees; allow the rollover of unused credits; allow credits from more than one parent to be combined for use; and expand dependent benefits to graduate programs.

The University of Colorado Health Trust chose not to extend its contract with Cigna and will instead go with Anthem Blue Cross Blue Shield Colorado for the 2013-14 plan year. There will not be a positive enrollment this year when enrolling for next year’s benefits. If employees are not making changes to their plans, they will not need to go through open enrollment.

The University of Colorado has engaged Aon Hewitt as its consultant to review the compensation structure for officers and exempt professionals. That process is underway and this initiative will be supported by capabilities available in the PeopleAdmin system, including the availability of position descriptions, onboarding of new employees, and competency descriptions of current positions. The university will eventually begin soliciting proposals for a system that will enable the university to perform its own market analyses for salaries and position competencies. VP Pollock emphasized that we need to begin progressing beyond total compensation to total rewards, to include salary, benefits, and professional development.

**DU Study – Michele McKinney and Todd Saliman**

State funding that supports higher education is unsustainable and it has been projected that by 2025 (or sooner), funding for higher education will run out. When enrollment growth and inflation are factored, CU is operating at half of where it needs to be for state funding. A dedicated source of revenue has been considered, but higher education does not poll well in Colorado. It is important to engage the community and provide opportunities for people to see firsthand the value of CU. The role of the CU Advocates is to facilitate and create these opportunities, through volunteering, outreach, and communication.

According to the DU Study, state funding for just about everything is at risk. CU is creating its own analysis of funding and is reaching the same conclusions- state funding for higher education is unsustainable. Even though state revenues are getting back to where they were in 2007-08, costs and caseloads have increased beyond the 2007-08 point. In addition the state budget is subject to state and federal mandates for spending, that has handicapped the budget further.

* In 1990, funding for higher education was 19 percent of the total budget; in 2013, this has dropped to 8 percent.
* CU receives only 5.3 percent of its total $2.7 billion budget from the state.

How does CU spend its dollars? 69.3 percent goes to academics; 10.3 percent to facilities; 9.1 percent to administration (significantly less than peers); 6.5 percent to scholarships; and 4.8 percent to student services.

In Fiscal Year 2013-14, it is anticipated that higher education will receive a $30 million increase for operating. Of this, CU is expecting to receive $9 million.

VP Saliman will provide an electronic copy of his presentation to UCSC.

**Campus Updates**

Denver | Anschutz Medical Campus (Deserae Frisk)

* Staff Council is looking at and planning for next year, including efforts for staff engagement and events. They will also be evaluating the effectiveness of their budget.
* The council is encouraging nominations for Employee of the Month and seeking to strengthen the quality of nominations.
* The council will be aiming for targeted outreach to specific departments, to educate staff about the council, providing treats as well as materials describing the role of the council.
* The council served over 65 families during its winter food drive.
* The staff appreciation event at the Anschutz Medical Campus had a greater-than-expected turnout, with 600 RSVPs.

Colorado Springs (Carla Rupprecht and Ida Dilwood)

* The Staff Council is focusing on staff appreciation and development.
* Actively recruiting and educating staff about the role and value of staff council.
* Administering a committee satisfaction survey to evaluate staff satisfaction with committee participation.
* Chancellor Shockley-Zalabak is providing a pool of funding to enable classified staff to receive additional, one-time compensation in return for work on special projects on campus.
* PESA is focusing on staff enrichment, and planning a session with Chris Bell, who will speak on “Generation Me”, with a focus on communication. So far, 150 staff have RSVP’d.
* Regent Hybl is slated to speak with staff in March.
* PESA is planning its spring staff luncheon.

System (Debbie Martin and Tricia Strating)

* The holiday toy drive for families from Buckley was a huge success, with 125 families in attendance. The council received a plaque from Buckley spouses in recognition of their efforts.
* Election for new representatives is underway.
* The OPE administered a survey of System employees to evaluate effectiveness and efficiency.

Boulder (Dana Drummond)

* Boulder Campus Staff Council is planning a two-day conference on bullying in the workplace.
* The Vice Chancellor for Administration, Louise Vale, met with Boulder Campus Staff Council. There is a sense of increased potential for/ focus on shared governance between BCSC and administration.
* The Boulder campus recently instituted a smoking ban on campus, based on data that was received from a study performed three years ago.
* The Boulder Campus Staff Council will be celebrating 40 years of staff council later this spring and will be including current, past, and retired staff council representatives.

**Volunteer Leave – Pakou Cha**

At the Boulder campus, volunteer and school leave for classified staff follows the state department of personnel rules that govern this type of leave. For both types of staff, up to 16 hours of administrative leave may be used per fiscal year. Employees who wish to use this leave follow the same procedure as with any other type of leave- requests must be submitted for approval prior to use and the time is tracked. Documentation may be required, but it is at the discretion of the department, but consistency across employees within the department is needed. Consistency across campuses is an ongoing challenge.

**All Staff Conference – Deserae Frisk and Carla Ho-a**

The Denver | Anschutz Medical Campus UCSC representatives have been working to secure a space either downtown or at Anschutz for the conference. They will work with campus representatives to ensure campus leadership and President Benson are available.

The call for nominations for the Service Excellence Awards should be out at each of the campuses. The deadline for campus representatives to receive nominations is March 8th, and UCSC will vote on nominees at the March 21st meeting. The turnaround between nominee selection and notification in time for the April 12th conference will be tight.

**Meeting Adjourned at 12:50 PM.**

Next Meeting: 10:00 AM- 2:00 PM

March 21, 2013

System Office, 1800 Grant Street

6th Floor Denver Conference Room