

Anschutz CSA / ASA HR Community Meeting



- ▶ **Monday, December 13, 2023**
- ▶ **from 10:00 to 11:30**
- ▶ **Via Zoom**

AGENDA

Adrienne Howarth-Moore, Associate Vice Chancellor & Chief Human Resources Officer

- **Welcome and Introductions**
- **Chat and Ground Rules**

Averi Lohss, Director of Admissions & Community, Compositive Primary

Amira Ababio, Director of Curriculum, Instruction & Innovation

- **Compositive Primary: A workplace-based Preschool - 5th Grade located on the Anschutz Campus**

Brad Mathers, Director of Employee Relations/Performance Management

- **Performance Appraisal Process**

Megan Bohn, Director of Operations

- **HR Operations Update**

Florie Montoya, Assistant VC of Talent Acquisition, Compensation & HCM

- **Equal Pay for Equal Work Act Update**

Lindsey Fouquette, Director of Talent Acquisition

- **Talent Acquisition Update**

Wrap Up

Compositive Primary: A Workplace-based Preschool to 5th Grade on the Anschutz Campus

Averi Lohss, Director of Admissions & Community
Amira Ababio, Director of Curriculum, Instruction & Innovation

Compositive Primary



Compositive *Primary*

A Strengths-Based Approach to Whole-Child Education

CU Anschutz Human Resources Presentation

December 13, 2023

**Averi Lohss, Director of Admissions & Community
Amira Ababio, Director of Curriculum, Instruction, & Innovation**



- ★ Opened in 2019
- ★ Located on 3.6 acres on the Anschutz Medical Campus
- ★ Founding team lead by Betsy Callaway Considine
- ★ Grew out of 3 years of intensive peer-reviewed literature, collaboration of brilliant education thinkers, and a labor of love.

Mission & Vision

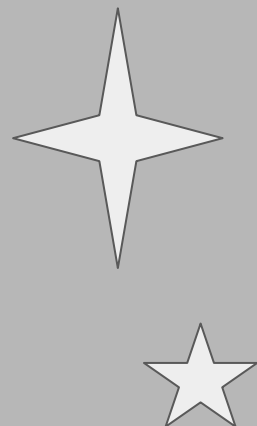
“We believe that all kids can benefit from a new type of education that nurtures children’s natural curiosity, encourages self-directed discovery, and celebrates the joy of learning.”

- **Inspires students to be purposeful, joyful, self-directed learners**
- **Develops students skills to achieve their aspirations**
- **Motivates students and faculty to be engaged and contributing members of their communities**
- **Demonstrates an impactful and replicable model of teaching and learning**

Students of Compositive Primary

- Toddlers (24 months +)
- Preschool (3 & 4 year olds)
- Kindergarten Prep/Kindergarten
- Grades 1-5



