FULL COUNCIL MEETING SUMMARY
Wednesday, March 8, 2023
12:15 p.m. - 2:15 p.m.
Zoom

12:20 p.m.  CALL TO ORDER

ROLL CALL

12:30 p.m.  Approval of February minutes - Motion passes by majority by acclamation

12:38 p.m.  Guest Speaker: Marin Stanek – Vice Chancellor for Information Technology/Chief Information Officer

1. OIT Priorities & Strategic Plan (8 areas) – Gives structure and allows us to be accountable to campus. Here is the presentation.
   a. Maturation of IT Security
   b. Support Student Success
   c. Optimize Org Health
   d. Support the Research Mission
   e. Consistent IT Management & Governance
   f. Enable Hybrid-Smart
   g. Foster data thru Automation & Scalability

2. IT Standards & Foundational Services Policy: setting the expectations. We are first Shared Governance group to see this.
   a. Creating consistent IT Management & Governance
      i. Why: Interoperability, coherency with end-user in mind, diminished risk
   b. Policy
      i. Campus has IT Standards created by campus-wide architectural board
      ii. Campus will leverage IT foundational services
   c. Ask: Awareness, engagement and adherence of standards and services
      i. Laptops and servers are our biggest vulnerabilities on campus.
      ii. https://www.colorado.edu/information-technology/policy/it-standards
      iii. https://www.colorado.edu/information-technology/policy/foundational-services

3. Updates on Security
   a. Secure Computing Project
      i. Desktops or laptops having a certain baseline standard for those as well as servers on campus.
         1. Those are our 2 greatest vulnerabilities
   b. Email Security Upgrade
      i. rolling work that central it is doing oit around, making sure that if there are updates or upgrades, whether to our network, to our campus routers which are part of our network, to our major foundational services like office 365 that we test and implement that.
   c. Vulnerability management Standard
      i. We're just highlighting that this has been updated.
   d. Secure identities
      i. secure identities is something a little bit in the future. But like I talked about multi-factor authentication is really important.
ii. So a question for the campuses. Do we do want to do Mfa on canvas? What would that do to our teaching faculty? What would it do to our students? Do we want to do that? Things like that that we have to engage in a conversation and feedback?

e. **IT service provider training & awareness**
   i. We have 100% compliance. It’s important to me as CIO, I watched the roster to make sure that oh, it goes through all the appropriate trainings within the performance cycle.

f. **Mandatory employee security training**
   i. Our chief information Security Officer or Ciso at the system level is pushing down employee security training.
   
   ii. Much like employees have to take sexual harassment training, or they have to take fiscal training. This is part of that, and want to give a heads up to that coming in the future.

g. **Final Thoughts:**
   
   i. You know our strategy around security is really simple. It's basically understand our vulnerabilities. Remediate our vulnerabilities, and do good training and assess, because the training and awareness piece and it security for all of us is what’s really important.

4. **Questions:**
   
   a. **Mike – Devices – how do we secure the vulnerabilities when departments go rogue and purchase laptops/phones outside of the CU System.**
      i. Procurement Cards – working with Ed Mills -Chief Procurement Officer – trying to work to make sure most departments are going through procurement process to supply computers/phones for departments
      
      ii. Vanessa - Haha, I had a faculty member ask me just last week, "Can you just go grab me a MacBook at the Apple store in Boulder?"
         1. More to come on the standardization for campus.

   b. **Michael - On the topic of email security, my office recently received an email from an official address: “no-reply@colorado.edu”, but it turned out to be spam that OIT is already aware of. Will Outlook possibly be able to start identifying thieves masquerading as official CU accounts?**
      i. Phishing or spam that happens on campus and we have new security measures in place to try and combat these.

   c. **Vanessa - How has OIT been collaborating with Coursera and the influx of "courser students" versus official CU students? (Is there a difference)**
      1. OIT manages the Coursera contract but Randall Fullington of the ALI (Office of Academic and Learning Innovation ) Office under the Provost manages the programs/courses.
         a. These classes are not admissions based enrollment- you can take these anywhere across the world and they are not included in the official CU Transcript.
      2. Continuing Education classes are governed by the same policies/rules as the grad work and will show up on your CU Transcript. We are still figuring out the best way to manage online classes.

