



University of Colorado

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System Staff Council

January 8, 2013

1:00 – 3:00 p.m.

1800 Grant Street, Denver Conference Room

Meeting Minutes

Attending:

Leo Balaban, Office of Information Security
Lisa Carr, University Information Systems
Darren Chavez, Academic Affairs
Jim Dages, Payroll and Benefit Services
Lexie Kelly, University Treasurer
Lisa Landis, Human Resources
David Pierce, University Controller
David Poticha, Technology Transfer
Nancy Sicalides-Tucker, Payroll and Benefit Services
Tricia Strating, Employee and Information Services
Lisa Vallad, University Controller

Absent:

Judy Anderson, University Counsel
Debbie Martin, Internal Audit
Nora Sandoval, Budget and Finance
Teena Shepperson-Turner, Risk Management
Rana Silver, University Information Systems

Guests Attending:

Vice President Leonard Dinegar
Dan Montez, Director, Office of Policy and Efficiency

Approval of the Agenda

Moved by Nancy Sicalides-Tucker, *seconded* by Lexie Kelly to approve the January 8, 2013 agenda. The motion passed unanimously.

Approval of the November Minutes

Moved by Lisa Vallad, *seconded* by David Poticha to approve the November 12, 2012 minutes. The motion passed with nine in favor, zero opposed and one abstention.

Chair's Report – Leo Balaban

Leo Balaban will ask Chair Debbie Martin to email SSC members what was discussed in the monthly meeting with VP Leonard Dinegar.

Treasurer's Report – Lexie Kelly

Lexie Kelly reported that the charges for the holiday party totaled \$391.35. Lexie is also working on a draft letter for VP Dinegar requesting additional money for next year's SSC budget. The additional amount would cover the Student Employee of the Semester Award, additional outreach expenses and increased charges associated with the holiday party. She hopes to have the final budget request letter finished in the next couple days.

UCSC Update – Tricia Strating

Tricia Strating reported that UCSC met on December 13, 2012 and discussed the following items:

1. Dan Montez from the Office of Policy and Efficiency spoke about the upcoming policy review cycle.
2. VP Ken McConnellogue and Jon Arnold presented the new cu.edu website and spoke about some of the upgrades, including the ability to view the new site on mobile devices in a manner best for the particular device.
3. UCSC Chair Stephanie Hanenberg noted that the Board of Regents requested that she make sure CU staff are knowledgeable about the DU study on the state of Colorado's fiscal sustainability. It was agreed that just sending the study to all staff would not only be confusing but could potentially incite panic if it is not sent with a clear message about what CU administration is planning to do. Stephanie will talk with Michele McKinney, Ken McConnellogue and Todd Saliman for a politically correct and consistent message to share with staff so that people don't panic.

Office of Policy and Efficiency Update – Dan Montez

Dan Montez and VP Leonard Dinegar gave a brief update on the 1800 Grant efficiency survey results. In mid-December, Leonard sent an email to all 1800 Grant employees summarizing the major categories of feedback received. Dan Montez has been working with the other vice presidents on how to move forward with the list. They plan to put together a task force that will prioritize the items and make recommendations to the VPs. The task force will likely meet two times a month and Dan hopes to have it going by the beginning of February. It was noted that there is no money for any of the items and some of the recommendations are tasks that people or groups have already been working on and others may not be aware of the work in progress. Dan noted that there are three major topics for all of the feedback:

1. Cost-saving ideas
2. Working environment improvements
3. Ideas to improve organizational effectiveness, including
 - a. internal communication, community and teamwork
 - b. individual effectiveness
 - c. group effectiveness

Dan also gave an update on some of the items on the recommendations list.

1. The Office of the President has approved hiring a security guard for the 1st floor and they are working with Centennial Realty to fill the position.
2. Improvements are currently being made to the phone and voice mail systems.
3. An internal meeting is being setup to discuss some of the facilities and maintenance concerns.
4. OPE is considering creating an online suggestion box on their website for future recommendations.

Dan also gave an update on the current policy review cycle status.

1. Because the TEAM meeting was cancelled in December, the policies that would have become effective on January 1, 2013 will now be considered at the January 17, 2013 meeting and will become effective immediately after approval.
2. All policies that begin their review cycle in January can be found on the OPE website.
3. Unit Reviews for PBS and Risk Management are underway. These reviews consist of a broad survey of users and stakeholders in each unit and the goal is to promote continuous improvement of processes.
4. The President's Task Force on Efficiency met December 15 and plans to develop an external assessment survey to determine its own effectiveness.
5. The OPE is preparing to transition to the new system web platform and to communicate policy hyperlink changes to the various groups across the university who link to them on their own websites.

Communications Update – Tricia Strating

Tricia Strating reported that the website has been updated to include all of the 2013 meeting dates, updated minutes and agendas and an updated calendar of events. Tricia is also working with UIS to create a shared folder on the S drive and she will communicate the drive location once some issues are fixed on it.

Events Committee – Lexie Kelly

Lexie Kelly reported that 20 people gave blood at the recent Bonfils blood drive.

Outreach Committee – David Pierce

David Pierce reported that the Outreach Committee will meet again later in January.

Bylaws Committee – Leo Balaban

Leo Balaban announced that he plans to have the Bylaws Committee meet for the first time later this month.

Elections Committee – Lisa Landis

Lisa Landis will look at when she sent communications related to SSC member elections last year and will be ready to share updates at the next SSC meeting.

HR & PERA Update – Lisa Landis

Lisa Landis reported on the following HR and PERA updates:

1. PeopleAdmin upgrade – On February 4, HR will switch to the new Jobs@CU site. The old recruitment site will be shut off although you can still track applications, but all postings will be on the new site. Position descriptions will also be available online for all employees.
2. LinkedIn – HR is currently signed up for a trial demo of a new analytics service of LinkedIn that allows HR to search all public resumes. This will help with recruitment of hard-to-fill positions.
3. Tuition Benefit - The recommendations for improvements to the tuition benefit policy from the faculty and staff councils have been compiled. HR is approaching this like a legislative fiscal note and is working with analysts to project how much each idea would cost the university. HR has also looked at what other campuses (CSU and Mines) are doing and is also looking at how they fund it. Once all of the data and research is completed, they will put together proposals for the Chancellors. If any policy changes are approved this spring, they would become effective for the fall semester.

4. PERA – HR is closely watching several bills in the legislature this term.

Student Employee of the Semester Update

Leo Balaban put together some criteria that other organizations use for such an award. He will try to simplify the information he found and will distribute it to SSC members for input.

Discussion items for VP Dinegar:

1. Leo will have Debbie email last month's discussion items to SSC representatives.
2. There were no other concerns to bring up with VP Dinegar.

The meeting was adjourned 2:55 pm