



System Staff Council

August 13, 2013

1:00 – 3:00 p.m.

1800 Grant Street, Denver Conference Room

Meeting Minutes

Attending:

Leo Balaban, Office of Information Security
Stephanie Ball, Risk Management
Darren Chavez, Academic Affairs
Jim Dages, Payroll and Benefit Services
Jamie Joyce, University Counsel
Lexie Kelly, University Treasurer
Debbie Martin, Internal Audit
David Pierce, University Controller

Nancy Sicalides-Tucker, Employee Services
Tricia Strating, Employee and Information Services
Tony Tolin, Procurement Service Center
Amanda Ulrey, University Relations
Lisa Vallad, Office of the University Controller

Absent:

Demetria Ross, Employee Services
Tracy Hooker, Human Resources
David Poticha, Technology Transfer

Guests Attending:

Dan Montez OPE Grant Street Working Group

Approval of the Agenda:

Moved by David Pierce, *seconded* by Tricia Strating to approve the agenda. The motion passed unanimously.

Approval of the June and July Minutes:

Moved by Debbie Martin, *seconded* by Lisa Vallad to approve the June and July minutes as amended. The motion passed with 11 in favor, 0 opposed and 2 abstentions.

Chair Discussion and Expectations:

Nancy Sicalides-Tucker spoke about the expectations she would like for System Staff Council.

1. Serve as a unit (SSC) and not as an individuals
 - a. Nancy Sicalides-Tucker requested that we each email 3-5 ideas for initiatives for system employees by 9/12/2013.
 - a. David Pierce made a comment in response to Nancy Sicalides-Tucker points: if anyone has any problems bring them to the group (do not go to VP's as individuals)
 - b. We need more people to volunteer so it is not always the same people
 - c. Try and be prepared, no more last minute events
 - d. Using shared drive for proposals, budgets and calendars
 - e. Would like to use local businesses where and when applicable
 - f. If someone has an idea for another committee, they can attend that committees' meeting

- g. Comment made by Lisa Vallad and agreed by Nancy Sicalides-Tucker: once an idea is voted on and approved – there will be no more discussion
- h. Adjust our process so we can get to our goals

Dan Montez – Guest Speaker:

Dan Montez from the efficiency committee discussed the progress made by the efficiency group.

Leadership walks have been going well. Leonard Dinegar has led a walk and Jill Pollock will be leading on 8/19/2013.

Bike to work was successful and gave thanks to SSC.

They would like to bring back the stair climb event.

They would like to increase awareness: look for other availability of showers for the building, map of nearby fitness centers and coffee shops, and organizing more on-site nutrition. Currently we have 33% healthy choices in the vending machines and they would like to bump that up to 50%.

Facilities group: New toilet paper dispensers are good, people seem happy with them. They would like to increase more awareness for building maintenance (building manual) and identify the people who should be notified of maintenance. Maximize the stairwell access.

They would like to do a question/survey on the locker room and showers to see if it's beneficial.

Facilities group to meet regarding permanent funding for the building.

Working on getting the first floor ice machines fixed.

Leonard Dinegar's update email was sent 7/9/2013 to 1800 Grant.

Questions:

1. Tricia Strating; will they finish with the garage lighting on the first floor? Dan Montez to follow-up.
2. Stephanie Ball; Can the 7th floor ice machines get fixed? Dan Montez to follow-up.
3. Leo Balaban; could we know the costs savings that have been realized since this committee, is there an amount that has been spent and how much saved on these new implements? Dan Montez to follow-up.

Next phase for Facilities committee:

1. More recommendations to VP's and waiting on impact
2. Bring group back together and continue for improvements and finding ways to educate and communicate
3. Group collaboration: Leo to take on providing a training on "Go to Meeting"
4. Creating a greater sense of community: Need to find ways to do this, look to SSC for ways
5. Cross-departmental level communication: Look to sharing information and to know what's available
6. Discussion on President's town hall meetings
7. Nancy Sicalides-Tucker: How can we let employee's know who we are as SSC
8. Stephanie Ball: Maybe a blog where people could express their own opinions
9. Dan Montez: Policy and efficiency news and updates

10. Building Security: Meeting to discuss the “lockdown” there needs to be another way to let the building know of a lockdown

Treasurer’s Report – Lexie Kelly

Lexie Kelly emailed the end of FY13 budget on 8/12/2013. She requested a rollover of \$150 from last year’s budget to pay for the Cableland Foundation fee of \$150 for the June retreat, which was not paid in FY13. The invoice has been submitted to CU marketplace, the PO said it was completed. Leonard said that he would get back with her regarding the rollover request of \$150. The funding for FY14 had already been allocated to our two speedtypes; we received \$2825 for the general operating speedtype and \$7000 for the auxiliary speedtype.

