



System Staff Council

December 11, 2012

1:00 – 3:00 p.m.

1800 Grant Street, Denver Conference Room

Meeting Minutes

Attending:

Judy Anderson, University Counsel
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
Nora Sandoval, Budget and Finance
Teena Shepperson-Turner, Risk Management
Nancy Sicalides-Tucker, Payroll and Benefit Services
Tricia Strating, Employee and Information Services
Lisa Vallad, University Controller

Absent:

Leo Balaban, Office of Information Security
Lisa Carr, University Information Systems
Rana Silver, University Information Systems

Approval of the Agenda

Moved by Lisa Vallad, *seconded* by Nancy Sicalides-Tucker to approve the December 11, 2012 agenda. The motion passed unanimously.

Approval of Previous Month's Minutes

The September and October minutes were approved via email consent on November 21.

Chair's report – Debbie Martin

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

1. There is an RFP out for a security guard for 1800 Grant.
2. The potluck and turkey give-away on December 5 were a success.
3. The 1st floor mailroom will be cleaned out soon in preparation for a spring cleaning event. Melanie Jones is working on a website and coordinating the effort. Departments will be able to take items and any leftovers will be sent to Boulder Property Services. Individuals will not be able to take items for personal use.
4. The Office of Policy and Efficiency is finalizing the Grant Street survey results. Dan Montez will be meeting with the VPs soon to discuss next steps.

5. We are still pursuing trash cans for the perimeter of the building and the holes in the tables will be filled.
6. The President's office is looking into sponsoring a system event for the January basketball game between UCCS and School of Mines.

Treasurer's Report – Lexie Kelly

Lexie Kelly is still collecting expenses for the military holiday party but estimates that expenses will total approximately \$350.

Communications Report – Tricia Strating

Tricia Strating reported the SSC website has been updated to show pictures from the holiday party. The council also discussed having UIS create a shared drive for SSC documents. Tricia will look into this.

Events Committee – Debbie Martin

The Events Committee is starting to think about staff appreciation ideas and hopes to have something for March 2013. Leo Balaban will work on an interest survey for system employees.

The council discussed possibly having SSC take over the scheduling of food trucks for 1800 Grant. Teena Shepperson-Turner volunteered to look into this.

Outreach Committee – David Pierce

David Pierce reported that the toy drive and party for military families went well even with some last minute changes. At the party, the Buckley Spouses Group presented a plaque of appreciation to SSC which was then given to President Benson. Wynn is looking for a place to put it on the 8th floor. Channel 7 news was also at the party and there was a short video on the 10pm news which is now viewable on the SSC scrapbook/Flickr link with the photos. There were space issues so the participants were split into two groups that would be on the 5th and 6th floors. However, both groups ended up back together in the 5th floor rooms to make the activities go more smoothly. The council discussed possibly going to Buckley next year if we do this event again, or possibly increasing the budget to allow rental of an off-site location, e.g. the Warwick or Sherman Event Center.

Lisa Landis recommended documenting everything that was done in preparation for the event and creating a project plan for next year. Judy is drafting a thank you for system employees and for other individuals who assisted at the party.

Lexie Kelly reported that the next Bonfils blood drive will be held January 4 in the 5th floor conference rooms. Lexie will also check with Bonfils if they offer bone marrow matching tests. Lisa Landis will check the CU policies related to administrative leave for employees who choose to donate bone marrow or other organs and communicate this information to SSC members.

PERA and HR Updates – Lisa Landis

Lisa Landis reported on the following PERA and HR updates:

1. An email was sent to all campuses a couple weeks ago related to classified staff. Included in the email was information stating that CU will not provide raises for classified staff this fiscal year as we wait to learn what happens with the governor's budget proposals in the legislature.
2. The compensation project is still progressing. Employee job titles and job codes have changed. Employees can find out their new job title on their pay advice page

on the CU employee portal. These changes lay the groundwork for future work on compensation data comparisons and competency matching for career readiness. Once PeopleAdmin is updated all position descriptions will be available online and beginning in February the onboarding process for each campus will be updated.

3. An RFP went out for Software as a Solution (SaaS) vendors to upgrade HRMS. The winning bid will be compared against a PeopleSoft v9.2 upgrade. This upgrade will probably take 18 months to complete.
4. All of the feedback on revising the employee and dependent tuition benefit has been compiled and is currently being reviewed by Jill Pollock. HR will begin research on the feasibility and costs associated with the various options and then will make recommendations to the campus CFOs.

Student of the Semester discussion – Debbie Martin

Debbie Martin reported that Leo has found other groups who give a student award use similar qualities and criteria as employee awardees. SSC needs to figure out the process, criteria and timing of a student award. We will discuss this more at next month's meeting.

Discuss Items for VP Dinegar:

1. Can CU sponsor a shredding day that employees can also use for personal documents?
2. What is the latest update on the security guard posting? Does 1800 Grant have a security policy? Can there be security training for employees here?
3. When can we do a system community service project (since it's past the holidays), e.g. allowing people to volunteer at a food pantry/soup kitchen? Can it occur on a weekend? Are there liability issues?
4. We would like to increase the SSC budget for next year to include additional monies for outreach activities and student awards.
5. Is there a place at 1800 where we can hang plaques and pictures of SSC activities? What about the 1st floor conference room?

Announcements

Dan Montez will be at the January meeting.

The meeting was adjourned at 1:30 p.m.