

Boulder Staff Council Minutes
June 10th, 2015, Regent 302
Full Council

Attendees: Philip Bradley, Joe Branchaw, Robyn Copeland, Dom DeVangel, Sarah Douvres, Brian Drake, Laura Edlin, Joshua Firestone, AJ Gilmore, Aileen Harker, Joanna Iturbe, Gregg Lundgren, Kat McGovern, Greg Roers, Alan Slinkard, Denise Thomas, Sharon Vieyra, Randi Voila, Zahra Crowley

Absent: Oma Bankston, Dana Drummond, Jason Hopkins, Gregg Lundgren, Vonda Maki, Tim Morrissey, Kathy Noonan, Deb Renshaw.

Visitor(s):

Call to order / roll call: 12:22 Quorum present

Approval of May minutes

- Approval of May minutes with amendments – 12:25
- Amend the month of May's minutes
- Request to include more notes on minutes

Chair's Reports and Announcements

- None

Treasurer Report

- 52 dollar charge for projector for May's meeting in operating
- As of right now 600 dollars in deficit which lines up with overlap between Lori's and Zahra's salary.
- Still waiting for rec center charges for BBQ.
- Create encumbrance to move funds due to end of year.

Human Resource Report

- Salary uploads are in place for classified staff.
 - Classified increases effect July 1, but will show on July 31st pay check.
- Leave sweeps take place June 30th, leave sharing information will be sent out.
 - Question as to why the LeaveShare program doesn't automatically capture time that is swept.
- FLMA changes that took place in 2014, rolling 12 month piece will take effect July 1st.
Reminder will be sent to staff next week.
 - Will mirror university staff program.
 - This was a state level change.
- HR website updating to Web Express platform, and looking at complete redesign starting in July. Currently collecting feedback.
- PeopleSoft upgrade, looking at pushing out communications to users as to what is happening. Have communicated that there are workshops that users can attend.
 - Feedback requesting more lab sessions because they are more informative and helpful when using the actual system.
 - Questions as to how position number is created and if that can be changed.

Vice Chair Report

- No speaker.
- Thank you for letting BSC host Financial Wellness programs.
 - June 18th, PERA workshop filled up in two hours.
 - Still looking to add more seats to workshop.
 - Financial Wellness program continues to be a well utilized program.

Speaker

- No speaker

Action Items

Delegate Reports

Recorded on the reporting template included at the end of these minutes.

Boulder Campus Planning Commission (BCPC) - Branchaw

<http://fm.colorado.edu/planning/bcpc/>

Boulder Faculty Assembly (BFA) - DeVangel

<http://www.colorado.edu/FacultyGovernance/>

Chancellor's Accessibility Committee (CAC) - Kusjanovic

<http://www.colorado.edu/odece/campusclimate/cac.html>

Chancellor's Executive Committee (CEC) – Douvres

<http://fm.colorado.edu/planning/Glossary/ChancellorsExecutiveCommittee.html>

Statewide Liaison Council (SLC) – Douvres / Viola

<http://www.mscd.edu/~csc/slcweb/>

University of Colorado Staff Council (UCSC) – Drummond / Thomas / Iturbe

<https://www.cu.edu/StaffCouncil/>

Campus use of University Facilities – Kusjanovic

Special Reports or Updates

Committee Reports

Recorded on the reporting template included at the end of these minutes.

Awards – Roers

Blood Drive – Viola / Lundgren

Communication – Edlin

Election – Maki / Bradley

Outreach Events – Thomas / Gilmore

PBRL – Slinkard

Special Event -

New Business:

- What will happen with new member orientation?
 - It is being looked at and worked on.
- Will we ask for an increase in budget?
 - Will ask for a bit more to cover awards, outreach events, etc.
 - Sarah will talk with Joshua and individual committee members to create the amount that will be requested.

Old Business

Request to create ad hoc orientation committee.

- It will be a one month ad hoc committee to plan out the SC retreat for 2015. The members are Sarah Douvres, Laura Edlin, Joanna Iturbe, Denise Thomas and Alan Slinkard.

First and second motion to approve.

Adjournment: First and second motions to adjourn 1:51 p.m.

