



**System Staff Council**

October 8, 2013

9:30 – 12:30 p.m.

1800 Grant Street, 5<sup>th</sup> Floor, Rooms 501 and 502

**Meeting Minutes**

**Attending:**

Leo Balaban, Office of Information Security  
Stephanie Ball, Risk Management  
Jim Dages, Employee Services  
Jamie Joyce, University Counsel  
Lexie Kelly, University Treasurer  
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

**Absent:**

Darren Chavez, Academic Affairs  
Tracy Hooker, Human Resources  
Debbie Martin, Internal Audit  
David Poticha, Technology Transfer  
Lisa Vallad, Office of the University Controller

**Approval of the Agenda:**

*Moved* by Tricia Strating *Seconded* by Leo Balaban to approve the agenda. The motion passed unanimously.

**Approval of the September Minutes:**

Discussion of last month's minutes to be approved.

1. Should SSC approve the minutes through email or at meetings?
  - a. The minutes will be emailed and the vote to approve will be at the meeting.
2. Lexie Kelly and Jamie Joyce to go over last month's minutes.

**Treasure's report – Debbie Martin:**

Debbie Martin Absent – Per Nancy Sicalides-Tucker; Budget will be finalized.

**Chair/Vice Chair – Nancy Sicalides-Tucker/Tricia Strating:**

The following items were discussed at the monthly meeting with VP Leonard Dinegar:

1. Trash cans update: Trash cans were priced at \$2300. They are looking into other options e.g. used trash cans.
2. Recycle of batteries: There will be a box on every floor to recycle old batteries. Students will help implement this.
3. New Students are available to help out. They may be able to help with the building recycling day.
4. Spring Clean Up: One main contact person for each individual department to set up property services.
  - a. Nancy Sicalides-Tucker to set a goal and timeline for Spring Clean-up Day.

5. 529 Plan: Legally the University can't administer. You can set up a plan directly. Via direct deposit and after tax contribution. Katie Sauer will get it on her agenda to get that communicated.
6. Jon Hamilton (Security) has been at his desk more.
7. Colorado Combined Campaign had been pushed back: Leonard Dinegar, requested that we get 10 organizations to choose from to donate and that one should be for the foundation. Jeremy Hueth has moved this to the front burner and is checking with the State.
8. Jill Pollock will be at November's meeting to answer any questions that we could not get to at the Administration Meeting.
9. Nancy Sicalides-Tucker – President's Employee of the year deadline is? Has the Plaque been made? Nancy has asked Leonard Dinegar to email another reminder of deadline.
10. Dan Montez gave Leonard Dinegar the same update as SSC regarding the Grant Street Working group. He will also do a follow up memo.

### **Grant Street Working Group Reports:**

**Technology Group:** Leo Balaban: Dan Montez or Mike Seele (UIS) are pushing hard for new phone system (Cisco) this may not happen until the end of January; no hard date has been set.

### **Facilities Report:**

Lexie Kelly: Did not meet, nothing to report

### **Parking Report:**

Nancy Sicalides-Tucker: Did not meet, nothing to report

### **Health and Wellness**

Nancy Sicalides-Tucker: Group will meet shortly for winter plan. Nancy described the 7 min boot camp exercise – scientific workout.

Mailroom will not become showers – too expensive (Quote was \$50,000), mailroom will become a storage place.

Storage place in garage – getting quotes.

Will be updating 8th floor – phase one, construction to last 4 months. Capital fund to do the fixes around building. Leonard Dinegar said they have a budget they will be getting together. He noted that items that came with building would be under the capital fund.

### **Committee Reports:**

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

Tricia Strating: Staff council front page to look at, they chose a different picture – communications committee has not met.

David Pierce: Had some questions regarding the email that went out for the years of service award. David was wondering why we used "Harris" - Amanda Ulrey - Harris sends to preferred emails – some emails address were sent to preferred, everything has been taken care of and Harris is the best program for this.

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

Debbie Martin Absent

David Pierce: Some of the Years of Service Awards will be changing. Debbie still needs to check what is in stock and is looking at pricing. Once she has this information she will send to events committee.

Nancy Sicalides-Tucker: Debbie emailed the events committee options for service awards; she will get an update from Debbie.

President's Employee of the Year/Service Awards task list:

1. Amanda Ulrey: Invitations-email & RSVP list, Reminder email with Award List.
2. Lexie Kelly and Nancy Sicalides-Tucker: Prepare Certifications.
3. Jamie Joyce: Ordering hot/cold finger foods for reception.
4. Tony Tolin: Getting a photographer.

Nancy Sicalides-Tucker: Requested help setting up an hour ahead of time before the event and cleaning up after the event.

Stephanie Ball: Requested Amanda Ulrey's help with an event re: Using Harris. Amanda stated that anyone can use Harris, she will send the information and the link to the Communications Committee.

**Outreach Committee – David Pierce:**

David Pierce: David received a call from JDRF thanking us for all of the donations.

