



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

## System Staff Council

August 14, 2012

1:00 – 3:00 p.m.

1800 Grant Street, Denver Conference Room

## Meeting Minutes

### Attending:

Judy Anderson, University Counsel  
Leo Balaban, Office of Information Security  
Darren Chavez, Academic Affairs  
Jim Dages, Payroll and Benefit Services  
Lexie Kelly, University Treasurer  
Lisa Landis, Human Resources  
Debbie Martin, Internal Audit  
David Pierce, University Controller  
David Poticha, Technology Transfer  
Nancy Sicalides-Tucker, Payroll and Benefit Services  
Teena Shepperson-Turner, Risk Management  
Tricia Strating, Employee and Information Services  
Lisa Vallad, University Controller

### Absent:

Rana Silver, University Information Systems  
Lisa Carr, University Information Systems  
Nora Sandoval, Budget and Finance

### Guests Attending:

Leonard Dinegar, Senior Vice President and Chief of Staff

### Approval of the Agenda

*Moved* by Lisa Vallad, *seconded* by Leo Balaban to approve the August 14, 2012 agenda. The motion passed unanimously.

### Amendments to June and July Minutes

*Moved* by Jim Dages, *seconded* by Nancy Sicalides-Tucker to amend the June 8, 2012 minutes as follows:

1. Include Debbie Martin as a member of the Events Committee
2. Change the title “Planning and Goal Setting for FY 2012” to say “Planning and Goal Setting for FY 2013”

The motion passed with 10 votes in favor, 0 opposed, and 1 abstention.

*Moved* by Lexie Kelly, *seconded* by Leo Balaban to amend the July 10, 2012 minutes as follows:

1. Remove the sentence: "Since President Benson is paying for the event himself, SSC has an extra \$2000 budgeted for staff appreciation activities."

The motion passed with 10 votes in favor, 0 opposed, and 1 abstention.

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

Lexie Kelly reported that David Pierce had asked for a rollover of \$320 from last year's budget. Lexie plans to follow-up with Nora Sandoval to determine if this rollover was approved. Lexie also reported that the Outreach Committee has asked for additional money to support its activities and the brown bag series needs additional money to pay for speakers' travel and meals as needed. Lexie expressed concern that speedtype 51088136 has \$2,825.00 allocated, but to date \$3,125.00 is budgeted for anticipated expenses. She also noted that the \$650.00 budgeted for the Supervisor Appreciation luncheon is probably not enough to cover the event unless it is scaled back. The Council also discussed that the \$2,000.00 budgeted for the Employee Appreciation Event is likely not enough to cover all system employees depending on the kind of event. Lexie plans to work on a revised budget and will email it out when it is available.

### **Recognition of Past Chair**

Senior Vice President Leonard Dinegar thanked past chair, David Pierce, for his many years of service on System Staff Council and for his continued collaboration and cooperation efforts with SSC and administration. Debbie Martin presented David with a gift from SSC and cake was served.

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

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

1. The staff appreciation event at President Benson's ranch was canceled in July. The President would still like to do something for employees and their families.
2. The issue of building security and hiring someone to be at the 1<sup>st</sup> floor front desk at 1800 Grant Street was again discussed. The issue continues to be the lack of funding to hire a qualified person for security, as well as differing views about whether security is actually needed. SSC discussed several alternatives, including: 1) one-time security training for all employees at 1800 Grant; 2) installing a buzzer/intercom system on the 1<sup>st</sup> floor and lock down the elevator to all floors; 3) check if the Denver campus police can do a walk-through security assessment and offer suggestions for improved security and awareness; and 4) require all employees to visibly wear a CU ID badge. Lisa Landis will look into item #3. Jim Dages will email to SSC members a security plan put together by the PBS Violence and Prevention Committee. Leo and Debbie will talk to Leonard about possibly sending a survey to all employees at 1800 Grant to gauge the level of concern and need.
3. 1800 Grant needs to designate a new meeting place for fire drills due to the construction at the former meeting area at 19<sup>th</sup> and Pennsylvania. Administration is also trying to identify new fire wardens for each floor.

4. Employees continue to ask for showers to be installed somewhere in 1800 Grant. Currently there is no money budgeted for this.
5. Debbie asked if trash receptacles could be installed outside near the picnic tables.
6. Debbie asked if smoking/non-smoking signs could be installed in the appropriate areas in the walkway around the exterior of the building as people have complained about smokers in the wrong areas. Administration also plans to send an email reminding everyone of the designated areas.
7. The JDRF Walk is Sunday September 9.
8. SSC will again have a toy drive in December for the military families at Buckley Air Force Base.
9. Debbie asked Leonard to check on the HVAC issues at 1800 Grant. Concerns have been raised that building management does not respond to maintenance tickets once the repair has been made and people are wondering if the issue was actually fixed with a permanent solution. Staff would like updates on what is causing the problem and why it keeps happening.

