

# UNIVERSITY OF COLORADO ADMINISTRATION STAFF COUNCIL

## MINUTES

Thursday, October 19, 2017  
C4C at CU Boulder  
Room S341

Nancy Moore called the regular meeting of the University of Colorado Staff Council to order at 10:05 a.m.

## ATTENDANCE

The following members were present:

Nancy Moore, UCCS  
Sarah Mensch, UCCS  
Nick Lockwood, UCCS  
Annie Melzer, System  
Tara Dressler, System  
Angie Generose, System

Megan Schosker, CU Boulder  
Kathleen McGovern, CU Boulder  
Jenny Webster, CU Boulder  
Philip Petty, CU Denver/Anschutz  
Carissa Smith, CU Denver/Anschutz  
Jay Campbell, CU Denver/Anschutz

Absent: Mark Means, UCCS; Noah Doder, CU Denver/Anschutz

Guests(S) Attending: John Kelley and Miranda Scott – Co-Chairs for Boulder Council; Cynthia Pasquale – CU Connections; Janet Lowe – CU System

A quorum was present.

## OLD BUSINESS

Approval Of The Minutes: June Minutes *Moved* by Kat, *Seconded* by Jay. September Minutes *Moved* by Kat, *Seconded* by Jay. Both Approved.

Treasurer's Report:

- Nick reviewed the budget - \$20,900 total, \$7,804.99 spent to date, \$13,095.01 available
- On track for the budget
- SEA on track and may expect more attendees than normal

## NEW BUSINESS

### Chair's Report:

- Post-meeting Internal Survey – Will continue to do this after each meeting and will be given swag as a reward
- Document on Box to share information
- Template for Campus Updates circulated and will use going forward to keep these standard and run smoothly
- Thanks to Jay for PERA links with updates – Campus are also getting information
- Dan Montez – Coming to the next meeting and giving updates on policies, staying for lunch and working with the Policy Committee
- Annie gave a brief update on parental leave to the Boulder co-chairs and give additional information if needed
- Anti-bullying APS draft from Faculty Council – Tamara Terzian
  - Presented the draft at Faculty Council Meeting a few weeks ago
  - Issues of 1<sup>st</sup> Amendment rights infringement and anti-bullying versus law
  - Legal to look at those issues
  - Update coming
- Angie – Pitch event where the winner (Shay) pitched internet access for low income students by way of wi-fi pods/hot spots \$60K onetime expense – for students on the Auraria campus – received the funding as the winner – needs to help the winner connect with the right people to get this implemented – Philip and Jay to get the contacts to Angie
- Regent Meeting Update: No meeting this month

### Mission Statement – Janet Lowe

- Brand yourself – be clear, concise (no more than 15 and no fluff), and useful (understanding the organization)
- Don't change too frequently
- What you do and who/what you do this for
- Know your audience – Staff, Managers, Leadership, Community, Prospectives, Students, Faculty, etc.
- Building Blocks – actions, audience, services and problems
- Examples – see handout
- Final versions:
  - UCSC communicates ideas and needs by providing/being a voice for CU employees
  - UCSC promotes/champions change and unity by being the voice for CU employees
- Each council member votes on one (to be sent by Sarah) and the council makes a decision on the mission statement. Then get approval.

## LUNCH BREAK

## COMMITTEE UPDATES

### SEA Awards:

- Save the date is out – Chancellors and President and some Regents all on the calendar
- When we ask for the RSVP, we will ask for committee so those people can sit together and discuss - revamping the first part of the program
- No power point presentations – Chairs will have 3-4 minutes to give the main things the council have done over the year – Pictures to be running throughout
- Rick George is the keynote
- Activity TBD
- Sarah and Kat to coordinate people who are leaving the council

### Policy:

- Looked at policy website – nothing much that is going to affect staff
- Hard to see the changes – going to contact Dan Montez about how to easily see changes
- Tuition benefit is now campus wide

### Survey:

- Tuition Benefit – Annie updating numbers and data and stay abreast of how it is going
- Parental Leave – Getting help from Regent Ganahl and talking to the CHRO's
- UCSC Survey – Presented to all councils (system next month), regents, chancellors, faculty council; now trying to figure out how to disseminate info – through the website by December, pulling data by campus

### Executive Committee:

- Goals – Continue to meet the Thursday before each meeting to discuss (by phone)
  - Resolving/hearing issues in a timely manner – Request to address the individual tuition benefit
  - Fostering UCSC activities – Ongoing
  - Responsibly manage the UCSC budget – Nick is on it and posted to Box
  - Also will get the agendas out the week before the meetings – Done!
- Other:
  - Annie and Carissa from the Survey committee to be interviewed by Cynthia for an article in CU Connections
  - Put link to System Brown Bags in CU Connections
  - SEA to review nominations for and update on the website

## CAMPUS UPDATES

### Boulder:

1. Speakers: Michelle Martinez from Employee Services and Mary Ann Enstad from Bursar's office came to speak on the Tuition Reimbursement Pilot Program
  - a. Pilot did not go as well as expected.
2. Carissa and Annie came to speak to BSC about survey and Parental Leave
3. Discussion around the focus of BSC specifically surrounding recent politically charged conversations

4. Standing Rules were revised: added a 2 hour expectation for monthly meetings, moved Executive committee to 4<sup>th</sup> Wednesday, delegate reports are due to admin 3 business days prior to FC meetings
5. Voted Jen into UCSC
6. Discussed the Diversity Summit Opportunity and how BSC will help

#### UCCS:

- Holiday Service Project – Begins Nov 4<sup>th</sup>, books are being donated by Barnes and Noble
- Professional Development committee – Currently recruiting for more committee members to assist with March staff enrichment day.
- Employee of the Quarter – Meeting happened last week to select this past quarter’s winner
- Pay & benefits – Working with HR director to improve onboarding process to include a new hire mandatory orientation with a system presentation about benefits and community development with a meal.
- Welcome committee –dispersed welcome bags to Sept hires and have created a staff association welcome handbook.
- Blood drive committee– Halloween blood drive – UCCS is the largest donor in Colorado Springs.
- Policy Committee– Chairs and memberships has been elected
- Program committee – Will be marketing and helping plan the spring luncheon.
- Shannon created a monthly staff association newsletter

#### Denver/Anschutz:

- 2 main campus goals are; Explore expanding employee tuition waiver benefit – and – Work to include PRA’s in staff years of service award program
- October professional development events being held at both campuses are Informal Communication Styles, how our body language and expressions convey meaning. Dr. Kristen Broadfoot
- Staff Appreciation event breakfast being held 10/25 on Denver Campus
- Coats for Colorado currently being sponsored on campuses

#### System:

- Implementing a short activity at the beginning of each meeting, like an ice breaker, to get to know each other better – going great!
- Communications committee has started using UCOMM to send out the newsletter with new formatting and tracking ability to see how many people are opening the newsletter and what parts they are clicking on.
- We had a great Brown Bag on the space missions that CU Boulder is involved in. Presenter was Edgar Johansson of LASP.
- The President’s Employee of the Year Award and the Years of Service will be in December and getting ready for that event.
- Will host “Planksgiving” as a health and wellness challenge in November.
- Working on the Colorado Combined Campaign – who should be in charge as the woman who was doing it is burned out and how can SSC help.

UPLANNED BUSINESS

Word updates – 10 minutes  
Next Meeting November 9<sup>th</sup>  
Dwire Hall at UCCS

ADJOURNMENT

*Motion by Kat, Seconded by Jay.  
Approved by Council.*

The meeting was adjourned at 1:43p.m.



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Tara Dressler  
UCSC Secretary