



University of Colorado  
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

## UNIVERSITY OF COLORADO STAFF COUNCIL

### NOTES FROM 2012 RETREAT

Thursday, October 4 and Friday, October 5, 2012  
The Lodge and Spa at Breckenridge - Breckenridge, Colorado

#### ROLL CALL

##### Attendees:

- Dana Drummond (Boulder)
- Danny Felipe-Morales (Denver)
- Carla Ho-a (UCSC Co-Chair)
- Debbie Martin (System)
- Rhea Taylor (Colorado Springs)
- Tyson Randall (Colorado Springs)
- Ida Dilwood (Colorado Springs)
- Stephanie Hanenberg (UCSC Chair)
- Tricia Strating (System)
- Carla Rupprecht (Alt-Colorado Springs)
- Deidre Green (Colorado Springs)
- Malaika White (Denver)
- Phillip Bradley (Alt- Boulder)
- John McKee (Boulder)
- Tania Mosly (Denver)
- Erin Foster (Boulder)
- Deserea Frisk (Denver)
- Leann Fields (Denver)
- Tina Collins (Colorado Springs)
- Greg Roers (Guest - Boulder)
- Denise Thomas (Guest - Boulder)

#### MOTIONS

Motion to approve the August 8, 2012 meeting agenda by Carla Ho-a, seconded by Debbie Martin

VOTES: Yes: 19; No: 0; Abstain 0

#### OTHER ITEMS DISCUSSED:

UBAB – UBAB will be represented on the Health Trust Board by two people (one staff, one faculty member); they will not have voting rights.

Be Colorado- communication about eligibility and benefits should be clearer.

Security Committee Request – Former UCSC member, Teena Shepperson-Turner is requesting that a UCSC member take her position on the committee. Let Stephanie Hanenberg know if you are interested.

Letter from Boulder Executive Committee addressing resolutions and Regent reports

- Dana Drummond suggested the discussion about the letter occur at the October 18 UCSC meeting; discussion of the letter was tabled for the next meeting.
- Stephanie shared copies of the letter with meeting attendees for review prior to the next meeting.
- Stephanie also asked representatives to talk with interested parties at their respective campuses and gather feedback on resolutions and shared governance ideas.

- Carla Ho-a mentioned the importance of shared governance; How should staff be represented to the Regents?; What role does UCSC play in this process?; UCSC should be aware and educated about the rights and responsibilities involved in shared governance.
- Carla asked Jill Pollock to address Regent reports during her session on Oct. 5.
- The Regents have approved resolutions regarding concealed carry and Amendment S. Those issues were not brought to the attention of staff governance. Carla was hoping Jill would address this during her session on Oct. 5 to help clarify rights and responsibilities held by staff council reps.
- Stephanie provided an example of the Regent meeting minutes to help illustrate how Regent meetings are conducted.
- John McKee added that BCSC was hoping the chair's report would be shared throughout the individual campus councils prior to Regent meetings. Stephanie agreed this would be a good way to make sure she shares important issues.
- Carla mentioned that this can be challenging because of meeting schedules.
- By-laws will be reviewed to ensure we've addressed reporting rights and responsibilities.
- UCSC's report is not usually included in the agenda because previous chair gave an oral report; Regents have changed meeting format so we need to develop an acceptable method for sharing staff concerns with Regents when necessary.
- Tyson Randall asked if UCSC debates or ratifies individual campus resolutions; Tyson also asked if campuses have a resolution process.
  - John McKee mentioned that BCSC created a written procedure for writing resolutions and Stephanie asked John to send it to her.
- Dana Drummond stated that Boulder would like to know how a resolution can move forward if UCSC does not adopt the resolution.
- Carla stated that UCSC is a representative voice for all staff members across the whole system and it is not appropriate for UCSC to represent a view not held across all campuses.
- Individual campus members can address the Regents during the public comment session at each meeting to speak about something impacting a smaller group of individuals.
- Resolutions drafted and approved by UCSC would be presented during the Board of Regent's meeting. Resolutions should be vetted by the administration prior to presentation to the Board. Other members of the administration can serve as excellent sources of information.
- Dana and John asked why Jill would review items prior to going before the board; Carla and Deserea emphasized that Jill offers good feedback on important issues and she serves as UCSC's liaison to the board.
- Debbie will update website.