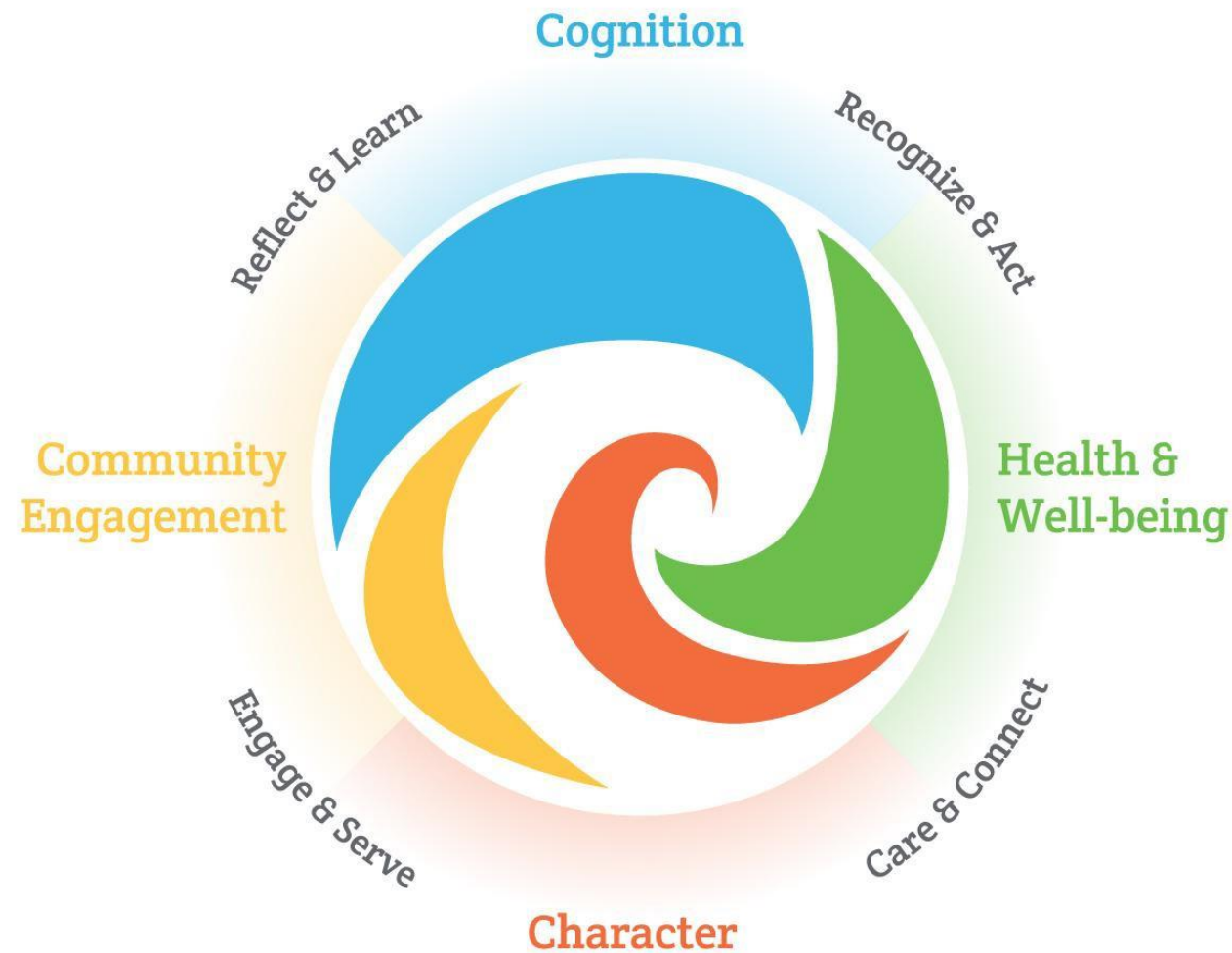


New for 2024-2025 School Year

- ★ Two Year-Old Toddler Program
- ★ 5th Grade Program
- ★ Anschutz Campus Scholarships

Compositive Domains & Capacities

Approach to Whole Child Education



The Compositive Difference

Our Domains & Inquiry Arcs

CHARACTER

Who am I?
Who are you?
Who are we?

COGNITION

Problem-solving
Critical Thinking
Executive
Functioning

HEALTH & WELLBEING

Life Skills
Physical,
Relational &
Mental Wellness

COMMUNITY ENGAGEMENT

Tools and
Experiences to
serve others

The Compositive Difference Our Capacities

REFLECT & LEARN

RECOGNIZE & ACT

CARE & CONNECT

ENGAGE & SERVE

How We Learn!

Personalized Learning

Mikaela's Portfolio

About Video Log

Early Childhood

Fours

Inquiry Arc 1: Character

"Discovering Me"

Inquiry Arc Overview

The first couple weeks of school with students in the Hollyhock classroom. Class is a Family, Hello School, Little Bl wellbeing and that of others.

The children seem to have developed stop here, the experiences in the C themselves and their peers.

New this year, the Hollyhock students During atelierista studio, students I down to see more of their adventures


Stages of the Character Capacities

View all of Mikaela's photos and other documentation [here](#).

arranged classroom and new reading books like *Pete the Cat*, *Our* turned how to advocate for our

