

A&S Dean's Staff Advisory Committee (SAC) Meeting

December 11, 2019 at 1-2pm in Old Main 1B-85

Agenda

1. Welcome!
2. ASC update (will become a standing segment of meeting) (2 minutes)
3. Discussion: Ideas/Action for ASC/SAC partnership (5 minutes)
4. Report from SAC Structure Committee; Discuss proposed changes to SAC structure and bylaws (20 minutes)
5. Report from SAC Salaries Equity Committee (3 minutes)
6. Discussion: Does SAC wish to issue a response to IDEA plan? (5 minutes)
7. Be Heard presentation - Erin Cunningham, Bernadette Stewart, Vicky Romano (25 minutes)
 - a. Presentation from Be Heard team of initiatives of how SAC could be involved with implementation (10 minutes)
 - b. Discussion (15 minutes)
 - c. Electronic vote will be issued after the meeting
8. Other business, announcements, close meeting

Minutes

1. Report from SAC Structure Committee; Discuss proposed changes to SAC structure and bylaws
 - a. Passed around suggested changes to SAC Bylaws.
 - b. We agree that we are first advocates for the voice of staff and then advise the Dean accordingly. Advocacy is our vehicle to provide advice.
 - c. We will continue to discuss these changes at the next meeting.
2. Report from SAC Salaries Equity Committee
 - a. SAC sub-committee met with Kym Calvo. Kym's team will first assess job descriptions, classifications and salaries. Oversight of these will likely become more centralized in the future. Campus financial leaders will be in charge of deciding how to fund or allocate funds for salaries.
3. Discussion: Does SAC wish to issue a response to IDEA plan?
 - a. Staff seem to be a small segment; most of the plan addresses faculty and students.
 - b. Staff Council was not consulted on plan and also shares concerns. They have offered to partner with us on a reply.
4. Be Heard presentation - Erin Cunningham, Bernadette Stewart, Vicky Romano, Marysia Lopez
 - a. Erin acknowledged that we are underpaid and understaffed/overworked.
 - b. See slide deck below for details
 - i. Be Heard initiative approvals

- ii. Buffalo Tracks (support employee lifecycle from on-boarding, training, community building to career advancement)
 - iii. On-boarding document (Bernadette would like SAC to update- and keep updated- & host on our webpage)
 - iv. Opportunities for partnership with SAC
 - 1. Staff training & onboarding
 - 2. Staff summit
5. Agenda items not discussed will be tabled to next meeting

Be Heard/SAC Partnership

College of Arts & Sciences
University of Colorado, Boulder



Agenda

- Be Heard approvals
- Be SEEN: Opportunities for partnership
- Buffalo Tracks
- On-boarding document
- Next Steps



Be Heard Approvals

- Draft and implement Office Coverage Policy: launch date Spring 2020
- Draft and implement Work/Flex Policy: launch date Spring 2020
- Creation of Staff Summit with the recommendation for one annual Summit with follow-up lecture series. Proposed planning: Summer 2020
- Dean to meet with Chief Human Resources Officer and Director of Talent Acquisition and Compensation regarding Equity of A&S staff salaries.
- Deans approve supporting professional development resources. Continued conversations regarding cost-sharing models and other professional development initiatives are currently taking place.
- Approval for additional Divisional Administrators. Recommended implementation of 2nd DA by summer 2020.