1:00 p.m.  **OFFICER REPORTS**

Chair’s Report and Announcements – Jasimine Evans, Mike Williamson, Karrie Pitzer

1. **Trustee Designee for Boulder Campus for CU Health and Welfare Trust – Todd Haggerty, CFO**
   
   a. This role is usually our CFO due to the budgetary needs involved. He will meet with Todd Saliman and bring forward benefit concerns.
   
   b. Announcement that has a small bio: https://www.colorado.edu/today/2022/08/17/todd-haggerty-named-cu-boulder-chief-financial-officer
      i. **Motion passes by majority vote by acclimation**
2. Safety on campus – Is everyone aware of the new process that has been put in place
   a. CU Alerts will come out within a 1-mile radius of campus in case there is campus closure
      i. Will a campus wide communication be sent out around these notification and guidance around what we should do.
         1. There was messaging sent out in September 2022:
            https://www.colorado.edu/today/2022/09/14/cu-boulder-rolls-out-new-alerts-site-emergency-notification-level
            a. I think my feedback would be better communication about the process. Doesn’t even need to be a town hall, can be an article about the new process. Seeing more alerts? This is why...
            b. This is from Feb. 22:
               https://www.colorado.edu/today/2023/02/22/what-know-about-how-campus-emergency-notifications-work
            c. And here’s the article about the alerts expansion from November of 2022:
               https://www.colorado.edu/today/2022/11/15/cu-boulder-piloting-expanded-emergency-notification-area-campus-community
   b. Be in communication with the supervisor and shelter in place or avoid and read the alert and look at the CU Website that is linked.
      ii. Catherine Oja – by expanding the geography of these alerts since it is not technically not part of our campus, that we have received pushed back from the Board of Education but we found it was important to relay communication to our community. Please make sure to communicate to your supervisor around your safety level and what you need to feel safe.
      iii. CUPD & BPD have a better relationship now and the chiefs of both of these police groups communicate more frequently and in conjunction to provide overall better safety for campus.
         1. Eryn will reach out to CUPD about providing some updates for our April newsletter around these updates/messaging (Christine Mahoney is my main contact for CUPD for the Newsletter).
            a. We can touch base with Clara Smith/Andres Morales as CUPD ORB members and John Zizz as CUPD Officer.
            b. Active Harmer Training or Red Folder Trainings
               i. Crime prevention through environmental design.
   3. UCSC Staff Development Day – April 21st
      a. Highlight the work for each campus. Great for networking and food included!
      b. RSVP: https://app.smartsheet.com/b/form/145acaf5f2054a19186af35b4a20a13dd
         i. Please RSVP if you are able and you should be receiving a personalized invite from UCSC for this day.
   4. CU Day at the Capital – March 23rd
      a. Is being revisited for Boulder Campus. So, if you’re interested in participating in that, basically, it’s where staff council reps from campuses go down to Denver to be at the Capitol, watch some session with Legislative things. And then, if there will be an opportunity to grab lunch after (You pay for lunch)
   5. UCSC Rep
      a. We need one – please let me know if you are interested.
         i. Since Dan Steinke has left the university we are in need of filling his voting spot ASAP.
   6. Special Projects Budget
      a. Please reach out to Tri-Chairs if you are interested

Vice-Chair Report/Speaker Series— Blake Trujillo – no update
Treasurer’s Report – Bradley Albus – absent
Treasurer’s report included in our March Meeting folder.

Human Resources Report – Kenny Nelson

1. Engagement Survey will be going out in April (Merna Jacobsen will be doing a roadshow)
   a. This happens every 3 years and we would like honest and candid responses – please encourage your areas/departments to fill out this survey.
   b. We get the results usually in June/July and many executive decisions are made off of the responses from this survey (initiatives and priorities can shift based on the results).

2. For Academic world: Summer Sessions and Summer salary for faculty are gearing up. We are happy to provide support however we can.

3. FAMLI – Insurance program launched in 2020 and is similar to sick leave for short term disability and provides a percentage of your salary and this will go live in January 2024.
   a. CU will administer personally or through the state – still ironing out the details.

Staff Council Administrator – Eryn Van Poole


Questions for the Secretary? – Cameron Brooks – absent
Questions for the Parliamentarian? – Crystal Cyr

1:15 p.m  DELEGATE REPORTS

• Pathways Safety Committee – Vanessa Luna
  o January meeting discussed hazards of campus walkways during inclement weather.
    ▪ Suggestion that if people see a hazardous/icy spot on campus they don’t think is being addressed to:
      • Contact Building Proctor
      • Contact FacMan Operations line so they can send someone out
        o Submit a service request: https://www.colorado.edu/fm/contact
        o Or call directly – X2-5522
  o Expanding the Lyme scooter contract for campus – will work with Clark Rider for more details regarding this contract.