ion. Their self discovery doesn't continue learn more about

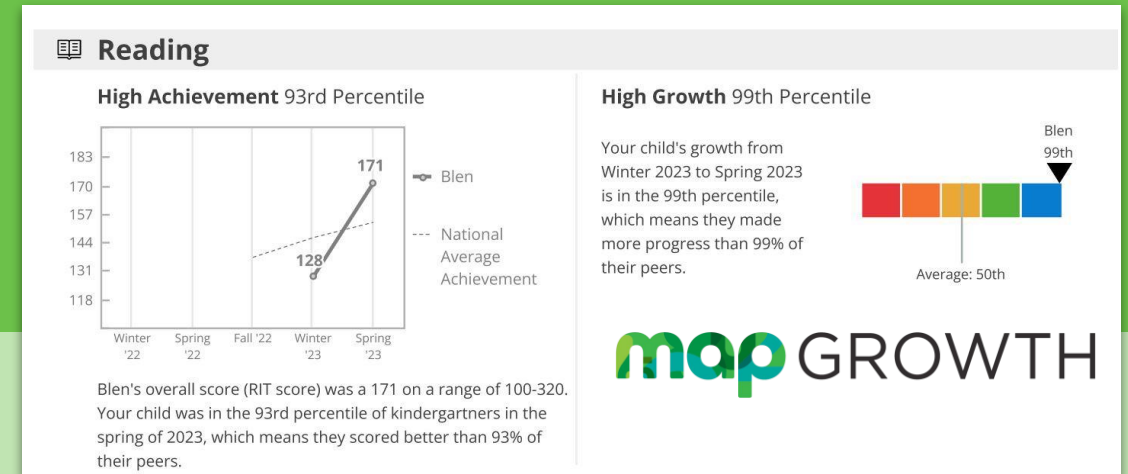
Danny three times a week. special tea party. Please scroll



Reflect & Learn

Mikaela is able to recognize 8 letters from the Alphabet including letters from her name.

Mikaela has been empowered to refine her skills by actively engaging with her surroundings, with environmental print, and developing a strong knowledge base. Her growing ability to identify letters demonstrates her cognitive growth and readiness to explore more complex reading and writing challenges.



Core Academic Competencies
Personal Readiness

MAP Growth

Personal Readiness & Excellence
Portfolios (PREP): an interactive online
collection of student work and goal
monitoring.

Atelierista Studio: Extending learning through the arts.

The Storytelling/Literacy Atelierista and the Music/Theatre Atelierista push into classrooms daily. Using music and movement, art and theatre, and literature and story creation, the Atelieristas work together with students to bring their research and learning to life.



Daily Movement

Physical Education, Play, & Discovery



Visiting Presenters



Dr. Benson, shared her bee sanctuary with Preschoolers during the Community Engagement Arc.



Dr. Patton visited during the Health & Well-Being Arc to share about his career as a nurse anesthetist.



Dr. Fainstad also visited during the Health & Well-Being Arc and taught kids about ultrasound machines to see their organs.

Excursions & Partnerships



A Community of Learners



4 ys at Compositive



4 ys at Compositive



2 ys at Compositive



5 ys at Compositive

Enrollment Process



Compositive
Primary

1. Online Application
 2. In-person visit
 3. Rolling admissions
- Early applicant 10% discount by Jan 20
 - Anschutz Scholarships



2024-2025 Tuition Rates

2 year old program = \$2,300 a month over 9 months (with summer extension)

Early Decision or Sibling Program

3 year old - 5th grade = \$2,000 a month over 9 months

Anschutz Scholarship Program Eligibility for Flexible Tuition Program

Early Decision or Sibling Program



Anschutz Scholarships

1

The Path to Success

Start off your child's development and education by applying for a scholarship to Compositive Primary (ages 2-5th grade)



2

The Compositive Difference

A strengths-based approach for your WHOLE child

1:9 ratio (teacher:child)
Personalized Readiness Excellence: Plan for each child tied to national education standards in STEM & Language
Specialized ARTS programs



3

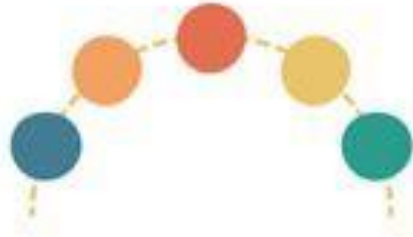
Apply today for a CACS

Compositive Anschutz Campus Scholarship program allows ALL families from the campus interested in a world class education access to be considered

4

The Process

Fill out online application
Upload 3 documents (2 paystubs & 2023 W-2)
Participate in a family interview
Additional Discount if process started by January 20, 2024



5

Keep learning more!

Learn more about the Compositive Difference-a whole education of your whole child
(scan QR code) links to video



Share with your teams today & help them get started! admissions@compositiveprimary.org

Free Upcoming Community Events

Wine Tasting

Wine and New Friends are a great blend!

