



System Staff Council

December 10, 2013

1:00 – 3:00 p.m.

1800 Grant Street, 6th Floor Conference Room

Meeting Minutes

Attending:

Leo Balaban, Office of Information Security
Stephanie Ball, Risk Management
Darren Chavez, Academic Affairs
Jim Dages, Employee Services
Tracy Hooker, Human Resources
Jamie Joyce, University Counsel
Lexie Kelly, University Treasurer
Debbie Martin, Internal Audit

David Pierce, University Controller
Demetria Ross, Employee Services
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:

David Poticha, Technology Transfer

Guests Attending:

Kathy Rasco
Adam Rodriguez
Nancy Littleford

Approval of the Minutes:

Moved by Tricia Strating *Seconded* by Leo Balaban. *Approved* by Council.

Approval of the Agenda:

Demetria Ross had a question about “items not brought forth by Employee Advocacy Committee.” Nancy Sicalides-Tucker explained that these items were any outstanding questions not addressed by the EAC.

Moved by Stephanie Ball *Seconded* by Demetria Ross. *Approved* by Council.

Employee Advocacy Committee:

1. Vote to approve Bylaw Change to establish EAC as a standing committee.
2. *Moved* by Tricia Strating *Seconded* by Leo Balaban. 11 in favor, 1 opposed.

Health and Wellness Committee Proposal:

- a. Partnering with Grant Street Efficiency Committee (Leah Cheney, Darren Chavez, Lisa Vallad, Nancy Sicalides-Tucker, Alexis Kelly are currently on the Grant St. Committee).
- b. Dr. Katie Sauer (certified instructor). Would like to offer Mondays to teach Yoga. Dr. Sauer explained how she has a scientific approach to yoga.
 - i. May merge 7 minute workout into Health and Wellness group

3. Tricia Strating moved to create a Staff Council Ad Hoc Committee for Health and Wellness. Seconded David Pierce seconded. Council Approved.
Tricia Strating suggested that the Ad Hoc Health and Wellness Committee strive to coordinate the "chair massages" on a monthly basis.
Committee: Amanda Ulrey, Darren Chavez, Lisa Vallad, Lexie Kelly, Leah Cheney, Nancy Sicalides-Tucker.

New Business: Chair's Comments:

1. Committees to prepare reports and place on the shared drive prior to meetings.
2. Each member should read each committee report prior to the meeting, and be prepared with any questions/discussion points etc.
3. Committee chairs please start reviewing your budget proposals for next year.
4. Nancy requested for committee chairs to provide a timeline/schedule for the remaining meetings for the year.

Treasurer Report – Debbie Martin:

1. Report is updated as of 12/6/13 and on the shared drive. It has been updated for the YOS but not Buckley event; waiting on the final bill from the Warwick
2. Debbie Martin to follow up on if we have a new SpeedType for SSC.

Chair/Vice Chair – Nancy Sicalides-Tucker/Tricia Strating:

1. Parking - Final decision from Leonard. 9 spaces will be reserved for VIPS (Chancellors, Regents, Visitors). Currently still 7-10 spaces available. The building is planning on overselling by a few spaces due to absence rate. No over-size spaces, no assigned spaces, it will be first come/first serve.
2. CPR Training was supposed to be held on 12/9, has been moved to a tentative date in the end of January. Office of the President will pay for kits for each attendee in the class, and event will be co-hosted by SSC.
3. Extreme Home Makeover Pitch: Amanda, Jay and Nancy have their first meeting on Monday to draft business proposal. In addition, Amanda and Jay will reach out to the contacts at Anschutz where Extreme Makeover- Weight Loss Addition has been filming. If anything evolves from this discussion it will be presented to SSC and UCSC. If this does not work, we will approach other venues, such as Habitat for Humanity.
4. Faculty Council: Looking for someone from Staff Council to sit on their personnel committee. At this point, they are just looking for someone with interest. By-laws committee will need to make a proposal to change the by-laws.

Communications - Tricia Strating:

Tentative meeting for December. Several items need to be discussed including whether or not to use Harris for SSC email communications. Do employees need to receive SSC emails or should we have an unsubscribe link? The committee also needs to review the SSC brochure now that the Employee Advocacy Committee has been created. Kathy Rasco noted that Employee Services is working on a new hire packet and perhaps the SSC brochure could be included with it.

Events Committee – Debbie Martin:

1. No report.
2. Stephanie Ball suggested considering formatting/establishing events "best practices" planning procedures.

Outreach Committee – David Pierce:

1. Buckley - Holiday Toy event was successful. A Thank-You email to all system employees will be distributed soon.
2. Meeting to be scheduled soon.

Nominations Committee - Leo Balaban:

Student Employee of the Semester Award: Leo Balaban thought that the Nominations Committee had voted to only have one award. Tricia Strating and Debbie Martin did not remember voting for that. Leo Balaban to look over his notes and send any documentation to them regarding this vote.

Employee Advocacy - Leo Balaban:

No report.

Brown Bag - Lexie Kelly:

Brown Bags are set through May. The January brown bag is “State of Slim” by Dr. James Hill from the Anschutz Health and Wellness Center.

By Laws:

1. Leo Balaban - Employee population has grown by 20%-25% since the previous year. We should consider expanding our membership from 15, in order to capture more representation from system administration. This consideration is also due to the increasing number of committees. . David Pierce suggested ensuring that SSC representatives come from each major department of system administration
2. Consider advertising more that you do not need to be a member of SSC to be a member of a committee.
3. Consider requesting additional budget.

Pera/HR Updates: Tracy Hooker

No updates/no report

Old Business:

Refer to Chair/Vice Chair’s Report

UCSC:

1. Meeting on Thursday of this week.
2. Campus Program Prioritization that Regents passed down (intended to look at every department). This also included staff. Campuses have looked at their own departments and prioritized them.
3. Mark Stanker, CU Health Plan Administrator, came to discuss Trust items.
4. Sub-committee of the trust is comprised of employees from all 3 campuses reviewed over 300 suggestions. These suggestions are pared down and reviewed, and will bring them forth to the January Employers’ Group meetings. These will be considered for July 1 plan changes.
5. Discussed Employee Services policies, such as final pay. Hand-drawn check policy - attempting to eliminate hand-drawn checks.
6. Brian Burnett came to discuss UCCS information.

New Items for Leonard Dinegar:

1. Discuss increasing staff council membership numbers, budget, and distribution of population.

New Business:

Stephanie Ball was wondering if the events committee has any documentation for the events that are put on that SSC can utilize as a format to use for planning purposes. Stephanie Ball to email Nancy Sicalides-Tucker with some templates SSC can use.

David Pierce requested that the next Staff Council Meeting date be on the next agenda. Tricia Strating to speak with Nancy Sicalides-Tucker about adding the date to the next agenda.

Motion to adjourn Leo Balaban, 2nd by David Pierce, all in favor.

Meeting was adjourned at 3:00pm