



System Staff Council

May 13, 2014

1:00 – 3:00 p.m.

1800 Grant, Denver 6th floor, Denver conference room

Meeting Minutes

**Attending:**

Stephanie Ball, Risk Management  
Jim Dages, Employee Services  
Tracy Hooker, Human Resources  
Jamie Joyce, University Counsel  
Lexie Kelly, University Treasurer  
Debbie Martin, Internal Audit  
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

**Absent:**

Darren Chavez, Academic Affairs  
David Poticha, Technology Transfer  
David Pierce, University Controller  
Amanda Ulrey, University Relations

**Guests Attending:**

Kevin McCarty from UIS  
(Will be attending for 15 minutes at each meeting)

**Approval of the Minutes:**

Per new policy, minutes were sent by email and approved via email.

**Approval of the Agenda:**

*Moved by Tricia Strating Seconded by Debbie Martin. Approved by Council.*

One change to agenda: Kevin McCarty from UIS will join us at 1:30pm.

**OFFICER REPORTS:**

**Treasurer Report – Debbie Martin:**

Report is complete and on the shared drive.

Nancy will correct the pay-out of student employee of the semester award funds (funds should have been paid a gross, not net).

Charges for the food for the supervisor appreciation lunch just went through.

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

Discussed the budget:

SSC will receive an 8% increase in the budget for the next fiscal year.

Discussed the construction at 1800 Grant. (emails went out to 1800 from Jeri Barlock ).

No decision has been made regarding the movement of the Foundation employees who are in Boulder.

Ice cream social will be paid for by the Office of the President.

### **COMMITTEE REPORTS:**

#### **Communications - Tricia Strating:**

No report, committee did not meet in April but will meet on May 22, 2014.

#### **Events Committee – Debbie Martin:**

Committee is meeting on May 16, 2014.

Ice cream social event will be on June 25, 2014 and SSC will be partnering with the Office of the President for this event. (Bike to work day will also be on June 25, 2014).

Elizabeth Collins will be creating the flyers for the event.

All campuses (system employees) will have an ice cream social event.

#### **Outreach Committee – David Pierce:**

Demetria Ross for David Pierce:

All of the clothes from the Clean out your Closet campaign have been donated. David Pierce will be drafting a thank you to system employees for their donations.

The committee is working with the Health and Wellness committee on the bike to work day event. The registration sign-up has been distributed.

Nancy Sicalides-Tucker: would SSC like to partner with a restaurant (maybe Randolph's) for bike to work day? This has been approved by Leonard Dinegar if SSC would like to do this.

Outreach committee needs to let SSC know if we would like to partner with a restaurant before the retreat in June.

#### **Nominations Committee – Lisa Vallad:**

Committee selected the student employee of the semester award using the new procedures and rubric.

Committee is currently editing the President's employee of the year award and should be complete by the retreat.

#### **Employee Advocacy – Demetria Ross:**

Leo Balaban has resigned; Demetria Ross is now the interim chair of the committee.

Committee met last week and assessed/reviewed the work that has been done so far.

Demetria Ross will be researching the question asked at the last meeting: Can CU pay for CU entrance exams for employees?

#### **Brown Bag - Lexie Kelly:**

Committee met via email.

Brown bag events are finalized through November. There will not be a Brown bag in December.

| Next Brown bag is May 20, 2014 America Through Baseball by Professor Tom Zeiler of CU-Boulder.:-

#### **Health and Wellness – Lisa Vallad:**

Committee is planning bike to work day with the outreach committee.

Stair climb event will be in the fall.

Bolder Boulder has 11 participants and a team name: CU President's Posse.

Tricia Strating: requested that maybe the yoga could include "office yoga" which would include yoga that people can do at their desk.

Jamie Joyce: requested that the calendar attachment be included when the health and wellness emails go out.

**Kevin McCarty (UIS):**

Kevin McCarty discussed that the current UIS project is to overhaul and upgrade SharePoint. UIS has done an inventory sweep of the building for conference room equipment.

SSC discussed that many departments may need the same training in Excel, Office, Skillsoft, etc. Lisa Vallad mentioned that some of these courses are being planned as part of the CPE program.

Kevin McCarty explained that there is an IT communication committee and they are discussing these trainings. Lisa Vallad requested that Kevin send out information to the building regarding this committee and who the representatives are.

Nancy Sicalides-Tucker: requested that the committee send out an email introducing themselves and let the employees know what they do.

Lexie Kelly: asked about the 1<sup>st</sup> floor conference room and if it is capable of video conferencing for brown bags.

Kevin McCarty: explained that the projector is damaged in that conference room and they are working on a replacement.

Kevin McCarty also requested that we contact the UIS service help desk when we need anything set up or assistance for a conference.

**Retreat Discussion:**

Lisa Vallad: requested that we have an agenda provided ahead of time for the retreat.

Nancy Sicalides-Tucker: requests any ideas for potential guests for the retreat by Friday May 16, 2014.

**PERA/HR Updates: Tracy Hooker:**

Classified Staff will receive a 2.5% cost of living increase across the board.

The Regents have approved up to a 3.0% increase for exempt, based on merit by supervisor.

Tom Seabock, Director of OMBUDS office in Boulder will talk about "Promoting a Respectful Work Environment". He sent a proposal which is on the shared drive.

A sign up will go out in about a month to attend the "Promoting a Respectful Work Environment" talk.

**UCSC Updates:**

Some SSC members attended the all staff council conference in Boulder.

Nancy Sicalides-Tucker: the biggest take away from the conference was that monthly meeting minutes should go out to SSC within a week of having the meetings.

Demetria Ross mentioned that we also discussed at the conference how to communicate to our constituents. How do we let people know what we are doing and what they need?

This will be discussed further at the retreat.

Nancy Sicalides-Tucker: Jamie Joyce is resigning as secretary and we need some ideas for the retreat minutes taking.

**ADJOURNMENT:**

*Motion to adjourn Demetria Ross, 2<sup>nd</sup> by Jim Dages, all in favor.*

Meeting was adjourned at 2:31pm