Please join us for an evening of wine tasting at the Compositive Primary School located on the campus. The event will include: wine tastings, a sip and stroll through the school, and an opportunity to participate in fun activities and raffles.

Tuesday, January 9, 2024
4:30-6:00 pm

2345 N Ursula Street
Aurora, CO 80045

Pre registration required



Hosted by
The Compositive Primary Community

WINTER Family Festival

Educational Activities| Games|
Outdoor Fun | Performances|
Arts| Music

20th of January, 2024
9:00 AM-11:00 AM

Come and Join

Compositive Primary School
2345 N Ursula Street, Aurora, CO 80045



LEARN MORE ABOUT OUR SCHOOL

A TOUR & TREAT

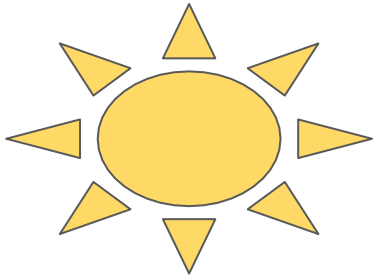
You can now enjoy your coffee break at Compositive Primary located on the Anschutz Campus

TUESDAY, JANUARY 9, 2024
11:00 AM-1:00 PM

WALK ON OVER!
2345 N URSULA STREET
720-452-2522

Please register





Summer Camp Programming

Summer Camps are open to students outside of Compositive Primary!

Specific themes for each week will be announced soon.

Compositive Primary Summer Camp 2024

Activities: Theater, Art, Business Math, Soccer, STEM, Field Trips to Sand Creek, and Cooking

**6 Weeks
June 10th -
July 19th
(no camp June 19th
or July 4th)**

**Register for an
individual week or
the whole session**

**Ages 3-11
Cost: \$400/week**



[Click here to
Register](#)



- ✓ Attend an event in January & enter to win a prize!
- ✓ Follow us on [social media](#)
- ✓ Sign up for our [newsletter](#)
- ✓ Talk about our school!!!!



Share with your teams today & help them get started
admissions@compositiveprimary.org

THANK YOU FOR
YOUR TIME!



Compositive
Primary



Q & A's

Performance Appraisal Process

Brad Mathers, Director of Employee Relations/Performance Management

Human Resources

Performance Management Process Update



Performance Evaluation Process

- Staff/Faculty performance cycle ends on 12/31
- Please encourage supervisors to hold evaluation meetings In January
- Supervisors must complete a Public Record Form (“Single Page Rating form”)
- Faculty who receive below a 3 (Meeting Expectations) must receive a PIA (Performance Improvement Agreement)
- Supervisors of staff who receive below a 3 are encouraged to consider a PIP (Performance Improvement Plan) or LOE (Letter of Expectation)
- HR will send out spreadsheets in early February 2024
- Spreadsheets will be due back to HR by Friday March 15, 2024
- Single page rating sheets may be sent to: PerformanceManagement@cuanschutz.edu

Q & A's

HR Operations Update

Megan Bohn, Director of Operations

Human Resources

HR Operations



Transactions YTD (Jan – Nov) = 27,295

Including: 3,951 Calls & Emails to the HR Department



I-9 Reverification Project = 3,470 I-9 actions



Retiree Job Code Transitions = 136



General HR Operations Reminders

General HR Operations Reminders

Working Retirees

[New guides available](#) that include hiring guidelines, benefits, job code options, pay codes, special considerations and more.

HireRight I-9 Platform

The HireRight I-9 Platform upgrade is tentatively scheduled for Wednesday, December 13th. Updated guide coming soon.



General HR Operations Reminders

Faculty

If you are leaving your position or department, please reassign the job posting owner before you go to the most appropriate person.

Personnel Matters Report (PMR)

From the PMR Guidance for Human Resources Business Partners:

Please indicate if a search was conducted by using the following coding:

- Please be sure there are no spaces within the code
 - **CHRREQ** (add requisition number here) (Example: **CHRREQ12345**)
- “See attached” or “See LOO” results in a follow-up email.

General HR Operations Reminders

University Staff and Classified:

~~**12/8** – all promotions, regardless of the effective date, must be submitted by Dec. 8 for review and processing.~~

12/19 – job evaluations and job postings NPPs must be submitted by Dec. 19 to allow time to review the job description and get the position posted. If you are using SkillSurvey for references, please also have those submitted to allow time for the references to respond.