Respectfully Submitted,
Zahra Crowley
UCB Staff Council Administrator

Delegate Reports

Joe Branchaw	Boulder Campus Planning Commission http://fm.colorado.edu/planning/bcpc/ No meeting
Dom DeVangel	Boulder Faculty Assembly http://www.colorado.edu/FacultyGovernance/ Not meeting again until September.
Dana Kusjanovic	Chancellor's Accessibility Committee http://www.colorado.edu/odece/campusclimate/cac.html No report.
Sarah Douvres	Chancellor's Executive Committee http://fm.colorado.edu/planning/Glossary/ChancellorsExecutiveCommittee.html Voted in the new involuntary withdrawal policy. Listened to the space study by Steve Thweatt. The music school gave a presentation of their degrees, enrollment, endowments, and future goals. Robert Stubbs, the Institutional Research Director, gave a brief overview of what their office does, http://www.colorado.edu/pba/ia/ .
Dana Drummond Denise Thomas Joanna Iturbe	University of Colorado Staff Council https://www.cu.edu/StaffCouncil/ Tom Sebok did a presentation on Campus Policy with respect to bullying and abrasive behavior, informing the committee of his research into this subject matter. He also presented what other Universities are doing with respect to this issue and how it is working for their organizations. This presentation segued into the discussion around the proposal Resolution UCSC R-1401. The committee voted to pass the Resolution unanimously. There were two Faculty White papers presented. From the personnel and benefits committee: Reporting Mechanisms for discrimination, harassment or unethical behavior. The proposal asks for a third party company to provide a phone line to call for information on where to report any of the described areas. It wasn't clear the objective of the paper and how this is different from current processes already in place at campuses. The committee determined it needed more information from the Faculty Council to make a decision on supporting or not supporting this white paper. The second paper presented was from the Ethnic and Minority Affairs Committee, entitled: Recognizing and rewarding Faculty for participating in diversity activities. This paper proposes that that Faculty efforts in Diversity be part of the merit system. Faculty council wanted to see if Staff Council would like to be included in this proposal. The council decided it needed to collect more information on this subject to see what is already in place or if it would make sense to include into Staff merit process before commenting back to Faculty. Joanna Iturbe presented an overview of the Lynda.com web portal. She explained the contract agreement on the Boulder campus with OIT in bringing this technology training tool to the campus. The negotiated contract got the user fee down to \$0.19/user for a 3 year contract. One of the Regent's had inquired initially about using this tool for the University. Other campuses were very interested in the tool.

	<p>Bringing this tool to the whole University may provide a better rate overall for users.</p> <p>The committee voted on two APS, 5014- Sexual Misconduct and APS 5015- Conflict of Interest in Cases of Amorous Relationships, both revisions passed. APS 5019- Parental Leave for Faculty and University Staff and APS 2006-Retention of University Records have both been put on hold by Systems and will be on the next round of reviews.</p> <p>The committee put forth nominations for the officer positions of Chair, Vice Chair, Treasurer and Secretary. Names were put into each category, with equal campus representation. Voting for those positions commenced the week of May 18th. Results will be given at the June 18th meeting.</p> <p>The committee had a discussion about the location for this year's retreat. The committee agreed that in order to spend more time working at the retreat, to hold the retreat in more central location in the Denver Metro/Foothills location. System representatives will figure out the location. Retreat will be held August 6-7th.</p> <p>The committee discussed the Awards/Recognition report that will be generated for each campus by Systems. The report will capture staff's service to include student years and will be based off job classification. The number of years is calculated by each month that an employee is paid. There will be a catch up year, due to the student years in the calculation and then the subsequent year's will be correct.</p> <p>The report with instructions and details for each campus will be sent out in August.</p>
Dana Kusjanovic	<p>Campus Use of University Facilities http://www.colorado.edu/policies/CUUF</p>
Sarah Douvres Randi Viola	<p>Statewide Liaison Council http://www.slccolorado.org/ SLC meeting 6/5/2015</p> <p>Attended: Sch, of Mines – Kayla Boster; Front Range CC Larimar – Martha Canji; Front Range CC Heather Diasog; CU Boulder – Sarah Douvres; CU CS – Rose Johnson; CSU Fort Collins – Anthony King; Adams State – Rodney Martinez; CU Pueblo – John Romero; Metro State Denver – Metza Templeton; CU Boulder – Randi Viola; Pikes Peak CC – Sylvia Whiteman; Adams State – Jennifer Williams; Front Range CC – Diana Ragin</p> <p>Not in attendance – Red Rocks CC – Jerah Dickson; Cu Denver-Anschutz – Velma Parker; CU Denver – Agnes Romero; CU Denver – Jennifer Williams</p> <p>Most of the SCs have done their yearly elections, new members & officers.</p> <p>Most schools indicate that there seems to be a strong core of SC reps who have been around for a while. Front Range CC Boulder is starting a council again after none for 3 ½ years – has only 32 classified staff.</p> <p>UCCS will be merging the CS & exempt staff into one council starting in FY16. Only has 150 CS staff and around 1000 exempt.</p> <p>Most schools completed or will be doing shortly their yearly/ or summer events for staff.</p> <p>Many of the schools are finally getting some capital construction being done.</p> <p>Rodney laid out the question – why do we have Statewide Council?</p> <p>Rose to share information like PERA, etc, keep morale up for classified staff, meet with DPA, CSU FC really supports SLC with an appointed committee</p>

