
Staff Association Board Meeting

Agenda

September 20, 2017; Dwire 204

I. Call to Order

- a. Stephen – 9:35 am

II. Roll Call

- a. Alejandro
- b. Sarah Elsey
- c. Sarah Mensch
- d. Sabrina
- e. Krystal
- f. Amandine
- g. Rose
- n. Mark
- h. Shannon
- i. Stephen
- j. Megann
- k. Cynthia
- l. Nick
- m. Martin

III. Approval of Minutes – will be done via email

- a. Retreat- 7-21-2017
- b. SA Board Meeting- 08-23-2017
- c. LT Meeting-09-12-2017

IV. Committee Updates

- a. Classified Staff Pay & Benefits
 - i. Rose
 - ii. Created Staff Breakfast slide
 - iii. Working with DPA and Cindy on idea to promote/revise PDQs for program assistants
- b. Welcome Committee
 - i. Krystal
 - ii. 3 members currently and looking to recruit more
 - iii. Created Staff Breakfast slide content
 - iv. Updating Welcome Bag (will get back to SC with estimated budget need)
 - v. Working on follow-up emails
 - vi. Working to see if Chancellor is interested in follow-ups, i.e. quarterly lunch or outings
- c. Professional Exempt Pay and Benefits
 - i. Sabrina
 - ii. Had a meeting
 - iii. Working on membership
 - iv. Creating goals and tying them into SC
- d. Employee of the Quarter
 - i. Sabrina
 - ii. Co-Chair is Heather

- iii. Created a nominee rubric (will post online)
- iv. Changed process to review nominees before meetings
- v. Getting great quality candidates but not great nominations
- vi. Looking for ways to help get better nominations, i.e. a sample nomination to provide
- e. Professional Development Committee
 - i. Alejandro
 - ii. Working to keep events and info staff focused
 - iii. Targeting Oct for their first event, idea could be a Student Employee Supervisor Best Practices
 - iv. Enrichment Day
 - 1. Need a budget
 - 2. Emphasis on attendance
 - 3. Want to grow committee member beyond 2 current members

V. Treasurer's Report

- a. Paul out
- b. Stephen- Paul, Megann and Stephen got basic budget set up
- c. There is some flexibility so if needs arise please reach out for budget support/info consideration

VI. Colorado Combined Campaign Discussion

- a. Shonda Johnson- Chair
- b. Chancellor input is to start recruiting for this person/committee now/early for next year
- c. Also consider have a future, current, and past chair/co-chair position to keep continuity

VII. 2 subcommittee additions

- a. Program- need to market for members and chair, Stephen will send out call
- b. Policy- need to market for members and chair, Stephen will send out call

VIII. Representative to Serve on the Policy Review Team

- a. See Attachment #1
- b. Any members please send info if you are already serving on any of these policy reviews or have interest in serving as the SC rep

IX. Save the Date Card and Tabling Ideas

- a. Table during elections
- b. Table leading up to elections
- c. Table leading up to enrichment
- d. Holiday Service Project usually tables
- e. Stephen will get Save the Date Cards printed

X. Monthly Newsletter

- a. Targeting October for the first issue☺

- b. Ideas to include
 - i. Board member intros
 - ii. Each month spotlight a committee and/or event
 - iii. Share status on current goals
 - iv. Considering linking to Communique for monthly new hires

XI. Upcoming events

- a. Fall breakfast- Wednesday, September 27 (7:30am; Berger Hall)
 - i. Invite out, Shannon will provide RSVP list to Megann and Cynthia on Friday and share the google doc as she will be on vacation
 - ii. Alejandro and potentially a Welcome Committee member will work the sign in table
- b. Educational Event- Wednesday, November 15 (3pm; UC 116)
- c. Winter Luncheon- Thursday, December 14 (11:30am; Berger Hall)

XII. Open Discussions

- a. One way to support student retention could be staff retention
 - i. Retain quality staff
 - ii. Promote Lynda.com
 - iii. Work on human side of on/off boarding and how to collaborate with HR, including search
- b. Work on creating Supervisor Specific Leadership Academy
 - i. SC would have to help develop content
 - ii. Sabrina interested in helping
- c. Rose shared that she will attend the State Classified Staff Council meeting in Nov
 - i. Many SCs are disbanding
 - ii. The state council is trying to encourage campuses to create/keep SCs
- d. Anniversary Letters
 - i. Megann and Stephen will send to Jennifer for review

