

Boulder Staff Council
July 10, 2013 UMC 245
Full Council Meeting Minutes

Attendees: Bradley Albus, Mary Alford, Janet Baker, Oma Bankston, Philip Bradley, Jennifer Davis, Dom DeVangel, Sarah Douvres, Dana Drummond, Laura Edlin, Joshua Firestone, Erin Foster, AJ Gilmore, Joanna Iturbe, Beth Kroger, Dana Kusjanovic, Serena Leland, Gregg Lundgren, Vonda Maki, Kat McGovern, John McKee, Nick O'Connor, Greg Roers, Denise Thomas, Randi Voila, Lori Jackson

Absent: Amaury Batista, Morgan Bays, Christian Dino, Ben Leonard, Tatevik Madoyan, Sharon Vieyra

Visitor(s): Rebecca Jones and Nonie Wainwright, Office of the Registrar

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

Approval of minutes - April and May, 2013 minutes approved with correction of wording.

Co-Chair's Reports and Announcements

- Viola meeting with VCA Vale reports that a SC budget increase request will not be possible, but special event funding requests will be reviewed for consideration.
- Parking study update presents concern from PTS staff due to a recent study being completed three years ago. Additional concern voiced in regard to SC not having a representative on the parking study committee. The report was shared within this meeting's agenda preparation email.
- Although Viola petitioned for SC participation, it is reported that this is not a shared governance type of committee as this parking review will be completed by contracted outside vendors and those with expertise in the engineering, efficiency and parking strategies.
- After completion of a summary, the findings will be shared with staff council, being then given a chance to weigh in on the recommendations. Two faculty members will sit on the committee, each having sound qualifications in engineering and efficiency.
- The upcoming PTS study was called for by CFO Kelly Fox, being handled through VC Vale's office.
- Due to the absence of Tatevik Madoyan, SC delegate to UBAB, The SC vote for supporting nomination of Jeff Zax to UBAB has been tabled by chair Viola.

Treasurer Report

- Foster explains steps in preparing SC budget.

Human Resource Report

- Timmons welcomes new SC members
- Brett Rogers (HR) sends thanks for SC assistance in disseminating information on Leadership Development Certificate program.
- Organizational and Employee Development (OED) team has added two employees. With the additional staffing, OED will work toward leadership and professional development, growth opportunities and other areas of concern taken from the employee engagement survey of 2012. Kelly Fox is instrumental in making available these additional positions for OED. Current HR programs will be enhanced.

- Merit increases are now in effect. Review process is still taking place to ensure correctness. Employees will receive letters from ES explaining COFA, merit and base building increases.
- Lundgren gives examples of difficulties understanding portions of medical coverage; providers seem unclear how certain coverage is administered. Timmons will share this feedback with ES.

Speaker

- Tanya Kelly-Bowry, Government Relations for System. Tanya will provide tips for advocacy on behalf of the Staff Council. Many tools used are common sense; a thank you note, a few minutes over coffee, special touches to acknowledge and thank those working for improvements to staff and CU. Recognize genuine efforts. Work smart and strategically, take time to note key items that will benefit staff or jobs; act on items to promote SC in the eyes of administration.
- Encourages opportunities for SC member to participate in standing and special committees, volunteer for campus leadership groups. Examine leadership or special committee groups; consider the best fit from SC membership to engage with these groups.
- Explains benefits in getting SC exposure to campus administration in addition to getting the SC voice heard. Volunteer in areas that may be outside SC focus, place members in groups with leadership teams. Leadership recognizes ambitions; members develop skills to help with business efforts.
- Define a few key manageable and strategic goals, be transparent about goals and decide how to best implement focus on goals. Interactions differ between faculty/students/staff, keep record of what works and improve in areas lacking measurable success. Make campus and system administrators aware of activities, especially those of success/reward. Make the story heard.
- Review legislative updates, system updates and current events. Act on issues of staff interest.
- Make special efforts for one-on-one connections, attend town hall meetings and hold brown bag events.
- Administration is more likely to read short summary reports, one-two pages. Outreach packaging is key to attracting interest. Keep SC goals in line with institutional goals.
- Tanya will check into SC receiving board meeting minutes in a timelier manner.
- Invite legislators, lobbyists, deans, to SC meetings. Those that bring firsthand information on current issues.
- Viola gives examples of SC requesting presence at meetings/committees but requests not accepted. How to better approach situations when 'no' is the expected answer.
- Tanya suggests one-on-one, ask leadership how SC can better present request for delegate presence. Be strategic, suggest presence at those most critical interests, don't ask for too much, don't always be 'asking'. Be willing to help soften the approach to staff communications. SC may be more trusted at times than administration. Suggests visiting the capitol/legislators with group strength but cautions against combining groups as lobbyist representing each area/group needs to be engaged with visit.
- General discussion around Tabor, where and how Colorado funding decisions are made.

