

UNIVERSITY OF COLORADO SYSTEM ADMINISTRATION STAFF COUNCIL

Minutes

Tuesday, February 13, 2018
1800 Grant Street, Denver
6th Floor, Denver Conference Room

Tara called the regular meeting of the System Staff Council to order at 1:02 p.m.

ROLL CALL

The following members were present:

Tara Dressler, University Counsel	Kay Miller, Employee Services
Sarah Braun, Office of Information Security	Elizabeth Nakahama, Office of the Treasurer
Ashley Eschler, Employee Services	Demetria Ross, University Controller
Angie Generose, Employee Services	Nicole Craft, Advancement – Phone
Kiki Holl, Advancement	Tracy Hooker*, Employee Services
Annie Melzer, Employee Services	Tanya Cohen, University Counsel
Angie Generose, Employee Services - Phone	

**Indicates non-voting ex officio member*

ABSENT: Jamie Joyce, University Counsel; Andrea Holland, Advancement; Phillip Curry, University Information Systems; Andrew Drummond, Employee Services

GUESTS(S) ATTENDING: none

A quorum was present.

APPROVAL OF THE MINUTES

The minutes of the November 14, 2017 System Staff Council meeting were approved during the meeting.

Moved by Sarah; Seconded by Annie.

Approved by Council.

The January 9, 2018 minutes need to be revised. Will approve next month.

APPROVAL OF THE AGENDA

Moved by Sarah; Seconded by Kay.

Approved by Council.

OPEN FORUM

Short Activity - Who would play you in a movie about your life?

REPORTS OF OFFICERS

Treasurer's Report:

- Still need updated numbers for years of service award (Elizabeth can meet with Ashley to discuss)
- Budget update next month when we have these numbers

Chair/Vice Chair's Report:

- Andrea – reduced role and need a Secretary – No volunteers but Ashley offered to take minutes for this meeting
- Jamie needed to resign – Tanya Cohen filing in (on events and communications committees) and will be joining the council officially next term
- Council members for next year (Tracy)
 - 5 nominations, possibly 6 vacancies (depending on Jamie)
 - Tracy will share nominations once they close
 - Nominations close Monday, February 19
 - Must have supervisor approval on all nominations
- SSC Flyer – Communications - No updates, still a work in process
- Brochure is updated by Ashley
- Demetria and Angie – Do we have a date for event for current and past members? Results from Doodle poll?
 - Will be held March 1 from 12 to 1 at 1800 Grant
 - Event will be mix and mingle and short presentation about upcoming events and possible SSC Ambassadors
 - Light refreshments will be provided - 50 dollar max budget
- Invite from David for before the Staff Appreciation – meet the SSC members - Tara to reach out to David about invite, might have been a mistake
- Annie – Lynda.com
 - The ES communication team is creating a handout on Lynda.com
 - SSC could set this out during events, include in newsletter, and post in bathrooms to advertise use
- Cathy asked if SSC members would like to receive the Focus on CU Faculty email digest – what do people think? Tara to send a sample to SSC members and they can sign up if interested
- Leonard Update
 - Appreciation events – gave the list to Leonard and will see what we can do - Leonard looking at list to see which ones could be co-sponsored with the President's Office
 - Colorado Combined Campaign
 - Fran Chapman looking to step away from this effort
 - Fran wrote up the responsibilities and Sarah will send this to SSC members
 - Would anyone be interested in taking this over? (Nicole might be depending on responsibilities)
 - If no one from staff council is interested, then Leonard would reach out to all System Administration
 - Kitchens and Trash – Leonard to follow up with the building on the ideas for kitchen supplies and new water bottle filtration system
 - Garage Parking

- Ideas being considered – lines up the walls, penalties for parking over the lines, display pass, monitor guest usage
- Not issuing any new parking passes - will be putting new employees and anyone else interested on a waitlist
- Building Issues Group – Formed and will meet once a month to discuss things such as the kitchens, garage issues, etc.

REPORTS OF COMMITTEES

Brown Bag – Angie Generose and Phillip Curry

- Phillip J Weiser (Cyber Security): Tuesday April 17
 - 1st floor conference room secured
 - Angie to send a calendar invite to all SSC members
- Potential idea for future: Virtual reality work being done in Boulder

Communications – Elizabeth Nakahama

- Communications meeting occurred over email
- Newsletters go out on Wednesday mornings at 6 am
- Anything that needs to go into newsletter should be sent to Elizabeth by Tuesday mornings
- May look at only sending newsletters every other week
- RSVP through Cvent for Staff Appreciation will be going out tomorrow
- Will be testing sending communications from a specific person when sending a “special” communication
- Will send a special email out on Monday for call for nominations if we need more nominations -Tracy to send communications the number of nominations we have before Monday’s communication

Events – Ashley Eschler

- Breakfast: May be using Etai’s again
- Elizabeth to send Ashley information about which caterers donate back to CU
- Broomfield: Kiki and Nicole to check for decorations and will be in charge of food
- Communication will be for both Advancement and 1800

Health and Wellness – Annie Melzer and Andrea Holland

- Fitbit group is growing and participants suggested a lunch time meet and greet with participants
- Maintenance group is cleaning the gym everyday
- Ticket has been submitted to install the T.V. antenna
- Snack attack to happen in May

Outreach – Sarah Braun

- April 5: Rockies Spirit day to support Maxfund
 - Bake Sale at both 1800 Grant and Advancement - Will also hand out beads
- May 2: Maxfund Mobile adoption to come to 1800 Grant
 - Broomfield: Maxfund will not travel outside of Denver unless we become a regular sponsor
 - Look to see if there is another organization to bring animals for adoption
- Relay for Life?

- Does anyone have interest in participating?
- Locations are split between Metro-South and Metro-West
- Based on locations of the event, this doesn't seem plausible

OTHER BUSINESS

PERA and HR Updates (Tracy):

- Nominations: Update provided above
- Bring your child to work day: April 26
 - Employee Services will be hosting
 - Registration for event will be coming out
 - Event will be from 9-11
 - Looking for support from staff council for volunteers and information in the newsletter

UCSC Updates:

- Service Excellence Awards – April 13, 2018 in Boulder (Tara to send invite to Tanya)
- Ashley – Update on Parental Leave
 - Hoping to have the cost projections presented in the CFO meeting in March
 - ES working to pull some additional numbers this month
- Angie – Policy Update? Blurb for the newsletter how to find policies, comment? Summary?
 - Policy work occurring but nothing effecting staff
 - Will be bringing information to the group

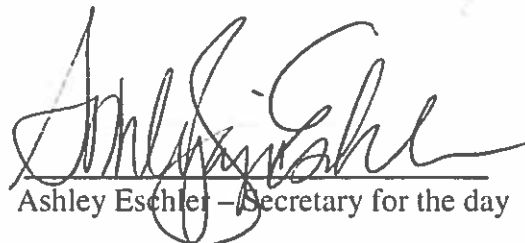
ANNOUNCEMENTS

The March 2018 SSC meeting will take place on March 13th from 1-3pm.

ADJOURNMENT

*Motion by Demetria; Seconded by Kay.
Approved by Council.*

The meeting was adjourned at 2:20pm.



Ashley Eschler – Secretary for the day