



# University of Colorado

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## System Staff Council

February 12, 2013

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  
Lisa Carr, University Information Systems  
Darren Chavez, Academic Affairs  
Jim Dages, Payroll and Benefit Services  
Tracy Hooker, Human Resources  
Lexie Kelly, University Treasurer  
Lisa Landis, Employee Services  
Debbie Martin, Internal Audit  
David Pierce, University Controller  
Teena Shepperson-Turner, Risk Management  
Nancy Sicalides-Tucker, Payroll and Benefit Services  
Tricia Strating, Employee and Information Services  
Lisa Vallad, University Controller

### Absent:

David Poticha, Technology Transfer  
Rana Silver, University Information Systems

### Guests Attending:

Vice President Leonard Dinegar  
Dan Montez, Director, Office of Policy and Efficiency

### Approval of the Agenda

*Moved* by Teena Shepperson-Turner, *seconded* by Judy Anderson to approve the February 12, 2013 agenda. The motion passed unanimously.

### Approval of the Previous Months' Minutes

*Moved* by Nancy Sicalides-Tucker, *seconded* by Jim Dages to approve the December minutes with the following amendment:

The meeting was adjourned at **3:00 p.m.**

The motion passed unanimously.

*Moved* by Nancy Sicalides-Tucker, *seconded* by Tricia Strating to approve the January minutes. The motion passed with nine in favor, 0 opposed and two abstentions.

### Vice President Leonard Dinegar – Announcements

Vice President Leonard Dinegar spoke to SSC about several current events for system administration employees:

1. A new security guard, John Hamilton, will start on February 18. He will direct guests in the lobby of 1800 Grant Street, and will also monitor the building and parking areas. His hours will be 7:00 a.m. to 5:30 p.m. daily.
2. VP Dinegar approved the request for an additional \$2000 for the SSC budget for FY14. This is a one-time budget increase for next year only.
3. VP Dinegar thanked SSC for participating in the Grant St Working Group project with Dan Montez.
4. VP Dinegar discussed a proposal for a new program for charitable giving. The details of the program still need to be researched and worked out, but he would like system employees to serve as the pilot group. VP Dinegar asked that SSC discuss the idea and let him know if it sounds like a program he should continue to research.

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

Debbie Martin reiterated that SSC was approved for a \$2000 increase for its FY14 budget. There were no other changes to the balance sheet since last month.

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

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

- CU cannot bring in a vendor for shredding personal papers.
- A new security guard starts on February 18.
- Discussed an alternate place to hang SSC plaques instead of the 8<sup>th</sup> floor. The Denver conference room was suggested. After much debate, it was decided to table this discussion until such time that SSC has a second plaque to hang.

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

Tricia Strating reported that the SSC website is updated. She has been in contact with Jon Arnold and Travis Chillemi to indicate that the SSC website can be upgraded to the new platform whenever they are ready. Tricia also noted that future brown bag email announcements will also be sent to the CU Foundation employees on the 7<sup>th</sup> floor of 1800 Grant Street.

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

Debbie Martin reported that SSC has \$2000 budgeted for a staff appreciation event which might be scheduled for April 24. She also reported that the President's office is planning several employee events in the coming months including a coach's breakfast in May, a bake-off in June, an ice cream social in July, a fall-fest or Oktoberfest in September or October, and the holiday potluck and turkey give-away in December. All events are tentative. For next fiscal year, the events committee is looking into tickets and a meal at a Rockies game for the staff appreciation event.

#### **Community Service – David Pierce**

No report.

#### **Bylaws Committee – Leo Balaban**

Leo Balaban reported that the bylaws committee has met three times already and will likely meet a couple more times to continue revisions on the bylaws. These revisions will be presented and discussed at a future SSC meeting.

## **Elections – Lisa Landis**

Lisa reported that there are two nominations for SSC representatives. Nominations will be accepted until the end of February and elections (if necessary) will run the first two weeks of March.

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

Lisa Landis reported on the following items:

- CU is monitoring HR-related legislation and specifically the long-bill for the proposed increase to classified staff cost of living adjustments.
- The Board of Regents meet next week and will begin budget discussions including merit pools for exempt employees. A final decision won't be known until April or May.
- CU will match what the state does for benefit contributions, but we are trying to hold the employee costs the same for next year.
- Staff and faculty councils submitted several tuition benefit ideas that are now being researched for projected costs. There won't be anything for the CFOs to decide on until approximately April.
- HR is developing an Administrative Policy Statement (APS) on working retirees that will define the kinds of positions that can use working retirees and will enable HR to better track the hours and days worked. The goal is to have it be effective by July 1, 2013, but it still needs to be vetted by the shared governance groups.

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

1. Will there be new security protocols for 1800 Grant now that we have a security guard?
2. What time frame is Leonard looking for on the new charitable giving campaign?
3. On the student employee award – can we give them \$125 plus a certificate, instead of a plaque?

## **Old Business**

The shared drive for SSC is now available and the link is <\\ad.cusys.edu\data\departments\systemstaffcouncil>

Judy is working on the toy drive holiday party paperwork.

Student Employee of the Semester award – SSC discussed the nomination process form for the student employee of the semester award. VP Dinegar would like to have the entire form on the website. Tricia Strating will work with Jon Arnold to get that done. Prize information will be added to the nomination form. The SSC agreed that the prize should be \$125 pre-tax and instead of spending money on a plaque the winner will receive a framed certificate, however this change will need VP Dinegar's approval before it can be voted on.

The following amendments were offered to the nomination process:

1. Under criteria, second bullet: add "during an academic year" at the end of the sentence

The following amendments were offered to the nomination form:

1. Delete "Class Level"
2. Move "Email" to the second item
3. Delete the date for application deadline
4. Delete "Or deliver in person to:" at the bottom of the form

*Moved* by David Pierce, *seconded* by Nancy Sicalides-Tucker to approve the form and process documents as amended. The motion passed unanimously.

*Update:*

Via email on February 13, 2013, the following amendment was offered to the nomination process document to include updated prize information and timing as approved by VP Dinegar.

1. Add to the Description paragraph: "One student employee award will be presented each semester (fall and spring), and the recipient will receive \$125 (pre-taxed)."

*Moved* by Jim Dages, *seconded* by Teena Shepperson-Turner to approve the nomination process document as amended. The motion passed unanimously.

**New Business**

Dan Montez thanked SSC members for agreeing to be the core group responsible for reviewing and prioritizing the Grant Street efficiency ideas. The first meeting will be February 26 at 2:30 p.m. in the Astronauts conference room. Leonard will attend to give the group its charge and the group will review the major topics and begin prioritizing.

The SSC continued discussions about the alternative charitable giving campaign as suggested by VP Dinegar. It was agreed that SSC representatives should discuss possible criteria for choosing appropriate charities and would be discussed more at a future meeting.

*Moved* by Judy Anderson, *seconded* by Tricia Strating to ask VP Leonard Dinegar to proceed with exploring an alternative charitable giving campaign for system administration. The motion passed with nine in favor, one opposed and no abstentions.

**Announcements**

- CU Advocacy Day is March 22 at the state capitol. An email from CU Advocates has RSVP information.
- Lisa Carr and Teena Turner will resign from SSC effective June 30.
- The timeline calendar for SSC events has been updated and emailed.
- Tracy Hooker will take over for Lisa Landis as the HR representative ex officio member to SSC.

*Moved* by Tricia Strating, *seconded* by David Pierce; the meeting was adjourned at 2:47 p.m.