Holiday Event: North Pole called; Santa Clause (Bob Weir) said that he would love to do the event again and his wife Denise Weir would love to be Mrs. Clause.

Some concerns regarding the Holiday event:

1. Nancy Sicalides-Tucker: Is Anschutz the best place to have Holiday event?
2. Nancy Sicalides-Tucker: What about having the event and partner with the Warwick, Hampton Inn, or the Sherman center and use their room or food?
  - a. Nancy to call the Sherman center, Warwick, and The Hampton for rates.
  - b. Lexie Kelly: Stated that if we ask for more in the budget for the military funding, we should wait and see about Buckley.
    - i. David Pierce called Buckley Military Base and is waiting back for a call.
3. Nancy Sicalides-Tucker: Should we limit the event to 50 kids? (Multiple rooms will not work)
  - a. David Pierce: Concerned about security in the 1800 grant building if the event is too big.
4. Nancy Sicalides-Tucker asked if we should have two Holiday events. A smaller toy even with 50 children and something like a coat drive also?
5. Tricia Strating: If there are concerns about hosting another event, then maybe 100 Christmas balls could be added to the tree that could include gift cards and giveaways.
6. Amanda Ulrey: Stated she doesn't think that many people would make it out to Anschutz for the Holiday event and that maybe Christmas balls could be disbursed later for some of the kids.
7. We need a budget, and a timeline.

**UCSC Updates - Nancy Sicalides-Tucker:**

1. Classified Staff Compensation and Leave Accruals – The University cannot change these, this is based on State policies etc.
2. Anschutz has a brown bag lunch. With the first 10 minutes of the lunch involving a staff council update. Sometimes they do gift cards.
3. Career Progression Program, e.g. Mentoring Program. Get learning and development to assist.
4. Overview of “Google hang out”
5. Portal going live October 21<sup>st</sup>. Will feature a quiz in November with iPad prizes.
6. Encourage employees to go to employee services website and provide suggestions to the Trust for research for the coming year.
  - a. Examples from Jill Pollock; Hearing Aids was a suggestion from last year and it was implemented.
7. Leo Balaban had concerns (CU Health Plan) – that there has to be medical support behind alternative medicine. Gina said they are looking at alternative medicine. - Leo to respond to email

### **Tricia Strating UCSC:**

Goals: create sub committees from each campus

Policy – look at policy statements

Career progression = professional develop

Engagement committee – system wide survey – concerns.

### **President Benson and the Executive Staff:**

**Geoff Barsch:** Budget and Finance

**Bruce Benson:** President

**Tanya Kelly-Bowry:** Vice President, Government Relations

**Ken McConnellogue:** Vice President for Communication

**Patrick O’Rourke:** Vice President, University Counsel and Secretary of the Board of Regents

**Jill Pollock :** Vice President, Employee and Information Services

**Todd Saliman:** Vice President and Chief Financial Officer

### **Introductions around the table**

Nancy Sicalides-Tucker talked about what SSC has been doing and what we would like to do:

1. Discussion about how SSC would like to work on an all-staff volunteer project for flood victims who work for the University, whether it is through Habitat for Humanity or some other organization.
  - a. The VP’s would love to help with an all-staff volunteer project for the flood victims. They will do more research to see how many were affected and what we would need to make this possible.

Bruce Benson and Todd Saliman commented on the below question:

2. A few months ago, it was mentioned that polling would be conducted regarding a possibility of putting a Higher Ed Funding initiative on the ballot. With K12 measure being on the ballot this year, what are the chances of getting something on the ballot for next year?
  - a. We are looking at taxes to see how we can help.
  - b. Hopefully we will have results soon and any options available, we will keep you posted.
  - c. We are getting ready on State Budget issues; first round of prioritizing did not work, we are continuing to work on it with all institutions.

- d. Tanya Kelly-Bowry: They met with commissioners and are building relationships for Higher Ed funding.
- e. Question to Bruce Benson from Leo Balaban: is there not a political wheel in the state or just metro area?
  - i. Local Tax District, no. Polling for Higher Ed, we have more to do and will continue.
3. Ken McConnellogue – Discussed being a CU Advocate – a great program to be a part of to help get our message out.
4. President Benson and the group discussed Succession planning. Jill Pollock will speak separately with the group more about this.
5. Group discussed enrollment
6. Group Discussed Branding and how it has been successful
7. Geoff Barsch and Todd Saliman touched on the Federal Government shutdown and that we will not be affected if it only last around a couple of weeks.
8. Jill Pollock to discuss more questions with SSC

**Leo Balaban – Employee Advocacy:**

1. Submitted a motion for the next meeting to change SSC by laws to be a standing committee.
  - a. Motion to Entire Council
  - b. Committee to meet once a month if not more if needed.
  - c. Guidelines on shared drive
2. First Project – (In Discussion)
  - a. Establishing Committee
  - b. Mission Statement

Leo Balaban Motion to Adjourn, Stephanie Ball Seconded

Meeting Adjourned at 12:30pm