



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

## **System Staff Council**

July 10, 2012

1:00 – 3:00 p.m.

1800 Grant Street, Denver Conference Room

## **Meeting Minutes**

### **Attending:**

Leo Balaban, 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  
Nora Sandoval, Budget and Finance  
Nancy Sicalides-Tucker, Payroll and Benefit Services  
Tricia Strating, Employee and Information Services  
Lisa Vallad, University Controller

### **Absent:**

Judy Anderson, University Counsel  
David Poticha, Technology Transfer  
Rana Silver, University Information Systems  
Lisa Carr, University Information Systems  
Teena Shepperson-Turner, Risk Management

### **Guests Attending:**

Dan Montez, Director, Office of Policy and Efficiency  
Amanda O'Neill, Development Manager, JDRF  
Wynn Pericak, Executive Assistant to the President

### **Approval of the Agenda**

*Moved* by Jim Dages, *seconded* by Leo Balaban to approve the July 10, 2012 agenda.  
The motion passed unanimously.

### **Approval of the Previous Month's Minutes**

*Moved* by Lexie Kelly, *seconded* by Leo Balaban to approve the May 8, 2012 minutes as written. The motion passed unanimously.

*Moved* by Jim Dages, *seconded* by Leo Balaban to approve the June 8, 2012 minutes as written. The motion passed unanimously.

### **Welcome and introductions**

Co-chair David Pierce welcomed new member Nancy Sicalides-Tucker to SSC. He also announced that Teena Shepperson-Turner will return to SSC for a 1-year term to fill a recent vacancy.

### **Officer Duties and Elections**

A discussion ensued about whether or not to have a chair and vice chair, or co-chairs. The general consensus was to elect a single chair and vice chair with the understanding that the vice chair should assist the chair whenever necessary.

The following members were elected as officers for FY2013:

Chair – Debbie Martin  
Vice Chair – Leo Balaban  
Secretary – Tricia Strating  
Treasurer – Lexie Kelly

### **Treasurer's Report – Lexie Kelly**

Lexie Kelly reported that speedtype 51088136 came in under budget by \$346.39 at end of FY 2012 although there were \$75.40 worth of encumbered expenses in June. The final balance will be \$270.99. She also reported that speedtype 52694391 had a balance of \$52.65 at the end of the year. A new category was added to ST 51088136 for FY2013 to include funds for mileage and lunch for the brown bag lunch presenters.

### **Chair's Report – David Pierce**

David Pierce and Debbie Martin met with VP Leonard Dinegar on June 19 and discussed the following items:

1. The President's office has recently been taking over several of the events that SSC has sponsored in the past. It was suggested that the Events Committee meet with Elizabeth Collins to discuss a plan for the year and specifically decide who will do what and how SSC can remain involved in some of these events.
2. Todd Saliman is the new Vice President and Chief Financial Officer, replacing Kelly Fox.
3. The food trucks that used to come on Wednesdays are now focusing on higher demand areas in downtown including Civic Center Eats. Leonard hopes that we can get some of the trucks back to 1800 Grant during the winter months. Until then, a CU alumna has recently opened a PB&J food truck and the Events Committee will check into having her come to 1800 Grant.
4. UIS now has several personnel located on the 6<sup>th</sup> floor of 1800 Grant.
5. AED devices are now installed on the 1st, 4th, and 7th floors.
6. Melanie Jones, the student working in the President's Office, has taken over the spring cleaning project for excess equipment.

### **UCSC Meeting Update – Debbie Martin**

Debbie Martin reported on the following items from the recent UCSC meeting:

1. VP Jill Pollock spoke about the Officer and Exempt Professional (OEP) compensation project.
2. Jeremy Hueth discussed HB 1321 related to classified staff. One of the changes that is effective September 1, 2012 includes no more bumping unless the person doing the bumping is within 5 years of retirement. Tricia will forward the handout from Jeremy to SSC members.

### **Committee Updates**

Nancy Sicalides-Tucker will be added to the Outreach Committee and Debbie Martin should be added to Events Committee. Debbie will email the final lists to everyone.

#### **Events Committee Update – David Pierce**

The President's staff appreciation event will be on July 21 at his ranch in Silverthorne. SSC members discussed the possibility of hosting a holiday party, a toy drive with a catered holiday party, a progressive potluck with a band or other musicians, or partnering with a local charity in our community. Some of the charity options discussed include a back to school supplies drive, adopt a school, volunteering at a rescue mission or soup kitchen in the neighborhood, and working with Operation Hope, a group that teaches financial literacy. The Outreach committee will discuss these options in more detail at a future time.

#### **Office of Policy and Efficiency Update - Dan Montez**

The President's Task Force on Efficiency has come up with several ideas to collect employee efficiency suggestions including surveys, open houses and facilitated discussions. They hope to show the value of improving processes in order to become more effective and to engage this building and its people as a community.

#### **JDRF Walk to Cure Diabetes - Amanda O'Neill, Wynn Pericak**

Juvenile Diabetes Research Foundation (JDRF) sponsors a 5K walk to raise funds to support research to cure, treat and prevent type 1 diabetes. SSC plans to put together a CU system walk team for the Sunday September 9 walk at Coors Field. Participants can register online or starting at 7:00 a.m. on the day of event. The walk starts at 9:00 a.m. The cost to sponsor an advertising tent is approximately \$100 and there was discussion about whether or not CU could sponsor a tent or walk t-shirts. David and the Outreach Committee will meet with Wynn to determine how to proceed.

#### **Outreach Committee Update – David Pierce**

David thanked Lisa Carr for drafting the email with fire relief resources that was recently sent to system administration.

Lexie also reported that the June blood drive collected 22 units of blood. She is now working to schedule recurring blood drives for February and October.

Leo noted that all of the major television and radio stations are hosting a telethon for fire relief on July 11. Tricia will send out an email to 1800 Grant employees notifying them of this telethon.

#### **Old Business**

Tricia reported that she will create a page for minutes on the SSC website. SSC discussed recording the meeting minutes to include action items plus some detail but no conversations, as per Roberts Rules of Order.

Discussion Items for Leonard:

1. Debbie will check with Leonard, Lisa Landis or Jill Pollock about the policy for allowing employees to use administrative leave for volunteering. She will find out if there is a way to ensure that supervisors allow their employees to take time for volunteering.