[Regular Meeting - June](#) Minutes

University of Colorado Staff Council
Jun 5, 2023 at 10:00 AM MDT
@ UCCS Campus - 1420 Austin Bluffs Pkwy Colorado Springs, CO 80918 - Room 126
Brooks

Attendance

Present:
Members: Deann Barrett, Christina Beck, Minna Briscoe (remote), Tara Dressler, Elisha Garza (remote), Jessica Godo (remote), Esther Horowitz (remote), JaNet Hurt, Shonda Johnson, Shelly Lange, Shannon McWilliams, Jan Owens, Turner Rafter (remote), Natalie Schaffer, Kimberly Slavsky, Alan Slinkard, Sarah Trzeciak (remote), Joshua Turnquist   (remote)

Absent:
Members: Cameron Brooks, Laura Chandler, Rachel D'Ardenne, Kelsey Draper, Kyle Ginley, Annie Melzer

I.   Call to Order

Called to order at 10:18am

II.   Welcome of UCCS Staff Association Members in attendance

Introduction of Matthew Beckwith, Lilian and Sarah Long for the UCCS Staff Association

III.   Leadership Updates

Alan- Regents Meeting and Communication. Co-chairs will provide an overview of what happened at the Regents Meeting. Campus specific items will be brought up when the meeting is on the respective campuses, so accurate reporting will be needed for those meetings. UCSC Co-chairs and vice chair will be going to campus meetings quarterly to have a connection with where the meeting is located.

A.   Discussion of in-person attendance protocol

Kimberly presented the request to increase in person attendance when possible, especially for UCSC Sponsored events.

1.   Specifically focused toward UCSC Events & Monthly meetings

B.   Elitches Update – Ja'Net

JaNet- UCSC Day at Elitches- Tickets are available at each campus, communications have been sent to each campus. There are a limited number of tickets. The price reduction is $30, parking is highly suggested. Tickets are on sale through June 9th while supplies last. JaNet will be emailing for day of volunteers. There may be paid parking for volunteers on UCSC.

C.   Regents Meeting update concerning future communications – Ja'Net & Alan

1.   Better communication from UCSC to campus councils

D.   Treasurer's search | Pride Fest – Kimberly

- Search committee has forwarded 4 candidates for consideration.
- Leadership had hoped to have a June 1 start for the position, but has adjusted their timeline to no later than the end of the summer.
- If you are interested in serving on a future search committee, put your name forward to be considered
- Pride Fest is June 24-25 - If you're interested participating, Kimberly will send out registration link
- Volunteers will receive a t-shirt
- Need volunteers for Saturday and Sunday in two hour shifts; assistance with set up and take down
- 50 people in parade, employees only
- Volunteers are on a "waitlist", people on the waitlist will be updated

E. Regent Policy 6 & value of staff Shared Governance - Alan

Regent policy 6 has been modified based on the verbiage of Policy 5 which works with Faculty shared governance. Hopefully this will be adopted in January 2024. Final daft of the draft at the July meeting for forwarding and approval by the EC. We were made aware that an Administrative Policy may need to be drafted for inclusion of staff participation.

Regent policy 5 is the faculty version of the policy that don't exist in regent policy 6 for staff. Mimicked 1A verbiage, Lisa Landis and Dan Montez forwarding on the regent governance committee and regents will vote and approve by January 2024; may need an EPS for the rationale for why this needs to be done, will collaborate with Dan Montez to accomplish this.

Priority to elevate staff shared governance as part of regent policy, encouraged, recognized on the individual campuses. Working over the summer on a video with President Saliman and the campus chancellors taking about the importance of staff shared governance. APS (Administrative Policy Statement) specifically addressing that staff participating in shared governance is work time, not an extracurricular activity

Link will be shared on the website to the video and campus HR's can share with the wider community

Already have the support of the regents, just following the procedures

Final draft and will approve in the July Exec Committee, vote on by entire council at the retreat

Are the stipends part of this effort? Stipends are an adjacent issue, but not specifically included in the Regent policy update.

F. Communications Report (Annie)

New member welcome packet is being revised, based off of what can be done via links and what needs to be on paper. Will also include mentor program.

1. New member orientation | Refresher for returning members

   Including Onboard training- Alan will be creating this document for this including training links.

   Annie and Deann and Shelly reviewing the welcome packet with revisions; how much needs to be in there itself and where to reference; mentor component, connecting with a committee chair and can provide support and insight;

   Areas of improvement when people join UCSC - creating a document with a survival guide with bullet point information (what is it, when and where do we meet, etc)

   Rachel will reach out to new members and Kimberly will reach out and have a one-on-one

   Comms Team sends the packet and Kimberly does the onboarding; figuring out the logistics of the mentor

   Online training manual for OnBoard training getting completed by Alan; using more of the OnBoard functionality; Alan will work with Shelley to add to the website

   Rachel has been working hard to update the roster

G. Committee Reports | Campus Reports (See attached documents)

H. Parliamentarian's Report (Shelly)

   Sarah Trzeciak will work with Shelly and Alan to transition into the parliamentarian role for 2023-2024.

