



System Staff Council

September 24, 2013

1:00 – 3:00 p.m.

1800 Grant Street, Astronauts Conference room

Meeting Minutes

Attending:

Leo Balaban, Office of Information Security
Stephanie Ball, Risk Management
Jim Dages, Employee Services
Demetria Ross, Employee Services
Lexie Kelly, University Treasurer
Debbie Martin, Internal Audit

Nancy Sicalides-Tucker, Employee Services
Tricia Strating, Employee and Information Services
Tony Tolin, Procurement Service Center
Amanda Ulrey, University Relations
Tracy Hooker, Human Resources
David Pierce, University Controller

Absent:

Jamie Joyce, University Counsel
David Poticha, Technology Transfer
Lisa Vallad, Office of the University Controller
Darren Chavez, Office of Academic Affairs

Guests Attending:

Mike Seele, University Information Services

Approval of the Agenda:

Jim Dages asked that the agenda be revised to correct his department name to Employee Services.
Moved by Jim Dages, *seconded* by Amanda Ulrey to approve the agenda. The motion passed unanimously.

Approval of the August Minutes:

Moved by Tricia Strating, *seconded* by Leo Balaban to approve the August minutes as amended. The motion passed with 11 in favor, 0 opposed and 1 abstention.

New Business:

Leo Balaban noted that SSC is lacking a dedicated committee to research and advocate for staff issues. He proposes the following:

1. Form a standing committee to determine which employee-related issues to bring to VP Dinegar.
 - a. Other universities have a committee which performs this function.
 - b. Should be formed as an ad-hoc committee, then follow bylaw procedures to form an official committee of SSC.
2. The committee would decide which 3 items to address each month.
3. Could address concerns that staff at 1800 Grant Street have, then bring to the full SSC
4. Complete research as needed before bringing idea to entire group.

Motion to form ad-hoc committee with working title of *Advocacy Committee* brought by Leo Balaban, seconded by Amanda Ulrey; committee members will be Leo Balaban, Demetria Ross, Tony Tolin, Amanda Ulrey and Tricia Strating. Motion carried.

Michael Seele – Guest Speaker:

Michael Seele discussed having UIS provide monthly training sessions to staff at 1800 Grant Street. He noted that GoToMeeting training would be one that he thought would be well-received. He said that UIS gets many products and tools that need to be tested before making available to staff.

One of the events/topics that could be addressed in one of the training sessions would be new employee orientation.

Demetria Ross suggested that subcommittees take notes at their meetings so that staff could see the decisions made at the subcommittee level. She said that as a new SSC member, more information would have been helpful. SSC discussed this proposal and decided that it was a good suggestion. Demetria will make a template so that all subcommittees follow the same format.

Treasurer's Report – Debbie Martin

Debbie Martin noted that \$81.95 was spent on pizza for the Brown Bag session in July, \$100 for the Molly Brown August Brown Bag speaker and \$112 for the tent used at the JDRF walk in October. SSC members discussed the pros and cons of having a tent at the JDRF walk and decided to at least consider a tent for future outreach events.

The motion passed unanimously.

Chair/Vice-Chair report - Nancy Sicalides-Tucker and Tricia Strating

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

1. Security issues in the building will be handled by experts and according to security protocol.
2. Motorcycle stripes in the parking lot are finished.
3. Trash cans are still being considered, but the cost is expensive to get them sturdy enough to be used outside.
4. Spring clean-up is still on his list of to-do projects; 3 students have been hired, so they should be available to assist with the project.
5. Meeting with the President and Vice Presidents had to be rescheduled from the original date of October 8.
6. John Hamilton, building security guard, has adjusted his building monitor schedule so that he is at his desk more during the peak times of the day.

Communications Committee – Tricia Strating

SSC website is up to date.

Committee has template for all communication-emails and flyers.

Brochure for new employees is being finalized by Stephanie; she brought one for committee review.

Committee information is in the shared folder for all to view.

Events Committee – Debbie Martin

Committee will meet on September 25 to finalize invitations, food and budget for YOS event on 10/24/13.

Outreach Committee – David Pierce

JDRF event was a success. SSC goal of \$1,500 money to be raised was surpassed; \$4,265.00 was raised Holiday event with Buckley military base will be their next event.

1. Buckley AF base will be contacted soon so that committee has an idea of how many to expect for this year's event.

2. Representatives will go the AMC campus to look at reserved room for space and setup requirements; there is no charge to use the Trivisible Room in Research 2 building.
3. Amanda knows of catering companies that she can recommend.
4. Parking could be an issue for those attending; committee will investigate options.

Nominating Committee – Leo Balaban

Committee has met twice since the last SSC meeting; started working on 7th Annual Employee of Year award process.

Recommending to have one returning member from last year's committee serve on this year's committee to assist with choosing Employee of the Year.

Moved by Tricia Strating, seconded by Amanda Ulrey to allow Lisa Vallad to serve on review committee to choose 2013-2014 President's Employee of the Year. The motion passed unanimously.

Brown Bag Committee – Lexie Kelly

Committee met to discuss upcoming brown bag sessions; speakers are lined up through May, 2014.

Communication committee will send out flyers in advance of each month's brown bag.

Lexie will coordinate with Leah Cheney to see if the Tuesday CU walk could be moved to Monday so that staff could attend both events.

PERA and HR Updates – Tracy Hooker

No updates

Old Business

1. New discussion items for VP Dinegar
 - a. 529 plan is available to employees. University cannot administer it, but employees can set up a plan themselves.
 - b. Flooding-VP Pollock discussed options for affected employees; staff can donate online.
 - c. Nancy will discuss volunteer opportunities for CU employees system wide. Habitat for Humanity is an option for an all campus participation event.
2. October 8th meeting will start at 9:30; Vice President's will join the meeting at 11:00.
3. UCSC retreat in Vail to be held on September 26th. Topics will include social media, better communication, volunteer projects, UBAB participation in HEW meetings.

Motion to adjourn by Tricia Strating, seconded by Leo Balaban. The meeting was adjourned at 12:15 p.m.