12/20 – offer letters must be submitted via the Step 2 process, and any drug testing requests for classified positions must be submitted on or before 12/20.

Faculty:

12/20 - Faculty postings and approvals first route to a college-level approver before Central HR. This step in the process can take additional time. We recommend submitting them by 12/14 with the goal of submissions being received by Central HR no later than 12/20.

Background Checks:

12/20 - Background checks rely on several variables. HR Operations will make every effort to ensure background checks received for the 12/20 deadline are processed for January start dates.

On Jan. 2, when we return from holiday break, we will resume our usual operating procedures.

Award/Recognition Programs

Procedural Statements and Forms

Finance Procedural Statements

- Recognition & Training
- Gift Cards
- Sensitive Expenses
- Propriety of Expenses

Forms

- Recognition Program Authorization (RPA) Form
- Gift Cards
- Recognition Reporting Form


Recognition Authorization Form

University of Colorado Boulder Colorado Springs Denver Anschutz Medical Campus Procurement Service Center (PSC)		Effective Date: 5/01/21 rev 8/09/21	
Purpose: To document details and approvals for a recognition program. A recognition program must typically be authorized prior to spending University funds for awards, rewards, or prizes. For requirements and exceptions (including exceptions for retirement gifts), see the Finance Procedural Statement: Recognition & Training			
Organizational Unit Contact Information		Today's Date:	
Organizational Unit:		Campus Mailbox:	
Contact Person:		Email Address:	
Campus Phone:			
Recognition Program Details			
Recognition Program Name:		# of awards:	Category:
Describe who is eligible to receive the award:	<input type="checkbox"/> Employee <input type="checkbox"/> Non-employee		
Describe the award criteria:			
Describe how award recipients will be selected from those eligible:			
Describe the award:			
Certifications & Approvals			
Human Resources Director approval provides reasonable assurance that the program complies with pertinent regulations. Officer and/or Org Fiscal Principal approval provides reasonable assurance that the formal program complies with the Administrative Policy Statement Propriety of Expenses, is in the best interest of the organizational unit, and has available funds.			
Required for all awards:		Required for all awards to employees:	
Organizational Unit Authorizing Signature	Date	Campus HR Director Signature	Date
Required for all awards to employees: Required for awards to non-employees if individual awards > \$2,000:		Required for all awards to non-employees:	
Officer Name & Title		Org Fiscal Principal Name & Title	
Officer Signature	Date	Org Fiscal Principal Signature	Date
When all necessary signatures have been obtained:			
Notify all eligible individuals about the program. Retain fully approved RPA form in department files. Submit copy of approved RPA form with Recognition Reporting, Payment Authorization, and Gift Card Authorization Request forms, as needed.			

For Approval Form Must Include:

- # of awards
- Category – See Finance Procedural Statements
- Employee/Non-Employee/ Both + add specifics in the box next to check boxes (faculty, staff, students, ETC.)
- Award Criteria – What do you have to do to receive the award?
- Selection Process- How is the recipient determined for the award?
- Describe the Award- How much is each individual award? Will it be cash, gift card, gift item? How much is the total program cost? Is funded by sponsored projects?

Recognition Authorization Form

 University of Colorado <small>Boulder Colorado Springs Denver Anschutz Medical Campus</small>		<small>Effective Date: 5/01/21 rev 8/09/21</small>	
Recognition Program Authorization (RPA) Procurement Service Center (PSC)			
Purpose: To document details and approvals for a recognition program. A recognition program must typically be authorized prior to spending University funds for awards, rewards, or prizes. For requirements and exceptions (including exceptions for retirement gifts), see the Finance Procedural Statement: Recognition & Training			
			Today's Date: <input type="text"/>
Organizational Unit Contact Information			
Organizational Unit:	<input type="text"/>		Campus Mailbox: <input type="text"/>
Contact Person:	<input type="text"/>		Email Address: <input type="text"/>
Campus Phone:	<input type="text"/>		
Recognition Program Details			
Recognition Program Name: <input type="text"/>	# of awards: <input type="text"/>	Category: <input type="text"/>	
Describe who is eligible to receive the award:	<input type="checkbox"/> Employee <input type="checkbox"/> Non-employee		
Describe the award criteria:	<input type="text"/>		
Describe how award recipients will be selected from those eligible:	<input type="text"/>		
Describe the award:	<input type="text"/>		
Certifications & Approvals			
<small>Human Resources Director approval provides reasonable assurance that the program complies with pertinent regulations. Officer and/or Org Fiscal Principal approval provides reasonable assurance that the formal program complies with the Administrative Policy Statement Propriety of Expenses, is in the best interest of the organizational unit, and has available funds.</small>			
Required for all awards:		Required for all awards to employees:	
Organizational Unit Authorizing Signature <input type="text"/>	Date <input type="text"/>	Campus HR Director Signature <input type="text"/>	Date <input type="text"/>
Required for all awards to employees: Required for awards to non-employees if individual awards > \$2,000:		Required for all awards to non-employees:	
Officer Name & Title <input type="text"/>		Org Fiscal Principal Name & Title <input type="text"/>	
Officer Signature <input type="text"/>	Date <input type="text"/>	Org Fiscal Principal Signature <input type="text"/>	Date <input type="text"/>
When all necessary signatures have been obtained: <small>Notify all eligible individuals about the program. Retain fully approved RPA form in department files. Submit copy of approved RPA form with Recognition Reporting, Payment Authorization, and Gift Card Authorization Request forms, as needed.</small>			

