

UNIVERSITY OF COLORADO SYSTEM ADMINISTRATION STAFF COUNCIL

Minutes

Tuesday, August 14, 2018  
1800 Grant Street, Denver  
6th Floor, Denver Conference Room

Tara 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	Katie Mueller, Advancement
Tara Dressler, University Counsel	Laura Isacco, Litigations
Jacqueline Bannister, Employee Services	Ashleigh Prout, At Risk Management
Kiki Holl, Advancement	
Jean Howe, Employee Services	
Kay Miller, Employee Services	
Elizabeth Nakahama, Office of the Treasurer	
Tanya Cohen, University Counsel	
Robi Calderaro, Employee Services	

*\*Indicates non-voting ex officio member*

ABSENT: Angie Generose, Ashley Eschler\*, Phillip Curry

GUESTS(S) ATTENDING:

A quorum was present.

APPROVAL OF THE MINUTES

The minutes of the May 2018 System Staff Council meeting were approved during the meeting.  
*Moved by Sarah, Seconded by Robi.*  
*Approved by Council.*

APPROVAL OF THE AGENDA

*Moved by Robi, Seconded by Tanya.*  
*Approved by Council.*

OPENFORUM

## REPORTS OF OFFICERS

### Chair/Vice Chair's Report:

- Overall it was agreed that the retreat went well.
- USCS members are Tara, Jacqueline, Annie and Angie.
- Recapped the new committees. Checking on the committee emails are correct.
- Calendar review; Added more items to the calendar.
- UCB SSC asked us to help with hospitality table for the Diversity Summit. Discussion on if we can shop at Costco; Tanya and Tara will do follow up.

### Treasurer's Report:

- Tentative FY19 to committee chairs. Waiting for approval. FY19 budget was based on FY18 actuals. Shifted \$ from Bike to Work day to Snack Attacks
- Claim mileage monthly, it is not too late to submit Retreat mileage.
- Need to purchase some SWAG.
- Events committee needs to review budget.

Bylines: Amendments approval. *Moved* by Tanya, *Seconded* by Jean. *Approved* by Council.

### Slack Demo, Kiki:

- Communication platform used by Advancement. It can be free. We could set up one for each committee. It could be used instead of email.
- Council has approved to try Slack.
- Possibility of adding the FitBit groups.

OnBase: Tara is requesting a demo for September. OnBase is for document file storage.

### SSC Flyer:

- In between events, we will display a SSC flyer throughout the building. Communications will distribute to the members.

### Mission Statement:

- Council members agreed that we need a Mission Statement. It was suggested that Janet Lowe to help us write our Mission Statement.
- The group determined that we could tweak the current statement to reflect our purpose.
- **MISSION STATEMENT**  
System Staff Council (SSC) is an advocate for university and classified staff within the University of Colorado System Administration. SSC facilitates the exchange of ideas between staff and the executive administration to promote a sense of community and common purpose. SSC supports staff engagement through employee recognition, policy recommendations and community involvement. (Adopted August 14, 2018)

Leonard notes:

- The floor proctors will handle the kitchen supplies, small maintenance requests, etc. The floor proctors will be listed in our newsletter.
- Mini Gym, the building has a company to maintain the equipment and they are setting a meeting.
- He is looking into 1800 resource guide; we will see the draft before it is published (Jackie Foster is working on it).
- Tanya & Tara will talk to Leonard about having a System Slack Channel.

### REPORTS OF COMMITTEES

Brown Bag Committee: The new committee has not meet yet.

Communications Committee: Update provided by chair Elizabeth Nakahama.

- Committees need to put together a blurb with dates, specifics, etc.
- You can reference old newsletters in the shared drive.
- Add a picture to spice up your blurb, add a hyperlink, etc.
- Email blurb to the communications email list serve.
- Committee chairs please review your committee webpage for revisions and updates. Updates sent by the next meeting.

Events Committee: Update provided by chair Tara Dressler.

- November 28 YOS and President's Employee of the Year Award

Health and Wellness Committee: Update provided by chair Tanya and Jacqueline

- CU Fitbitters Group will be managed by this committee.
- Going to Healthy Holiday Cookbook
- Next Snack Attack is 9.20.18; String Cheese day.
- Conducting a Health and Wellness survey
- Possible Brown Bag lunch with BeMove Colorado

Outreach Committee: Update provided by chair Sarah Braun.

- School Supply Drive starts on 8.15.18 through 8.29.18.
- It is up to your discretion if you want to drum up business on your floor.
- Next event September 6th – NFL Spirit Day fundraiser – Bake sale – Organization TBD.

### OTHER BUSINESS

PERA and HR Updates: No HR issues to report per Ashley (per Tara).

UCSC Updates provided by Jacqueline Bannister

- Possibly of more collaborations between other campuses councils; Competitions, i.e. blood drive.
- Reviewing the Service Excellence Award; revise or eliminate the award
- Updating/driving more traffic to UCSC website. This site has a link to SSC website.

ANNOUNCEMENTS

None.

ADJOURNMENT

*Motion by Robi, Seconded by Sarah  
Approved by Council.*

The meeting was adjourned at 2:58 p.m.

*Jacqueline Bannister*  
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Jacqueline Bannister  
Secretary