XIII. Close

- a. Motion: Krystal
- b. Second: Shannon
- c. All in favor
- d. Closed at 10:30am

UCCS POLICY REVISION SCHEDULE (2017-2018)

Aug 02, 2017 – ALB

AREA	RESCISSIONS	REVISIONS	NEW
100 Administration / Organization		<ul style="list-style-type: none"> ▪ 100-001, Campus Policy Process (VCAF, Policy Mgr) ▪ 100-003, Alcohol Policy (VCAF, Controller) ▪ 100-006, UCCS Peak Award for Lifelong Commitment Policy (VCUA, Dir of Alumni Relations) ▪ 100-011, Managing and Executing University Contracts (VCAF, Legal) <i>*merge 900-005 and 900-004 into it and rescind(?)</i> ▪ <i>*100-014, Drug-Free Campus & Workplace (VCAF, Exec Dir HR, PD Chief, Legal)</i> <i>* Procedures only, no Policy revisions needed)</i> ▪ 100-015, Campus Exclusions (VCAF, AVCAF, PD) 	100-###, Minors on Campus 100-###, HIPPA, Nov per Debi, Compliance, driven by HHS), 100-###, Non-Retaliation, driven by 600-002 Gen Student Complaints Revision)
200 Academic		<ul style="list-style-type: none"> ▪ 200-001, Reappointment, Promotion & Tenure (VCAA, VCAA & Faculty Assy Rep) ▪ 200-014, Program Discontinuance (VCAA, Fac Assy Rep, Dean) ▪ 200-015, Faculty Assembly Governance (VCAA, Fac Assy Pres & Rep) ▪ 200-017, Mentoring of Pre-Tenure Faculty (VCAA, Fac Assy Rep & AVC Research) <i>*APS 1021 Revised July 1st, 2017</i> ▪ 200-019, Student Academics Ethics Code (VCAA, Fac Assy Rep, Dean, Assoc Dean) ▪ 200-020, Extended Studies (VCAA, Dir Ext Studies, VCAF Rep, Fac Assy Rep, Dean, Assoc Dean) ▪ 200-023, Certificate Programs (VCAA, Dir IR, GEC Rep, CUE Rep, Fac Assy Rep, Fin. Aid) ▪ 200-025, Intellectual Property that is Educational Material (VCAA, Fac Assy Rep) <i>*Awaiting APS change</i> 	200-###, Classified Research (Regent Law rescission, BOR approved but not effective until CU's Faculty Assy takes action, awt/update from CU on APS chgs)
300 Human Resources		<ul style="list-style-type: none"> ▪ 300-006, Conflict of Interest & Nepotism (VCAF, HR, Legal) <i>*APS 5012 Conflicts of Interest & Commitment in Research & Teaching and APS 4013 Disclosure of Interests both revised July 1st, 2017</i> ▪ 300-012, Compensation for Officers & University Staff (VCAF, Legal, Staff Assoc P&BC, IR) 	300-### (Conflict of Interest in Research & Teaching
400 Facilities		<ul style="list-style-type: none"> ▪ 400-001, Use of University Facilities (VCAF, Facilities, Policy Mgr) ▪ 400-006, Campus Space Management (VCAF, Facilities, Dir Space/Property, A&R) ▪ 400-008, UCCS Free Distribution Policy (VCUA, Eexec Dir UCCS Presents, Dir UC, Dir Physical Plant) ▪ 400-010, Memorial Designations on Campus (VCUA, Exec Dir Construction) 	
500 Fiscal		<ul style="list-style-type: none"> ▪ 500-006, Controllership Functions (VCAF, AVCFHR, Controller) ▪ 500-012, Credit Card Acceptance and Security (VCAF, AVCFHR, IT Security Rep) 	
600 Student Access			

600 Student Success			
700 Information Technology			
800 Community /Media Relations			

UCCS POLICY REVISION SCHEDULE (2017-2018)

Aug 02, 2017 – ALB

900 Office of Research		<ul style="list-style-type: none"> ▪ 900-003, Distribution of Indirect Cost Returns (ICR) from Externally Sponsored Programs (VCAA, AVC Research, AVCFHR) ▪ 900-004, Fee for Service Contracts in Academic Affairs (VCAA, AVC Research, AVCFHR) ▪ 900-005, Policy on Distribution of Income Generated from Intellectual Property (VCAA, AVC Research) <i>*Awaiting APS changes</i> 	
1000 Inter collegiate Athletics			

Revision schedule subject to change with adjustments to Regents Law and APS development, revisions, rescissions, and UCCS priorities.