I. Treasurer's Report | Juneteenth Update (Christina)

   $6190 rollover from the previous year, $37490 is the actual yearly budget, cut $3054 to meet the new budget

   $7500 for the retreat; request a rollover of these funds since the retreat occurs after the end of the fiscal year

   Staff Excellence when way over budget, adjust to $9000 to avoid overages

   $1500 for SWAG - used for multiple events; $1368 quote

   $1500 Milage/Parking

   $2500 meeting meals

   $4100 (estimated) OnBoard from $5500

Elitch's - only liable for the tickets sold and pay for the food based on the number of tickets sold; if we sell less than 1000 tickets, we would add $1.00 to the cost
Rachel working on jackets for new members (submitted after July 1)

J. Stipends | PD for UCSC submitted to administration.

Stipends will be decided at the campus level. UCCS and UCSC are working on the specifics; Anschutz will not get a stipend, because faculty are not paid a stipend by the university, but by departments; Denver ?
Boulder Request (starting July 1) - Tri-Chairs ($7,000), Officers and Committee Chairs ($1,200), Delegates (excluding UCSC) = $500. These are stackable meaning that people can earn multiple like Committee chair who is also an officer etc...
We also added in request for our Front Line Staff Reps positions for next year = $1,000/each and PRA/RA = $1,000/each. Our budget has not yet been approved for next year. The stipend is per person, per year.

IV. Break

V. Angela Bender – Asst. VC & CHRO, UCCS

Changes and updates to UCCS HR
Angela has had a career in HR for 30 years, 19 years of which have been in higher ed. Worked at CSU Pueblo for 9 years, very familiar with the classified system; MSU Denver for 9 years, compensation projects, new selection hiring process, project lead for workday rollout
UCCS Updates
Listening tour and defining HR goals
- Identified 5 HR functions needing attention (compensation, hiring process, performance management, processes/procedures, training)
- Need for transparency and accountability
- Setting short term and long term goals by the end of the summer
Compensation Projects
- Complete the EPA study
- Intersection between compression and CO Equal Pay act
- EPA, minimum of the range and market analysis will be effective 7/1/23
- Giving staff increases to bring people up to the new minimum of ranges
- Hear staff and faculty concerns, steer the next step in the compensation, full year of input and discussion for 2025 implementation

- Increases in Higher Ed don't keep pace with cost of living and across the board increases don't grow consistently
- Compression and market increases

Hiring Projects
- Develop pipe lines; college of business for HR, student pipeline; Pike's Peak as a trade pipeline
- Spend time focusing on the quality of the candidate, not just the rubric "numbers"
- Test a few different methods to allow for flexibility and speed to fill vacancies
- Identify efficiencies in the process; don't have 4 months to hire a position; anything below a director did not need a search committee, empower managers to make hiring decisions, must be consistent in the process; incorporating Search Advocate training for managers; goal is to hire and review quickly, avoid failed searches; speed up approval process
- Update process for job description development; if BA and 2-3 years experience, are we getting the best candidates for the position and the pay doesn't match the requirements; identify instructors to pursue a PhD and move into a tenured position; How do you become an employer of choice

Performance Management
- Training on how to evaluate employees
- Revamp evaluation documents
- Development of SMART goals
- Ensure fairness and equity in ratings
- Include supervision as part of the overall evaluation
- Tie ratings to overall performance by defining what each level means; how to work to those different levels
- Question - How do people in lower level positions have an "impact" on campus? If there are high achievers and the level 3 is exemplary, how do you ever advance? This doesn't happen overnight, this is a 3-5 year change of perspective and process; making a performance rating align with pay increases
- Question - How do we make sure that managers are accountable for adequate scores? Ensuring that leadership is on the same page, ensuring consistency and fairness, rated as a supervisor each year; employees aren't able to give feedback to managers/supervisors

Leadership Training
- Online training series
- Attending workshop to develop in house leadership training
- DiSC/Crucial Conversation training in house

- Growth and succession training

Process and Procedures
- Identify efficiencies in HR processes
- Ensure HCM is accurate
- Faculty Pay
- Reviewing the following pay practices for lecturer, department chair, faculty promotion, instructor and clinical faculty

VI.   Lunch

Motion:
Move Minna and Sarah forward as at-large members for the 2023-2024 UCSC year

Unanimous yes votes, motion passed

VII.   Committee work | Breakout Sessions

VIII.   Wrap up | Questions

    A.   Questions from UCCS attendees

    B.   Open forum discussion (Any topic)

IX.   Adjourn Meeting   2:00 PM

Meeting adjourned at 1:40pm