• GPSG (Graduate & Professional Student Government) – Kaitlyn Rye
  o Scheduled to go to the next meeting. Please feel free to bring topics you would like me to bring up to this group.
  o Budget season will be over the next few weeks

• CUSG – Sara Abdulla
  o Sawyer is their chief of staff.
  o They are purposefully not doing student facing events this year as they are prioritizing legislative events instead.
    ▪ Conceal Carry – next meeting with the Regents is April 18th to work on repealing
    ▪ Restorative Justice Program – trying to improve a system within the student conduct and conflict rate resolution office to address sexual misconduct reporting issues.
    ▪ Internal Cabinet – Emergency Contraceptives pilot project (PlanB) to provide these for FREE to students regardless of insurance.
      • Distribution would be through BuffOne card at different locations across campus( Rec Center, Housing and Dining Services) and if this pilot program is successful it would be opened up to all campus.
    ▪ Land Acknowledgement – Partnering with Coach Prime to have this acknowledged at a Spring Game
    ▪ Composting – We have lost a lot of contracts when it comes to composting. A lot of campus composting is not actually being composted. So, they are figuring out solutions around our waste streams and banning single use plastics in the dining halls and figuring out how to bring our numbers back up when it comes to sustainability.
    ▪ April 28th – Hosting a Sexual Assault 5K with the Office of Victim Assistance
COMMITTEE REPORTS

• Advancing Equity, Diversity, Inclusion and Belonging (CAEDIB) – Leah Parvez and Clara Smith
  1. Still focusing on our 3 Goals:
     - Historic Marginalized Business Owners List
     - Disability and accessibility, awareness and advocacy
     - Translation Services/ Guide
       ▪ We’re having a larger conversation around how we can bring in some of the other policy questions that are coming up with this across campus.
  2. Thank you for everyone who attended/ helped plan the Social Justice Summit.

• Awards & Staff Recognition (ASR) – Kaitlyn Rye and Jan Owens
  1. Jan – March batch of YOS Certificates/ Awards will be sent out this week
  2. Feb 23rd Basketball to recognize the Chancellor’s Employees of the Year
     o 2 of the 4 employees were in attendance and it was great to have their staff roles recognized during the game. Gift bags were appreciated and will deliver the other 2.
  3. End of the Year Luncheon on June 14th – more details to come

• Blood Drive & Community Service – Alisha Stewart and Michael Reynoso
  • 50th Anniversary Blood Drive: 4, 5, 6, @10am - 2:30pm. Sign up to volunteer here: https://docs.google.com/spreadsheets/d/1jx8hKguTO-MiYK-Cw3hAQi29Jtqj7CeFnNfnVRJZxs/edit?usp=sharing
    1. Main session will be Wed @ Noon with cake, stories and more
       o Our next article will include a personal donation story from a new employee member on our committee.
  2. UMC Tabling will be happening

• Scheduling blood drives through November 2024

• Communications – Vanessa Luna and Dylan West
  1. Next newsletters publish date: Tuesday, April 4th, 2023
     o Article deadline: Friday, March 17th, 2023
     o Tri-Chairs – please send me your letter

• Elections – Betty Rasmussen and Josh Turnquist
  1. Ballot was sent out Feb 27th - March 17th
     o Polling location at C4C for March 13th – March 17th (8-10 and 3-5p)
     o Please volunteer if able: https://docs.google.com/spreadsheets/d/1A6Ig_aK51SZBffmZka8M3Uwm3LPorRdGfWnscJcbmY/edit#gid=0
       ▪ Josh is working on securing laptops we can use during these sessions and I will load voting spreadsheets on them.

• Front Line Staff (FLS) – Crystal Cyr and Claudia Numan
  1. DEI Impact Grant proposal was submitted to help pay for translation costs for the 2023-24 academic year. Thanks to everyone on Staff Council who contributed to the proposal!
  2. Moving forward with FLS Round Tables in the spring. Staff who frequently engage with FLS were invited to join our March FLS Special Committee meeting to help guide the logistics planning.
  3. Esther - we hosted with Employee Services around PERA retirement. We had 160 staff attend (with translators). It was great and can be scaled. We are starting to use our own staff for translation, and paying them just like we would Translingua (using DPD, or one time payment). Please share it’s definitely a pilot program but a win-win. We pay them the same rate (I want to say $125 an hour) as we would pay Translingua. So with for the benefits session(s) with PERA and Employee Services the Tibetan, Lao, and Spanish interpreters (for both AM and PM shifts) were our own staff. We put in an impact grant to help fund the program

• Outreach and Events – Karrie Pitzer and Jessica Sandoval
  1. Update for Take Your Kids to Work Day – April 27th
• Rec Center and Ice Rink secured
• Lunch will be provided
• Hoping to get Chip as well
• Will be getting campus departments involved as well

• Payroll, Benefits, Retirement and Legislative (PBRL) – Grace Maniscalco and Ian King
  1. Child and ElderCare Whitepaper will be shared at March’s Shared Governance meeting as this could affect other groups on campus and we would like to include them.