#### **NEXT MEETING – ITEMS TO ADDRESS AS IDENTIFIED AT RETREAT**

\*send additional agenda items to Stephanie prior to October 12

**Review of by-laws**

**BCSC executive board's letter**

**UCSC meetings to be held in Denver only?**

**Faculty/Staff Tuition Benefit Policy Change Suggestions due to Jill in November**

**Role of UCSC Chair**

## Review of October 4 “Shift Happens” and brainstorming session: what are the two most important functions of UCSC?

\*The “Shift Happens” Power Point presentation will be distributed with the 10/18/2012 meeting agenda.

### SHIFT HAPPENS



Facilitated by: Tara Powers



What does UCSC do?

- Represent staff on individual campuses
- Disseminate info, advocate, create a vision and a means to achieve it
- Information gathering (learning, sharing, finding resources)
- Empower staff to achieve CU’s mission
- Serve as ambassadors in CU community
- Educate
- Develop leadership skills
- Plan and execute events
- Invest in technology for council

UCSC’s #1 function for 2012-2013 is EDUCATION

--Council members to do research, read legislation, attend seminars, review policies

UCSC’s #2 function for 2012 is to disseminate credible information

How often?

What format or method?

How much?

Timing?

What are the issues we should address?

When is UCSC responsible to gather more information?

When should UCSC act?

Who sends info?

### OTHER RETREAT TOPICS

#### **Review of Human Resources – A Resource Relationship October 5 session:**

UCSC reps met in small groups with Candice Bowen (Boulder), Cindy Corwin (Colorado Springs), Kevin Jacobs (Denver | Anschutz Medical), and Lisa Landis (System) to discuss the relationship between campus governance groups and human resources liaisons. The discussions focused on identifying ways to strengthen communication and achieve positive outcomes for staff by answering the following questions:

**What do we do well?**

- 1.) Training
- 2.) Collaboration
- 3.) Gathering of Information

#### **What can we improve?**

- 1.) Share information and resources using internal and external resources and means
- 2.) Continue to reach out to staff
- 3.) Leverage technology and utilize SC websites
- 4.) Develop a plan for gathering information to avoid duplicating efforts
- 5.) Avoid personal agendas, act as a representative for staff

#### **How can we help each other?**

- 1.) Share information and resources
- 2.) Be open to ideas for improvement
- 3.) Keep messages consistent
- 4.) Use data and statistics (quantify feedback) to ensure we are a representative voice

#### **What resources are available to achieve objectives?**

- 1.) Website
- 2.) University Communications
- 3.) Access to administrators for meetings and information gathering
- 4.) Staff surveys
- 5.) Utilize focus groups to gather staff input
- 6.) Ombuds office
- 7.) Career centers for staff development
- 8.) Tap into faculty expertise

#### **How do we strengthen staff governance on the campuses?**

- 1.) Go beyond event planning and focus on advocacy
- 2.) Point out to staff that their voice has been heard (share accomplishments)
- 3.) Educate employees about staff governance
- 4.) More visibility of governance groups
- 5.) Educating ourselves on issues faced by staff to become better advocates and to understand when action is or is not appropriate
- 6.) Improve transition between incoming and outgoing members
- 7.) Celebrate years of existence
- 8.) Add information about Staff Council to your individual email signature
- 9.) Remember we are representing all University of Colorado system-wide staff as UCSC reps, not just ourselves and not just our individual campuses.
- 10.) Website enhancements

**Presentation: Survey Development and Administration – Susan Connors, PhD  
The Evaluation Center – UCD School of Education and Human Development**

#### Survey Development and Administration

The Evaluation Center  
School of Education and Human Development  
University of Colorado Denver

