



**System Staff Council  
Meeting Minutes**

Tuesday, August 12, 2014

1:00 – 3:00 p.m.

1800 Grant Street, Denver; 6th Floor, Denver Conference Room

**Attendees:**

Stephanie Ball, Risk Management  
Darren Chavez, Academic Affairs  
Jim Dages, Employee Services  
Tracy Hooker, Human Resources  
Jamie Joyce, University Counsel  
Kay Miller, Employee Services  
David Poticha, Technology Transfer (By-Phone)  
Demetria Ross, Office of the University Controller

Nancy Sicalides-Tucker, Employee Services  
Tricia Strating, Employee and Information Services  
Tony Tolin, Procurement Service Center  
Lisa Vallad, Office of the University Controller  
Richard Wilborn, Office of Advancement

**Absent:**

David Pierce, University Controller  
Amanda Ulrey, University Relations

**Guest(s) Attending:**

Brynn Shader, Employee Services

**Call to Order at 1:04 p.m.**

**Approval of the July Minutes:**

The July minutes were approved via email consent prior to this meeting.

**Approval of the Agenda:**

*Moved* by Stephanie Ball, *Seconded* by Jim Dages, *Approved* by Council.

**Officer Reports:**

**Chair/Vice Chair Report - Nancy Sicalides-Tucker and Tricia Strating:**

Met with Lisa Vallad about the responsibilities of the Treasurer position. They discussed how they could make our finances more transparent. They also met with the chairs of committees that have a budget to discuss the FY2016 budget.

**Treasurer's Report - Lisa Vallad:**

Lisa Vallad met with committee chairs to identify this year's budget. Presented a report that showed the details of the budget that they came up with. This will be reviewed monthly during the regular SSC meetings. The total budget for FY 2015 is \$8,825. Last year's total budget (FY 2014) was \$9,975. There is a potential \$160 carryover from last year that Lisa is working. Only adjustment made during meeting was to include a line item for welcome gifts to the new Broomfield office.

**Update on items from Leonard Dinegar - Tricia Strating:**

The Walnut Street location has old gym equipment that they will no longer need since they are moving to the Broomfield location that has a gym with equipment provided by the landlord. Leonard is looking into the possibility to have the Walnut gym equipment moved to the former mailroom at 1800 Grant Street.

A cleaning crew at 1800 Grant Street is reviewing and monitoring for drywall dust due to the construction. The filters (air duct) on each floor will be replaced by August 6.

Any plans for possible reserved parking spots in the parking garage have been abandoned. This is due to the fact that more people are utilizing the parking garage than before and we are almost to capacity.

Leonard is in talks with the individual in charge of the shuttle between AMC and the downtown Denver campus to see if they can add a stop at 1800 Grant Street. This service used to be provided but they discontinued the stop at 1800 Grant because of low numbers in riders.

**Committee Reports:**

**Brown Bag Committee - Nancy Sicalides-Tucker:**

Next brown bag is scheduled for Tuesday, August 19. Lexie Kelly and Judy Anderson have volunteered to stay on the committee. Brown bag committee did not meet. No December brown bag will be held because of low turnout in the past.

**Communications Committee - Stephanie Ball:**

Met and discussed new email template. The committee sent the template to University Relations to make sure that it was in compliance. They reviewed and approved the template.

Discussed role of the email sender and decided it should be the chair of the communications committee. This used to be done by the secretary but the council felt that it would be better if it came directly from the communications committee since many times there are last minute edits that need to be made.

Updated the SSC brochure to include the new representatives information and the new group photo.

Creating committee pages for each SSC committee on the SSC website. It will include general information on each committee as well as the committee member names. Committees need to send their information to Stephanie if they have not already done so. Page is live but the link is not posted publically anywhere yet. There will be link to these pages in future email communications.

If you have any events that you would like to be published on the SSC website on the upcoming events section email them to Stephanie Ball.

**Employee Advocacy Committee - Demetria Ross and David Pierce:**

The committee met today and reviewed timeline of the committees work so far (past 10 months). Demetria Ross and David Pierce will co-chair the committee.

One of the EAC members will collect the batteries from the recycling stations at the end of every month and distribute them to UIS. The committee has received great feedback on the battery recycling program.

Reviewing list of questions and concerns that were submitted from system staff last year – this is on the SSC shared drive. If there are any new questions or concerns that EAC needs to review they can be submitted using the SSC EAC distribution list: [ssc-employee-advocacy@cu.edu](mailto:ssc-employee-advocacy@cu.edu).

### Events Committee - Jamie Joyce:

The committee met last week and set a date for The President's Employee of the Year Award and Years of Service. The set date is October 28. Fifty people will be honored for their years of service. While this is less than last year, the distribution has changed (i.e., there are less people with 5 years of service and more people with increased years of service). The committee is in the process of figuring out gifts for this year's recipients. Cathy Beuten is on board for photographs.