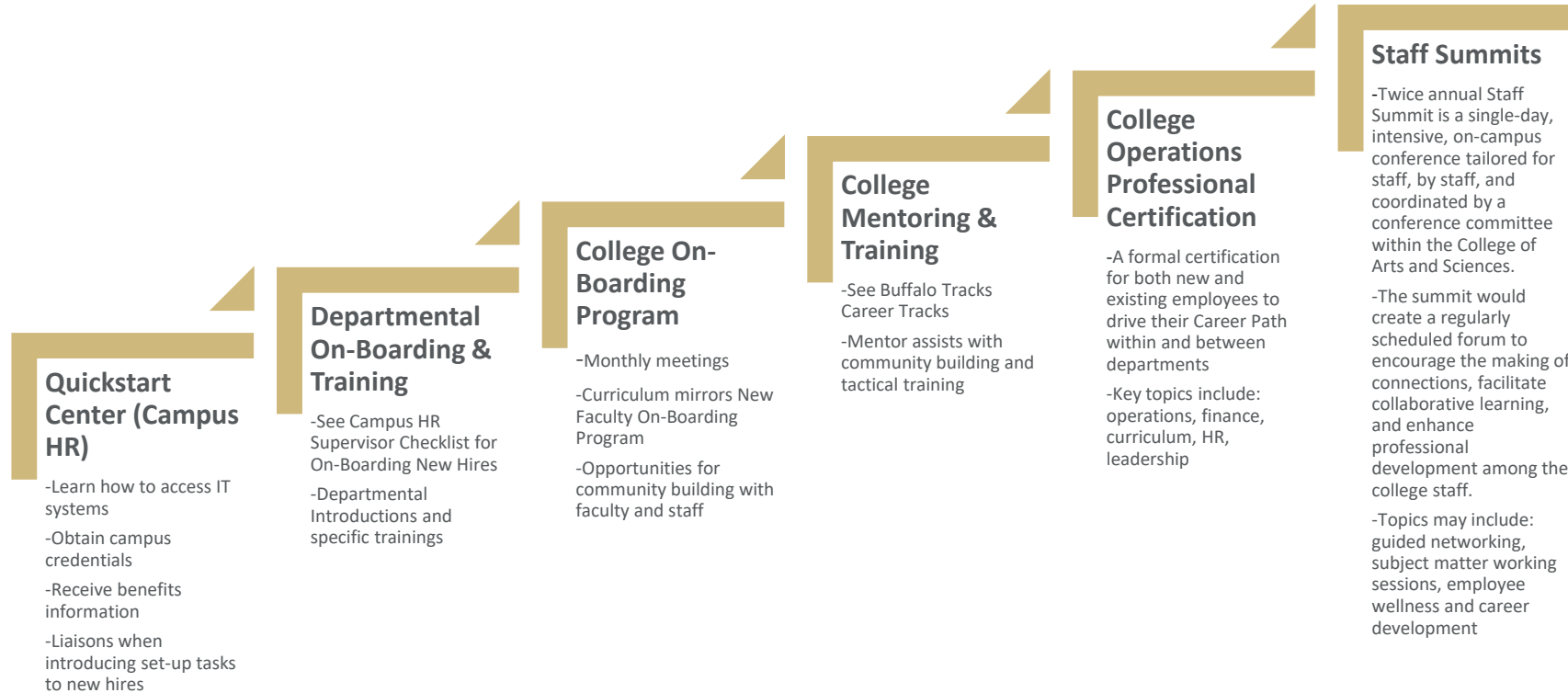
Proposal items have already been initiated

- Inviting staff to Chairs and Directors meetings.
- Supporting professional development by formally communicating staff position openings college-wide.
- Exploring partnerships with Career Services to provide resources for staff.
- Approval for training resource coordination targeting peer to peer training/mentoring & resource coordination

