

# University of Colorado Boulder

## Staff Council Handbook

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# Handbook Introduction

This handbook serves as a guide for all Staff Council members, providing essential information about our mission, structure and responsibilities in advocating for the University's staff community (Classified Staff, University Staff, Research Faculty (PRAs and RAs)).

This handbook outlines key policies and procedures, expectations and the role of Staff Council members including governance, committee roles, and engagement. This handbook is a starting point for members and continues to evolve with our organization. It is reviewed regularly to reflect the current state and operations of Staff Council.

If you have questions that are not answered in this handbook, please contact the Tri-Chairs and/or Staff Council Administrator for support.

Your commitment to the betterment of the staff experience and the CU Boulder community is commendable, and your work is appreciated.

## Who We Are and What We Do

CU Boulder's Staff Council is a team of elected members from across the campus. We represent the interests of our campus' staff by advocating on a variety of issues, proposing policies, serving in an advisory role to administration, and facilitating a variety of events to bring collaborative opportunities to the campus. We are your voice.

We play a critical role in fostering a supportive and inclusive work environment by representing CU Boulder Staff and Research Faculty interests, advising university leadership and developing initiatives that enhance workplace culture. Through collaboration, advocacy and engagement, we strive to ensure that the voices of staff and research faculty members across campus are heard and valued in decision-making processes.

### **Vision:**

To provide progressive leadership as an integral and influential partner in campus decision making processes.

### **Mission:**

Staff Council represents, informs and educates CU Boulder Staff and Research Faculty by serving as a liaison between employees and Boulder campus, University system and State administration. We also recommend proposals to the administration that are designed to

improve morale and advocate for the rights of CU Boulder Staff and Research Faculty. We are committed to promoting diversity, inclusion, cultural competency, and respect in conducting organizational business and initiatives.

## Where Staff Council fits in at CU - Shared Governance

At CU Boulder, shared governance is a system where elected Representatives from Staff Council (which includes staff, professional research assistants (PRAs) and research associates (RAs), the Boulder Faculty Assembly (BFA), the Graduate and Professional Student Government (GPSG) and the University of Colorado Student Government (CUSG) provide input on strategic priorities and issues impacting the university, with the goal of ensuring a collaborative approach on decision-making. All shared governance leaders meet with the chancellor three times a semester to share perspectives from their constituents on university strategic matters, policies, and topics of concern to the entire campus.

Staff Council collaborates with other shared governance groups at CU in several ways. The Tri-Chairs meet monthly with Graduate and Professional Student Government, CU Student Government and Boulder Faculty Assembly. All CU Campus Staff Councils are invited to a professional development opportunity each year, hosted by University Staff Council. There are also Boulder Staff Council Delegates elected or appointed each year to attend other shared governance group meetings and share reports with Full Council. Staff Council members are also delegates to the shared governance groups.

## Expectations and How to Participate: Staff Council Representative Roles and Responsibilities

### Expectations:

Staff Council Representatives can refer to the [Staff Council Representative Engagement Checklist](#) for a summary of these general guidelines and expectations.

### Representation:

Staff Council Representatives are individuals elected or appointed to represent a specific Area, or as an At-Large member. Representatives should work to disseminate information to departments in their Area. Historically, there have been challenges with receiving and maintaining accurate contact lists for the staff and departments that make up an area.

Staff Council Leadership are working to address this issue and provide Area

representatives with better methods to share information. Area Representatives should consider the needs and perspectives of their constituents during Staff Council discussions and votes, to the best of their ability.

At-Large members are expected to represent CU Staff in general, rather than a particular area. They can share information with their department, others they work with frequently or are connected to, and other staff as they see fit. They should consider general needs and perspectives during discussions and votes and can solicit opinions or feedback from general staff at their discretion.

### Time Commitment and Regular Meetings:

Full Council Meetings, Committee Meetings, and Executive Committee meetings are held monthly. Representatives are expected to attend the monthly Full Council meeting (2 hours) and monthly Committee Meeting (1 hour). Representatives who choose or are elected to be a committee chair, delegate, or officer will have increased time commitments and responsibilities.