Just as a reminder – it is strongly encouraged for any events that SSC is hosting that the whole council should be helping out during the event if they are available and not just the members of the events committee.

### Health and Wellness Committee - Kay Miller:

The committee met and discussed what they have done in the past years. They will continue doing everything that they have done in the past which include CU Walks, Yoga and Meditation. The committee is currently planning the Stair Climb event that will be held during the first week of November. They are also looking into a liability waiver for this event.

There is a possibility that a Zumba class will soon be offered for a nominal fee from each participant which will cover all costs associated with the classes. SSC will not be providing any money to help pay for the Zumba classes, all costs will be covered through participant fees.

### Nominations Committee - Lisa Vallad:

Reviewed the approved the President's Employee of the Year procedures. There were two different votes by the council on this matter. One was to vote on the updated rubric and procedures. The other vote was regarding if letter examples should be included on the website.

Updated Presidents Employee of the Year Rubric and Procedures vote:

*Motion to approve by Jim Dages, Seconded by Tricia Strating. Approved by council.*

To include strong and weak example letters on website vote:

*Motion to approve by Tricia Strating, Seconded by Tony Tolin. Approved by council.*

### Outreach Committee - Tricia Strating:

The committee met twice since the last regular SSC meeting. Currently doing school supply drive for Gilpin Montessori which is a high needs school. Friday, August 15 is the last day to collect. The committee is hoping to deliver the items on Wednesday of next week. Patrick Kramer is bringing items collected from the Walnut office next Tuesday.

Committee voted to support the LLS Light the Night Walk that will be held on Thursday, October 2 at 5:30 pm at Washington Park. Anyone can join the team for free however every participant to raise \$100 will receive a lit balloon, t-shirt, and light for the walk. Fundraising page has already been created:

<http://pages.lightthenight.org/rm/DenverL14/CUSystemAdmin>.

CU will not be purchasing a tent for this event because they only allow tents if you raise at least \$10,000, however, we have the potential to partner with the CU AMC team. Last year we raised around \$4,000. Committee is looking into possible busing options for the event. Because the event is at 5:30 pm Leonard will be providing an email encouraging supervisors to allow employees to take administrative leave to leave early as in accordance with the exempt professional leave policy regarding volunteers.

Thursday before broncos first home game we will be asking employees to donate \$1 to wear broncos gear to work that day to help raise money for the team.

The Committee has been discussing the Buckley air-force base holiday party. Survey went out to see how people feel about the party. Lisa Vallad will send the survey results out to the council by the end of the week.

## **Other Agenda Items:**

### **Items for Leonard Dinegar:**

Council Discussed an SSC meeting with Vice Presidents/Administration. The approach that the council agreed on for FY2015 will be to have President Benson visit a meeting for 15 minutes, and have Jill Pollock and Leonard Dinegar visit meetings as well. If something arises outside of their areas of expertise, this approach will be revisited. We would like for this to happen in November. EAC will start soliciting questions and concerns. If you have any questions or concerns for President Benson, Jill Pollock, or Leonard Dinegar they can be submitted using the SSC EAC distribution list: [ssc-employee-advocacy@cu.edu](mailto:ssc-employee-advocacy@cu.edu). EAC will review all questions and concerns and figure out if any need to go administration or if they can be answered elsewhere or through the committee.

### **PERA and HR Updates - Tracy Hooker:**

About 25 people attended the "Promoting a Respectful Working Environment" that was held on July 30. It was identified that some people were not permitted to attend due to it being a busy time of year.

### **UCSC Updates:**

Retreat was held last week. Tricia Strating and Jim Dages joined Nancy Sicalides-Tucker to represent SSC. Two committees were established this year which are the policy committee and the engagement committee. Policy committee will look at any policies that are up for review. 2-3 people will work on each individual policy. Policies are: Family Leave, Classified Family Leave, Dependent Tuition Plan, and Regent Policy 11. Other items to be reviewed will be Salary Compression, Succession Planning, Food Drive for all campuses (all campus volunteer day).

The trust visited and discussed Brussels + Muscles which aims for kids ages 5-11. Also the trust will be revisiting/revamping the Be Colorado app, and working with different vendors to add to it (like the Jawbone and Fitbit). Still providing flu shots in the fall. Health assessment is now being held in the spring to coincide with open enrollment.

Suggestion to "Be Colorado" that there be an award if you get the \$75 every quarter.

Service Employee of the Year Award - Lisa Vallad can help that committee with their award. They want to revamp the award and hopefully have it online.

### **Adjournment:**

*Motion to adjourn by Jamie Joyce, Seconded by David Poticha. Approved by Council.*

Meeting was adjourned at 2:59 p.m.