



University of Colorado

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**UNIVERSITY OF COLORADO STAFF COUNCIL
MEETING MINUTES**

University of Colorado Boulder Campus
1669 Euclid Avenue
University Memorial Center Room 425

Thursday, October 18, 2012
10:00 a.m. - 2:00 p.m.

Roll Call

Attendees:

- Stephanie Hanenberg (UCSC Chair)
- Ida Dilwood (Colorado Springs)
- Carla Rupprecht (Alt-Colorado Springs)
- Tricia Strating (System)
- Leo Balaban (System)
- Phillip Bradley (Alt-Boulder)
- John McKee (Boulder)
- Malaika White (Denver)
- Erin Foster (Boulder/ UCSC Secretary)
- Deserae Frisk (Denver)

Absent:

- Dana Drummond (Boulder)
- Deidre Green (Colorado Springs)
- Danny Felipe-Morales (Denver)
- Tonia Mosley (Alt-Denver)
- Tyson Randall (Colorado Springs/ UCSC Treasurer)
- Carla Ho-a (UCSC Vice Chair)

Non-voting members and other attendees/guests:

- Lisa Landis – Director of Human Resources, System Administration
- Cynthia Pasquale – CU Connections
- Greg Lundgren – Boulder Campus Staff Council
- Randi Viola - Boulder Campus Staff Council, Co-Chair
- Jennifer Davis – Boulder Campus Staff Council
- Dominique De Vangel – Boulder Campus Staff Council

Motions

1. **Motion to approve the October 18, 2012 meeting agenda made by John McKee, seconded by Carl Rupprecht. Motion passed unanimously.**
2. **Motion to approve 2012 UCSC Retreat summary with edits/changes to reflect correct UBAB representative information (one staff and one faculty member) and typos as recommended by Tricia Stating. Motion to approve changes made by Erin Foster, seconded by John McKee. Motion passed unanimously.**

Treasurer's Report

- Lisa Landis is the approver for the UCSC speedtype.
- Budget for retreat came in under maximum allotment.

- \$10,533.73 left in the budget (lodging and travel is not included in this amount).

Chair's Report

--Reminders from bylaws:

- Eight voting members must be present at meetings to achieve quorum (for voting purposes); the Chair does not vote unless there is a tie.
- UCSC attendance policy – if an individual rep misses three or more meetings, the Chair will contact that rep. Four absences can result in removal from council.

--Updated roster was shared via email; email Stephanie Hanenberg with changes/corrections.

--Cynthia Pasquale from CU Connections mentioned that she is looking for staff members to profile for the Five Questions articles in CU Connections. Email her with ideas: Cynthia.Pasquale@cu.edu or cynthiapasquale@comcast.net.

Faculty/Staff Tuition Benefit Request for Input

--Jill Pollock requested that UCSC offer suggestions regarding changes to the faculty/staff tuition benefit program.

- Suggestions are due to Jill Pollock by the end of November, please send suggestions to Stephanie Hanenberg (shanenbe@UCCS.edu) who will send a synopsis of the suggestions to Jill Pollock.
- Send suggestions by November 15.
- Randi Viola (Co-Chair, Boulder Campus Staff Council) added that the Boulder PBRL committee has been working on a project to research how the tuition benefit could work – Randi Viola will send the findings to UCSC Chair.
- Recommendations were initially due October 2012 –the deadline has been extended to November because she would like the input of staff.
- John McKee raised the issue that the benefit would likely be reviewed again in the future and questioned the deadline for feedback on this matter.
 - Lisa Landis cited the APS cycle as the reason for the deadline.

Resolutions from Boulder Campus Staff Council

--John McKee sent a few documents from the Boulder Campus Staff Council that are used as guidelines for resolutions. (It is not known when these documents were drafted or how long they have been in use.)

--Resolution on Merit Pay

-Summary of the resolution provided by Randi Viola (BCSC Co-Chair)

- Resolution regarding pay for performance was drafted after the introduction of HB-1321
- Boulder's PBRL (Payroll, Benefits, Retirement, Legislation) Committee drafted the resolution.
- The resolution passed September 12 during the BCSC full council meeting.
- Viola said the resolution was drafted because Boulder campus administration is not always responsive; resolutions are used by BCSC to get items on the agendas of Chancellors, VCs, and the Regents. It was stated that BCSC sees resolutions as conversation starters.

-Stephanie Hanenberg asked for clarification about Boulder's processes surrounding resolutions.

