



**UNIVERSITY OF COLORADO STAFF COUNCIL  
MEETING MINUTES**

Colorado Springs Campus  
Public Safety Training Room  
Colorado Springs, CO

Thursday, November 14, 2013  
10:00 a.m. - 2:00 p.m.

Attendees:

- Ida Dilwood (Colorado Springs)
- Dana Drummond (Boulder)
- Deserae Frisk (UCSC Chair)
- John McKee (Boulder)
- Malaika White (AMC)
- Tamika Coleman (AMC)
- Tricia Strating (System)
- Erin Foster (UCSC Vice-Chair)
- Nancy Sicalides-Tucker (System)
- James Kumm (Colorado Springs)
- Janét Hurt (UCD)
- Randy Nozawa (Colorado Springs)

Absentees:

- Carla Ho-a (UCSC Outgoing Chair)
- Debbie Martin (System)

Guests:

- Brian Burnett, UCCS Senior Executive Vice Chancellor for Administration and Finance
- Mark Stanker, Trust Plan Administrator and Assistance Vice President, Payroll and Benefits Services

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Meeting began at 10:20 a.m. with roll call and introduction of guests.

**Treasurer's Report**

**Announcements**

- Website Update: Currently shut out, but the website will go live on December 9<sup>th</sup> and then we can review the website
- Chair: Each council needs to submit information for the Regents meeting on December 3<sup>rd</sup> and 4<sup>th</sup>, please submit any key items that you want to bring up from the last 2 months before Thanksgiving. Chair will discuss (1) the charge decided at the retreat and (2) feedback showing appreciation for the changes made on the retiree policy.

**UCSC Chair Report**

- Program Prioritization

1. Prioritize academic programs and administrative services – going on through November 2014
  2. Employee services are taking a look at salary
  3. Final goal to prioritize the campus programs and projects to see how funding is being distributed. Not much information available at this time.
- UC Irvine Staff Council would like to do best practice sharing
    1. Open line connection to look at our charge for the year and bylaws
    2. If we go forward, we will write up what we would like to share and go over it as a group
    3. Frisk will contact UC Irvine to get a list of what they would like to share with us and learn how their system's structure works.

### **Campus Updates**

- Boulder: Sent out first survey last year. Able to send out the findings this year, and mentioned how they would accommodate. Also asked for other feedback. Employees want more engagement. We are trying to let people know who their area representative is. Boulder is bothered by the UBAB discontinuance, may have been relying on UBAB as an interpreter. Carla talked to the council about Administrative Prioritization Program and what it means.
- Colorado Springs: The next meeting, Nov 20<sup>th</sup> which will be a breakfast and ACS Relay for Life is doing a charge to staff to increase involvement. Bill Anne who teaches Information Systems will talk about Outlook 2010. There has not been training on campus. Winter celebration for all staff in December. There was a December 13<sup>th</sup> meeting with the Chancellor.
- Denver: Pancake breakfast in AMC. 650 RSVPs. There will be a dessert hour on Friday at the Denver campus. UBAB – not a big response from people. There was a request to see the letter that is going from UBAB to Benson. Looking forward for more professional development opportunities. New ombudsman – Kathryn Greenwood came and introduced herself to the board. New Chief of Police introduced himself and talked about the new neighborhood designations. Currently working on the Elitches Garden work event. This year May and June is the goal. Any suggestions for the upcoming event should be sent to Janae.
- AMC: Coat/Blanket Drive joining with the State Student Group in December. Wellness focused meeting coming up in December.
- System: Presidents employee of the year award ceremony went well. Last meeting, last Tuesday, Jill came and addressed questions: Increase of tuition benefits- Boulder proposing discount to tuition. Denver will face challenges because of how the benefits are applied. Sick and vacation time for classified must follow state policy. Working retiree policy discussion. 529 can be a direct deposit from check (after tax reduction) but the University cannot sponsor it. In the next 6<sup>th</sup> month looking at carriers for benefits 403(b). CU taking a look at brokerage windows. Jill discussed the challenges with Cigna and the mistakes made. Anthem is centralized and works well. Electronic enrollment for benefits rolling out in February. Leo Ballaban asked about middle deductible plans. Jill will look into it. Implementing total compensation available for employees. Be Colorado on July 1<sup>st</sup> will be available for dependents and a program for children 5-11. Bullying in the Workplace is on the radar for Jill. Chronic conditions are 80% of our cost (preventative measures). Military toy drive Chip and Milo will stop by.