Staff Council meetings are conducted primarily via Zoom, with some in-person meetings. Attendance is mandatory at Full Council meetings. As scheduling conflicts can occur, necessary absences must be communicated to the Tri-Chairs, Secretary, and Staff Council Administrator via email. Per the Staff Council Elections Code, If a Representative misses more than 5 meetings in a year, they may be removed from their position.

### Events and Volunteering:

Staff Council hosts several events each year, including the Staff Appreciation Breakfast (typically held in December), Take Your Kids to Work Day (typically held in the Spring semester), and Blood Drives. Staff Council Representatives should volunteer to work at these events and others as their schedule and work modality permits. While there is no minimum requirement for event attendance and volunteering, at least 2 events per year are recommended. Occasionally, other opportunities will arise because of being a Staff Council Representative. These could include participating in a search committee or hiring advisory board for University Leadership (Chancellor, Provost, Chief of Police, etc.), a special committee, or other ad hoc opportunities. Information about these opportunities and how to volunteer or indicate interest will be shared by the Tri-Chairs or Staff Council Administrator.

### Sharing Information:

Staff Council Representatives may be made aware of information outside of their typical position scope. Representatives will receive guidance from the Tri-Chairs and other

Executive Committee members about information that should be disseminated to constituents and information that should remain within Staff Council. Personal information or concerns raised by Staff Council Representatives should not be shared outside of Staff Council unless the person sharing the information or Staff Council leadership explicitly states that it can be.

Officers, committee chairs, and other Staff Council Representatives are a great resource for general questions and ideas. The Tri-Chairs have regular meetings with shared governance groups and campus leadership and will communicate Staff Council items and issues with those groups if necessary. Members are encouraged in their roles as members of the campus community to engage with campus leadership as they feel necessary but should be clear that they are speaking for themselves or their unit and not Staff Council as a whole.

### **Staff Concerns and Pulse Items:**

All staff can submit questions and concerns to Staff Council via the [Contact Us form](#). These issues will typically be raised and discussed in the next Full Council meeting. Items can be submitted anonymously or not; Staff Council Representatives should be sure to not share identifying information about issues or concerns unless directed to do otherwise. Staff Council members can submit issues or concerns to be added to the Full Council meeting via this form or via email to the Staff Council Administrator. Topics will be discussed at the next Full Council meeting, with some exceptions based on topic, time availability, or other factors.

## **Officer Roles and Responsibilities**

### **Officer Overview:**

Staff Council Officers are Representatives who are nominated and elected by Staff Council. Along with Committee Chairs, they are the Staff Council Executive Committee and work to establish and achieve Staff Council goals and initiatives. Officers and Committee Chairs receive a monetary stipend in recognition of the extra time and work needed to carry out the duties of those roles. This stipend was a result of advocacy by Staff Council members and began in the 2023-2024 academic year.

### **Tri-Chairs:**

The Tri-Chairs are responsible for leading Full Council meetings and Executive Committee Meetings. They often also serve as the Representatives of Staff Council on campus search committees for campus leadership positions. Tri-Chairs also meet with campus

leadership to elevate the ideas and voices of Staff Council and in turn those of staff across campus.

#### **Vice Chairs:**

Vice Chair(s) are responsible for the organization and running of the August full council retreat as well as coordinating external speakers engaging with Full Council and Executive Committee Meetings as needed with the Staff Council Administrator.

#### **Treasurer:**

The Treasurer is responsible for preparing and maintaining the Staff Council Budgets in coordination with the Executive Committee. The Treasurer may also be required or needed to assist committee chairs or co-chairs with their committee budgets, or budget proposals.

The Treasurer will provide regular budget updates at Executive Committee meetings.

#### **Parliamentarian:**

The parliamentarian is responsible for providing guidance on Robert's Rules of Order for Executive Committee meetings as well as Full Council meetings.

#### **Secretary:**

The Secretary is tasked with maintaining meeting minutes for Full Council and Executive Committee meetings. In addition, the Secretary will conduct roll call at Full Council and Executive Committee meetings as well as count votes, and address attendance concerns. The Secretary, in coordination with the Staff Council Administrator, manages the pulse items that are presented to Staff Council.