- Viola stated that Boulder does not get input from Boulder Administrators
 - Viola clarified that she does email the resolutions to Vice Chancellor of Administration, Louise Vale but the Boulder Co-Chairs also send the resolutions to the UCSC Chair, all Vice Chancellors, Chancellor DiStefano, and the Secretary of the Board of Regents, Patrick O'Rourke. Additionally, the resolutions shared

with the CU-Boulder community when articles about the resolutions (written by the BCSC Co-Chairs) are published in CU Today.

- Viola would like to have Boulder's resolutions presented to the Board of Regents during time allotted for the UCSC Chair's report.
- o Viola will be writing an article for CU Today and CU Connections to explain to the CU community how and why BCSC uses resolutions.

--Stephanie Hanenberg's meeting with Patrick O'Rourke, Vice President of University Counsel and Secretary of the Board of Regents

- The Board of Regents should remain a governance board.
- As previously discussed, the format for Regent meetings is changing.
- Regents are trying to focus on "big" actionable items and the Regents rely on solid fact-based data and information.
- If all UCSC reps from all campuses agree, UCSC can do one of two things to get information to the board:
 1. UCSC could write a resolution and present it to the board.
The Board could decide to support it, take action, or write its own resolution.
 2. UCSC could decide to make it an actionable item and include it as an area of focus in the UCSC Chair's report to the Board of Regents.
 - Mr. O'Rourke emphasized that the leadership on each of the campuses should be involved in the process of reviewing resolutions prior to presenting resolutions to the Board of Regents; this builds clout; administrators can provide information that can help certain issues get attention when the time is right. It is emphasized that governance groups should build partnerships with administration.

Discussion of UCSC Chair's Role

--The Chair will represent all staff across the whole system, per Regent Law.

--Hanenberg will refer the Regents to individual campus websites for information about campus-specific issues.

-- Patrick O'Rourke, VP University Counsel and Secretary of the Board of Regents, suggested offering a page of highlights for the Regents to review.

--UCSC must focus on the big issues and should only talk about issues that impact all staff (system-wide). It is not appropriate for UCSC to represent the personal views or the views of a small group or individuals.

--Regents can offer support or make recommendations based on topics raised through resolutions or based on topics mentioned in the UCSC Chair's report.

--John McKee suggested that each campus keep websites up-to-date; Hanenberg will refer Regents to websites and asks that she be made aware of big issues campuses would like addressed at least two weeks prior to the scheduled Regent meetings.

- When submitting issues councils would like addressed, include information that illustrates what is impacting the campus and how it is impacting the campus. How is it helping staff? How is it impacting students?

--Hanenberg asked if she should share the content she intends to present at each Regent meeting with UCSC reps. It was agreed that the report should be shared.

--Tricia Strating posed a question about the procedure UCSC would use to vote on a potential UCSC resolution.

- Faculty Council uses a standard procedure which allows 72-hours for each rep to vet the resolution and gather feedback from constituents prior to voting. (This builds clout, the more input, the more feedback, and the more support you can build, the more likely something is to advance).
- It was agreed that UCSC would have to vote on, approve and write its own resolution prior to presenting it to the board, UCSC cannot expedite a single campus's resolution.
- UCSC reps will represent their campuses with their vote; some issues may have to go back to the campuses for further input/ information gathering/ collaboration.
- UCSC must rewrite resolutions to include language that addresses system-wide issues.

