

Staff Council Meeting Minutes
January 11, 2012 ARC 620

Attendees: Alex Acosta, Janet Baker, Oma Bankston, Boroka Bo, Philip Bradley, Joe Branchaw, Sarah Douvres, Susi Haveman, Larry Hill, Ted Jobe, Dana Kusjanovic, Tatevik Madoyan, Vonda Maki, John McKee, Greg Roers,

Absent: Bradley Albus, Jennifer Davis, Dom DeVangel, Edward Dlouhy, Dana Drummond, Erin Foster, Aljoana Gilmore, Greg Lundgren, Kat McGovern, Lauren Miremont, Tanya Patzer, Dennis Russell, Aaron Siegel, Randi Viola, Lori Jackson

Call to order / roll call: 12:20 Quorum present

Approval of December 14, 2011 minutes

Co-Chair's Reports and Announcements

- Larry Drees has submitted resignation as UBAB delegate with final meeting being March or April, 2012. Requests for a SC volunteer or other qualified delegate from UCB that could be appointed at large to SC to meet requirement.
- Comment made that belief is to have SC member nominate a UBAB delegate. Chair Douvres has been unable to find that particular statement. Will look into this issue further.
- The time commitment is approx. 2-4 hours per month with quarterly meetings in Denver. UBAB participates in evaluating health care issues/providers, would be beneficial for delegate to be familiar with HR policy, health trust issues and be willing to make long term commitment to UBAB.
- Douvres will ask Drees about time commitment as seasonal scales vary. Will also ask if retirees would be eligible as delegate.
- SC Chairs have been approached by UCB VC Administration, regarding formation of partnership with Retired Staff Association. SC has sponsored recent events/meetings for RSA. VCA indicates the request is not for financial advantage for RSA, although RSA has no budget.
- Ideas for a mutually beneficial relationship are being sought. In the near future, meetings will be held for hopeful clarification of expectations or monitory requests if any. Conversation that the suggested relationship may be more about financial support than has been conveyed thus far. A costly RSA newsletter is produced which was mentioned as a topic for SC to assist with, although stated again that no monitory requests would be imposed.
- RSA did not approach CU administration with the request, administration approached SC in hopes of outreach efforts.
- Douvres is supportive of the partnership and will maintain communication with SC as information becomes available.
- A new delegate report from the Parking Review Committee will be presented by SC volunteer Randi Viola. Difficult decisions are expected to be made through this committee which may be partial result of PTS budget situations. Expected results may be higher parking costs with sound explanation from PTS for cause.
- Douvres asks that a protocol for committee chairs be in giving a minimum of 24 hours notice for meeting cancellations or changes.

Treasurer Report

- Reviewed with no questions.

Human Resource Report Gloria Timmons

- For consistency, Gloria will attend SC meetings on a regular basis.
- Candice Bowen, Monica Moskovics and Katie Skallerud introduced and complimented for work with launching 2012 Employee Engagement Survey.
- Survey will be presented on January 23, 2012 and being managed by private firm, Infosurv ensuring anonymity; will release only responses to HR.
- 5 participating employees will win \$100 gift cards, chosen randomly by Infosurv.
- Open lab sessions are being arranged for those not regularly using computers at their workplace.
- The survey goal is to identify themes then moving forward with HR impacts and improvements that will benefit campus employees. Survey results will guide HR strategically for the next 5-10 years.
- The 2006 survey responses named employee recognition as a strongly desired addition; since that time, implementation of employee recognition/award programs have gone from 9 to 144, an increase of 2100%.
- Further comments and discussion on employee recognition comparisons. HR website recommended for help tips for creating recognition <http://hr.colorado.edu/es/recognition>
- Candace shares that beginning on March 1, <http://SitterCity.com> will be available to UCB employees, which provides services ranging from personal care for children, elders, housekeepers, dog walkers, repair/maintenance services. The services are provided nation wide with online personal choice categories available for requests.
- There will be no enrollment fee to UCB employees, the University will pay the annual participant fee of around \$18,000. Employees will need to sign up to participate. Costs to employees will consist of agreements with the service provider selected through Sitter City.