Signatures

Non-employees:

- Organizational Unit Authorizing Signature (Department Head)
- Org Fiscal Principal
- If over \$2,000 – Officer

Employees

- Organizational Unit Authorizing Signature (Department Head)
- Campus HR Director
- Officer

Process

School of Medicine:

- Send to Lisa Stanford for review.

Non-School of Medicine:

- Send to Megan.Bohn@cuanschutz.edu for review/approval.
 - I ♥ DocuSign!

Q & A's



Equal Pay for Equal Work Act

Florie Montoya, Assistant VC of Talent Acquisition, Compensation &
HCM

Human Resources

Equal Pay for Equal Work Act January 1, 2024

Change Posting Promotions

Current	January 1
<p>Posting for promotion not required when <i>adding</i> additional duties if:</p> <p>Position is occupied Current duties remain - at least 50% of current duties Position number remains the same Not backfilling a current position</p>	<p>Posting not required for promotions if meets criteria for career development or career progression.</p> <p>Career Development definition: Change to compensation, duties, job title update or compensation change.</p> <p>Exception: Must post Vice Chancellor and Dean positions based on Regent Policy.</p>

New Notification Requirements New Hires and Promotions

Current	January 1
N/A	<p>Within 30 days of <u>hire or promotion</u>, school, college or department must notify individuals that the candidate will work with regularly of the following:</p> <ul style="list-style-type: none">• Name of new hire or current employee moving into a new role• New job title• Former job title if current employee of CU• How other employees can demonstrate interest in similar job duties and identify individual within the department to contact if interested in similar job opportunities. <p>Consider incorporating the requirements above in a school/ departmental welcome e-mail.</p>

New Notification Requirements Career Progression

Current	January 1
N/A	<p>Must make available:</p> <p>Requirements for career progression Compensation for each position Benefits Access to further advancement</p> <p>Impact:</p> <ul style="list-style-type: none">• University Staff (entry to intermediate, intermediate to senior professional)• Alternate funded university staff• Faculty

New Notification Requirements Career Progression

Current	January 1
<p>Faculty Career Progression:</p> <p>Instructor to Senior Instructor to Principal Instructor**</p> <p>Assistant Professor to Associate Professor/Associate Professor to full Professor</p> <p>PRA, to Senior PRA, Research Associate and Senior Research Associate</p> <p>Movement through series, even if skipping a level, is considered career progression</p> <p>** SOM only - Instructor (all ranks) to Assistant Professor when the original letter of offer (or amendment) for the Instructor position contains this career progression language that the intent will be to promote to Assistant Professor within one year from initial appointment as Instructor.</p>	<p>Career Progression definition for Faculty remains the same (movement through the Faculty track).</p>



New Notification Requirements Career Progression

Current	January 1
N/A	<p>How will we “make requirements and compensation information available”?</p> <p>UNIVERSITY STAFF <u>Job family/level definitions</u> Compensation: publish subset of entry, intermediate, senior professional salary ranges?</p> <p>ALTERNATE FUNDED UNIVERSITY STAFF Requirements vary based on series. See <u>State of Colorado MQ page</u> Compensation: State of Colorado <u>Classified salary ranges</u> (ranges used for alternate funded university staff positions)</p> <p>FACULTY <u>Administrative Policy Statement 5060</u> Compensation: School or College BSI Plan (If applicable) School or College Dean’s Office</p>

