

UNIVERSITY OF COLORADO SYSTEM ADMINISTRATION STAFF COUNCIL

Minutes

Tuesday, August 9, 2016
1800 Grant Street, Denver
6th Floor, Denver Conference Room

Chair Tara Dressler called the regular meeting of the System Staff Council to order at 1:05 p.m.

ROLL CALL

The following members were present:

Sarah Braun, Office of Information Security	Jamie Joyce, University Counsel
Molly DeMarr, Employee Services	Kay Miller, Employee Services
Tara Dressler, University Counsel	Christopher Sidebottom, University Counsel
Ashley Eschler, Employee Services	Lisa Vallad, University Controller

ABSENT: KariAnne Cvencek, Tracy Hooker, Anne Melzer, Elizabeth Nakahama, Demetria Ross

GUESTS(S) ATTENDING: none

A quorum was not present.

APPROVAL OF THE MINUTES

There were no minutes to be approved from the July 12, 2016 System Staff Council meeting (the last meeting of the previous annual cycle).

APPROVAL OF THE AGENDA

Moved by Lisa Vallad, *Seconded* by Kay Miller.
Approved by Council.

OPEN FORUM

REPORTS OF OFFICERS

Chair/Vice Chair's Report: Four vacancies currently exist on SSC and we are actively looking for members. It has been decided to bypass elections for these individuals to get the SSC back to desired membership levels. Each of the committees has met since the retreat and elected a chair. Brown Bag – Demetria Ross, Communications – Elizabeth Nakahama, Employee Advocacy Committee – Anne Melzer, Events – Jamie Joyce, Health and Wellness – Kay Miller, Nominations – Tara Dressler, Outreach – Tara Dressler.

Review of SSC goals for 2016-2017: promote System Staff Council event participation and awareness, attract ad hoc members for Committees, streamline policy reviews from UCSC, and obtain a banner to display at SSC events.

Treasurer's Report: Lisa Vallad provided an overview of the FY2017 budget.

REPORTS OF COMMITTEES

Brown Bag Committee: Molly DeMarr and Tara Dressler update – the decision has been made to make Brown Bag events quarterly. October will be the next Brown Bag Session, no topic has been selected yet. They are looking at a potential partnership with Health & Wellness in January. They have budgeted this year for speakers to receive appreciation gifts.

Communications Committee: Kay Miller (co-chair) update – Committee members have met and received brief training for the committee responsibilities: weekly newsletter, website, brochure, flickr account, etc.

Employee Advocacy Committee: Ashley Eschler update – Assisting with the parental leave working group. The suggestion box form will be launched soon.

Events Committee: Jamie Joyce update – The President's Employee of the Year and Years of Service event will be held on November 16th, 2016. The committee is currently working on gift determination and getting the list together for years of service from HCM to send out save-the-date in the coming weeks.

Health and Wellness Committee: Kay Miller update – The Health and Wellness Committee has taken over the planning for Bike to Work Day. In addition to this event, they will focus their efforts on some new events such as: Planksgiving, mini gym promotion, cooperation with Brown Bag for healthy habits in January, etc.

Nominations Committee: Tara Dressler update – Preparing to send out the call for nominations in the next 2 weeks for the President's Employee of the Year Award. They will be collaborating with the Events Committee on awards.

Outreach Committee: Tara Dressler update – Broncos Day will be on September 8, the Broncos season opener. Beads will be sold in the lobby and funds will go to support Sleep Tight Colorado. Shortly after, a sleeping bag and coat drive will be kicked off to support Sleep Tight

Colorado and Coats for Colorado, respectively. Rockies Day (in early April) will be another event for bead sales fundraising. Tentative charities picked for FY 2017: Sleep Tight Colorado, Coats for Colorado, GIVEdenver, MaxFund, Dumb Friends League, Habitat for Humanity, Relay for Life, Special Olympics of Colorado, Cooking Matters.

OTHER BUSINESS

PERA and HR Updates: Ashley Eschler provided an update – HR will be providing Active Shooter training in September (tentatively), presented by the UCD police dept. Employee Services will send an email with sign-up instructions when available. They will be releasing special topics training for managers (and eventually all staff). They are also seeking volunteers for a parental leave working group. At the UCSC retreat last week, Ashley Eschler presented the information they've gathered from local and peer institutions. They will need buy-in from each campus and support of CFOs and CHROs. Alternatives will need to be developed and additional research is needed for the draft of the parental leave policy. Volunteers are sought from each campus for the working group, please contact Anne Melzer for more information.

UCSC Updates: Participants: Ashley Eschler will be the new alternate representative. The UCSC retreat was last week. They focused on goal setting for the next year. Each campus will be sending out a Qualtrics survey to ask about benefits, tuition waiver and professional development. The targeted timeline for this is the end of September/Early October for survey distribution.

ANNOUNCEMENTS

A new item was brought forward with concerns about vending machines in building. This will be looked into and discussed further by the EAC.

ADJOURNMENT

Motion by Christopher Sidebottom, *Seconded* by Ashley Eschler.
Approved by Council.

The meeting was adjourned at 2:54 p.m.



Sarah Braun
Secretary