**Mark Stanker, Vice President Employee Information Services and CU Health Trust Plan Administrator  
(Substituting for Jill Pollock)**

- Employee solicitation – We asked for health plan suggestions and received 165 suggestions. We are categorizing the suggestions and will provide input to the Trustees. Additions to benefit plans increase cost. There will need to be a cost- benefit analysis. Additional information will come out to let employees know what is up and coming.
- Wellness Program – Biometric Screenings (20 different events, 2500 people, 35% increase, spouses were included), free screenings with additional services offered for a cost. There will be a drawing for 50 fitbits.
- Smoking Cessation (Quitline)- 8 weeks of nicotine replacement. Offers 5 counseling sessions and unlimited phone support. Free of cost for individuals with a health plan.
- Tomorrow is signing up for a Weight Watchers (WW) subsidized plan. It will be a soft launch. Community meetings and online services available. Suggestions to add an incentive for weight loss. WW shows as an imputed income.
- There are currently 27,000 participants in Be Colorado. Looking at creating Children’s Wellness Program for kids ages 5-11 to educate them about nutrition and fitness (partnering with Zambee). They have an Avatar that they have to take care of. It is a passive education. Also will provide a parents ‘how to’ book. The child also earns points in which they can trade in for trinkets. Formal presentation may later be added. Perhaps counseling services, which may be only available to health care participants.
- Final Pay Policy – how they are calculated and what is included. Normal health care benefit cost will be deducted.
- Handdrawn Check Policy – There are about 900 per month processed monthly in Employee Services. Setting up a threshold. There is cost to run handdrawns. Appeals and exceptions may be available.

**Committee updates**

- Career Progression- Deciding to wait on Jill’s direction; no focus yet
  - Suggestion: Start with survey and reach out to Jill
- Communication Outreach – No updates
- Policy – participation in Policy Focus Group coming up in December with Dan Montez. Our Retiree policy suggestions were applied. Campus councils will now need to work with HR Directors on campus-specific policy implementation. Essential Services Policy will now be reviewed next Friday.
- Thank you notes for our presenters will be signed in the future.

**Presentation: Brian Burnett**

- Been in the position for 11 years
- 8.4% Enrollment growth...over 10,000 and continuing to grow
- First Associate Dean – Branch Medical School (no state building – lease revenues from Memorial Health System)
- \$2.6 million spent on athletics – 18 semester of athletes with 3.0 and greater
- Starting in the mid 1980s, UCCS can now offer doctorates

UCCS does the offers master's degrees for Airforce Academy

- UCCS is a big transfer institution – 1,100 transfer students this year as undergraduate / 400 as graduate transfers
- Striving to maintain smaller classes as UCCS grows
- 1100 beds currently, expanding (74 million to build) 1800 beds the end product
- UCCS is near Fort Carson and other military bases
- 13% of students are connected to the military in some way
- Enrollment is growing for out of state students. Currently one recruiter is in California. We will be adding one in Texas.
- \$187 million budget
- Cleaned up the development across the street and added a mall
- Olympic Museum in the making – partnership with the Olympic headquarters
- 45-46% graduate rate (being a military school, a lot of students transfer and graduate elsewhere)

**\*Questions\***

Program Prioritization? There are concerns about the request for high tuition. Yet, there are new requests for new program degrees. The Board of Regents is referring campuses to utilize a prioritization book by the former president of the University of Northern Colorado, Robert Dickeson. Dickeson presented at the board's summer retreat. They also did non-academic side of things. Some programs have to be on the bottom. They are not necessarily going to be cut, but changes may need to be made. All campuses are going to conduct a prioritization exercise, yet each should have their own process.

Career Progression as school grows? UCCS gets new ideas from outside. Training programs are helpful, and there is a big commitment. The opportunity is here. UCCS is trying to institute a culture of promoting from within. That is gratifying for 'us.' When the new HR Director gets her feet on the ground, then we will intentionally promote. UCCS is focusing on customer service because everything outside of the classroom should not be hard. Staff is important in making this happen because 80% of our paychecks come from students.

How are you insulating UCCS from possible lack of government funding?

There are online classes; third semester classes over the summer (7% are not UCCS students); winter semesters; Maymester; only two weeks out of the year we are not open. We are using assets year around. Also, we have weekend university (Saturday only classes).

How are you increasing scholarship availability? There are challenges with the mix between merit and need. The middle is getting squeezed. Tuition has been discounted for them. More seems to be on merit.

#### **2014 Service Excellence Award Conversation**

- Nomination form online – ease of access
- Recalibrated the weight to make them all even (recent and continuous service in all areas)
- Perhaps add comments suggesting that they see the HR department for job description
- What about years of service with the university?

- Opportunities may be limited at various campuses.
- The word 'continuous' has been added to show the type of commitment. Perhaps ranges can be added or note what higher weight may be given to.
- Perhaps we can do an aggregate of 3 years.
- Service nominees may have work directly related to the work that they do. That is why the job description is requested. Perhaps we should say something about memberships outside of the university will have a heavier weight.
- At times, there are a low numbers of nominees. So we should streamline the process by making it electronic. Provide email addresses for references that we can then contact. This reduces the burden on the nominator.
- We can possibly use a meeting to evaluate the nominations with March 1<sup>st</sup> as a deadline. The entire month of February will be used to advertise this message. It is up to each campus to collect the nominations.
- If there is only one nomination, that does not make him or her winner automatically. Perhaps we can add verbiage pertaining to fact that there may not be any qualified nominations. Perhaps we can include a checklist for qualifications.
- Requesting that one letter of recommendation is included in the nomination and then for the email addresses of 2 additional references. A candidate can possibly still win even if the additional references do not respond in a timely manner.

**Meeting adjourned at 2:13 pm**