



**System Staff Council
Meeting Minutes**

Tuesday, October 14, 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
Kay Miller, Employee Services
David Pierce, 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
Richard Wilborn, Office of Advancement

Absent:

Jamie Joyce, University Counsel
David Poticha, Technology Transfer
Demetria Ross, Office of the University Controller

Guest(s) Attending:

Call to Order at 1:05 p.m.

Approval of the September Minutes:

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

Approval of the Agenda:

Moved by Lisa Vallad, Seconded by Stephanie Ball, Approved by Council.

Officer Reports:

Treasurer's Report - Lisa Vallad:

\$280 allocated to events committee and outreach committee. We are going to be a little short for the president's years of service award. Costs of gifts are a lot more than what they were last year. This is due to an increase in cost and there are more awards that will be given out than from last year. \$50 allocated from outreach to events committee. In the future we could possibly add to the University Relations order for system items. Their next big order will probably be in the spring. There normally is a setup fee for any new items that use the new logo. This fee is waived for any items that have already been ordered in the past with new logo.

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

Stair climb challenge event will take place on November 7th. Need to let Alan at the front desk know the details before the event. Also need to double check that all stairwells can be accessed (3rd floor). Both stairwells will be used for the event. Will check on liability waivers for event.

Looked into the Zumba class and we need to find out if there are any liabilities (after work hours). Leonard was going to check with Paul on this. The person teaching the classes cannot charge, it must be for free.

Checked with Jeri Barlock on the gym equipment from the old Walnut location and the equipment is sitting in our parking garage P3 storage. There are four pieces of equipment which include the following: treadmill, elliptical, recumbent bike, and free weights with a rack. There will be no remodeling of mailroom for this equipment. Architects have drawn up plans to possibly have two showers. Need to check with President Benson with these changes. The health and wellness committee thought the equipment should go ahead and be placed in the room. Leonard asked for more input regarding the gym equipment. Could we add mats, mirrors, disinfectant wipes? Committee has offered to help with communication about the weight room, sign in sheets (first come, first serve). Committee will also check on liability waiver forms.

Update on parking garage concern - Bob Kuehler emailed SSC about concerns with blind spot when leaving parking garage. Leonard was going to talk with Alan and Paul to see what can be done to move the sign back a few feet which would help with this problem.

Need to have finalized budget numbers for next meeting with Leonard

SSC Vacancy Vote:

There is a vacancy in the SSC that needs to be filled. Communication has been going out to system administration about the vacancy and we have received the following two nominations.

- Tara Dressler
- Ashley Morgenstern

Vote was taken and Ashley Morgenstern was elected as the new councilmember. Notice will go in Thursday's newsletter. Nancy will email both Tara and Ashley letting them both know of the results.

Committee Reports:

Brown Bag Committee - Nancy Sicalides-Tucker:

The committee did not meet last month. They will schedule a meeting this coming week. Series in January will start with "What is System". They will have directors and assistant directors come present on what their department does, etc. Brown bag next week has been canceled.

Communications Committee - Stephanie Ball:

Updates on promoting events through the portal - Can only promote events that are relevant to staff throughout all campuses and not just system administration. They are working on a landing page that is different for each campus so then we could promote events to just system administration.

Committee pages are live on the SSC website with the exception of the health and wellness committee. Committees can use these pages as a way to promote events, etc. You can use the links to the committee pages in emails that go out to keep them shorter. To find the committee pages you can visit <http://www.cu.edu/ssc/committees>.

Email communications guide was sent to committee in case the chair is out and an email needs to go out. Send photos to Jamie Joyce and she will get them uploaded.

Employee Advocacy Committee - Demetria Ross and David Pierce:

The committee did not meet last month. They are waiting for questions for Leonard to be submitted to them. Deadline for that is this Friday. Demetria was updating questions from last year. Setting up a plan for the future on what the committee can work on and what are the committees' goals.

Some possible good items for committee to research are:

- Policy/Training for Shooter on Campus/in Building
- Political items especially around elections times.
- Reasons behind CU Denver and AMC chancellor split.