- Individual campuses can present their resolutions during the public comment session at the Regent Meeting.
- Leo Balaban posed a question about the timing of meetings and asked if UCSC should consider developing a system for addressing issues around meeting schedule.
 - Hanenberg mentioned the reason Boulder's two resolutions are not scheduled for a vote on today's agenda is to allow UCSC representatives time to discuss the resolutions with constituents and councils on their respective campuses.
 - Tricia Strating mentioned that Faculty Council allows approximately six months for resolution development and that we are up against a very short deadline for offering feedback on the faculty/staff tuition benefit APS (as an example of an actionable issue).
 - UCSC will be able to discuss the merit pay resolution feedback at the November 8 UCSC meeting and will therefore allow time for Hanenberg to give an appropriate update at the November 14-15 Board of Regents meeting.
 - John McKee restated that Boulder has already passed a resolution about merit pay; the group was reminded that UCSC would need to rewrite the resolution if UCSC voted to carry it forward. UCSC requires additional information and data to advance the issue.
 - Leo Balaban raised the question of timing; Deserae Frisk mentioned the timing of the Governor's November budget letter.
 - Erin Foster asked for information on the budget process – how will the budgeting events which occur November-June impact the potential for a merit pool on respective campuses?
 - UCCS has a classified staff merit pool; the Regents do not have discretion over this.
 - UCCS used the FY2013 pool to fund an ambassador program that allowed classified staff to earn money from the pool by working additional hours during fall start-up.
 - Erin Foster asked if Boulder Campus Staff Council has spoken to its campus leadership about the merit pay resolution; Randi Viola stated Boulder has not spoken with or received feedback from Boulder administration.
 - Stephanie Hanenberg asked that administration be made aware of resolutions and that councils gain support from administration before taking the resolution to the Board of Regents.
 - We need to know what percent of employees on each campus remains in the classified system; we need to gather data about how employees are being impacted by the lack of raises.
 - Jennifer Davis brought up the August DPA survey and stated that overall, Classified Staff are paid 9.2% below market DPA survey; Stephanie Hanenberg asked that Jennifer send her that information. Lisa Landis offered advice on using that general statistic and warned that figure can be interpreted several ways.

--Lisa Landis, HR Director for the Systems Office offered information about the interpretation of the DPA survey:

- Not everyone in the classified system is paid 9.2% below market.
- CU conducted an evaluation; it would cost CU \$2 million to bring all positions to market value.
- Regents supported Amendment S unanimously.
- CU is considering a quartile system – salary range correlation.
- People below the midpoint will get raises, people above the midpoint, will get very small incremental raises.
- Market is midpoint – it's not a raise to the max.
- Some universities are doing a 3% pool – Governor Hickenlooper advised CU to wait and see what happens after the election – it's part of the political negotiations that are ongoing.
 - CU is waiting to see what the election brings.
- Long bill will be approved in May – CU's budget is contingent upon the Long Bill.
- There are several moving pieces that will impact pay and some may be statutorily required.

- Deserae Frisk asked about Amendment S – what impacts can Amendment S have on the possibility of one-time non-base building merit pool raise.
- Lisa Landis says that perhaps a resolution that says regardless of the outcome of the election, UCSC could support a proposal for the establishment for a pool.
- Carla Rupprecht asked for clarification on the definition of the word department in HB 12-1213
 - Example “Departments could determine how to use pool” – define the word “department” – CU is the department, much like the Department of Transportation, Department of Revenue, etc.
- Jennifer Davis asked about the \$2 million cost to CU to bring classified salaries to the midpoint; some salary ranges will be lowered; she also asked about “save pay” status – salary ranges are something that CU cannot control. (Save pay status requires people to take pay cuts after three years).
- The new laws will offer more flexibility in hiring people and in getting people to the midpoint in the salary range.

Performance Management System Resolution from Boulder

--If UCSC does rewrite and present this resolution, don't align this resolution with the classified system per Patrick O'Rourke. (This is because the Regents have no control over classified staff pay or raises.)

--Lisa Landis stated that CU is working on the OEP compensation project (going on since November 2011).

- The new structure will include: new job titles, , codes, job/career families, upgrades to jobsatcu.com. It is a structure for the growing the OEP system. Succession planning has been identified by the Regents as a priority. Performance and compensation is being evaluation by an external consulting firm.
- Employees will have more access to their profile and will be able to explore what competencies individuals should pursue to grow their career to help employees develop their career.
- Kim Calvo on the Boulder campus has been researching titles.
- JobsatCU.com had some technical snags and should be ready for roll-out in January 2012.
- Job descriptions and correlating pay ranges will take longer.
- Performance management – no timeline; it will come after the job descriptions (2014).
- Focus group meets again on October 25; there will be a *CU Connections* article about this.

--Stephanie Hanenberg stated that it seems the issues mentioned in the resolution are being addressed and asked if UCSC should do anything with the resolution.

- Viola acknowledged that in light of new information, the resolution is likely not actionable.
- Stephanie suggested that UCSC ask Human Resources to put their actions surrounding performance management system changes in writing for councils to use for educational purposes.

--Leo Balaban asked if CU will have flexibility that would allow chancellors to approve merit pools.

- Systems Staff Council is looking at what flexibility the outcome of the election will offer in terms of the Talent Agenda.
- The clause that addresses merit pay has come under several interpretations.
- Interpretations will help CU determine if President Benson can approve this or if the Regents will need to approve this – even if other classified employees in the state do not get merit pay under the new legislation.