From Aaron Burton- Campus Policy and Space Usage

Attached is a list of all policies under review in FY 17-18. I invite you to consider appointing a representative from your governance group to serve on the Policy Review Team for each policy.

Please let me know by **Friday, October 6, 2017** if you would like to include any representative(s) or not to each policy team, and the name of the selected individual. I'll provide your appointees to the Policy Review Team Lead for inclusion in the review and revision process.

All policies under review in the FY 17-18 cycle must be submitted to the responsible VC prior to the scheduled LT review dates. To assist in simplifying the Policy process and provide some target dates for the Leads and their committees, we have identified the following dates for Leadership Team review (prior to the 30 Day Review and Chancellor's approval/signature);

- November 7, 2017
- March 6, 2018
- May 8, 2018 (last LT meeting for Policy review in FY 17-18 cycle)

Information regarding the complete process can be found on the [VCAF Policy website](#).

UCCS Policy link: <https://www.uccs.edu/vcaf/policies/uccs/policies.html>

100 series, Administration/Organization

- 100-001, Campus Policy Process (VCAF, Policy Mgr)
- 100-003, Alcohol Policy (VCAF, Controller)
- 100-006, UCCS Peak Award for Lifelong Commitment Policy (VCUA, Dir of Alumni Relations)
- 100-011, Managing and Executing University Contracts (VCAF, Legal, Compliance)
- 100-015, Campus Exclusions (VCAF, AVCAF)

New;

- 100-####, Minors on Campus (new, final stages of revision under way)
- 100-####, HIPPA (new)
- 100-####, Non-Retaliation (new)

200 series, Academic

- 200-001, Reappointment, Promotion & Tenure (VCAA, VCAA & Faculty Assy Rep)
- 200-014, Program Discontinuance (VCAA, Fac Assy Rep, Dean)
- 200-015, Faculty Assembly Governance (VCAA, Fac Assy Pres & Rep)
- 200-017, Mentoring of Pre-Tenure Faculty (VCAA, Fac Assy Rep & AVC Research) *APS 1021 Revised July 1st, 2017
- 200-019, Student Academics Ethics Code (VCAA, Fac Assy Rep, Dean, Assoc Dean)
- 200-020, Extended Studies (VCAA, Dir Ext Studies, VCAF Rep, Fac Assy Rep, Dean, Assoc Dean)
- 200-023, Certificate Programs (VCAA, Dir IR, GEC Rep, CUE Rep, Fac Assy Rep)
- 200-025, Intellectual Property that is Educational Material (VCAA, Fac Assy Rep) *Awaiting APS change

New;

- 200-####, Classified Research (new)

300 series, Human Resources

- 300-006, Conflict of Interest & Nepotism (VCAF, HR, Legal) *APS 5012 Conflicts of Interest & Commitment in Research & Teaching and APS 4013 Disclosure of Interests both revised July 1st, 2017
- 300-012, Compensation for Officers & University Staff (VCAF, Legal, Staff Assoc P&BC, IR)

New;

- 300-###, Conflict of Interest in Research and Teaching (new)

400 series, Facilities

- 400-001, Use of University Facilities (VCAF, Facilities, Policy Mgr)
- 400-006, Campus Space Management (VCAF, Facilities, Dir Space/Property, A&R)
- 400-008, UCCS Free Distribution Policy (VCUA, Ecec Dir UCCS Presents, Dir UC, Dir Physical Plant)
- 400-010, Memorial Designations on Campus (VCUA, Exec Dir Construction)

500 series, Fiscal

- 500-006, Controllership Functions (VCAF, AVCFHR, Controller)
- 500-012, Credit Card Acceptance and Security (VCAF, AVCFHR, IT Security Rep)

900 series, Office of Research (Faculty and/or EPUS inclusion)

- 900-003, Distribution of Indirect Cost Returns (ICR) from Externally Sponsored Programs (VCAA, AVC Research, AVCFHR)
- 900-004, Fee for Service Contracts in Academic Affairs (VCAA, AVC Research, AVCFHR)
- 900-005, Policy on Distribution of Income Generated from Intellectual Property (VCAA, AVC Research)

New;

- 900-### *New "Classified Research" policy will be required when CU rescinds current APS
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The Policy Office is available to provide additional guidance necessary throughout the review cycle and I am available for any questions or feedback.