Action Items

- Douvres welcomes Laura Edlin as area V rep, filling recent vacancy. Term ending 2014.
- Douvres leads in presenting nomination of Philip Bradley as alternate UCSC rep. Bradley accepts nomination. SC vote follows; all in favor, no objection, no abstentions. Routinely, SC chair covers as UCSC alternate. Current SC chair is member of UCSC.
- McKee – shares concerns of working retirees in regard to restrictions of active staff promotions presented by limitless review and rehiring practices. Office of Policy & Efficiency is reviewing the working retiree policy. There has been additional feedback from UCSC on this issue. The

link to this APS has been temporarily disabled. Councils will utilize the next six months for gathering information. UCSC will include this issue on their upcoming goal setting meeting. PBRL has placed this topic on their agenda for July 17 meeting.

- Foster – Presents copies of top named concerns from staff survey, asks that committees choose items of interest to include with goals. Primary recommendation is for increased staff engagement and representation. Focus will be put on community, communications network, education, partnerships and individual SC member contributions.

Delegate / Committee / Special reports for July 10, 2013

Boulder Campus Planning Commission (BCPC)	Christian Dino The June BCPC meeting was cancelled; the next meeting will be July 11 th 2013. There does not appear to be anything pressing on the upcoming agenda.
Boulder Faculty assembly (BFA)	Dom DeVangel/Bradley Albus The BFA has a new Chair, Dr. Paul Chinowsky and new Vice-Chair, Dr. Mike Klymkowsky as of July 1, 2013. There are no BFA meetings during the Summer semester. The next full BFA Assembly meeting will be on September 5, 2013 @ 4:00pm in the University Club Lounge, Room 106.
Chancellor's Accessibility Committee (CAC)	Dana Kusjanovic We did not meet
Chancellor's Executive Committee (CEC)	Randi Viola/John McKee Chancellor stated FY13 fundraising up 17%, expect \$52-54 mill range. New Colleges – Jeff Cox- Environmental & Sustainability – slated for rollout possibly in FY16; Media, Communications ^ information – announced, plan to go before Regents in Spring with rollout in FY15 Comm. Strategies – Bronson Hilliard – basically stated that in emergencies or bas scenarios need to make decisions quickly, release as much info as known quickly, get ahead of the Media and do not practice the don't release info until you have a better spin on it Industry Contracts – Caroline Himes – Director of the NEW Office of Industry and Special Opportunities Per Phil's plan – CU is turning to private industry to create future funding opportunities for CU for the future. Most of this at this time seems to be geared toward research development and the OISO is being currently affiliated with OCG – but from the private sector. There was discussion though about contract opportunities with industry not related to research; but they are still trying to create and figure out how to go about this whole new project.

