

UNIVERSITY OF COLORADO SYSTEM ADMINISTRATION STAFF COUNCIL

Meeting Minutes

Tuesday, February 10, 2015  
1800 Grant Street, Denver  
Denver Conference Room, 6<sup>th</sup> Floor

Chair Nancy Sicalides-Tucker called the regular meeting of the System Staff Council to order at 1:07 p.m.

ROLL CALL

The following members were present:

Stephanie Ball, Risk Management	Ashley Morgenstern, UIS
Darren Chavez, Academic Affairs	David Pierce, University Controller
Jim Dages, Employee Services	Demetria Ross, Office of the University Controller
*Tracy Hooker, Human Resources	Nancy Sicalides-Tucker, Employee Services
Jamie Joyce, University Counsel	Tricia Strating, Employee Services
Kay Miller, Employee Services	Richard Wilborn, Office of Advancement

*\*Indicates non-voting ex officio member*

A quorum was present.

ABSENT:

Tara Dressler, University Counsel  
Amanda Ulrey, University Relations  
Lisa Vallad, Office of the University Controller

GUEST(S) ATTENDING:

Brynn Shader, Employee Services

APPROVAL OF THE MINUTES

The minutes of the December 9, 2014 and January 13, 2015 System Staff Council meetings were voted on via email consent prior to this meeting.

APPROVAL OF THE AGENDA

*Moved* by Demetria Ross, *Seconded* by David Pierce.  
*Approved* by Council.

REPORTS OF OFFICERS

**Treasurers' Report – Nancy Sicalides-Tucker on behalf of Lisa Vallad:**

No report. No changes since last meeting.

## **Chair/Vice Chairs' Report – Nancy Sicalides-Tucker/Tricia Strating:**

Met with Leonard on the following items:

- President did approve the workout center on the 1<sup>st</sup> floor of our building. Leonard Dinegar is working with risk management to develop a waiver. Students on 8<sup>th</sup> floor are currently cleaning out the room and moving all of the stuff currently in the room to level three of the parking garage by March. Looking to get A/C and heating in the workout room because currently there is only a fan. Also checking to make sure electrical outlets are up to code and can handle the power required for the fitness equipment. Talked about the possibility of having a TV but this is something that we will look into later down the road.
- CPR training – Health and Wellness committee is working with Jeri Barlock to find a date to have the training. Someone will also need to check/test all the defibrillators in the building to make sure they are all in working condition.
- Parking in the garage is sold out and an email was sent out from Leonard last week about this issue. We are currently looking into what to do with oversized vehicles (possibly designating parking spaces on level three of the parking garage since there are some bigger spaces available).
- Take Our Daughters And Sons To Work Day is on Thursday, April 23, 2015 – Vice President Kathy Nesbitt and her assistant Paula Manzanares are in charge of this year's event. They are asking for volunteers to help out during the event and to help prepare beforehand. If you would like to volunteer contact Paula Manzanares at [paula.manzanares@cu.edu](mailto:paula.manzanares@cu.edu).
- 1800 Grant had a problem with traffic during the state inauguration at the capitol. We are not likely to get notifications from the city about when an event may be taking place that could affect traffic.

Nancy has a phone call next week to discuss the training “emergency preparedness”. We currently have something similar that is offered on the online SkillSoft portal. If the training is put together only about 10% of the content would be active shooter and the rest would be other emergency procedures. Managers would select who would go to the training. The training would not be mandatory for all system administrative staff. Erin Russell is currently working on the flier. She is also working with risk management to work out all the other details.

UCSC will be voting this Thursday on the Service Excellence Award. Only one nomination for system administration was submitted to UCSC.

Friday, April 3, 2015 is the date that SSC is hosting the UCSC meeting. Nancy asked that this meeting should be on all SSC representatives' calendars. The meeting will be taking place at the History Colorado Museum and the meeting will be from 8:00 am to 2:00 pm. This meeting will be geared towards staff professional development with staff. Nancy would like to add an item to the agenda for UCSC meeting about the details regarding the Service Excellence Award. She would like to communicate with academic affairs on how they do their awards and figure out what is best for the future of UCSC awards. SSC can look into this so they have a voice on the matter. David Pierce asked if we will need to do a presentation for the UCSC meeting that is about what the SSC did during the previous year. It is up to us since we are hosting the meeting

and generating the agenda. Jim Dages suggested offering a template that asks for each individual council's presentation that fits within their 5 minute allotted time.

UCSC is currently looking into how other institutions handle professional development (training/licenses) for staff that is required to have these items to perform their specific job duties. They are currently looking for ideas to propose to Kathy about staff development (trainings/licenses). If anyone has any suggestions please send them to Nancy and Tricia.

Years of Service query – Data warehouse holds all the data needed to pull the report. This would help eliminate any problems about how long someone has been here that we have had in the past.

EAC is generating a letter regarding the blind spot coming out of the parking garage on behalf of the system that can be sent to the city. Once the letter is written we need to send it to Leonard Dinegar for his approval and signature. The letter should identify the problem, figure out a solution, and include pictures for examples.

