

Staff Council Meeting Minutes

April 10, 2013 JILA 325

Full Council

Attendees: Alex Acosta, Bradley Albus, Janet Baker, Oma Bankston, Philip Bradley, Joe Branchaw, Jennifer Davis, Dom DeVangel, Christian Dino, Sarah Douvres, Erin Foster, Rachel Killam, Dana Kusjanovic, Gregg Lundgren, Vonda Maki, Brad Mathers, Kat McGovern, John McKee, Nick O'Connor, Greg Roers, Denise Thomas, Sharon Vieyra, Randi Voila, Lori Jackson

Absent: Mary Alford, Morgan Bays, Laura Carpenter, Dana Drummond, AJ Gilmore, Erika Herreria, Beth Kroger, Ben Leonard, Tatevik Madoyan

Call to order / roll call: 12:15 Quorum present

Approval of minutes

- March 13, 2013 minutes approved with suggested revised wording.

Co-Chair's Reports and Announcements

- Viola reads draft report received from Larry Hill regarding upcoming campus smoking policy.
- Viola update on Parking Transportation Rate Review
 - Faculty presented a neutral opinion on parking rate increases although voiced concern for staff with regard to no salary increases. The committee was not receptive to Viola's suggested rate increase for campus visitor parking. Parking rate increase appears to be favored around the 2% margin for FY14. The single day and weekly rate permits will be adjusted. Viola will forward final draft letter when available.

Treasurer Report

- PBRL budget has been increased to \$500.00.
- Viola and Baker reviewed the SC budget for FY14 with proposed increase of \$2500 for Outreach/Event Committee. Entering the end of FY13, SC is now supporting expenses through excess funds in the plant fund.

Human Resource Report

- Timmons – Performance Management – OEP evaluation period has closed. Classified evaluation deadline is May 1, 2013. An overview of the proposed merit increase process will be done at the upcoming PPL meeting. Timmons offers condensed presentation to SC if interested.
- Cost of living (proposed 2%) and merit increases have a prescribed order when multiple increases are available. This order will be determined through System level administrators. Indications are that cost of living will be calculated first followed by merit, and lastly other category ranges.
- Cost of living and merit increases will be pro-rated according to months of service for employees with less than one year of service.
- Employees currently at their maximum salary range will receive a one-time cost of living, non-base building increase.
- Q: Will those receiving a #1 evaluation rating or those who may be on a corrective action status be eligible for the cost of living increase?
- A: Yes, cost of living is across the board, but merit increases will be based on evaluation rating.

General comment – on April 9, 2013, the Board of Regents voted and approved a tuition increase for Boulder campus of 8.6%, approved 3.6% salary pool for classified staff and approval of 3.1% salary pool to support OEP and faculty increases.

Speakers

- Ann Mulvane, Assistant Director of Marketing / CU Recreation Center Special Ops.
 - Shares information pamphlet, explains the renovation expansion project and upcoming promotional rates for staff with future services of the Rec Center. December 2013 planned for many new area openings and April, 2014 date for grand opening.
- Dan Montez and Leonard Dinegar, CU Office of Policy and Efficiency. Larry Drees, HDS IT.
 - Shares pamphlets outlining a summary of the units within system administration, explains briefly the purpose of the main units and their services.
 - Responses from policy/efficiency survey are being categorized and responded to. Communication challenges, IT implantation, training opportunities, HR hiring process, system website are some of the top issues. Many fiscal APS's have been revised and now located in the accounting procedural manuals.
 - Demography of survey, 250 responses, 49% staff, 16% managers, remainder miscellaneous groups. Boulder campus response rate was 43%.
 - APS score card condensed – In 2008, 210 system policy statements of 650 pages; 2009 reduced to 138 eliminated 250 pages; currently there are 85 policy statements contained in 265 pages.
 - Policies are changed twice a year, July 1st and January 1st. System policy website updated to provide one stop shopping for all policies and has created a justification page for reasoning behind policies, actions and who is involved in the policy review.
- Viola – comments that electronic processes are more time consuming than previous methods. With the reduction of staff, employees are working additional hours to achieve duties. Have studies/surveys been conducted to determine the appropriate number of employees to perform work duties and if so, will there be available budget to employee FTEs?
- Reply – Comments from being in attendance at the 4-9-13 Board of Regents meeting that President Benson feels CU is too lean needing additional revenue and tuition income. Not having appropriate number of employees creates a high risk in not providing adequate work force, creating additional stress on faculty and staff with additional risk of attractive opportunities luring faculty/staff away. A complete review of revenue generation is being conducted.
- Davis – External media sources reveal reader comments that perceive CU is adding staff and system administration is becoming more cumbersome. Davis asks to encourage system communicators to 'get the word out'. Voila supports comment, provides examples of departmental staff that is not increasing and difficulties as a result.