member & alternate. UCCS trying to work on salary compression for CS even with the diminishing staff. Important as a group to continue disseminating info, and if needed to develop strategies to bring back to their campus. Legislative issues.

Brought out the concept that councils may really need to expand to include both Prof. Exempt & Classified Staff. Fort Collins states that they have 2 strong councils and doesn't think it would be something that would happen soon. Other schools did not respond at this time.

PERA Reps Dennis Gatlin & Jeffrey Sprole advised about the current status of PERA.

Legislative updates – hustling to sign up PERA ambassadors. 682 bills introduced in 2015 during the 120 days of the State legislative session. 285 killed in committee. No benefit reduction bills introduced this year. 2016 is supposed to be the PERA year from the legislator's perspective.

If SB15-80 had passed would have reduced the PERA overall funding support by \$4.2 Million.

HB 15-1388 would have input around \$10 billion by issuing the Pension Obligation bonds – was defeated. PERA supported this. PERA is claims they did not need this as SB-1 from a few years ago; but that it would have made the finances more secure.

www.ssa.gov – excellent website for review entire social security personal info. Three big issues – Economic Impact study PERA supporting 30 thousand jobs. Annual financial report will be released on return info, demographics, etc. in late June. PERA covers 57,000 state workers. Effective last year PERA was 62.5% funded toward the goals of the 30 year full funding basis – which has been level since the passing of SB-1.

Team building exercise = Critical thinking. Zoom – went very well and managed to complete with only 1 small error. The folks in attendance worked very well together.

Meetings – next meeting will be first Friday in Oct 10/2/2015. Pikes Peak will be hosting - Penrose House in Colorado Springs.

Front Range Westminster will be hosting in Feb 2/5/2015.

Adams State & Univ. of Northern Colorado will be hosting the April meeting 4-1-2015.

Planning meeting will be set later in either June or July.

Elections – will need to nominate President, & Central Rep. Sylvie is having difficulty with financial support from her college, but will stay on as Treasurer. Regional Rep responsibilities are listed in the By-Laws; basically be the liaison with all the schools in the region. Metza Templeton from Metro State was nominated, seconded and voted in as the Central Rep.

President responsibilities are listed in the By-Laws, but basically is the person in charge who is handles agenda setting, make sure the By-Laws are abided by the council. Theresa Diana Ragin – Front Range CC Larimar was nominated, 2nd, and voted in.

Northern rep nominated, elected Martha Canji.

Treasurer's report – balance \$2,396.42 a/o June 4, 2015; but does not include any expenses from today's meeting. CSU paid for the food on the April 2015 meeting hosted at their campus.

Committee work session goals:

	<ul style="list-style-type: none"> Recruit more institutions to SLC. - list all the higher education institutions that have SC & invite them to participate in SLC. Invite new councils or non-active councils to come and monitor an active council. Send out our flyers. Create teams to produce the above: Southern team –Rodney Martinez from Adams State Northern team Martha Canji from Front Range Larimar Central Team – Metza Templeton from Metro State <p>PERA & DPA relations – invite them to one meeting per year. Classified Staff Education & activities – did do a classified staff at the capitol day SLC needs to initiate some type of fund raising to assist SLC reps who want to attend but whose school does not provide a budget to do so. During the registration process create a web interface for reps who can't actually attend. The SLC Black box of records is being turned over to the President Elect, Theresa Diana Ragin. The other 2 boxes of files for SLC for all the total records of archives will continue to be housed with Sara Douvres at CU Boulder. SLC needs to devise a retention schedule and go thru thought old stuff. Executive committee meetings may need to be switched to electronic or an early morning meeting son the day of the full SLC meeting.</p>
	Special / Delegate Report