Motion made to table Boulder Campus Staff Council Resolution about Performance System

First motion to table made by John McKee; seconded by Carla Rupprecht.

Motion passed unanimously.

Resolution about Merit Pay

--This topic will be reported in UCSC Chair's report at the Regent's meeting on November 14 and 15 – it will not be presented as a resolution

--Tricia Strating and Leo Balaban would like to take it to Systems Staff Council to vet it.

- Systems Staff Council meets on November 13, the day before the Board of Regents meeting begins.

--Stephanie Hanenberg asks that leadership teams (chancellors and vice chancellors) are made aware of respective staff council resolutions before UCSC is asked to take any action.

- Deserae Frisk thinks UCD has a pool – she will check to confirm if UCD has a pool.
- Viola confirmed that she will speak with Vice Chancellor Kelly Fox to inquire about the existence of a salary pool for Boulder Campus Classified Staff.
- Stephanie Hanenberg would like to know if each campus has a pool and would like more supporting information sent to her by October 31. This information will be used for her report.

Motion to table Boulder Campus Staff Council Resolution Merit Pay

First motion to table made by Tricia Strating; seconded by Leo Balaban.

Motion passed unanimously.

Future meeting locations and retreat change

--If meetings locations do change to Denver only, it will require a change in the bylaws.

- November 8 meeting is set for UCCS; December meeting is a video conference meeting; January – no meeting, February meeting is held in Denver; March meeting is at 1800 Grant Street; April meeting is at Denver.
- Leo Balaban presented video conferencing as an alternative; this topic will be discussed further. People need the flexibility, but there is value in visiting each campus. Leo asks that UCSC continues to discuss video conferencing as a viable option.

--Discussion about moving retreat to summer – after a lengthy discussion it was determined the fall retreat schedule will remain.

Motion to limit meeting in Boulder to once per year; UCSC will hold one meeting at AMC and one at UCD so all campuses are visited each year.; **called to a vote by Tricia Strating.**

First motion made by Malaika White; second made by Carla Rupprecht. Motion passed unanimously.

Changes to bylaws

--Stephanie Hanenberg referred members to the bylaws and reviewed rules for making a change to the bylaws aloud.

--Reviewed requirements for quorum; no changes at this time. Eight voting members must be present and each campus and the system office must be represented by at least one vote. There are 12 possible votes (3 from each council); 14 voting members and 5 alternates; council is confident that 8 of 19 possible voting members can and will attend each meeting.

--If a change is needed, email suggestion to Stephanie Hanenberg and it will be discussed at an upcoming meeting. Requests for changes (amendments) must be made in writing – refer to bylaws for further information on the process.

--There is consensus that the bylaws should not be amended at this time.

Campus Updates

- Boulder Campus – update reported by John McKee
 - Boulder Campus Staff Council (BCSC) is hosting a winter coat drive in partnership with the Boulder Rotary Club.
 - Boulder Campus Staff Council Executive Council will be participating in Adobe Connect training.
 - BCSC is hosting a bullying workshop (Respectful Workplace) for staff and is partnering with Ombuds Office. (Boulder will share this info with other campuses.)
 - BSCS is exploring the idea of hosting parties for former staff council members and swing-shift staff.
- Colorado Springs
 - PESA – update reported by Ida Dilwood

- PESA hosted a get together in the recreation center on October 2 to address things such as: stress management, healthy choices, hula hooping to demonstrate that exercise is fun, flu shots.
 - Exercise is Medicine committee attended.
 - Massages were offered.
- October 29-31 – Blood drive at UCCS (with Bonfils and a student group)
- November 7 - PESA and Staff Council to hold Q&A with Chancellor for staff
 - People can ask anonymous questions via RSVP process
 - UCCS HR Director, Cindy Corwin, will also be available to answer questions.

Classified Staff – update reported by Carla Rupprecht

- Presentation by DPA liaison – it was a forum about Talent Agenda changes to classified staff.
 - 60 staff attended
 - Legislative updates will be added to their website so staff can stay informed.
- Four brown bag lunches – staff can have lunch with Staff Council reps – two in the fall and two in the spring.
- Staff Council representatives added mission to email signature lines.
- Staff Council wants to increase staff recognition through profiles of staff or groups of staff with articles in CU Connections.
- Staff Council is working with deans and administrative team to increase communication between faculty and staff at UCCS to improve the culture on campus.

