



System Staff Council

April 10, 2012

1:00 – 3:00 p.m.

1800 Grant Street, Denver Conference Room

**Attending:**

Judy Anderson, University Counsel  
Cordelia Angel, Procurement Services Center  
Leo Balaban, University Information Systems  
Buffy Garrier, Procurement Services Center  
Lexie Kelly, University Treasurer  
Lisa Landis, Human Resources  
Debbie Martin, Internal Audit  
Tracy Miles, University Information Systems (via telephone)  
Teena Shepperson-Turner, Risk Management  
Rana Silver, University Information Systems (newly elected rep)  
Tricia Strating, Employee and Information Services

**Not Attending:**

David Pierce, University Controller  
David Poticha, Technology Transfer

**Approval of the Agenda**

*Moved* by Lexie Kelly, *seconded* by Judy Anderson to approve the April 10, 2012 System Staff Council agenda. The motion passed unanimously.

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

*Moved* by Teena Shepperson-Turner, *seconded* by Buffy Garrier to approve the February 14, 2012 minutes as written. The motion was approved by unanimous consent.

*Moved* by Teena Shepperson-Turner, *seconded* by Judy Anderson to approve the March 13, 2012 minutes as written. The motion was approved by unanimous consent.

**Human Resources & PERA Update – Lisa Landis**

Lisa Landis discussed the following updates from Human Resources:

1. PERA Update: The ongoing 2.5% increase to an employee's PERA contribution is still not in the long bill. If it is not added to the long bill before the governor signs it, PERA employees will get that 2.5% added back to their paycheck because CU would pay it instead. The status of this increase could still change at any time before the bill is signed.
2. Benefits: Open enrollment starts on April 30. The health plan rates are being finalized now. This will be a positive enrollment, meaning every employee will have to make a health plan election including those who have previously waived coverage must choose to waive it again or else they will be added the employee-only "High Deductible" plan. The health plans are still self-insured, but the plan administration will now be handled by Cigna, instead of Anthem, beginning July 1.



3. Rx Consult: Rx Consult is a new pharmacy program offered by the Trust where employees can bring in all of the prescription and over-the-counter medications they take and a CU pharmacist will go through each medication looking for potential reactions, interactions, and offer education and advice. Employees and spouses on a CU health plan can use this service.
4. Health Care Flexible Spending Account: The maximum allowable contribution is going down to \$2500 annually. The federal government is mandating this reduction so they can take more pre-tax income taxes to fund the Health Care Reform Act. Although the legality of the HCRA is currently being reviewed by the courts, CU will still reduce the annual contribution amount since our fiscal year begins July 1, before the courts will have reached a decision.
5. Take Your Son/Daughter to Work Day – The vice presidents have approved a Take Your Sons and Daughters to Work Day for April 26. There is a small group working out the details but so far the schedule includes the following programming:
  - a. 9:00 -10:00 am - Introductions and continental breakfast with President Benson. Chip the mascot might be brought in. Kids will also make a CU name tag.
  - b. 10:00 -10:30am – Break-out sessions, including “what do you want to be when you grow up”
  - c. 10:30 – 11:00 – Tour of the building and scavenger hunt
  - d. 11:00 – 11:30 – Video conferencing to the other rooms in the building
  - e. 11:30 – Dismissed and lunch with your parent.Lisa will need help with the tours and break-out sessions so if anyone would like to volunteer, please let her know.

### **Treasurers Report – Lexie Kelly**

Lexie reported that she shuffled some of the budgeted amounts around to ensure we'd have enough funds in each category for all the remaining events. She also said there is now plenty of money for the appreciation luncheon and June planning retreat.

### **Guest Speakers**

#### ***CU Connections* – Jay Dedrick**

Jay Dedrick from University Relations attended and showcased the revised *CU Connections* newsletter. The newsletter had gone through several changes in the last couple months including the following new features:

- a. The ability to comment on stories
- b. Content tagging on key words in individual stories
- c. Stories are now indexed by campus
- d. Social networking elements that are article specific, including the ability to share the story via email, Twitter, and Facebook
- e. A “Most Popular” section now appears on the front page showing which articles are catching the attention of other readers

Leo asked if the newsletter could include more multimedia content, such as video taping of important events. Jay noted that they are still learning about different forms of technology that can be incorporated into the newsletter.



