

UNIVERSITY OF COLORADO SYSTEM ADMINISTRATION STAFF COUNCIL

Minutes

Tuesday, December 8th, 2015
1800 Grant Street, Denver
6th Floor, Denver Conference Room

The meeting was called to order at 3:10 pm by Chair Nancy Sicalides-Tucker.

ROLL CALL

The following members were present:

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| Nancy Sicalides-Tucker, Employee Services | On the Phone: |
| Kay Miller, Employee Services | Ashley Morgenstern, UIS |
| Lisa Vallad, Controller's Office | KariAnne Cvencek, Advancement |
| Ashley Eschler, Employee Services | Jim Dages, Employee Services |
| Demetria Ross, University Controller | Anne Melzer, Employee Services |
| Stephanie Ball, Employee Services | Tara Dressler, University Council & TTO |
| Jamie Joyce, Litigation | |
| Janelle Fossett, Employee Services | |

ABSENT

Kris Milanak, Advancement; Amanda Ulrey, President's Office

GUESTS ATTENDING

None

APPROVAL OF THE MINUTES

Approved by the Council

APPROVAL OF THE AGENDA

Approved by Council

REPORTS OF OFFICERS

Treasurer's Report

- Lisa went over the re-allocations that were completed as a result of the SSC's last meeting. Leftover funds from the annual SSC retreat budget were redistributed to the following: Bike to Work Day, Mileage, and Chair Discretionary. For detailed information, please see SSC Budget FY2016 December under Budgets/FY16 on the System Staff Council Shared Drive.

- Committee Chairs were asked to review their budgets provide detailed spending plans for the remainder of the year.
- Nancy briefly mentioned the SSC schwag budget of \$1,000, which will be discussed in greater detail at the January SSC meeting. Committee members were asked to bring ideas to the next meeting.
- Corrections to the November meeting minutes were discussed, and updates were completed:
 - The President's Employee of the Year Award has been paid for. This statement was made by Nancy, not Jamie.
 - Items for the Employee of the Year Awards have not been paid for; the bills will be coming in for some time.
- Committee Chairs to meet before the SSC meets again on January 12th. Lisa to coordinate.

Chair's Report

- Leonard has a tree and the presents for Buckley Airforce Base upstairs.
- Kay said the construction project at 1800 Grant is underway. Nothing new to report.
- Issues with visibility when leaving the parking garage were discussed again. EAC to draft a letter to the city to address this issue.
- Together We Rise
 - We exceeded our \$1,500 goal, raising a total of \$1,825 for Sweet Cases.
 - Pre-collegiate information and chip stuffed animals will be delivered to Together We Rise recipients.
- There have been issues with cleaning and stocking of the 7th floor kitchen, as well as shorting of electrical outlets due in part to the closing of the 4th floor kitchen remodel. Nancy will coordinate with Leonard to develop and send a communication to resolve these issues.
 - Nancy introduced SSC nominee Janelle Fossett to the group. She is a candidate to fill Isabella Muturi-Sauve's vacant position on the Council. Nancy to set a meeting with Janelle to choose committees, complete S-drive access, etc.

COMMITTEE REPORTS

Brown Bag – Nancy provided the update. Five responses to the Brown Bag survey were received. Overall requests included presentations that can help people do their jobs better. With many resources available already, perhaps presentations about what is already available are good for future topics.

Communications - Stephanie provided the update. The Communications Committee won't send SSC communication during the Christmas and New Year's Holiday weeks.

Employee Advocacy- Anne provided the update.

- Committee is taking December off, and will schedule a meeting in early January.
- Anne to meet with Nancy to understand how best to address parking lot visibility issues so a letter can be drafted.

Events – Jamie provided the update.

- Invoices for the Employee Awards Ceremony and YOS event will be coming for a while.
- Next event is Employee Appreciation Breakfast. Luau theme.
 - Trying to arrange video conference with Broomfield for the event.
- Email communication to System employees on campuses regarding System events were sent. Employees will be invited to events at System, but can also join the events hosted by campus Staff Councils. No separate events for campuses anymore.

Health & Wellness – Kay provided the update.

- Possible collaboration with Brown Bag focused on Health and Wellness issues.
- Will host a second healthy snack initiative in the spring.

Nominations – Jim reported.

- Next event is Student of the Semester Award. Nancy to inform winner on Friday, 12/11.
- The Nominations Committee has a solid process for collecting nominations and communication of results.

Outreach – Anne reported.

- Anne thanked the people who participated in the bake sale for Together We Rise. Enough money was raised to buy 73 Sweet Cases. Need to determine a date to assemble Sweet Cases.
- Gifts for Buckley AF Base are wrapped. Working out details to deliver gifts.

PERA AND HR UPDATES

- No updates.

OTHER BUSINESS

- UCSC Updates:
 - Anne is the newest UCSC member.
 - Representatives from health/benefits presented.
 - Service Excellence Awards for UCSC will be held in April at UCCS.

Regents are still reviewing Lynda.com as a possible training tool for all campuses. See latest [CU Connections](#) for updates.

ADJOURNMENT

- Meeting Adjourned: Stephanie Ball moved to adjourn. Tara Dressler seconded. Meeting adjourned at 4:20 p.m.

Next Meeting – January 12, 2016