

CODIFICATION COMMITTEE

Wednesday, September 24, 2025

CC 2200 | 2:00-3:30pm

Minutes

Present: Berg, Dietz, Fogg, Schuttler, Senbet, Welsh

Zoom: English

Absent: Newman

Called to Order 2:02pm

Approval of the Agenda approved without objection

Approval of the 10 September 25 meeting minutes approved without objection

Chair's Report/Announcements – No report

Unfinished Business

- Definitions
- Review Committees, Boards, and Councils Bylaws
- Check Senate Action Forms against the online Board Policy Manual (BPM) and Regulations
- Policy Check Out Process Proposal
 - Section 5. Administrative Review & Archiving
 - Rewrite sentence b as,
 - “If approved, the staff returns the document to the Faculty Governance Coordinator, who moves it to ARCHIVE – COMPLETED [FY##] in SharePoint and removes permissions.”
 - The document will go back to Newman and Lee
 - Since it does not involve faculty, it will not go to Senate

New Business

- From Kirsty
 - University Regulations 3-3-401
 - This section indicates that it is for faculty yet highlighted are all the places where others are mentioned, further clarification is needed.
 - Is classified not held to the same standards?
 - Classified staff are subject to COWINS as no other group at the University is.
 - New 3-3-401(1)(a)
 - Replace “3-3401(1)(a) Consulting and Other Professional Activities.” with “a) Activities”
 - This section will have four parts, number each part accordingly i) – iv).
 - Spilt the original paragraph, starting part ii) with “The appropriateness, relevance, and value...”

- Part i)
 - Replace “currency” with “competency”
 - Insert “Consulting activities must not be allowed to interfere with the education processes of the University or the contractual obligation of the employee to the University.” At the end of the paragraph.
- iii)
 - Insert “A University employee who accepts a consulting assignment shall not use institutional resources without prior written approval of the unit leader. When institutional resources are required, the University will assess an appropriate monetary charge consistent with institutional overhead assessed to external grants.” As part iii).
- iv)
 - Insert “Full-time exempt staff employees may not contract to teach for other State educational institutions during their University contract period without the prior written approval of the unit leader, dean, and CAO/vice president. In accordance with State Fiscal Rules (Chapter 2, Section 2.3), dual employment between State agencies also requires a written agreement signed by both employers.” As part iv)
- New 3-3-104(1)(b)
 - Part b) will begin “b) Rational. The rational for this policy is to:”
 - Replacing “intent to” with “rational for”
 - Change the numbering to lowercase roman numerals.
 - (i)
 - Replace “and not to prevent” with “. These procedures are intended to restrict”
 - (ii)
 - Replace “State of Colorado (State) statutes” with “with Colorado State Statutes”
 - (v)
 - Insert “Board” before “Policy Manual”
 - Remove “of the Board of Trustees for the University of Northern Colorado (Board Policy Manual)”
- New 3-3-104(1)(c)
 - Part “c) Responsibilities.” will include language from 3-3-104(1)(a) and 3-3-104(1)(b) of the original language
 - Insert “(i)” before “Academic and administrative...”
 - Replace “departments/divisions” with “units” and “are encouraged to” with “shall” in the first sentence.
 - Let 3-3-401(1)(b)(I) become the new 3-3-401(1)(c)(ii)
 - Replace “chair/director” with “unit leader” throughout this part.
 - Replace “department chair/division director” with “unit leader” throughout this part.

- (B)
 - Insert “working” before “days”
 - Committee Comment – Is this official HR policy?
- Let 3-3-401(1)(b)(II) become the new 3-3-401(1)(c)(iii)
 - Replace “Extra Work” with “Professional Development Activities.”
 - Replace “chair/director” with “unit leader” ‘
 - Change the numbering from (i)-(vi) to (1)-(6)
- 3-3-401(1)(c)(iv)
 - Insert “A faculty member’s duties include, RSCW and service, therefore they cannot be paid with a PSA for these activities” as the new (iv)
- Let 3-3-401(1)(b)(II)(B) become the new 3-3-401(1)(c)(v)
 - Committee comment - You previously commented: "All PSAs have been coming to my office - that is approval at the dean’s level alone is not the process being followed." Do you mean to change the policy and change to the current procedure?
 - Change number in from (i)-(iv) to (A)-(D)
 - Replace “chair/director” with “unit leader” in (A)
 - Replace “chair or director" with “unit leader" in (C)
- Split the last paragraph of 3-3-401(1)(b)(II) of the original language into two
 - (vi) Additional salary may be paid for such activities as teaching courses through continuing education cash-funded programs and for incidental services such as translating a document from a foreign language, providing statistical analysis when performed for another organizational unit of the University, etc.
 - Committee comment - Should “continuing education cash-funding programs” be Extended Campus?
 - (vii) PSA payments are not made for committee work, for preparation of program review/accreditation reports, for faculty course loads when greater than normal, or for participation in curriculum development.
 - Should this be Extended Campus?
- Let 3-3-401(1)(b)(III) become the new 3-3-401(1)(c)(viii)
 - Replace “department/division” with “unit”
 - Replace “chair/director” with "unit leader”
- Let 3-3-401(1)(b)(IV) become the new 3-3-401(1)(c)(ix)
 - Replace “chair/director” with "unit leader”
- Let 3-3-401(1)(b)(V) become the new 3-3-401(1)(c)(x)

Comments to the Good of the Order
Adjournment 3:22pm