○ Denver – UCD/AMC

Staff Council – update reported by Deserae Frisk

- Professional development series is going well:
 - ‘Make it Your Business’ workshop about domestic violence
 - Collaborated with Ombuds and Women’s Resource Center
 - ‘Generations at Work’ professional development workshop
- Upcoming annual Halloween appreciation breakfast in the planning process.
 - Using Survey Gizmo for RSVPs and data is showing they are receiving high response rate from exempt professional staff – even though they are emailing classified staff.
 - Will host a ‘Generations at Work’ professional development workshop.
- SC is focusing on a holiday fundraising drive (for a local high-needs elementary school).
 - Collections will occur between October 31 and December 4 (the date of the holiday event at AMC).
- Website is still in the works; working on content; working to increase clarity of communication.
- SC sent a letter to all classified staff about current legislative issues.
- Considering merging Staff Council and EPA – will talk to Kevin Jacobs first.
 - Concerns about representative voices; especially from classified staff.
 - Could benefit from combined efforts.
 - There would also be some budget challenges and logistics in the sharing of resources and coordination of two campuses (UCD and AMC).

EPA – update reported by Malaika White

- Kevin Jacobs went to the meeting to discuss new legislation and changes to compensation and title changes for exempt professionals.
- EPA is putting together a safety training that goes beyond ‘Shots Fired’ –trying to figure out what kind of training could help the campus community cope with situations that happen (examples: movie theater shooting, Jessica Ridgeway case, etc.).
- EPA is considering opening trainings to all staff AND faculty – to increase discussion, collaboration and to create a sense of community.

○ Systems – update reported by Leo Balaban

- Systems Staff Council had a meeting with Director of the Office of Policy and Efficiency – Dan Montez, Director of Office of Policy and Efficiency.
- It was a forum allowed staff to offer suggestions/discussion to improve efficiency on:

- Energy use
- Health and fitness
- Improved cross-departmental and campus-to-campus communication
- Some issues and problems regarding meetings with multiple campuses identified.
- Staff want more trainings – especially more technology training.
- Survey was conducted by OPE; survey had high response rate (900 responses)
- 2nd annual toy drive for military families from Buckley Air Force Base
- Staff would like to volunteer
 - different rules for different classifications
 - Leo requests that UCSC discuss what kind of rules individual campuses have regarding volunteer time at an upcoming meeting.
 - Brown bag – Professor from UCD – History of Larimer Square
 - VP for Government Relations came to talk to staff about the federal and state legislative cycles in addition to possible election outcomes.
 - Upcoming Brown Bag - Suicide Awareness
 - Staff members concerned about campus safety because high profile individuals work at 1800 Grant – administration is working on addressing those concerns.
 - Staff Council is having difficulty getting nominations for President’s Employee of the Year
 - This topic was discussed and UCD/AMC explained the nomination processes used.

Further Discussion on Priorities and Values of UCSC Identified at Retreat

#1 Priority Selected at Retreat = Educate

- *Research guest speakers*
- *Read legislation and policies*
- *Possibly initiate a monthly call in session where staff can ask questions*

#2 Priority Selected = Disseminate Information

- *How often do we send it*
- *What format/method do we use*
- *How much info do we send*
- *What are the pressing issues*
- *Who is going to send this information*

How can we best get information out to constituents?

- Most important is meeting attendance; make sure you honor your commitment as a UCSC rep by attending scheduled meetings.
- Emphasize personal education and staff education with a two-way flow of information.
- When people have issues...make sure you are a voice at the table.
- UCD uses 45 minutes to give UCSC updates.
- Work with communications department – how can we create partnerships that encourage communications departments to focus on educating stakeholders about the good things that CU staff members do?
- Tricia Strating added that CU Advocates could highlight staff contributions.
- Collaboration of all campuses for an event – possibly Colorado Public Employee Week in May.

Suggested Items for next meeting agenda:

- What are the policies regarding volunteer time on each campus?
- Can UCSC pull together a collaborative system-wide event?

- Invite a guest speaker from CU's Office of Government Relations.
- Stephanie can present a safety presentation.
- Jill Pollock will provide an HR update.
- Extend an invite to Regent Hybl.
- Discuss feedback gathered regarding Faculty/Staff Tuition Benefit APS.

Meeting Adjourned at 2:00 PM as motioned by Deserae Frisk, seconded by Carla Rupprecht.

Next Meeting: 10:00 AM- 2:00 PM
November 8, 2012
Colorado Springs Campus