



System Staff Council
January 14, 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
Jim Dages, Employee Services
Tracy Hooker, Human Resources
Jamie Joyce, University Counsel
Lexie Kelly, University Treasurer
Debbie Martin, Internal Audit

David Poticha, Technology Transfer
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

Call to order 1:13pm

Absent:

David Poticha, Technology Transfer
Debbie Martin, Internal Audit
Jim Dages, Employee Services

Guests Attending:

Fran Chapman

Approval of the Minutes:

Moved by Amanda Ulrey Secoded by Tricia Strating. Approved by Council.

Approval of the Agenda:

Moved by Lisa Vallad Secoded by Stephanie Ball. Approved by Council.

CUSP Awards – Fran Chapman:

CUSP – CU Shared Practices Award

Fran Chapman explained how the CUSP Award works:

CU Shared Practices is a program designed to promote the creative processes of CU employees. This is a best practices program; they encourage employee innovation, creativity and work processes for continuous improvement.

The program holds presentations of the ideas and innovations. These are voted on and cash awards are given. They have four cash prizes and one major award. The award ceremonies are usually around June or August.

The program begins January 4 and last through April 30.

Ideas are submitted through the CUSP website at: https://www.cu.edu/controller/initiatives/cusp/?page_id=5

NEW BUSINESS:

Chair's Comments/Feedback:

Nancy Sicalides-Tucker:

Thanks for using the shared drive; this has been a great way to share documents.

New Employee Orientation/Software Training:

A few months ago Michael Seele attended an SSC meeting to discuss opportunities for system employees to receive software training. Since his visit there has been no further discussion on this. Nancy asked around and found out the Assistant Director of Business Ops for ES, Ross Mote, has been discussing the opportunities also. In addition, Kathy Rasco; Executive Director of HR is coordinating with Employee Learning & Development to form a committee to develop new employee orientation which would include this training also. Nancy Sicalides-Tucker stated that she would follow-up with Michael for training for current employees to also attend these sessions and she informed Kathy that SSC would like to have a brief part in NEO.

Volunteer Day:

Nancy will double check with Jay Dedrick and Amanda Ulrey for contacts with Extreme Makeover, however it appears there is not a taping for the Home Edition in the near future. We need to reach out to Jill Pollock and Geoff Barsch to find other options like maybe Habitat for Humanity since they offered at the meeting with the vice presidents. Nancy Sicalides-Tucker will follow up and take a look at volunteer day at all campuses. We can try to bring together a more uniform policy for each campus for volunteer days.

UCSC:

No UCSC meeting this month.

UCSC and OPE folders have been added to the shared drive. Documentation provided starting in January 2014 will be added to these folders as they are received.

Committee Volunteers:

You do not need to be a member of SSC to serve on a committee or any event. Nancy Sicalides-Tucker received approval from Leonard Dinegar to send an email from each SSC committee seeking volunteers and describing what the committee does. Once a week for 7 weeks an email will be sent from each SSC committee introducing themselves, provide an agenda and a way they can get a hold of the committee members to volunteer.

Each SSC committee will coordinate via email or in-person meeting to discuss how this email will be written and then they must send the email to Nancy Sicalides-Tucker by 12:00 on Monday of their assigned week. Nancy Sicalides-Tucker will then add her blurb to the email and then send to the Communications Committee Mondays before 5:00pm. Jamie Joyce will then send the final approved email on Wednesdays.

Stephanie Ball: we can add a footer to the email that we send out seeking volunteers and we can include each SSC committees email so people can email that committee to ask questions and/or volunteer.

Leo Balaban will set up committee emails.

Nominations Committee will send out the first email requesting volunteers. Lisa Vallad already has something ready to go and will give it to Nancy Sicalides-Tucker.

Update on Policies – See Handouts:

See policy changes email from OPE on shared drive.

David Pierce mentioned that some campuses and departments would like a better timeframe for working retirees.

OFFICER REPORTS:

Treasurer Report – Debbie Martin:

Nancy Sicalides-Tucker for Debbie Martin:

The charge from the Warwick hit on 1/6 so it is not included on the Treasurer's report.

We are doing great on the budget, but we never know what could come up. This year Bike to Work Day will be out of our budget, last year the President's Office paid for it. (Amanda Ulrey – if the President's Office has money left over, they may be able to help out with Bike to Work Day). Bike to Work Day is 6/25/2014.

Tricia Strating and Nancy Sicalides-Tucker are working on retreat ideas and other venues.

David Pierce will work on the gift idea and price for Mr. and Mrs. Santa (from the holiday party).

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

Expansion of SSC:

Tricia Strating and Nancy Sicalides-Tucker discussed with Leonard Dinegar about the expansion of SSC because of the increase in the number of system employees. SSC equals 3.5% of the population and UCB: .9%. SSC will attempt to receive better representation through volunteers on the committees. Non-SSC members can volunteer for however long they wish to. (Leo Balaban to check SSC by laws with volunteers and voting on a committee).