#### **Staff Council Administrator:**

The Staff Council Administrator is a full-time employee and not an elected position. This role supports all Staff Council members and committees with logistical, technological, and campus usage support. This occurs through attendance of committee meetings, Full Council and Executive Committee meetings, event and project support (inclusive of website and newsletter) as well as involvement with general, officer elections and onboarding.

# How We Do This Work

## Committees:

All Staff Council members are required to join at least one standing committee.

Expectations and commitments of committee members vary by committee.

Staff Council members select the committee they would like to join at the beginning of their term and then at the end of each year for the upcoming year. Committee chairs are elected by continuing committee members at the end of the year. If a member would like to switch committees during the year they can do so by notifying their current and new committee chairs as well as the Staff Council Administrator. Members can join more than one committee if they'd like to do so. New committees

## Awards and Recognition (ASR):

*This committee serves to expand campus awareness of individual or staff group achievements. Provides campus-wide peer-to-peer recognition initiatives and resources to further highlight staff achievements.*

Members of this committee should expect to actively participate in at least one 60-minute monthly meeting as well as work on Years of Service Certificates/Letter mail merge multiple times a year. Currently, this committee sends these out in 4 different groups – but previously this was done once a year for an in-person ceremony. Other committee projects outside of Years of Service are the End of Year Luncheon planning along with Staff Council appreciation gifts and recognition for Chancellor's Employees of the Year.

## Belonging, Equity, Accessibility, and Mattering (BEAM):

*This committee supports efforts to advance diversity & equity by providing the campus community with opportunities to extend their knowledge, perspectives, and experiences vital to performing effectively in a culturally diverse and globally connected society.*

Members of the BEAM committee should expect to actively participate in one monthly committee meeting of up to sixty minutes as well as time outside of the meeting time to complete any projects that the committee proposes to undergo each year. It is difficult to estimate the amount of time that could be spent on each project because they vary widely. The committee works to ensure that the time spent on projects outside of meeting time is not too burdensome for any one member, and endeavors to split up the work equitably.

## Blood Drive and Community Service (BDCS):

*This committee focuses on helping both the campus and our community. Currently through four 3-day blood drives each year which partners with different community programs.*

Members of the Blood Drive and Community Service Committee should expect to actively participate in one monthly committee meeting of up to sixty minutes. Additionally, members of this committee should expect to work on the preparation (communication with campus and community partners, advertisement) or day of efforts (set up, attendance, or tear down) for the four 3-day blood drives that CU Staff Council co-hosts with community partner(s).

Additional time and attendance efforts may be required for new or one-time community service efforts of the committee.

## Communications:

*This committee promotes Staff Council and creates relevant content for CU staff through our Staff Council Website, promotions of Staff Council events and Newsletters that go out to all staff and research faculty.*

Members of the Communications Committee should expect to actively participate in at least one 60-minute monthly meeting, as well as work on Staff Council Website updates, sending out 3-4 Newsletters every year and creating Staff Council promotional materials as needed.

## Experience and Elections (ExEl):

*This committee organizes the election of Staff Council Representatives, delegates, and officers and manages updates to Bylaws, Elections Code and Standing Rules. They also develop materials and processes to support internal membership development, experiences, and engagement.*

Members of the Elections Committee should expect to actively participate in a 60-minute meeting each month, with the possibility of attending more frequent meetings just prior to and throughout the election season (Jan.-May), as well as expect to engage in additional activities such as assisting in revising the Elections Code or Bylaws, speaking about Staff Council during informational sessions, and reviewing/tallying election ballots.

## Frontline Staff Committee:

*This committee enhances outreach and education efforts about Staff Council with front line staff and promotes and advocates for equitable access for front line staff to any*

*elected or appointed Representative position on Staff Council. We host various events and round table discussions to connect with front line staff to learn about concerns across campus. This committee is dedicated to amplifying those concerns to campus leadership.*

Members of the Frontline Staff Committee should expect to actively attend a 60-minute meeting per month and engage in asynchronous work as well as participate in frontline staff round-table discussions. Members are expected to help promote events and voice concerns from front line staff.

