

UNIVERSITY OF COLORADO SYSTEM ADMINISTRATION STAFF COUNCIL

Minutes

Tuesday, April 16, 2015  
1800 Grant Street, Denver  
6th Floor, Denver Conference Room

Chair Nancy Sicalides-Tucker called the regular meeting of the System Staff Council to order at 1:09 p.m.

ROLL CALL

The following members were present:

Stephanie Ball, Risk Management  
Darren Chavez, Academic Affairs  
Jim Dages, Employee Services  
Tara Dressler, University Council  
\*Tracy Hooker, Human Resources

Kay Miller, Employee Services  
David Pierce, University Controller  
Nancy Sicalides-Tucker, Employee Services  
Tricia Strating, Employee Services  
Lisa Vallad, University Controller

*\*Indicates non-voting ex officio member*

ABSENT

Jamie Joyce, University Counsel  
Ashley Morgenstern, University Information Systems  
Demetria Ross, University Controller  
Amanda Ulrey, University Relations

GUESTS ATTENDING

Dan Montez, Office of Policy and Efficiency  
Jim Worsham, Office of Policy and Efficiency  
Erica Weston, University Counsel

A quorum was present.

APPROVAL OF THE MINUTES

Jim Dages moved to approve the minutes with the correction of the updated Sexual Misconduct (formerly Sexual Harassment and Procedures) policy name. Tricia Strating seconded. *Approved.*

APPROVAL OF THE AGENDA

*Approved by Council.*

## REPORTS OF OFFICERS

### Chair/Vice Chair's Report:

- The health and wellness proposal (see committee update) is continuing.
- APS 5014 has been distributed for review to the campuses and to the SSC Employee Advocacy Committee.
- If you will be using tables on the fifth floor, please do not place tables in the hallway. This is a fire issue.
- UCSC Service Excellence Award: There are current discussions in progress regarding the criteria for the Service Excellence Award. One of the three components of the award criteria is difficult for system administration employees to achieve (campus outreach/involvement).

### Treasurer's Report:

- Events Committee: With the savings from award/employee appreciation events, an additional event will more than likely be held this year. The events committee has \$562.20 in savings/unallocated funds for this future event.
- Outreach Committee: The outreach committee has \$450 for Bike to Work Day. The committee has proposed to purchase CU promotional giveaways for bike to work day. (individual hand sanitizer and sunscreen). 150 hand sanitizers at \$145.50 and 100 sunscreens at \$167.00. This will be about \$350 with shipping. The items will be branded with SSC logo. Approved. The outreach committee total remaining budget will now be \$652.62.
- Health and Wellness Committee is willing to allocate \$200 to outreach for the Bike to Work Day. Approved. Health and Wellness Committee total remaining budget is now \$120.04.
- Committee Chairs: Have your final estimates for FY2015 spending to Lisa Vallad by Thursday, May 7.

## REPORTS OF COMMITTEES

- Brown Bag (Nancy gave the update on Brynn's behalf)
  - Tuesday, April 21 is the next Brown Bag with Kathy Nesbitt.
  - There will be another Brown Bag Committee meeting soon.
  - The Communications Committee requested a schedule for the remainder of the year.
- Communications
  - No update.
- Employee Advocacy Committee
  - The policies have been distributed to the committee to review. A meeting will be established soon to discuss.
- Events Committee
  - The supervisor appreciation lunch is set for Friday, May 15.
  - The save the dates have been distributed.

- Manually check on headcounts/date availability with members.
- Health and Wellness Committee
  - Leonard has approved the proposal for the gym equipment. The committee will be meeting to finalize a shopping list to provide to Leonard/Jeri for purchase.
  - The room was inspected. There are still a few unknown issues that need to be resolved (light switch near door).
  - Ian Harold is a new committee member.
  - It was requested of the committee to investigate how CU employees could get health and wellness discounts (outside of benefits hub/Be Colorado).
  - Erin Benoit/Leah Cheney are working with Massage Envy to possibly provide discounted massages.
  - CPR training was successful.
- Nominations Committee
  - Student Employee of the Semester Award call for nominations has been announced. It is open until April 20th.
  - The communications committee will send out a reminder tomorrow.
  - Nancy, Tricia, Stephanie, Lisa, and Tara will be the acting members to review and select the winner.
- Outreach Committee
  - The blood drive was on March 16. Bonfils was pleased with how the day progressed.
  - CU system administration has a station established for Bike to Work Day. We will start advertising to join a team in May. The station will have juices, water bottles, burritos, snacks, etc. Milo the mascot will be available for a bit that day. The committee is meeting at 9:00 a.m. on Thursday.