Vice Chair Report

Speaker Dan Montez, CU Policy & Efficiency office

- Print out given on recent policy and efficiency updates.
- 5 new system policy changes effective January 1st, 2012
- From a couple years ago, policy revisions/reviews have resulted in decrease from 210 to 90 system policies.
- The tuition policy is still being reviewed; hopeful to have rolled out by summer 2012.
- Through the Policy/efficiency website, policies under review will show the current policy, a justification statement and a draft policy open for comments which will be reviewed further with the policy owners. A flow chart on the web page indicates processes for policy review.
- Q: Has the issue of staff purchase of surplus university property reached the policy office? Explains that this was statute, so will be presented as creating of new policy. Ron Reid or Jack Brubaker has current proposal.
- A: It has not. Dan will look into this issue.
- Updates on efficiency include President's Task Force on Efficiency progress. To date, 44 recommendations have been presented which are being tracked by Dan's office.
- Beginning FY '12, Administrative Unit Reviews are being done throughout systems administration to promote continuous improvements. System administration is in one location, now providing opportunity for more effectiveness in processes.
- Q: How does Policy/Efficiency maintain procedure on changing federal laws?
- A: After each legislative session ends, reviews are made on all policies that may be affected by changes and reviewed/revised as necessary.

Delegate Reports

Boulder Faculty Assembly

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

- Ted Jobe reports from the 12-1-11 BFA meeting. Ric Porreca reported on fiscal updates including tuition benefit comments that a decision has not been made on costs associated with credit hours giving different possibilities for choice. Decisions on part time, full time and non resident rates are still under discussion.
- Jeff Cox, Associate VC Faculty Affairs talked about faculty hiring process.
- Bill Kaempfer, Vice Provost Associate VC Budget & Planning spoke about a three tier protocol for signing a grade of "F". The form is completed before issuance of an "F".
- Kusjanovic mentions that the "F" form is associated with Federal Financial Aid requirements.

Campus Use of University Facilities

<http://www.colorado.edu/policies/policy-use-university-facilities>

- Kusjanovic reports that the rewriting of policy has been underway since September, 2010, meeting each Friday for 2 hours.
- Roll out in February, 2012 is planned for feedback from department heads and directors with remaining campus being included shortly afterwards.
- Kusjanovic compliments the policy as being organized and flowing as opposed to being pieced together as results from situations.
- The policy regards requests placed by CU departments for use of CU facility. A request from Chancellor DiStefano was placed for review and policy revision.
- Policy allows for available space for free speech, not required for reservation, many locations available through reservations, facilities and special use facilities will be managed under similar guidelines. Staff, faculty and student use spaces are available with focus on keeping events legal and safe. Committee involvement included CUPD, Risk Mgmt., Conference Services, SOFO, etc.

University of Colorado Staff Council

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

- McKee reports that Jill Pollock presented information on a health & wellness program that is being considered for all CU employees as a regular benefit; example could be to possibly join a membership to a community health club.
- Douvres comments that local news media has commented on upcoming additional CU benefits also.

Committee Reports

Communication –

- Douvres comments - The SC web site revision are still being worked on, hopeful to have site up yet this day. Douvres has discovered that due to a volume of old content being brought forward is causing much delay and aggravation toward finalization.
- Site access is still available through CU search into BCSC.
- Council discusses web site status and decides a deadline of one week, January 25, will be presented for completion. Alternative efforts will be taken if site is not able to be completed within agreed time line.
- Compliments on completion of book mark noting nice design, condensed and effective information.

Awards – Roers

- Roers presents to SC asking for consideration for expanding awards events beyond the Years of Service Recognition (with continued YOS program). This could include recognition of achievements made by staff resulting in major University or departmental benefit. Special achievement information may be obtained through Chancellor or VC level records, staff nominations or self-nominations, departmental PPP's records, etc. Validation would be done.
- This could be to recognize achievers in any number of categories or to re-announce at the staff breakfast or luncheon those contributors already recognized by department or administrative levels to the general staff to expand that recognition.
- Timmons suggests committee also review the current years of service event, not with the purpose of elimination, but to verify the purpose is of high interest to recipients as changing times may change desired outcome/presentation.
- General discussion and ideas continue. Award committee asks for and will consider any suggestions.

Adjournment: Acosta motions to adjourn, Bradley seconds. 2:00 p.m.

Respectfully Submitted,
Lori Jackson
UCB Staff Council Administrator