### **Outreach and Events:**

*This committee arranges a variety of year-round events designed to honor and engage Boulder campus staff.*

Members of the Outreach and Events committee should expect to actively participate in one monthly committee meeting of up to sixty minutes and assist in the planning of campus outreach events by offering resources or efforts asynchronously. In-person volunteerism at campus events is expected of members.

### **Payroll, Benefits, Retirement, and Legislative (PBRL):**

*The committee acts as a conduit for our constituents by soliciting staff concerns, researching payroll and benefits issues, disseminating accurate and timely information to staff, and advocating for appropriate compensation and benefits. The committee analyzes proposed legislation to educate staff on both the pros and cons of the issues. One of the goals of the committee is to involve more staff in the legislative process.*

Members of the PBRL Committee should expect to actively participate in a 60-minute meeting per month and engage in asynchronous work regarding current agenda items for the committee. They engage in ongoing work with HR to advocate for policy changes.

### **Research Faculty - Special Committee:**

*This committee enhances outreach and education efforts about Staff Council with Research Faculty, particularly through translating Staff Council and standing committee efforts for Research Faculty constituents; provides understanding and perspective on CU Boulder policies, procedures, and funding of Research Faculty for Staff Council members; and promotes and advocates for equitable and proportional representation of Research Faculty as elected or appointed representatives on Staff Council.*

Members of the Research Faculty Special Committee should expect to actively attend a 60-minute meeting per month and engage in asynchronous outreach- and communication-related efforts. Members also help advocate for Research Faculty within Staff Council and

across CU Boulder by bringing attention to their roles and perspectives in discussions, meetings, and activities.

## Delegates

### Appointed and Elected Delegates:

Staff Council Representatives can be appointed or elected to represent Staff Council in the larger CU Boulder and CU System communities. These delegates are expected to attend and participate in all meetings, activities, and committees associated with their delegate role. They represent the positions of Staff Council and staff employees to the organization to which they are elected and share regular updates and reports at Executive Committee and Full Council meetings.

### Staff Council Delegates:

University of Colorado Staff Council (UCSC)  
Boulder Faculty Assembly (BFA)  
Graduate and Professional Student Government (GPSG)  
CU Boulder Student Government (CUSG)  
CU Police Department Community Oversight Review Board (CORB)  
Campus Use of University Facilities (CUUF)  
Pathway Safety Committee (PSC)

# Reference Information

## Staff Council Administrator Contact Information:

### Office:

565 UCB 3100 Marine Street  
Administrative and Research Center  
379 Boulder CO, 80309  
303-492-5473, [staffcouncil@colorado.edu](mailto:staffcouncil@colorado.edu)

### Staff Council Storage Space:

47A ARC

### Governing Documents:

Staff Council Bylaws, Elections Code, and Standing Rules are on the [Staff Council Website](#) and are updated as the documents are amended.

### Robert's Rules of Order Basics:

Robert's Rules of Order is a manual of parliamentary procedure that governs many organizations. The rules are used to run effective, and orderly meetings with a focus on fairness for all members. These rules are enforced by the parliamentarian.

### Motion:

A member makes a motion to propose an action or make a decision by saying, “I move to...”. Another member must second the motion by saying, “I second the motion.” Once someone seconds the motion, the group votes on the motion. It passes by a majority vote or a [quorum](#) depending on the rules in the bylaws.

### Amend a Motion:

Members use this process to change a motion and can do so by stating, “I move to amend the motion on the floor.” Again, this motion must be seconded and voted upon.

### Adjourn:

This refers to moving to end the meeting. A member would say, “I move to adjourn,” and another member would second the motion. If the majority then votes to adjourn, the meeting is over.

### **Point of Order:**

A member draws attention to a breach of rules, improper procedure, a breach of established practices, etc.

### **Point of Information:**

A member can ask for a point of information if they want more information on a motion. A point of information should not be used as a means for the person calling for a point of information to present information.

### **Point of Inquiry:**

A member may use a point of inquiry to ask for clarification in a report to make better voting decisions.

### **Point of Personal Privilege:**

A member may use a point of personal privilege to address the physical comfort of the setting, such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.