



**System Staff Council**  
**March 11, 2014**  
**1:00 – 3:00 p.m.**  
**1800 Grant Street, 6th Floor Denver Conference Room**  
**Meeting Minutes**

**Attending:**

Leo Balaban, Office of Information Security  
Stephanie Ball, Risk Management  
Darren Chavez, Academic Affairs  
Jim Dages, Employee Services  
Tracy Hooker, Human Resources  
Jamie Joyce, University Counsel  
David Pierce, University Controller  
Demetria Ross, Employee Services

Nancy Sicalides-Tucker, Employee Services  
Tricia Strating, Employee and Information Services  
Tony Tolin, Procurement Service Center  
Lisa Vallad, Office of the University Controller

Meeting started at 1:04pm.

**Absent:**

Debbie Martin, Internal Audit  
David Poticha, Technology Transfer  
Lexie Kelly, University Treasurer  
Amanda Ulrey, University Relations

**Approval of the February Minutes:**

*Moved* by Tricia Strating *Seconded* by Demetria Ross. Jim Dages abstained.  
*Approved* by Council.

**Approval of Today's Agenda:**

*Moved* by Stephanie Ball *Seconded* by Demetria Ross. *Approved* by Council.

**OFFICER REPORTS:**

**Treasurer Report – Debbie Martin:**

Debbie Martin out – Nancy Sicalides-Tucker did not notice any changes with the treasurers report and will ask Debbie Martin to update report if necessary.

**Chair/Vice Chair Report (Meeting with Leonard) – Nancy Sicalides-Tucker/Tricia Strating:**

Construction in the building continues. More reviews of building space will be done. The Foundation's building space lease in Boulder ends in October. (The person who owns the building may sell or donate the building to CU).

Retreat: Molly Brown Summer House Friday, June 13<sup>th</sup> 8:30-4:00. (More details to come)  
Stephanie Ball to send out retreat invite.

Leo Balaban and Nancy Sicalides-Tucker met with Michael Seele from UIS: Training potential. Kevin McCarty and Michael Seele are heading up an advisory committee for UIS. They will be working with

Employee Development to create training and identify training opportunities for employee orientation. A follow-up meeting has been scheduled.

Leo Balaban (side note) – UIS is starting a project of implementing SharePoint 13 – Michael and Leo are talking with vendors with implementation and a SharePoint architect to help with the project and it will go live in the summer 2014 – A follow-up meeting has been scheduled.

Outreach Opportunity - Nancy Sicalides-Tucker: Nancy showed SSC a video regarding the Leukemia and Lymphoma Society Woman of the Year Campaign (Team Naomi <http://teamnaomi.com/>) and wanted to know if SSC would like to be a part of this. Naomi is a CU Alumni and has been selected to represent the Leukemia and Lymphoma Society Organization; all money raised goes to the organization not the individual.

Questions:

David Pierce – Outreach does the Walk for the Cure, should we do smaller organizations as opposed to bigger ones? It should be for a whole organization, not individuals.

Demetria Ross – how does SSC decide on which organizations to support?

Nancy Sicalides-Tucker – when someone brings a suggestion to the table.

Leo Balaban – we might be expanding way beyond on our reach. There are a lot of worthy causes. We should do what is in our charter. As a council we could do something that directly relates to our employees.

Tricia Strating – The outreach committee needs to set the criteria for when we choose to support an organization or charity and how many per year.

Lisa Vallad –we could do the Light the Light Walk for Leukemia and Lymphoma Society.

Nancy Sicalides-Tucker – will bring this fundraiser to UCSC to determine if they'd like to support it as a system.

Darren Chavez – We should wait for the next fiscal year and think about these fundraisers from a broader spectrum.

Nancy Sicalides-Tucker – Outreach Committee needs to have the criteria ready for the retreat so we can vote on it.

Leo Balaban - Should we involve entire campus by putting out a survey?

Nancy Sicalides-Tucker – Leo to put together a survey to show at the retreat.

Vote: – All in favor for Leukemia and Lymphoma Society (Team Naomi). *Motion* was voted down.

David Pierce - *Motion* to cancel previous vote on Leukemia and Lymphoma Society (Team Naomi) and table the vote until UCSC meeting. *Seconded* by Lisa Vallad. *Approved* by Council.

Tricia Strating - President Benson is under the 5-year review (all officers are subject to a comprehensive review every five years). They provide a list of peers of internal customers and external constituents and they are all contacted by Jill Pollock's office and are asked to write a review letter of the officer. An outside consulting firm will be collecting the review letters/personal assessments from CU. The report will be provided to the Board of Regents.

Budget Proposal: Nancy Sicalides-Tucker and Tricia Strating met yesterday and are preparing a proposed budget for Leonard Dinegar. Nancy and Tricia will be completing this and providing to Leonard the week of March 17<sup>th</sup>. The budget considerations will include the increase in the number of system administration

employees and the bike to work event. Nancy will let us know Leonard's responses and will put this information on the shared drive.