Committee Reports																			
Greg Roers	<p>Awards Committee</p> <p>Hosted the YOS Event with ~160 in attendance. Event is for staff with 20 or more years and their guests, staff council members and their supervisors, and AVC+ administrators. We upgraded the certificates and pamphlets this year. Thanks to members who helped with set-up and registration. Special thanks to Philip Bradley for being emcee.</p> <p>Cmte also expanded eligible staff to administrators of departments that have faculty titles but their job responsibilities are primarily administrative. This added 5 additional recipients.</p> <table> <tr> <td>5 Years</td><td>146</td></tr> <tr> <td>10 Years</td><td>136</td></tr> <tr> <td>15 Years</td><td>108</td></tr> <tr> <td>20 Years</td><td>52</td></tr> <tr> <td>25 Years</td><td>27</td></tr> <tr> <td>30 Years</td><td>11</td></tr> <tr> <td>35 Years</td><td>2</td></tr> <tr> <td>40 Years</td><td>6</td></tr> <tr> <td>45 Years</td><td>1</td></tr> </table>	5 Years	146	10 Years	136	15 Years	108	20 Years	52	25 Years	27	30 Years	11	35 Years	2	40 Years	6	45 Years	1
5 Years	146																		
10 Years	136																		
15 Years	108																		
20 Years	52																		
25 Years	27																		
30 Years	11																		
35 Years	2																		
40 Years	6																		
45 Years	1																		

	Currently working on acknowledging staff council members who have really stepped up this past year. Please nominate people to Greg.Roers@Colorado.edu .
Laura Edlin	Communications Committee <ul style="list-style-type: none"> • Power point from communications meeting with strategic relations. • List of all articles communications has written in 2014/2015. • Lynda article for June. • Qualtrics – moving forward with using qualtrics, work with OIT on this. Find out when Survey Monkey license expires. • CUBT article on elected officers.
Philip Bradley Vonda Maki	Elections Committee Thank you new and old members! Many new members elected to Staff Council this year. Roster being finalized. Officer Election results: Co Chairs- Joanna Iturbe Laura Edlin Vice Chair- Joshua Firestone Secretary- Vonda Maki Treasurer- Philip Bradley UCSC and SLC-Dom DeVangel
Denise Thomas Aljoana Gilmore	Outreach Committee The committee held a “Debriefing” meeting to go over what worked and what needed improvement from the BBQ event. The committee determined having a completely free event was well received, that the timing of the event was great for more people to attend, that having outside vendor cater it was well liked, the raffle items were abundant and that the advertising helped to remind everyone about the event and the details. For the areas of improvement the committee determined the following: Having composting bins is a must, along with help to oversee them, Check in area needs to be further away from food lines, speaker system wasn’t loud enough, rented system would have helped, Raffle items were good, however limit the number and make it so no one has to be present to win, add more seating if held in Rec center again, come up with an event check sheet for future committees to assure items are being completed on schedule, i.e. event plan, location selection, food selection, etc. The overall feedback from the event was very positive and well received. Future committees can utilize this idea as a concept in moving forward and look to variety of events that are different from past ones. Knowing the Rec Center and outdoor venues are possible adds to the numerous possibilities to get creative and bring something new and fun to staff.
Alan Slinkard	Payroll, Benefits, Retirement, Legislative Committee PBRL is in the process of surveying staff in both Facilities Management & Housing & Dining Services to determine what aspects of their retirement pose the greatest difficulty in understanding. PBRL will be then taking the data to

	<p>meet with PERA to create several presentations tailored specifically toward the needs of our front line staff.</p> <p>We will also be working with Anthem and both Wells Fargo & Elevations Credit Union to present workshops on utilizing an HSA to assist in keeping insurance costs and expenses in check.</p>
Randi Viola Gregg Lundgren	<p>Blood Drive</p> <p>We have a bus drive scheduled for June 16, 17 & 18, 2015 across from the UMC and we need assistance from volunteers.</p>
	<p>Special Committee:</p>