University of Colorado Staff Council (UCSC)	Erin Foster
	<p style="text-align: center;">University of Colorado Staff Council Chair's Report to the Board of Regents <i>June 20, 2013</i> Stephanie Hanenberg, UCSC Chair</p> <p>UCSC continues to look for commonalities across all campuses and the system office to bring to the Board of Regents. Below are the topics that we felt were worth sharing with all of you.</p> <ol style="list-style-type: none"> 1. Career Paths At a recent UCSC meeting a staff member brought up concerns regarding the number of retired CU staff members that continue to work for CU after their retirement. The concern quickly became a lengthy topic of discussion as many staff members felt this was an issue on their campus as well. While all staff members understand the need for retirees to fill in during someone's absence, or to fill a void that requires special training, there was not a clear understanding of why some retirees continue to stay in their position with the same responsibilities, but at decreased hours. Part of the concern with hiring retirees is that some staff feel that the hiring of retirees is impeding their ability to effectively advance their careers. This concern was addressed at the UCSC meeting with Jill Pollock, Dan Montez, and Leonard Dinegar as Administrative Policy Statement (APS) 5054, Hiring Working Retirees into Staff Positions is currently under review. Jill, Leonard, and Dan were all receptive to the concerns and said they will take the feedback they received into account as they proceed with the review of this APS. 2. Faculty Council Representative on UCSC Melinda Piket-May, Chair of Faculty Council asked UCSC if we would be willing to add a non-voting member to our meetings as someone who could coordinate things between the two councils. All UCSC members felt that this was a wonderful suggestion in an effort to have more collaboration between faculty and staff. Faculty Council currently has a staff representative at their meetings so the addition of the Faculty Council Administrator at UCSC meetings helps enhance collaborative efforts one step further. There are many issues that affect both faculty and staff so it only makes sense for us to be moving in this direction. 3. New Council Members Each of the individual councils that make up UCSC has completed, or is in the final stages of completing their election for new officers. Each of the councils has a retreat scheduled during the summer to start their planning process for the upcoming academic year. The newly elected UCSC officers will start their terms effective July 1st. UCSC will have a retreat in late September or early October to strategize what their focus will be for the coming academic year as well.
Board of Regents Summary	<p>Erin Foster / Stephanie Hanenberg <u>Summary of Board of Regents Meeting 6/20/13 – 6/21/13</u></p> <ol style="list-style-type: none"> 1) President Benson stated that the transition of 140 Foundation employees over to the CU system will be completed by 7/1/13. 2) President Benson also announced that CU continues to look at polling opportunities in the state that might help fund higher education. Nothing has been decided at this time. 3) President Benson also discussed that CU entered into an agreement with Coursera to begin offering MOOC courses. This already appears to be very popular based on the number of individuals that have already enrolled in

these courses.

- 4) There was a fascinating presentation by CU Boulder professor, Bruce Jakosky on CU's involvement with the Mars Atmosphere and Volatile Evolution Mission to Mars (MAVEN). MAVEN is expected to launch between November 18th - December 7th.
- 5) Regarding the CU budget, there was discussion about Regents reviewing budgets on a multi-year basis versus an annual basis. This could help give them a better understanding of campus needs so that they are better able to project the need for tuition increases. The budget for FY '14 was unanimously approved by the Regents.
- 6) State revenue forecast is looking optimistic as revenues have exceeded projections. The additional revenue has not been allocated yet, but the hope is that some funding may be available for higher ed.
- 7) There was an interesting presentation by Todd Saliman and Tanya Kelly-Bowry on state legislation regarding the number of in state students each public university must have as part of their enrollment. Currently no more than 45% of incoming freshmen can be from out of state and no more than 2/3 of the entire campus enrollment can be from outside of Colorado. International students are capped at 12% of the total population. This discussion is important as the University looks at additional ways to increase tuition revenue. It was an in depth discussion with the Regents that is more complicated than I can accurately portray in this report. If you are interested in this information please let me know and I can explain it over the phone.
- 8) There was a lengthy discussion about a request by some of the Regents for an evaluation on diversity of political, geographical, cultural, intellectual, and philosophical perspectives. There is concern that some faculty may not be adequately representing diversity in these areas in their class which could be resulting in an inadequate education of students. The Board voted to proceed with this evaluation to give the CU system information that is necessary to evaluate if there is enough diversity being represented across all campuses and classrooms.
- 9) The Regents also discussed the possibility of a Regent Scholars Pilot Program that would use student athletes as the pilot students. UCD Chancellor Elliman voiced his concern about the pilot program being aimed at student athletes since UCD does not have an athletic program in place. No decision was made at this meeting; the discussion will continue at a future board meeting.
- 10) The Vice Chancellors for Diversity from UCCS, AMC/UCD, and Boulder all gave their annual report on diversity across each of the campuses. Regents encouraged each campus to continue to look at ways to increase enrollment of a diverse student population.
- 11) Finally, the Regents voted 14 times to establish a new Board of Regent chair before they decided to adjourn the meeting with no chair being elected. I'm sure there will be a long write up about this in the CU Connections that I encourage you to read. Carrigan will remain chair until a new chair is elected. They will likely re-address this issue at their summer retreat.