### **CU Advocates - Michele McKinney**

Michele McKinney from University Relations attended to discuss the benefits of joining the CU Advocates group. There are currently 1800 member of CU Advocates which has incorporated the old CU Ambassadors program. Upon joining you will receive information and materials along with several goodies that you can share with others who might be interested in joining. Membership also provides other incentives including invitations to special events and athletic events. Michele said the next big push will be to educate the advocates about how they can help. They also provide monthly educational forums on topics that pertain to the future of higher education. Michele noted that the biggest impact of the program is to get people on campuses and provide a reminder of why CU exists and connect others with CU. Other ways an advocate can help include campus tours, helping with corporate day on campus, and attend or assist at athletic events. Some ways that System Staff Council can volunteer include sitting for mock scholarship interviews and working with high school students to get them interested in college.

Leo noted that employees are still unclear of what the rules are for how we can participate and if it's considered state time or not. Buffy also noted that it is difficult when we can't partner with vendors or allow them to participate when they could also be advocates for CU.

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

Debbie and David met with VP Leonard Dinegar on March 27 and discussed the following items:

1. Take your Son or Daughter to work day will happen on April 26.
2. Employees can still sign up for the Broadmoor customer service training. Look for Leonard's email with instructions on how to sign up.
3. There have been several staffing changes on the 8<sup>th</sup> floor, including Wynn taking over as the president's assistant, Jeri Barlock taking over as VP Leonard's assistant, and the search for VP Dan Wilkerson's replacement has begun.
4. The Staff Appreciation Event is tentatively being schedule to coincide with the Board retreat on July 21. We are still waiting to hear from Elizabeth Collins for more details.
5. Leonard does not feel there is currently a process in place for disposing of surplus equipment at 1800 but suggested that we hold a building-wide spring cleaning and create a list of all surplus items, chairs, and computer items. Leonard did agree that there needs to be a plan for the disposal of garbage items and will have his office work on it. Currently, Shaniece keeps a list of items for disposal that go through the Boulder Property Services office.
6. Leonard agreed to check with the other vice presidents about the development of outstanding student employee awards or possibly some other type of recognition event or gift.



7. There was a discussion about creating a program whereby employees who are preparing to retire can assist in the training of their replacement while s/he is still at CU. Leonard said he would check into it.
8. The question arose about using personal space heaters in offices. Debbie said there are building codes that regulate the type of heater that can be used and Nick from building management has a list of the approved types.

Buffy Garrier inquired again about the possibility of employees having access to the garage via a keypad code. Leo said that a master key for the building is kept in the building manager's office and people can use the new phone in the lobby to call them. The group requested that Debbie and David talk with Leonard again about allowing everyone to have access to the parking garage and elevators to the garage from inside the building even if they don't pay for parking. This would include access only from the inside elevator and inside stairwell, not from the outside garage doors. It was noted that several people park bicycles in the parking garage so there must be a way to access the garage without paying for parking.

#### **UCSC Meeting – Teena Shepperson-Turner**

Teena reported on the following discussion items from the last UCSC meeting:

1. The Service Excellence Awardees were chosen. The system winner is Judy Anderson; Boulder's winner is Greg Lundgren; UCD/AMC's winner is Terry Bettinger, and UCCS's winner is Benek Altayli.
2. The all staff conference is April 13 in Colorado Springs. Please wear your name tags.
3. There are four positions open on the UCSC board: chair, vice chair, treasurer and secretary. Elections will be held at the May meeting in Boulder.

#### **Communication Website – Debbie Martin**

Debbie reported that the April 17 brown bag topic has been updated on the website. Travis Chillemi from the Office of University Controller is speaking about effectively using Outlook.

#### **Appreciation Luncheon – Debbie Martin**

The appreciation luncheon is being held on April 27 for all current SSC members, their supervisors, and other people who have helped SSC throughout the past year. The lunch will be catered by Maggiano's Little Italy and David will have a PowerPoint presentation showing what SSC has accomplished this year. We need a couple people to help setup the room at 10:00 a.m. on April 27.

#### **Annual Planning Retreat – Debbie Martin**

Debbie requested that everyone continue to hold both June 1 and June 8 for the retreat. David is still looking for another venue since Cableland might not be available on either of these dates. The maximum budgeted amount for the location rental is \$400. Other possible venues might include:



1. Chattaqua in Boulder – It is available on June 1 and Buffy will know by tomorrow if it is available on June 8.
2. 63rd Street Farm - Tracy Miles will check into their rental fees and catering options.
3. Denver Zoo – Buffy will check into this location.

#### Items to Discuss with Leonard

1. Can everyone have access to the garage stairwell and garage elevators from inside the building even if they don't pay? (not from the outside garage doors – just the inside elevator and inside stairwell)
2. Lunch breaks - Discuss with Leonard that some people aren't allowed to go to the appreciation luncheon because they are not allowed to leave their desk during this time. Should an email from VP Jill Pollock about labor laws be sent?
3. Follow-up on outstanding issues.

The meeting was adjourned at 3:01 p.m.