Susan Connors, PhD  
Associate Director

**Jill Pollock, Vice President for Employee and Information Services**  
**Human Resources Updates**

- HR is working to address how to handle unique positions within the CU System to ensure employees have clear career paths..
- CU is in the final phases of establishing a corporate contract with 24 Hour Fitness for CU employees to utilize.
- CU is in the process of revamping the Faculty/Staff Tuition Benefit
  - Jill requests that UCSC send recommendations to her by November; Stephanie would like to receive recommendations a week prior to the November UCSC meeting
- Jill sent an email regarding health plan coverage improvements or enhancements
  - CU is soliciting ideas from staff, feedback is strongly encouraged
  - Deadline included in email was incorrect, the deadline is actually Oct. 26; a second email will be sent with correct date
  - Jill would like to see CU use health as a differentiator for CU as an employer – she would like to discuss this at the November meeting.
- Resolutions
  - Board of Regent meetings are entered as a public record
  - They are legal meetings
  - The Board is established under the Colorado State Constitution
  - Based on the outcome of an evaluation conducted by an external consultant, the Board of Regents has changed meeting format
    - New strategic direction that calls for increased use of technology to address changing demographics at CU
    - Reports and presentations made by student, faculty, staff and alumni groups will be kept to 5 minutes.
  - Jill suggests that individual campuses utilize web resources to communicate with Regents; links can be included in Chair's written report.
  - Resolutions that pertain to a single campus should be addressed at that campus.
  - Resolutions that could impact staff across the CU System can be brought to UCSC for discussion, UCSC will determine whether or not the resolution should be adopted.
  - When considering how to address issues, consensus must be built – especially in the university community.
  - Jill suggests UCSC consider inviting individual Regents to attend UCSC meetings.
    - If three or more Regents convene, it becomes a public meeting
- Role of University of Colorado Staff Council
  - UCSC exists because of and derives its authority from the Board of Regent
  - Regent law has the same power and impact as staff law and UCSC was created under Regent Law. (It's different than Colorado Wins, Colorado Wins does not represent staff – it is being used at the state-level for discussion)
  - UCSC has a great deal of clout and authority to make sure ideas and concerns of staff are brought forward.

- Resolutions are one way – they are not effective nor are they ineffective
          - For Regents to act, they must draft their own resolution
        - Talk to chancellors, talk to HR liaisons, talk to Jill, build relationships and consensus to bring issues to the forefront
      - Review UCSC’s mission – how councils can be established on each campus
      - What are the challenges, responsibilities, and rights as reps on a staff council?
        - Be visible
        - Be engaged
        - Minimize you own personal issues
        - Take a position on issues – difficult issues
        - If you are asked to vet something (like APS Parental Leave – a policy that the president signs, it does not go the board) gather feedback, quantify feedback, discuss, develop a consensus – do our part to ensure staff representation
        - Create an annual report (Jill says this is **\*\*very\*\*** important)
- Compensation Project
  - HR directors have taken the lead
  - Began in November 2011 – working with a national consulting firm
  - Why CU is doing this:
    - Redefinition of the term “professional” in HB11-1301 defined who can be exempted from the State Personnel System
    - Will result in a change in the number of classified staff in the CU system
    - Anyone who is currently a classified employee will not be forced to change to an exempt status.
    - New positions will be filled as exempt positions.
    - Classified has a salary structure that has changed with recent legislation but there is not a good structure for professional exempt
      - CU is working to make a more regularized system to establish compensation rates for professional exempt
      - CU will create “job families”
      - To be fiscally responsible we need to pay people at market
        - Market is established through surveys and internal university comparisons – it is not impacted by longevity; it is a snap-shot.
        - The governor is looking at how to ensure that classified are paid at “market value” (More information will be available after the governor issues a budget letter at the end of November).
      - Merit Pay – non-base building raise for people who are performing well
        - Impacts PERA contributions, W-2s, does not affect base pay.
- HB12-1321 Amendment S – Talent Agenda
  - Two categories
    - Bumping and severance – done by the legislature, effective September 2012
    - Referendum – November ballot issue – requires Constitutional Amendment – Colorado residents will be asked to vote on this. (applicant selection, residency requirement, veteran preference,

temporary employment, term limits for State Personnel Board members, exempt positions.)

- Jill provided an example of the Regent Resolution passed regarding Amendment S
- Normally the Board does not endorse laws with resolutions; they've only done three resolutions in the past two years.
- Succession Planning
  - Timeframe = 2-3 years out
  - Create a new system to look at the talent that exists within the CU system when conducting searches for open positions
  - Use standardized competency categories to create trainings that would correlate.
  - Employees will be able to use their competencies to search for other positions in the CU System.
  - Jill is gathering information about the trainings that are offered across the CU system.
  - Jill is open to suggestions for this. (example: Skillsoft)
- Benefits
  - Studies that are ongoing (MRI study, FSAP for improved mental health, etc.)
  - Be Colorado

### **Evan Abbott, Mountain States Employers Council**

Evan Abbott provided information about services offered by Mountain States Employers Council. Mountain States is a leader in both training and development in Colorado, and provides an extensive number of practical seminars and customizable content to develop and maintain effective organizations. Training is available via catalog session, webinars, or on-site custom programs.

### **Closing remarks**

Use speedtype 51088137 for travel expenses associated with retreat; use Lisa Landis as approver for speedtype.