University Benefits Advisory Board (UBAB)	Tatevik Madoyan UBAB will not meet in July. The next scheduled meeting is on August 16 th . I will forward you the minutes from June, as soon as I have it.
Campus Use of University Facilities (CUUF)	Dana Kusjanovic We did not meet, but over email approved a vets field of honor memorial flag display on Nov 9-11.
Special Adhoc Report	Sarah Douvres By laws review group will meet on July 29 th .
Awards and Staff Recognition Committee (ASR)	Christian Dino / Greg Roers Ended FY2013 with 2 events, the BCSC 50 th Anniversary in Mid April and the YOS Event in early May. Both achieved planned goals for attendance, recognition of achievements, and socially pleasant event. Articles were done for both events. Our next meeting is July 22 details are above. ASR has invited Gary Jaycox from Crown Trophy to come and inform us of the latest trends in recognition and help us brainstorm ways to recognize staff accomplishments. HR has been invited to join us as well.
Communications Committee	Dana Drummond / John McKee The 2013 SC survey response winners are: Annie Piatt, Randy Key, Kat Scheible.
Elections Committee	Philip Bradley / Sarah Douvres Elections will meet in early August.
Outreach Committee	<p>Dom DeVangel / Vonda Maki Outreach Committee – Ice Cream Social on Sept. 5 to be held on the East Courtyard of C4C. We will have Brandon DJ again if he is available. The ice cream menu will be the same as last year. We will inquire about adding a water station this year.</p> <p>Because we have exhausted the extra coat supply, we are looking into collecting school supplies in conjunction with Crayons to Calculators/I Have a Dream. There may also be a need for supplies for on-campus groups.</p> <p>We will have the Winter Breakfast at the UMC as usual although there will be no Total Healthcare involvement. We will contact Be Colorado to see what they might offer. We will collect non-perishable foods and personal care items for EFA (Emergency Family Assistance) in Boulder.</p> <p>Several innovative ideas were discussed for the Spring Lunch which will not be held at the UMC this year due to renovation. An ad hoc committee was formed to follow up.</p>
Payroll, Benefits, Retirement, Legislative Committee (PBRL)	Beth Kroger / Nick O'Connor The last committee meeting was in April 2013. We anticipate using the July 2013 meeting to discuss goals and priorities for the upcoming year and to acquaint new members with committee role and responsibilities.
Blood Drive Committee	<p>Randi Viola / Gregg Lundgren The 5th and final blood drive for FY13 was held last month. It was a 2 day bus drive and was a success as each drive was only a 4 bed. We brought in 96 total units for the 2 days, which is the anticipated maximum for 2 days, 4 beds on the bus. It was hot as heck out there; but the use of Gatorade (new this year) seemed to keep the negative reactions (people fainting, barfing, etc) to a minimum. The overall drive results this year were not quite as good as last year. We were only able to hold 16 drive dates instead of our usual 17 dates, due to difficult scheduling at the UMC and the unavailability of the Rec Center; but still we came up short instead of increasing our donation levels. We have increased our advertising, both by our committee and Bonfils. We are trying to figure out why we are not being more successful.</p> <p>FY11 – 18 drive dates – total 1,090 units = 60 units per day average FY12 – 17 drive dates – total 1,182 units = 69.5 units per day average FY13 - 16 drive dates – total 1,066 units = 66.62 units per day average We are planning to do more split dates in FY14. Instead of running 4 days straight in 1</p>

	<p>week, we are considering 2 days per week, with back to back weeks. The Rec Center will not be available to us until 2014 for scheduling, so we are hopeful to be able to work into the UMC schedule better this way. At this time, we have a 4 day drive scheduled by Bonfils in Nov. 2013; but no place to hold the drive. The size and type of room we can use is very restricted. We may still explore the Carlson gym; but any other suggestions on main campus will be appreciated.</p>
Greg Roers	<p>Special Committee The Respectful Workplace Ad Hoc Committee has a leader, Merlyn Holmes who was a co-sponsor and works as Communications Coordinator for the Graduate School. She is scheduling a first meeting for July. I responded to my request for help through the summer due to my EOY schedule and got an ok from Russ Moore to do this.</p>

Adjournment: First and second motions to adjourn 1:55 p.m.

Respectfully Submitted,

Lori Jackson

UCB Staff Council Administrator