



University of Colorado

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## System Staff Council

October 9, 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  
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  
David Pierce, University Controller  
David Poticha, Technology Transfer  
Nora Sandoval, Budget and Finance  
Teena Shepperson-Turner, Risk Management

### Approval of the Agenda

*Moved by Judy Anderson, seconded by Lisa Vallad to approve the October 9, 2012 meeting agenda. The motion passed unanimously.*

### Treasurer's Report – Lexie Kelly

Lexie reported that \$320 leftover from last year's budget was rolled over into speedtype 52694391 for FY 2013 and we are planning to use it for SSC shirts for new members.

*Moved by Judy Anderson, seconded by Jim Dages to approve the budget as given. 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 on September 25:

1. JDRF Walk update – We are hoping for even better participation next year and will try to get the word out earlier to improve fundraising efforts and increase the number of walkers.
2. Security – The VPs discussed additional security for 1800 and will continue to research options.
3. Halloween – The Office of the President will host a costume contest and snacks the afternoon of October 31. SSC members can help Elizabeth Collins if they are available.
4. Turkey give-away: The Office of the President will gift a frozen turkey to all system employees on December 5, the same day as the progressive potluck. More information on both of these events will be sent at a future date.

### **Guest Speaker Dan Montez, Office of Policy and Efficiency**

Dan Montez gave an update on the Grant Street efficiency survey and forums sponsored by the Office of Policy and Efficiency (OPE). Approximately 123 online survey responses were received and approximately 80 people attended one of the two forums. OPE received over 900 items to review from both. Dan noted that the next steps will be to continue reviewing the feedback and then create a focus group to prioritize the items and generate recommendations for the vice presidents. His goal is to have a master list created in the next several weeks. Dan said he would be happy to come back to the December SSC meeting to discuss the final survey results.

### **Outreach Committee Update – Judy Anderson**

Judy Anderson reported that the Outreach Committee has scheduled the military toy drive for deployed families stationed at Buckley Air Force Base. The party will be held on December 7 with the tree of names going up by November 12. The committee hopes that we can increase the number of children to 150 this year and Judy also plans to check into the cost of renting the Sherman event center to accommodate a larger group. All SSC members present agreed that the \$2000 budgeted for staff appreciation events could be reallocated to this toy drive if approved by administration.

Nancy Sicalides-Tucker reported that she plans to look up the risk management policy for CU employees who want to volunteer to serve lunch at a rescue mission.

### **Events Committee Update**

Elizabeth Collins from University Relations reported that several system employees have requested the annual staff appreciation event go back to the winter/holidays. She plans to work with VP Dinegar to possibly send a survey to assess employee interest in a summer vs. winter event.

Elizabeth also gave some additional information on the turkey gift. The current plan is that all system employees will be gifted a frozen turkey from the Office of the President. If an employee chooses not to take one, the remaining turkeys will be donated to a local rescue center. Several members asked if they could donate their turkeys to specific rescue shelters and Elizabeth said it would be difficult to

coordinate multiple donation sites but employees are free to do whatever they want with their turkey.

The President's Employee of the Year and Service Awards event will be on October 26. Lexie reported that gifts have been ordered for all awardees except the 20-year gifts because of logo issue.

Leo Balaban plans to begin an email dialogue about implementing a Student of the Semester award.

### **UCSC Planning Retreat Update – Debbie Martin**

The UCSC planning retreat update was tabled until the November meeting.

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

1. Can the \$2000 budgeted for staff appreciation events be used for the military toy drive?
2. Should the staff appreciation event interest survey be sent by Elizabeth or SSC?
3. How can we promote volunteerism with business professionals when departments have different types of employees, i.e., exempt professionals and classified staff, who have different policies regarding volunteering?

### **Old Business**

The tuition benefit policy is going to be reviewed this winter and Jill Pollock has requested that by the end of November all staff councils provide her feedback on how to improve the policy. All SSC members should come to the November meeting with feedback from their constituents.