Holiday Party:

The gift box in the lobby that caused some confusion this year was from the building management. Per Leonard this will not be out next year if we are having the toy drive sponsored by SSC also. Leonard also said that he loved the holiday party at the Warwick and wants to book it again for next year at that location. Outreach Committee will discuss.

The media was invited to the party, but none showed up.

Lisa Vallad received some feedback from employees:

- Spend less money on the party
- Gifts should be dropped off at Buckley
- Rotate locations

This feedback is only from a few employees and will be discussed at the next committee meeting. This has been the third year SSC sponsored this event; should this be the continued direction? After a date has been scheduled for a committee meeting, SSC representatives are to send any ideas for the holiday party to the committee members.

Student Employee of the Semester Award for Fall 2013:

Leonard Dinegar is okay with not awarding for fall 2013, but wants to continue to award one each semester going forward.

CPR Training:

CPR Training is set tentatively for February 24, 2014. Jeri Barlock will try and get a definite date set and a number of how many people can be in each session.

Budget:

Lexie Kelly will provide Nancy with the requested system administration headcount and budget for the past five years. Nancy will then communicate these numbers to Leonard.

Employee Advocacy Committee:

Tricia Strating and Nancy Sicalides-Tucker discussed with Leonard Dinegar about requesting an Executive Summary on how changes to the health plan are selected.

Leonard Dinegar recommends not requesting a summary, but to request an overview of the process.

We are recommending that the trust meets with EAC to discuss these items so we have a better understating of how they make decisions and then maybe we can relay this information in a brown bag session.

COMMITTEE REPORTS:

Communications - Tricia Strating:

Tricia Strating: Kim Egan came to the meeting to discuss maybe using Harris Connect. The pros and cons are on the shared drive. SSC will continue to use Outlook.

The committee requested feedback from legal about including an “unsubscribe” link at the bottom of our emails. The committee was advised not to include the link.

Leo is assisting Stephanie in creating a calendar to schedule SSC emails. Stephanie Ball is finalizing the SSC brochure.

Chairs of the committees must email Leo Balaban by Thursday with the suggested email address and auto forward information so Communications Committee can add this to the outgoing emails so volunteers can contact each committee.

Events Committee – Debbie Martin:

Nancy Sicalides-Tucker for Debbie Martin:

Supervisor Appreciation Event Lunch: April 3, 2014 (SSC member’s supervisors). Each member can only invite their direct supervisor. SSC only has \$450 to spend on the event. The task list will be on the shared drive.

Employee Appreciation Event Breakfast: March 4, 2014, this will be a Mardi Gras theme with food from Panera for system employees at 1800 and Einstein’s for the other campuses.

A save the date email will go out as well as an RSVP email with voting buttons.

Outreach Committee – David Pierce:

Clean out your closet campaign will be March 24th – April 11th. Next meeting will be early February – A charity will be decided on.

Bike to Work Day: June 25

We talked a lot about the holiday party and how to improve it.

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.

The President's Employee of the Year process will be revised. The Student of the Semester process was revised and voted on at the end of the last SSC session.

Next meetings are scheduled for January/February.

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

Employee Advocacy - Leo Balaban:

We went over the questions and answers from Jill Pollock; we talked about the PERA retiree restrictions. We want to research PERA retiree limitations and transition process as well as the policy. Leo Balaban has been doing research on this project.

Employee assistant plans are available and we are working with HR and employee services on how to communicate this with employees.

Leo Balaban would like SSC to do some homework and brainstorm some ideas regarding the succession planning. Please have the ideas by 2/3 and send by email.

Next meeting will be February 4th at 3:30.

Brown Bag - Lexie Kelly:

We had a good brown bag today- the speaker was Dr. James Hill from Anschutz and he discussed his book *State of Slim*.

Bullying has been a topic that keeps coming up as a topic for a brown bag. Nancy Sicalides-Tucker will look to see what other campuses have on bullying.

Valerie Skillern from Employee Services suggested recording and posting the brown bags on the SSC website; Nancy asked Valerie to provide suggestions to make this happen.

Pera/HR Updates: Tracy Hooker

Tracy Hooker stated that the Trust was thinking about publishing in CU Connections, the requested suggestions in reference to changes in benefits.

QUESTION COMMENTS:

David Pierce: can we invite Kelly Cronin to a future meeting to discuss CU Advancement?

NEW ITEMS FOR LEONARD DINEGAR:

Leo Balaban: Construction question – are they going to do more construction on other floors?

Nancy Sicalides-Tucker: Yes, they will be doing some quotes for different floors. We are not sure on details yet, but the architects are doing estimates around the building and will give us feedback.

Health and Wellness:

We would like to partner with the Outreach Committee and we need a chair.

Lisa Vallad volunteered to be the chair.

We met with Jessie Spielberg from Employee Services. Dr. Katie Sauer has her flyer ready for the yoga class. Ross Mote is doing the 7-minute workout and would like to publish through the Health and Wellness Committee. We need to let people know what is being sponsored.

Yoga will be on Mondays and 7 minute workouts will be on Fridays.

ADJOURNMENT:

Motion to adjourn Leo Balaban, 2nd by Tricia *all in favor*.

Meeting was adjourned at 3:00pm.