Posting Requirements – Minor change

[illegible]

Posting Not Required - Minor Change

Current	January 1
Temporary employees Posting is not required if truly a temporary position, position will not be filled permanently in the future, and does not exceed 9 months	No change
Working Retirees Posting is required for all staff working retirees if expected to exceed six months	Faculty Retirees – Utilize new Faculty retiree job codes
Interim or Acting Appointments Cannot exceed six months. If a search is in progress, is a failed search, or search takes longer than six months interim/acting appointment may last longer than six months	No Change

Posting Not Required – No Change

Current	January 1
<p>Faculty Posting is not required for the following_new or vacant positions:</p> <p>Pre Doc Trainee Student Stipend Postdoctoral Fellow Instructor Fellow Faculty Fellow Summer Faculty (Denver) Visiting Faculty Appointment - maximum appointment of 9 months (Denver) or one year (Anschutz)and where conversion to a regular appointment is not expected. When Visiting positions are posted, appointment is limited to 2 academic years (Denver) and 2 years (Anschutz).</p>	<p>No change</p>



Questions?



Talent Acquisition Update

Lindsey Fouquette, Director of Talent Acquisition

Human Resources



Talent Acquisition Updates

CU Careers Internal Job Site

As of December 2023, our campus will start using the CU Careers internal job site to post internal-only postings.

What does this mean?

When a department has a job posting only meant for internal CU employees, it will no longer be posted externally. The job will only be posted on the CU Careers internal site.

What is the benefit?

With this change, we provide a more streamlined process for internal applicants to apply. This will also eliminate the ability for external applicants to apply for roles only designated for internal CU employees.