Action Items

- Douvres – presents proposal for SC co-chair election. The candidates are in agreement that co-chair leadership is preferred with two candidates receiving the highest number of votes shall become co-chairs. SC voting members will be provided an electronic ballot. Either one or two write in candidates will be available.
- Kusjanovic – will the candidate receiving the most votes be considered a senior chair? Douvres replies that there will be future discussion surrounding duties of chair(s) and vice chair positions with possible changes to the SC bylaws depending on outcome. For the upcoming term, co-chair positions will be considered equal.
- Motion for acceptance of proposed co-chair election presented with no further discussion, all in favor, no abstentions.
- Douvres presents that candidates for SC positions of vice chair, secretary, treasurer, SLC rep are running uncontested. Proposes staff council votes by means of acclamation after receiving any nominations from the floor.
 - Douvres presents Vice Chair candidate Greg Roers. There were no discussions, no motions from the floor.

- Lundgren moves to elect **Greg Roers as SC Vice Chair** by acclamation. McGovern seconds. All in favor, none opposed, no abstentions.
- Douvres presents Secretary candidate Dana Drummond. There were no discussions no motions from the floor.
- Lundgren moves to elect **Dana Drummond SC secretary** by acclamation. Acosta seconds. All in favor, none opposed, no abstentions.
- Douvres presents Treasurer candidate Erin Foster. Brief discussion in asking Foster to share qualifications for Treasurer. Douvres reads Foster's nominee biography presenting ample knowledge and financial experience. No further discussion, no motions from the floor.
- Viola moves to elect **Erin Foster SC treasurer** by acclamation. Bradley seconds. All in favor, none opposed, no abstentions.
- Statewide Liaison Representative candidates are presented being Sarah Douvres as senior rep and Bradley Albus as junior rep with an additional open position. One voting position is allowed at SLC with remaining rep as back up. Voting powers are transferrable to approved reps. Dom DeVangel declined nomination for third position.
- Lundgren moves to elect **Douvres and Albus SLC reps** by acclamation. McKee seconds, no discussion, all in favor, none opposed, no abstentions.
- Ballots for nominees of SC area specific elections will be sent electronically no later than April 12th and will be made available in paper form if requested. The SC election ballot will be available for two weeks ending April 26th.
- The 2013 Staff Council Engagement Survey will be electronically issued on April 12th to classified / OEP staff. The staff survey will be closed on April 26th.

Delegate Reports

Boulder Campus Planning Commission – Dino

- UMC Glenn Miller Ballroom is scheduled for renovation March-December, 2014.
- Overlapping dates with Glenn Miller renovation and the new construction for Center for Academic Success (on top of Euclid Auto Park) will provide for Glenn Miller to be priority and completed first.
- Fast track project for construction of a medical office facility at Foothills Hwy/Colorado Ave. will have minimal impact to campus operations.
- Notice of intent presented for Athletic Football Operations Center. Dal Ward expansion ideas. Funding will be provided from various CU athletic programs.

After discussion, it was decided not to consider SC participation with the upcoming Transportation Fair. SC will not be providing promotions for the fair.

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

Chancellor's Accessibility Committee (CAC) – Kusjanovic

- From the April 8, 2013 meeting, plans are to launch a self-survey for campus accessibility. A brown bag presentation was held regarding myths about accessibility. A story of perception in 'being invisible' was shared.

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

UCSC - Drummond/McKee

- UBAB will be encouraged to advocate more strongly for CU staff issues.
- CU Walks/BeColorado guests reminded of the noon time walks originating at Carlson Gym. Be Colorado is interested in attending a SC meeting for promoting their program and ask for suggestions on furthering their programs.
- Health Trust rep reports that Anthem will be an available choice of health care coverage for FY14. Vision and hearing coverage is expected to be available for the upcoming plan year. Vision care is most probable.
- UCSC All Conference retreat is April 12th. Please RSVP to Erin Foster if interested in attending.
- Foster asks for ideas for UCSC Chair, Stephanie Hanenberg, to take to Board of Regents on behalf of UCB. Suggestion to thank Regents for support in salary increases. Foster asks for members to email ideas, encouraging achievements of collaboration between staff and administration.

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

Special Reports or Updates

Committee Reports

Awards – Roers / Dino

- 50th anniversary event set for April 18th. Pamphlet drafts are being completed. A comment area will be available and information compiled to organize for additional SC archive records.
- The annual Years of Service event is set for May 7th. Most SC members will be attending with their supervisors.

Communication – Drummond / McKee

- Staff survey being sent will be very similar to FY13 in order to do reasonable comparisons.

General Update –

- Roers – Following the Respectful Workplace sessions, a condensed version is being worked on in conjunction with HR, SC, Ombuds and Chancellor's Committee for Women, to be available for departmental presentation. Roers will attend a BFA meeting to promote idea and ask for their participation. A committee will be formed, likely with a member from each participating group for establishing a long term campaign to identify issues and offer solutions.

Adjournment: First and second motions to adjourn 1:50 p.m.

Respectfully Submitted,
Lori Jackson
UCB Staff Council Administrator