We should schedule a separate meeting with Jill for HR/Employee Services questions/feedback. Send questions to EAC and then EAC will put them in the shared drive for everyone to see. Tricia will send finalized list of questions for Bruce to the entire committee prior.

Looking into the possibility to use form on the internet (web form) for EAC committee.

Events Committee - Nancy Sicalides-Tucker, Employee Services:

Jamie asked to meet because of an individual in years of service award there was a break in service. Polling the information for breaks of service is very difficult so we need to rely on people coming forward to let us know if they had a break in service. Email invites have been sent, awards have been ordered, will be sending out an email for help with setup and tear down. Need everyone's help on SSC and cannot just rely on events committee. Food has already been ordered. SSC representatives are encouraged to wear nametag.

Health and Wellness Committee - Kay Miller:

Committee will start having meetings every week. Announcement will go out at the end of this week and will start working on the final details of stair climb. Working on setting up smaller events prior to the stair climb. Will have teams but haven't decided on the categories. Challenge will be to climb a mile (2000 steps). Looking into the possibility to offer a template to people to have at their desk to keep track of their steps.

Nominations Committee - Lisa Vallad:

Committee has selected presidents' employee of the year. Very clear guidelines made it helpful on how to select the winner. Letters seemed like a higher caliber this year than form years past. Erin Russell is this year's president's employee of the year winner. The committee received strong feedback. We opted to use the exact same process as UCSC which is a letter to inform them they won or did not win. The focus going forward based on the feedback we received is to look into communication to nominees that they were nominated and how to let them know if they won or not. What is the proper protocol? Send suggestions on any future changes to nominations committee. Any final decisions should be put to a vote for the council to be more transparent. Post communications on award need to be discussed. Email nominations committee by Monday close of business (name change or provide a suggestion for post communications). What is the best way to encourage participation? What kind of feedback is Leonard receiving?

Outreach Committee - Tricia Strating:

Committee met this morning to debrief on light the night walk. 14 people signed up on the team but only 6-7 showed up. This may be because of the some confusion. On their website it said walk starts at 5:30 pm but then days before they said the walk time was at 7:00 pm. The walk that night actually did not start till around 7:45 pm. We learned a lot and will look into something else next year. CU raised \$1300. Committee will provide summary to Stephanie Ball for newsletter.

Update on the Coat drive – encourage coworkers that we need more kid coats. We seem to be collecting a lot of adult coats but not many kids' coats. There is a backup plan in place in case the school doesn't want all the adult coats.

Update on Buckley – not having the party. Survey results showed that about 50% survey participants wanted the party and 50% did not want the party. Committee was split in the decision as well but ultimately decided that there will be no party however we are still doing the toy drive. We will deliver toys to air force base. Holiday tree will be up by November 14. December 5 is the last date for last gifts and we will have a cook-off that day. Looking into the possibility to give a prize for the top dish which would be taken by a vote. We will be marketing the event to honor military families. We are in need of a holiday tree around 5 ft. in height.

Ideas for spring – will have blood drive, bike to work day, community cleanup day late march.

Other Agenda Items:

PERA and HR Updates – Tracy Hooker:

Update on ombudsman partnership - Possibility of having the ombudsman office come to us maybe one day a week. Also looking into the possibility of a welcome of what kind of services they can provide.

Affordable care act - Limiting student employees to 25 hours a week. For additionally information, the policy can be found here: <http://www.cu.edu/sites/default/files/student-employment-policy.pdf>.

Employee services expo will be next week. They will be traveling to each campus.

UCSC Updates:

Invited VC diversity staff to come to a meeting and see what they would like to present on. Nancy will not be presenting on diversity. Diversity summit is on October 24. Policy committee got together – UCSC plans to monitor the following policies but there are no drafts yet: Leave for faculty officers (parental), sexual harassment, conflicts of interest, retention of university documents – university records, regent policy 11 (possibly 11-F related to benefits?). They are meeting this Thursday at the Denver campus.

Adjournment:

Motion to adjourn by Tony Tolin, *Seconded* by Tricia Strating. *Approved* by Council.

Meeting was adjourned at 3:04 p.m.