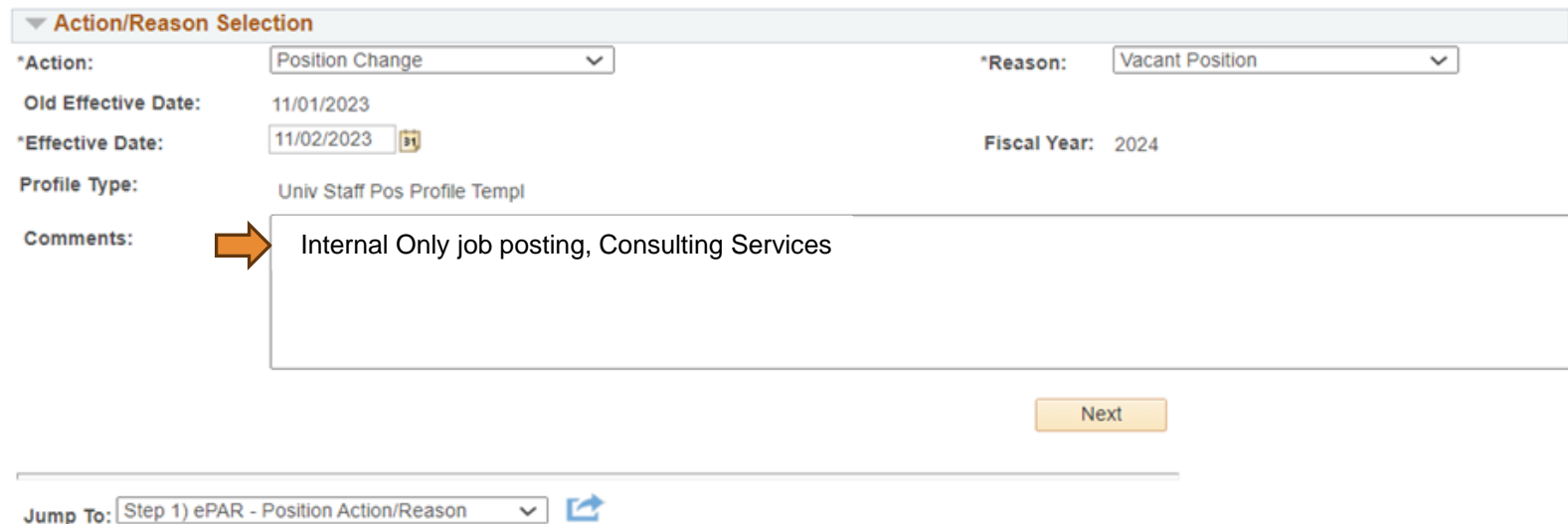
Internal Only Posting Guidance

- CU Careers internal job site does not populate direct links for internal job postings. We have prepared step-by-step instructions to provide to employees on how to navigate to the job site.
- It's the responsibility of the hiring department/department HR business partner to share the available opportunities within the department. This ensures that employees are aware and have an opportunity to apply if they choose to do so.
- For internal postings, all CU employees (System, Boulder, Anschutz, Denver, Colorado Springs) will be able to apply. We can restrict internal postings at the campus level.
- For internal-only postings, the minimum number of days a position must be posted is five, which aligns with all other job postings.
- This will not change the process within CU Careers – all other actions remain the same.

How To Designate a Posting as Internal Only

If the department would like to post a job as internal only, it must be indicated in the NPP.


Example of an NPP where the posting is open to only CU employees (System, Boulder, Anschutz, Denver, Colorado Springs)



▼ Action/Reason Selection


*Action: *Reason:


Old Effective Date: 11/01/2023

*Effective Date: 

Fiscal Year: 2024

Profile Type: Univ Staff Pos Profile Templ

Comments:  Internal Only job posting, Consulting Services

Jump To: 

How To Designate a Posting as Internal Only (*continued*)

If the department would like to post a job as internal only, it must be indicated in the NPP.

Example of an NPP where the posting is open to only CU Anschutz campus employees

▼ Action/Reason Selection

*Action:

Position Change

▼

*Reason:

Vacant Position

▼

Old Effective Date:

11/21/2023

*Effective Date:

11/22/2023

📅

Fiscal Year:


2024

Profile Type:

Univ Staff Pos Profile Templ

▼

Comments:

Internal Only job posting, CU Anschutz Medical Campus Only, Consulting Services

Next

Glassdoor



Glassdoor is a site where current and previous employees can leave reviews/rate a company.



We now have a CU Anschutz Medical Campus Glassdoor page that is actively managed by Central HR - [CU Anschutz Glassdoor](#).



Having an active presence on Glassdoor and responding to employees demonstrates that we are an engaged employer who listens to our employees and prioritizes employee satisfaction.



It's also an opportunity for individuals considering CU Anschutz as an employer to learn more about the institution from the employee's perspective.

Help Us Spread the Word

- Starting January 2024, Central HR will email employees after their first 90 days in the role, asking if they would like to leave a review on Glassdoor.
- Share the Glassdoor Employee Review link to encourage other employees in the department to leave a review.
 - Glassdoor Employee Review link - <https://www.glassdoor.com/slink.htm?key=vqpoH>



Updated Taleo Communication Templates

- Central HR has updated the communication templates within Taleo.
- The goal was to update the language used in the templates to be more inclusive and to include CU Anschutz branding.
- New templates are live in Taleo and ready for use. All Anschutz campus templates are coded as **AMC**. The templates labeled **UCD** have joint branding.
- Reminder – all applicants need to be dispositioned and sent an email notifying them of their status in the search process.

Updated Taleo Communication Templates (continued)

Send Correspondence - Select Template

[Hide Template List](#)

✓ Filters ▾

Showing Templates (43)

→ AMC – Classified – Met Min Quals
Code: AMC_classified_met_min_qual
Language: English Intended for:: All candidates

AMC – Classified – Not Selected After PQ App Review
Code: AMC_classified_not-selected-PQ-review
Language: English Intended for:: All candidates

AMC – Classified – Not Selected After Search Committee Interview
Code: AMC_classified_not-selected-sc_interview
Language: English Intended for:: All candidates

AMC – Classified – Not Selected – Did NOT Meet Min Quals
Code: AMC_classified_did-not-meet-min-quals
Language: English Intended for:: All candidates

Send Correspondence - Select Template

[Hide Template List](#)

✓ Filters ▾

Showing Templates (43)

Language: English Intended for:: All candidates

→ AMC - Uni Staff Not Selected After PQ Review
Code: AMC_uni_staff_not_selected_PQ_review
Language: English Intended for:: All candidates

AMC – Uni Staff – Not Selected After Search Committee Interview
Code: AMC_uni_staff_not-selected-sc_interview
Language: English Intended for:: All candidates

Questions?



Thank You for Joining Us

Next HR Community Meeting
February 6, 2024
10:00-11:30