Debbie Martin emailed the FY14 budget on 8/13/2013. \$33.07 for SSC name badges. Presidents speedtypes was increased by \$1,000 for staff appreciation, \$1,000 increase for Christmas party and \$300 added for supervisor appreciation.

David Pierce (Outreach Committee) requested that some of the budget go towards merchandise for new employees. David needs to get prices and then adjustments can be made to the budget.

Moved by David Pierce, seconded by Lexie Kelly to approve the budget. The motion passed unanimously.

Chair’s report - Nancy Sicalides-Tucker

The following items were discussed at the monthly meeting with VP Leonard Dinegar:

1. Leonard Dinegar is working with Jim Dages on the motorcycle parking in the garage. The cost will be \$25 for outside and \$50 inside for monthly parking.
2. Garbage cans for outside seating area are on their way.
3. Lighting in the garage has been fixed (other than the second floor).
4. The building will not have reserved parking and will not lower the monthly cost for parking.
5. Shared parking: no badge sharing, Leonard will look into this.
6. Lack of Conference rooms: architects will be coming out to make an assessment.

Communications Committee – Tricia Strating

Need to discuss flyers and emails. Stephanie Ball shared a draft of the SSC flyer and is continuing to work on it and will bring the final draft to SSC.

Nominations Committee – Darren Chavez

Discussed participating members and meeting very soon to update student of the semester nomination form and process

Events Committee – Debbie Martin

Debbie Martin discussed the event dates:

Employee of the year 10/24/2013

Staff appreciation – first Friday in March

Supervisor appreciation lunch in April

Planning years of service – need to get budget and get figures

Events committee to assist with Outreach Committee for the Christmas Toy drive

Outreach Committee – David Pierce

Health and Wellness: Jill Pollock and Kathleen Bollard will be joining the JDRF walk

Bake Sale: Exceeding our goal of \$200, will send out an email regarding the bake sale profits and our goals for the JDRF.

1. Tony Tolin asked about animal testing on the studies at JDRF and David Pierce contacted Amanda. Animal testing is used but there is a strict screening process. David can send an email regarding this.

Questions brought up regarding the JDRF walk:

1. Competition between floors
2. Merchandise for winners
3. Another flyer for JDRF Walk RE: no fee and a shirt, virtual walkers and our goals.
4. UCSC (should we collaborate with AMC)

Lexie Kelly: Bonfils blood drive – Oct or Nov

Nancy Sicalides-Tucker asked Amanda Ulrey to assist David Pierce with the details for Holiday event, such as how to get items, services and catering to the venue – David Pierce will build a to do list and add it to the shared drive.

1. Nancy Sicalides-Tucker – figure out the venue
2. Tricia Strating – Tri Visible room is reserved (AMC)
3. Amanda Ulrey – figure out how to get items, services, catering to the venue

Discussion items for VP Leonard Dinegar

Follow up about the lockdown/security
Spring cleaning date/Community swap
Outside trash cans

Committee report:

Tricia Strating, Nancy Sicalides-Tucker and Jamie Joyce added to have access to send SSC emails. David Pierce, Leo Balaban and Debbie Martin will no longer have access.

Tricia Strating discussed that the website has been updated other than the most recent events. The new website is ready to go.

New Business

Kevin McCarty (desktop support) orientating new employees. UIS has their own orientation; should we collaborate?

Meeting with VP's 9/24/2013: Email any questions to Nancy Sicalides-Tucker by close of business 9/12/2013

Nancy Sicalides-Tucker to send a reminder email to SSC before 9/12/2013

Old Business

Committee for Student Employee of the Semester and President of the Year Award
Leo Balaban to schedule meeting

Announcements

1. Nancy Sicalides-Tucker to speak with Demetria Ross about committees.
2. Tricia Strating: Brown Bag Committee needs to meet again regarding new brown bag lunches.
 - a. If anyone has any ideas for Brown Bag Lunches, please send them by email.

3. SSC will not be paying anymore presenters for Brown Bag Lunches.
4. Darren Chavez: Maybe out for 4-6 weeks
5. Tricia Strating Motion to adjourn, 2nd by David Pierce, all in favor

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