1:55 p.m.  PULSE

1. Staff Council Inbox - Hi there, this is not urgent. However, as a member of the CU staff community who is still covid cautious, I have noticed a need for others like me to connect and gather in some form. I was thinking that when it gets warmer out again, it would be lovely to hold a "CU covid cautious outdoor lunch" series somewhere on main campus. Mostly as a support group, but also as a place to find community and share resources. Perhaps once a month, or every two weeks, starting in May (to avoid any late snow).

   1. This would fall under Outreach & Events’ sphere – and may not have high attendance but could have an impact
   2. This could be something helpful to poll through our newsletter
   3. Notes:
      - Staff Council walking events around campus/community?
      - Could this be supported by individual departments so there could be more personal connections made.
      - Could this be a few times over the summer instead
      - We used to have some networking taking place during speaker series. We also did fun things like having a former SC member lead a horticulture class, I suggested a plant swap, etc
      - Goat Yoga could be fun!
      - Community Gardening
      - Secret santa around the holidays
      - Seed exchange to promote conversations, even SC branded seed packets XD
      - I know there are already plenty of events happening on campus. Maybe we can occasionally highlight in our SC newsletter the big campus-wide event calendar that is specifically for staff?
      - Staff Council can push these events but it’s up to the individuals to seek out what they want
      - It looks like the person who posted mentioned this as mostly as a support group. so maybe we could involve someone from FSAP to lead a group
      - Esther will bring this up at a future FSAP staff meeting
      - We haven’t had the best of luck with attendance at our support groups. We were hoping to have a natural increase in engagement now that we are part of Heath & Wellness
      - Would Outreach & Events be open to writing an article about how to “find your community”? Even a listicle! They definitely knew about it. The FSAP groups & workshops articles are consistently the higher clicked on articles
      - Could be a great article for the next article

2. Vanessa Luna - Wondering if there has been any updates from HR about promoting the Kazoo platform beyond its initial rollout? I had brought this up with HR previously, and they stated that since they had yet to hire a new HR communications manager, further communications about Kazoo were put on the backburner. Wondering now if this is something anyone at HR is looking at? Is there a way we can get information on usage? (Evaluate if it’s worth paying for the service) Additionally, is there any accountability for HR to keep the "incentives" and surveys up to date and robust? I hit my work anniversary and got 1 point. Not a typo, one point.
Comments:
- I believe it is set up to give only one point because you have to attach points but they are just trying to recognize the anniversary. It’s horribly inaccessible.
- Peter Dodge & Lauren Thompson are Work Tango campus administrators – Eryn will follow up
- Follow up with Kenny Nelson around Robyn’s thoughts around Utilization of this platform
- Maybe we could commit to having all SC members use their points every quarter to start building some momentum?

2:15 p.m.      ADJOURNMENT

Next scheduled Full Council (FC) Meeting – April 12, Zoom/CASE E422, 12:15PM – 2:15PM

Online access to Roberts Rules   Upcoming Events: Staff Council Calendar   Newsletter: January 2023

Delegate Assignments
(Reports to be delivered to the Secretary, Cameron Brooks, 3 days prior to full council meetings and to be circulated to Full Council prior 2 days prior to full council meetings. Discussion to follow during Staff Council meeting/s. Urgent information will be shared with the Executive Council.)

Current assignments:
Group 1:
✓ BFA, Boulder Faculty Assembly: Alisha Stewart/ Back up: Bradley Albus
✓ UCSC, University of Colorado Staff Council: Daniel Steinke, Jan Owens/ Esther Horowitz
✓ CORB- Community Oversight Review Board: Clara Smith and Andres Morales/Blake Trujillo

Group 2:
✓ Pathways Safety Group: Vanessa Luna
✓ Student CUSG: Sara Abdulla / Back Up: VACANT
✓ Graduate and Professional Student Government (GPSG): Kaitlyn Rye / Back up: VACANT