



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

System Staff Council – Annual Planning Retreat and Meeting

June 8, 2012

9:00 a.m. – 4:00 p.m.

Chautauqua Park, Boulder CO

Meeting Minutes

Attending

Judy Anderson, University Counsel
Leo Balaban, University Information Systems
Lisa Carr, University Information Systems
Darren Chavez, Academic Affairs
Jim Dages, Payroll and Benefit Services
Lexie Kelly, University Treasurer
Lisa Landis, Human Resources
Debbie Martin, Internal Audit
David Pierce, University Controller
David Poticha, Technology Transfer
Nora Sandoval, Budget and Finance
Rana Silver, University Information Systems
Tricia Strating, Employee and Information Services
Lisa Vallad, University Controller

Guests Attending

Jill Pollock, Vice President, Employee and Information Services

Absent

Cordelia Angel, Procurement Services Center
Teena Shepperson-Turner, Risk Management

Welcome and Opening Remarks – David Pierce and Debbie Martin

David Pierce and Debbie Martin welcomed old and new members of the System Staff Council (SSC) to the meeting. David asked everyone to answer five questions about SSC and a summary of the answers follows:

1. What is staff council or what do you perceive that we do?
 - A cross-representative group of employees at system administration who represent the interests of all system employees and serve as the conduit for employees to higher level administration and also to UCSC
 - The voice of the system admin employees and address employee concerns
 - Planning projects and events that promote inclusive community
2. List one positive and one negative of what you've seen or heard of SSC activities.

- Positives
 - Heritage square and the toy drive
 - Benefits advocacy, e.g. Sittercity and tuition waiver
 - Negatives –
 - Spend less time on events, more on advocating for employees
 - Need to resolve the issues we take to administration
 - Some members still don't get involved
3. List something that needs to be changed with SSC.
- More polling of system staff to engage them in decision making and gauging issues
 - A need for breakout working groups on different issues
 - Better communication to system admin employees and greater visibility
 - The meetings need to be shorter/more efficient because our schedules are so busy
 - Better planning for events to reduce the scrambling effect
 - Electronic suggestion box
4. What would you like to tackle next?
- Health advocacy to staff and family members
 - Wellness programs for 1800 Grant
 - Better communication
 - Formal event during the holiday, eg. zoo lights
5. General comments
- Great organization
 - Need to continue building relationships with all system staff
 - Need to continue offering brown bags, picnics, open meetings, etc

HR Topics Presentation – Jill Pollock

Vice President Jill Pollock gave a presentation on several employee-related matters including an update on the officer and exempt professional compensation project, succession planning in higher education, manager training, employee professional development and an update on the University of Colorado Health and Welfare Trust.

Treasurer's Report - Lexie Kelly

Lexie Kelly reported that SSC has two speedtypes with the budget split across the two. The speedtype 52694391 is for employee appreciation and recognition events, while speedtype 51088136 is for SSC organizational expenses. Lexie reported that the 4391 speedtype has a year-ending balance of \$52.65 and the 8136 speedtype has a current (as of June 8) balance of \$1,015.17 with an estimated \$707.50 of retreat expenses that will be expended before the end of the fiscal year, leaving an approximate balance of \$307.67.

Lexie also noted that some of the remaining funds may be spent to purchase replacement SSC badges for those with the old CU logo.

UCSC Update – no report

Chair's Report – David Pierce

David Pierce reported that, per VP Leonard Dinegar, a student is working on the spring cleaning event and an email should be going out soon. Student employee awards will also now be given to one outstanding student employee in the fall and one in the spring. The 2% salary compensation pool will take effect on July 1 and PERA employees will see the 2.5% contribution be shifted back to CU meaning an increase in net pay for PERA employees.

Events Committee Update – Debbie Martin

Debbie Martin reported that the supervisor appreciation luncheon held on April 27 was a success. She noted that the staff appreciation event will be hosted by the President's office on July 21 but that SSC will assist with staffing the check-in table.

Outreach Committee Update – David Pierce

David Pierce reported that the Susan G. Komen breast cancer walk is now open for registration but the Outreach Committee should meet soon to determine if this is the charity SSC will support or if there is a different walk/race charity event. He also reported that SSC is hosting another blood drive on Monday June 25.

Tricia Strating reported that the brown bag lunch series subcommittee met recently and has the topics planned out for the next twelve month. The subcommittee is still in the process of confirming speakers for each month.

Discussion of SSC Committees and Sign Up

The function of each committee was discussed and the following members volunteered to serve on the committees:

- **UCSC representatives** (need three delegates and at least one alternate from SSC to UCSC)
 1. Debbie Martin
 2. Tricia Strating
 3. Leo Balaban
 4. Alternates – Nora Sandoval and Jim Dages
- **Events Committee**
 1. Rana Silver
 2. Debbie Martin
 3. Lexie Kelly
 4. Lisa Vallad
 5. Lisa Carr
- **Communications Committee**
 1. Tricia Strating
 2. Nora Sandoval
 3. Jim Dages
 4. Debbie Martin
- **Elections Committee**

Lisa Landis will continue to control the election information. No committee necessary.
- **Outreach Committee**
 1. Lisa Carr
 2. Nora Sandoval
 3. David Poticha
 4. Darren Chavez
 5. Judy Anderson
 6. David Pierce
 7. Nancy Sicalides-Tucker
- **Bylaws Committee**
 1. Leo Balaban
 2. David Pierce
 3. Debbie Martin
 4. Tricia Strating
 5. Nora Sandoval
 6. Darren Chavez

Planning and Goal Setting for FY 2013

The following items were discussed as possible activities or tasks for the coming year:

1. Website updates - recent pictures need to be updated and minutes need to be posted. Acting secretary, Tricia Strating, will be responsible for these items.
2. Survey – possibly use Survey Monkey to poll System Administration employees what they would like to have SSC do this year.
3. Monthly update email/newsletter from SSC – include brown bags and other events, link to the minutes, current reps, links to other websites and resources, etc.
4. Promotional items – what would that be and how do we disseminate them?
5. Appreciation events – For example an ice cream social, hot dogs, sports team (form a softball team and/or have a game). Could we have something quarterly?
6. Brown bags - continue
7. VP meet and greet - have the president and VPs come in to talk with us about what's happening in system administration
8. Speakers – invite individual VPs to come in to discuss whatever the topic of the moment is
9. Wellness Initiatives – wear pedometers and have a competition for number of steps

The following item was discussed as a central goal of System Staff Council to work on in the coming year:

- Dependent Tuition Benefit – This benefit rolled out in April but HR has asked UCSC and Faculty Council to come back in October with suggestions and feedback on how it can be improved going forward. The limitations right now are the finance structure behind it and the inability to register for classes until the first day of class. Lisa Landis is collecting information from all constituents and shared governance groups.

Discussion Items for VP Dinegar

The following questions and concerns were identified to discuss with VP Leonard Dinegar.

1. What is System Administration/President's Office doing that you want SSC involved with and what do you not want SSC involved with? What should SSC be doing that we're not?
2. Have the food trucks stopped because there was not enough business or because there was no one to coordinate them. If the latter, could SSC help?

Announcements

The next System Staff Council meeting will be held on July 10, 2012 at 1800 Grant Street, Denver conference room. Officer elections will be held at that time.

The meeting was adjourned at 3:30 p.m.