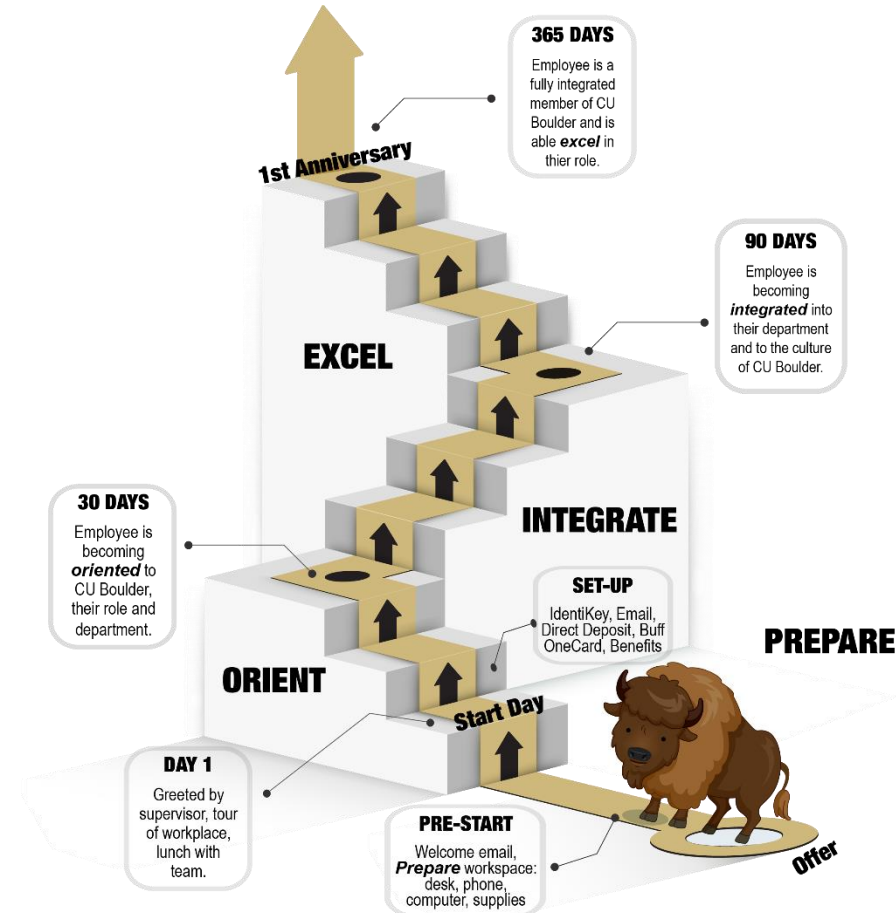


Buffalo Tracks

The mission of **Buffalo Tracks** is to support the College of Arts and Sciences employee lifecycle from on-boarding, training, community building to career advancement. Buffalo Tracks consists of the following offerings:



Campus HR: SUPERVISOR CHECKLIST FOR ONBOARDING NEW HIRES



Buffalo Tracks Career Path Example



The purpose of a **Buffalo Tracks Career Path** is to support employee growth and advancement within the College. By conceptualizing a staff position at three levels, employees have a structured career path which is driven by employee growth in the following areas: tactical skill building, leadership and institutional knowledge:

- Current program and unit managers may aspire to Senior Managers by a combination of the following metrics: employee performance, tenure, and inter/intra-unit on-boarding and training
- The addition of an Assistant Program Coordinator position allows for a more robust entry level candidate pool which could attract diverse candidates including, but not limited to, student employees and interns via lower entry-level requirements
- Increases to Senior Manager compensation are off-set by the reduced compensation for Assistant Manager level positions

SAC New Employee On-Boarding Document

- Chapter 1 Finance & Procurement
- Chapter 2 HRMS
- Chapter 3 Faculty
- Chapter 4 Teaching Assistant/
Graduate Assistant hires
- Chapter 5 Vice Chancellor for
Research /Professional Research
Assistant
- Chapter 6 University and Classified
Staff
- Chapter 7 Temporary Staff Hire
- Chapter 8 Student Success Support
- Chapter 9 Curriculum
- Chapter 10 Liaison
- Chapter 11 Strategic Relations
- Chapter 12 Space Allocation
- Chapter 13 Event Planning
- Chapter 14 Other



SAC/Be Heard Opportunities For Partnership

- Be SEEN/Buffalo Tracks
 - Staff Training and On-Boarding
 - Mentors
 - Trainers
 - SMEs
 - Staff Summit
 - SAC: help to identify topics/themes of interest



Q & A

