



# University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

## **System Staff Council**

September 18, 2012

1:00 – 3:00 p.m.

1800 Grant Street, Astronaut's Conference Room

## **Meeting Minutes**

### **Attending:**

Judy Anderson, University Counsel  
Leo Balaban, Office of Information Security  
Jim Dages, Payroll and Benefit Services  
Lexie Kelly, University Treasurer  
Lisa Landis, Human Resources  
Debbie Martin, Internal Audit  
David Pierce, University Controller  
Nora Sandoval, Budget and Finance  
Teena Shepperson-Turner, Risk Management  
Nancy Sicalides-Tucker, Payroll and Benefit Services  
Rana Silver, University Information Systems  
Tricia Strating, Employee and Information Services  
Lisa Vallad, University Controller

### **Absent:**

Lisa Carr, University Information Systems  
Darren Chavez, Academic Affairs  
David Poticha, Technology Transfer

### **Approval of the Agenda**

*Moved* by David Pierce, *seconded* by Teena Shepperson-Turner to approve the September 18, 2012 agenda. The motion passed unanimously.

### **Approval of Previous Month's Minutes**

*Moved* by Lexie Kelly, *seconded* by Judy Anderson to approve the August 14, 2012 minutes. The motion passed unanimously.

### **Treasurer's Report – Lexie Kelly**

Lexie Kelly reported that to meet some budget requests, she moved funds from the outreach activity allocation into the 4391 speedtype and also lowered the supervisor appreciation luncheon amount. There has been one expense to date totaling \$29.96. Nora Sandoval reported that rollover requests from the previous fiscal year have not yet been approved.

*Moved* by Judy Anderson, *seconded* by Jim Dages to approve the September budget. The motion passed unanimously.

### **Chair's Report – Debbie Martin**

Debbie Martin reported on several items that were discussed with VP Leonard Dinegar at their monthly meeting.

1. The new designated fire drill meeting space will be at the Trinity Methodist Church parking lot at 18<sup>th</sup> and Broadway. Leonard will handle the communications on this.
2. HVAC at 1800 Grant has been fixed by building management.
3. President Benson still wants to do a family-oriented event since the summer staff appreciation event was canceled. This might include something around the holidays.
4. The President's office plans to continue football Fridays which includes wearing CU colors and decorating common areas on Fridays during football season.
5. The President's office is possibly planning to host a Halloween costume event and a progressive potluck. More information will be coming soon.
6. An email will be sent soon regarding the installation and locations of the AED devices at 1800 Grant.
7. An order has been placed for trash cans to be placed outside near the picnic tables.
8. The holes in the center of the picnic tables will soon be plugged to prevent using them as ash trays.
9. Property management will not install "No Smoking" signs outside. Instead, an email was sent reminding people where they can smoke.

#### **Communications Committee Update – Tricia Strating**

Tricia Strating reported that the new SSC stationery used for email communications has gotten positive feedback and that next month it will be used to announce the monthly meetings to all system employees.

#### **Events Committee Update – Debbie Martin**

Debbie Martin reported that the Employee of the Year/Service Awards reception will be held October 26. A reminder email about the Employee of the Year nominations needs to be sent again in the next day or two. She noted that they are also looking into other vendors to purchase the long-term service awards. The Events Committee plans to meet soon to work out many of the details for the event.

#### **Executive Session**

*Moved* by Leo Balaban, *seconded* by Lexie Kelly to suspend the SSC business meeting at 10:45 and go into executive session. The motion passed unanimously.

Executive session adjourned at 11:20 at which time the SSC business meeting reconvened.

#### **Outreach Committee Update – David Pierce**

David Pierce reported that about 20 CU employees and family members walked at the JDRF Walk for a Cure. A total of \$1320 was raised for JDRF.

David also reported that he and Judy will be meeting soon to discuss the details of the Buckley Air Force Base Toy Drive for December.

#### **Old Business**

Debbie reminded council members that we were approved to give two student appreciation awards (one each semester). She requested that Leo Balaban write up some nomination criteria and a plan for giving the awards.

**Announcements**

Lisa Landis needs feedback from system employees via SSC by October 31 regarding suggested changes to the tuition benefit policy. She requested that a discussion of this be put on the October agenda.

The next meeting will be held on November 18, 2012 in the Denver conference room. VP Jill Pollock will attend to give an update on some of the questions and topics presented at the June Retreat.

**Discussion Items for VP Dinegar**

The following items were identified to discuss with VP Leonard Dinegar at the monthly chair's meeting.

1. Get an update on security at 1800 Grant.
2. Which events is the President's office handling versus SSC?
3. Is there a cost associated with the leave sharing program?
4. Will Leonard endorse a volunteer program? Has Leonard followed-up on risk management regarding employees volunteering outside CU?

The meeting was adjourned at 11:35 a.m.