OFFICE OF POLICY AND EFFICIENCY (OPE)

Dan Montez, Office of Policy and Efficiency  
 Jim Worsham, Office of Policy and Efficiency  
 Erica Weston, University Counsel

- The policies that are being reviewed for the July 2015 cycle will be posted on the website soon.
- APS 5014: System procedures are being developed. Historically, system administration has a Memo of Understanding on file with the campuses. System administration may look to campus procedures as a framework for the procedures. Campus procedures are being developed on the campus level.
- 8 policy changes for off-cycle effective 4/9/2015:
  - Rescissions:
    - 1010-Program Discontinuance When No Tenured or Tenure-track Faculty Face Dismissal
  - Revisions:
    - 1015 - Implementing Program Discontinuance
    - 2001 - Commencement Exercise Responsibilities
    - 3002 - Capital Construction Planning and Projects

- 6001 - Providing and Using Information Technology
    - 8003 - Campus Designation on Diplomas and Transcripts
    - 8004 - Admission Procedures for Assessing Student Applicant Criminal History
  - New:
    - 2015 - University Brand Identity and Trademarks
- Tentative Policies Under Review for July 1, 2015:
  - Academic:
    - 1008 - Procedures for the Establishment of Centers, Institutes, Laboratories and Bureaus
    - 1013 - Intellectual Property Policy on Discoveries and Patents for Their Protection and Commercialization
    - 1016 - Procedures for Allocating Sponsored Project Funding on More Than One Campus
    - 1017 - Procedures for Implementing Regent Actions on Distinguished Professorships
    - 5012 - Conflicts of Interest and Commitment
  - Administrative/General:
    - 2006 - Retention of University Records
      - The university wants one single source for a retention record schedule (currently all of the campuses are different). The policy will be interactive and electronic. FAQs in the policy will also be reviewed. OPE is contemplating a life-cycle of a record. OPE also wants to raise awareness regarding the policy, and wants employees to have the resources available to make it as easy as possible.
    - 2025 - University Brand Identity and Trademarks
  - Fiscal:
    - 7003 - Collection of Personal Data from Students and Other Customers
    - 4013 - Officer Disclosure of Interests
  - Human Resource:
    - 5014 - Sexual Misconduct (formerly Sexual Harassment and Procedures)
    - 5015 - Conflict of Interest in Cases of Amorous Relationships
    - 5019 - Parental Leave for Faculty and University Staff

### PERA AND HR UPDATES

- The Classified System is looking to expand its General Job family. This will impact about 2-3 employees at system administration.
- Review of elections for 2014-2015
  - KariAnne Cvencek, Office of Advancement
  - Jim Dages, Employee Services (re-elected)
  - Tara Dressler, Office of University Counsel (re-elected)
  - Ashley Eschler, Employee Services
  - James Martin, Procurement Service Center
  - Anne Melzer, Employee Services

- Kris Milanak, Office of Advancement
- Ashley Morgenstern, University Information Systems (re-elected)
- Lisa Vallad, Office of the University Controller (re-elected)
- A notification will be distributed after this meeting.

### OTHER BUSINESS

#### SSC Retreat in July:

- Submit ideas to Nancy regarding location and discussion topics.
- The retreat date has not been established.

#### All Staff Conference:

- Feedback: The location was great. The access to the museum was nice. Kay's presentation was exceptional. A sharing of best practices amongst the different staff councils would be helpful.

### ADJOURNMENT

*Motion* by David Pierce, *Seconded* by Tara Dressler.  
*Approved* by Council.

The meeting was adjourned at 2:59 p.m.

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Stephanie Ball