



System Staff Council
February 11, 2014
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
Lexie Kelly, University Treasurer
Debbie Martin, Internal Audit
David Poticha, Technology Transfer
Demetria Ross, Office of the 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

Call to order 1:05pm

Absent:

Jim Dages, Employee Services
Tracy Hooker, Human Resources
Jamie Joyce, University Counsel
David Pierce, University Controller

Guests Attending:

Rosemary Contreras
Kathy Rasco

Approval of the Minutes:

Tricia Strating moved to approve the January minutes. David Poticha seconded. Debbie Martin abstained.
Approved.

Approval of the Agenda:

Change to agenda that Lisa Vallad will be giving Health and Wellness committee update and Kathy Rasco will be giving HR Update instead of Tracy Hooker. Debbie Martin moved to approve. Amanda Ulrey seconded.
Approved.

NEW BUSINESS:

Chair's Comments/Feedback:

Nancy Sicalides-Tucker:

Massage Event: Not everyone who wanted to get in was able to. We will be having another event in March. The Health and Wellness Committee will be working on a lottery system for those who sign up.

CPR Event - 2nd email with additional session was sent on 2/11.

Tricia/Nancy have been researching annual retreat locations. Looking at Cableland, Daniels Fund, and the Mizel Museum. Tentatively scheduled for June 13, 2014.

Kelly Cronin will be joining us for the April meeting. Please provide questions for her to Nancy ahead of time.

Introduction emails from the committees have been successful. We have recruited a few new people to our committees.

Michael Seele will be meeting with Leo and Nancy tomorrow to discuss IT training for the building/new employees.

Call for Elections/Nominations drafted communication. Final communication will be distributed the afternoon of 2/11/14. The email will not only include the members up for re-election, but any vacancies we have as well.

Email communications: Please acknowledge feedback from committee members in your email drafts.

Email communications: This is a great opportunity to high-light the accomplishments of each committee.

OFFICER REPORTS:

Treasurer Report – Debbie Martin:

Review financial report on the shared drive.

Updates include the Buckley event. We saved \$45. The \$45 will be used for thank-you gifts to volunteers (Mr. and Mrs. Claus)

SpeedType 51000017 has \$2,585 remaining. Designated for administrative costs, retreat, president's employee of the year award (Debbie Martin to investigate why this is remaining), student appreciation award, brown bag series, and travel. SpeedType 52694391 has \$3,798 remaining. Designated for staff appreciation events, outreach, supervisor appreciation lunch, UCSC staff conference, and savings from years of service event.

Darren Chavez suggested we look into Go To Meeting to save on conference call costs. Nancy to investigate affordable modes of communication for participants to use if unable to be physically present at a meeting.

Chair/Vice Chair Report (Meeting with Leonard) – Nancy Sicalides-Tucker/Tricia Strating:

Leonard will be sending construction updates to the entire building instead of just the 8th floor.

Discussion with Leonard regarding Buckley holiday event. He was supportive of whatever SSC decided to do.

Leonard reached out to Lisa Landis regarding Regent Policy 11-E - Administrative Leave, which allows for employees to take administrative leave for volunteer time, pending supervisor approval. Leonard will be approaching administration to see if this policy could be applicable for all staff (certain locations are currently providing supervisor approval).

Demetria Ross stated that the severe weather policy (now under UCD) link sent in the email did not work.

COMMITTEE REPORTS:

Communications - Tricia Strating:

SSC now has a shared calendar.

Stephanie Ball: Brochure is complete and available on the shared drive for review.

Events Committee – Debbie Martin:

Staff appreciation event will be sent out Thursday. Tony Tolin will be handling RSVPs. Task list is on shared drive. Lisa Vallad to bring Mardi Gras beads for theme. We may be ordering a King Cake.

Supervisor appreciation event to be held on April 3rd. Luncheon. Stellar catering is scheduled.

Outreach Committee – David Pierce:

(Update given by Demetria Ross)

\$45 savings to be spent on gifts for the Mr. and Mrs. Claus volunteers.

Buckley Event - Next year we will be doing 2 sessions at 1800 Grant St. to serve more children, and to have cost savings of not having it to be held at the Warwick. December 5th 2014, 5th floor all day.

Clothing Drive to go to Dress for Success and ARC.

Woman of the Year Campaign for the Leukemia and Lymphoma Society - Nancy Sicalides-Tucker suggested Naomi Binkley because she is a CU Graduate – School of Journalism and was recognized as one of Denver's Small Business owners in the top 40 under 40. Further communication will be provided and discussed with the Outreach Committee.

Committee email communication was distributed.

Demetria Ross pointed out that the severe weather links distributed by Leonard Dinegar do not work. Nancy will be addressing this in her next meeting with Leonard.

Nominations Committee – Nancy Sicalides-Tucker:

Lisa Vallad is now the committee chair for the Nominations Committee.

Lisa Vallad has drafted the Nominations Committee email requesting volunteers.

Both President's Employee of the Year and Student Employee of the semester award will be revised.

Next meetings are scheduled for January/February.

Please let the committee know about any questions with the process.

Employee Advocacy - Leo Balaban:

Researching as to what other educational institutions do for succession planning.

Brown Bag - Lexie Kelly:

Schedule for the remainder of the Fiscal Year has been established and is on the shared drive. The committee has done some brain-storming on other speaker ideas.

PERA/HR Updates: Tracy Hooker

Kathy Rasco provided update in lieu of Tracy Hooker.

HRMS/FIN Upgrade: Currently in planning and design state. Development will be Summer/Fall 2014. Testing Spring of 2015. Training/Go Live November 2015. This will impact HRMS users. Communications for non HRMS users would be appreciated, such as how this will impact My Leave, personal information, etc.

PERA Contributions. 2014-2015 - .90% increase. 2015-2016 - .90% increase. 2016-2017 - .90% increase.

Working retirees policy change: Next (fiscal) year a justification form will be required when hiring a working PERA retiree. Any suggestions please provide to SSC which will be provided to HR. We will bring this to the UCSC meeting on Thursday.

Health and Wellness:

SSC-Health and Wellness Calendar to be established.

Weekly emails for events to be distributed. This will include the new calendar.

Suggestion to establish teams for Bolder Boulder. Suggestion to bring Regent Bosley back for brown bag series.

Bike to Work Day - Have Health and Wellness Committee partner with Outreach Committee.

HR Implications: Do we need to communicate guidelines to employees regarding how to handle time spent on Health and Wellness Committee? Kathy Rasco suggested that we have people check with their managers. Kathy to provide SSC with standard communication regarding this.

ADJOURNMENT:

Meeting adjourned at 2:52 p.m.