#### **UCSC Meeting Update – Debbie Martin**

Debbie Martin provided an update of the UCSC meeting held on August 9, 2012.

1. Every campus talked about what they want to work on for the next year including more communication, making our presence known, and professional development for staff and supervisors. The Council will talk more about professional development at the retreat in October.

Related to professional development, Lisa Vallad offered to share information about the Office of University Controller's continuing professional education program for CPAs. These classes are offered quarterly and are an opportunity to earn up to 15 CPE credit hours. Lisa will consult with the instructors to determine if any of the courses can be customized for a brown bag session.

2. VP Jill Pollock also spoke at the UCSC meeting. She said that an email will be sent to employees asking for suggested changes to the CU health plans. She also noted that the Trust will be looking at possibly adding the following types of coverage or programs to the health plans next year: behavioral health programs, weight management, smoking cessation, pediatric dentistry, and childhood obesity.
3. The UCSC retreat is set for October 4-5 in Breckenridge, Colorado.
4. Carla (Johnson) Ho-a announced that she is stepping down as chair of UCSC and that she will now be the vice chair. Vice Chair Stephanie Hanenberg from UCCS has assumed the position of chair for the remainder of the year. Erin Foster from Boulder agreed to be the secretary.

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

Tricia Strating reported that the Communications Committee met on August 3. The committee recommended several changes to the SSC website to give it a fresh look and to begin the process of upgrading it to the new web system mandated by administration. The

committee also developed an Outlook template that will henceforth be used on all formal SSC emails to Systems Administration. As secretary of SSC, Tricia will be responsible for sending all formal SSC email communications, with Debbie Martin serving as a backup for that function. Finally, it was reported that the members of the Communications Committee will liaise with the other committees to ensure that SSC happenings are communicated in a timely manner.

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

Debbie Martin reported that the Events Committee is still waiting on a final budget. She also noted that it is time to start the process for choosing a President's Employee of the Year winner. Lisa Landis will create a list showing years of service for system employees. Debbie will work to reserve the 5<sup>th</sup> and 1<sup>st</sup> floor conference rooms for the ceremony and reception and will notify the vice presidents to get it on their calendars. The following SSC members volunteered to be on the nominating committee: Teena Turner, David Pierce, Lisa Vallad. Lisa Landis will get the call for nominations email ready to send.

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

David Pierce reported that the JDRF walk will be on September 9. He noted that the registration website has been setup and the vice presidents have offered to buy t-shirts for all walk participants. CU Advocates will have a tent at the event.

Nancy Sicalides-Tucker reported on the "Banking on Your Future" program that teaches 3<sup>rd</sup> and 4<sup>th</sup> graders about finances. It is a 4-week program that requires 1 hour per week of commitment in the school. Employees are trained on what they would teach the students. Leonard will follow-up with Lisa Landis on whether there are administrative time-off and risk management issues having employees go to local schools.

### **PERA and HR Updates – Lisa Landis**

Lisa Landis had no PERA or HR updates to report.

### **Brown Bag Lunch Series Update – Lexie Kelly**

Lexie Kelly reported that the Brown Bag Subcommittee has been working hard to get a full line-up of speakers for coming year. She would also like to see improved attendance at the presentations.

### **Discussion Items for VP Dinegar**

The following items were identified to discuss with VP Leonard Dinegar:

1. Security at 1800 Grant
  - a. Possible training from the Denver campus police
  - b. Can we offer a graduate assistance-ship at a lower pay rate? Possibly work with the criminal justice departments to find work-study students.
2. Communication about smoking and non-smoking areas around 1800 Grant
3. Discuss with Jill – leave sharing programs and whether or not there is a cost associated
4. System Administration employees who work in Boulder would like to participate in Boulder Staff Council events but their departments are charged a fee. Can anything be done?

### **Old Business**

Lisa Landis reminded the Council that they should be discussing ideas to change the dependent tuition benefit. These ideas need to be collected by October 31 when the APS will be reviewed again.

**Announcements**

The next SSC meeting will be held on Tuesday, September 18, 2012 from 10:00 – 12:00 p.m. The vice presidents will be attending the end of the meeting. Questions for the VPs need to be sent to Debbie Martin by Friday September 7.

The meeting was adjourned at 3:04 p.m.