SSC Brochure - Nancy Sicalides-Tucker: SSC Brochure has been finalized and ready to hand out to Kathy Rasco from Employee Services to add to the new employee information. Stephanie Ball – we can create a page on SSC website with the brochure.

Volunteer Day - Nancy Sicalides-Tucker: All employees are allowed to volunteer for a certain number of administrative leave hours (up to supervisor discretion). Jill Pollock is reviewing the opportunity to do a CU-wide volunteer day.

Elections: Forms have been distributed. 7 people are running and there are 5 slots available. Review of the Survey Monkey issues regarding multiple responses. For the retreat, we would like to decide if each future nominee should provide a brief write-up regarding their experience, why they are running, etc.

## **COMMITTEE REPORTS:**

### **Communications - Tricia Strating:**

Committee did not meet in February but will be meeting soon.

### **Events Committee – Nancy Sicalides-Tucker:**

Nancy Sicalides-Tucker for Debbie Martin:  
Staff Appreciation Breakfast was amazing. Thank you for a wonderful event.

Debbie Martin sent out the invites for the supervisor appreciation event. SSC members please check with your supervisor to make sure they RSVP for the supervisor appreciation event. Catering has been scheduled by Lisa Vallad.

### **Outreach Committee – David Pierce:**

Committee met and talked about the clean out your closet campaign. A draft email will go out the week of March 17<sup>th</sup>. This will benefit Dress for Success and Denver Works. The items that these two organizations will not accept will go to ARC Thrift Store. We will need volunteers for this event and everything needs to be on hangers so if anyone has any extra hangers, please provide them to David Pierce.

Priority for Santa Gift: Committee will send out an email for gift ideas.

### **Nominations Committee – Lisa Vallad:**

Student Employee Semester Award - The Nominations Committee provided a revised student employee of the semester award procedures and rubric. SSC council *voted* and *approved* the suggested changes. Next focus will be to revise the President's award procedure with a new rubric.

Vote on revised Student Employee of the Semester Award procedures:  
*Moved* by David Pierce *Seconded* by Leo Balaban. *Approved* by Council.

Vote on new rubric for Student Employee of the Semester Award:  
*Moved* by Tricia Strating *Seconded* by Jim Dages. *Approved* by Council.

### **Employee Advocacy - Leo Balaban:**

Committee did not meet. Next meeting is this coming Wednesday and we will be meeting with Katie Sauer from Employee Services to discuss the financial education topics she is working on.

Nancy Sicalides-Tucker – please sign up for the Employees Services Expo.

**Brown Bag - Lexie Kelly:**

Tricia Strating for Lexie Kelly - Next brown bag (MOOC's and digital education) is Tuesday; please pass the word.

In April TIAA-CREF will provide a cash/flow/budget savings session. Lisa Vallad has scheduled July's brown bag session: The Love, Hope, Strength Foundation and the Leukemia Lymphoma Society will be providing information on how to get on the bone marrow donor registry and employees will have an opportunity to get on the registry.

**Health and Wellness – Lisa Vallad:**

Free massage event March 26<sup>th</sup>. Registration will be done via Survey Monkey, allowing multiple employees to register for the same time slots. Once registration has closed, employees will be selected using a "lottery" method and employees will be notified.

Next committee meeting needs to be scheduled. We are hoping to bring back the stair climb event in May but announce in April to allow people to train.

Demetria Ross: people have said they would be willing to pay for massages. Lisa Vallad and the committee members will check with the current providers.

Stephanie Ball: Requested to receive SSC emails on Wednesday afternoon's instead of Thursday afternoon so she can have some extra time to proof.

**Pera/HR Updates: Tracy Hooker**

SSC elections end next Friday, March 21<sup>st</sup>.

Tom Sebok (Director Ombuds Office – CU boulder) to come in and do a conflict management/managing relationships in the workplace. July 24<sup>th</sup>, 2014 is the potential date. (This will not be a brown bag)

**UCSC Updates:**

Tricia Strating: Service Excellence Awards will be selected on Thursday.

Nancy Sicalides-Tucker: AVP and Chief Plan Administrator, Tony DeCrosta has been reviewing current plans and costs preparing for 2014-2015 open enrollment. He will be invited to a future SSC meeting to discuss further.

The Faculty Council Personnel Committee requested two staff members to sit on their benefits subcommittee to continue discussions about CU benefits. UCSC would like a representative from the UCSC health and wellness committee to be its representative, instead of the two that the Faculty Council suggested.

Darren Chavez asked Nancy Sicalides-Tucker to clarify what Deserae Frisk (Chair of UCSC) wants his role to be in communicating between Faculty Council and UCSC.

**ANNOUNCEMENTS**

Nancy Sicalides-Tucker: Kelly Cronin (Vice President for Advancement) will be coming to the April meeting. If anyone has any questions they would like answered or topics to discuss please have them to Nancy Sicalides-Tucker by March 31.

**ADJOURNMENT:**

*Motion to adjourn David Pierce, 2<sup>nd</sup> by Jim Dages, Approved by Council.*

Meeting was adjourned at 2:53pm