### REPORTS OF COMMITTEES

#### **Brown Bag Committee – Brynn Shader:**

First brown bag is in a week on Tuesday, February 17, 2015. Speakers are Leonard Dinegar and Wynn Pericak. Questions were sent out prior to all system administration and we have already received many responses. Committee wants to get some marketing out and asked for SSC to help deliver the marketing to their floors/departments. Stephanie Ball sent out an email last week with a flier that can be printed out and put around the building.

#### **Communications Committee – Stephanie Ball:**

Sending out SSC nominations solicitation email today.

#### **Employee Advocacy Committee – Demetria Ross/David Pierce:**

Discussion led by EAC on SSC's response to review/revised APS 5014: Sexual Harassment Policy and Procedures. EAC met and discussed the policy. Some of the questions or concerns that were brought up:

- Does system have a title 9 coordinator? No
- Draft of process of written procedure that is stated in section F that shall be established by July 1, 2015. Is this complete? If so, where is this document?
- Nothing listed for system under process and procedure section F. It would be good to know who we can contact if we are not our on campus/system as written in the draft policy.

Findings on staff professional development opportunities at other higher education institutions: Georgia allocates at least 1% of employee salary for professional development. Washington – It is up for the supervisor to allow for time off for professional development. Forward any information that you may have that you have found from other University Systems to Tricia Strating. Use comparable universities when researching other university systems. Darren Chavez

will send an email to all representatives about other universities that we recognize as “comparable universities”.

**Events Committee – Jamie Joyce:**

Staff appreciation breakfast is Tuesday, March 17, 2015 and the event will have a St. Patrick’s Day theme. Sending out email next week that has an RSVP link with each location event. Foundation staff will be notified by Jeri Barlock.

Friday, May 15, 2015 is the date that the supervisor luncheon will be held on so SSC representatives need to add this to their calendar as well as their supervisor’s calendars.

**Health and Wellness Committee – Kay Miller:**

Wanted to setup CPR training during the last week of February but the committee is still working on confirming a date with the group that will actually be giving the presentation.

Committee will be responsible for figuring out how to arrange the new workout room. Possibly recommending other items that will be needed (jump ropes, mats, etc.) to Leonard Dinegar. David Pierce asked about the possibility of installing a shower. This is currently in the proposal but it is not currently in the first construction phase.

**Nominations Committee – Jim Dages:**

Committee members have volunteered for tasks that Lisa sent out for the Student of the Semester award. Someone on the nominations committee resigned so we will need to look at adding someone to the committee.

**Outreach Committee – Tricia Strating:**

Blood drive is on Monday, March 16, 2015.

Bike to Work Day is on Wednesday, June 24, 2015

Committee is looking into the possibility of putting an article in the uptown neighborhood newspaper and asking the neighborhood if they would like to participate in the event. We had a lot of water that was not used from last year that we could use. More details about this event will be discussed later.

**OTHER BUSINESS**

**Bylaw Committee Proposals/Discussion:**

A committee met last week that discussed the bylaws as well as moving the annual retreat date. Richard Wilborn made the following proposals for SSC to consider:

Proposal 1

The bylaws currently state that officers terms are from July 1 to June 30 and officers are voted on during our first regularly scheduled July meeting. This means that there are no officers from June 30 until we vote for new ones. The first proposal that we have come up with would give the flexibility to SSC to have a special called meeting earlier in July (ideally during the first couple

business days of July) to hold officer elections. We also added some language in proposal 1 that would give the flexibility of SSC to have a second call for officer nominations. Right now there is only one call for nominations which takes place during the regularly scheduled June meeting. We felt that there should be a second call for nominations in July so that any new representatives that started their term on July 1 would have the ability to nominate someone or themselves for an officer position.

#### Proposal 2

The second proposal contains minor changes to some of the language and some minor corrections.

These proposals will be voted on during the next regularly scheduled SSC meeting on Tuesday, March 10, 2015. If passed, the changes would go into effect immediately.

We also discussed the possibility of having the planning retreat during the regularly scheduled July SSC meeting or between the July and August meeting in a separate meeting. This would allow the new officers that are elected in July to lead the planning retreat and plan for the remainder of the fiscal year of things they would like to accomplish. In the past the retreat was done in June by the outgoing officers before the next officers were elected.

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

SSC Elections 2015-2016: Tracy has been working with communications committee on the nominations email that is being sent out today. There are currently five vacancies that will need to be filled. Richard Wilborn will be resigning from SSC at the end of February.

Tracy wanted to make sure everyone is meeting with their supervisors and that if anyone has direct reports make sure to have their performance reviews to HR by March 1, 2015.

#### ADJOURNMENT

*Motion* by Tricia Strating, *Seconded* by David Pierce.  
*Approved* by Council.

The meeting was adjourned at 2:47 p.m.

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Richard Wilborn  
Secretary