

UNIVERSITY OF COLORADO SYSTEM ADMINISTRATION STAFF COUNCIL

Minutes

Tuesday, October 13th, 2015
1800 Grant Street, Denver
6th Floor, Denver Conference Room

The meeting was called to order at 1:04 pm by Vice Chair Kay Miller.

ROLL CALL

The following members were present:

Kay Miller, Employee Services	Ashley Eschler, Employee Services
Stephanie Ball, Risk Management	Anne Melzer, Employee Services
Jim Dages, Employee Services	Kris Milanak, Advancement
Tara Dressler, University Counsel	KariAnne Cvencek, Advancement
Demetria Ross, University Controller	*Tracy Hooker, Human Resources

**Indicates non-voting ex officio member*

ABSENT

Nancy Sicalides-Tucker, Employee Services; Lisa Vallad, University Controller; Jamie Joyce, University Council; Ashley Morgenstern, University Information Systems; Amanda Ulrey, University Relations

GUESTS ATTENDING

None

APPROVAL OF THE MINUTES

No minutes posted for September meeting prior to this meeting. Next Council meeting, minutes from September and October will need to be approved.

APPROVAL OF THE AGENDA

Approved by Council

REPORTS OF OFFICERS

Treasurer's Report

- We are over budget on mileage and parking expenses. Council members traveling to Grant to attend meetings can still charge mileage, but should attend committee meetings by phone.

- Flicker Pro Account – had been charged to Trisha Strating’s P-card in the past. Since Trisha is no longer on the council, Kay asked for volunteers to take on this expense. Stephanie will reach out to Jamie about taking this over; Tara Dressler is willing to be Jamie’s backup for this.

Chair’s Report:

- Kay stated that the council is awaiting nominations for someone to fill Isabella’s vacant position. She asked the group to check with co-workers for anyone in the System who has been an employee for one or more years.
- Committee participation has been low in some areas.
 - Kay reviewed the employees who are included on each committee. It was noted that David is included on EAC, but is no longer an SSC member. Anne mentioned that Molly will participate on EAC also, but she isn’t on SSC.
 - Tara is included on the FY16 Committee list as part of the Health & Wellness committee. She isn’t a member of this committee; she is a member of the Events & the Employee Advocacy Committee.
 - Committee members should let Stephanie Ball know of any email list changes, as she now has access to make updates.
- Building Renovation – Kay reported that a furniture preview will take place on October 19th on the 4th floor. She believes this will apply to all floors at Grant to be renovated.
- Stephanie confirmed that there is no limit on the number of people who can call in on the SSC conference line.

COMMITTEE REPORTS

Brown Bag, in the absence of committee members at this SSC meeting, Stephanie Ball provided an update on what she knew based on communications sent on this committee’s behalf.

- Johnnie Ray, VP for Advancement, will be the next speaker
- Participation at the brown bags has been good, and the group anticipates a good turnout for Johnnie Ray
- There has not typically been a brown bag during the month of December. The group discussed that there is a possibility that a brown bag planned for January may get postponed, due to lack of meeting space in the building.
- Ashley Eschler asked if the brown bag committee might organize some employee learning online in the meantime, and Stephanie was going to reach out to the committee and see if they have time to research and organize.

Communications, Stephanie Ball

- As discussed earlier, Stephanie will ask Jamie to manage the Flicker account.

- Stephanie is cross-training Jim so he can be her back-up if things need to go out.
- Stephanie is also training Jamie to record RSVPs for events, and she and the Events Committee will be able to export RSVP results in the future.

HR Update – Tracy Hooker, who needed to leave the meeting early, provided her update.

- Tracy expressed concern about the query that was used for the employee of the year awards.
- Tracy, Nancy, Tara will review the data.

Employee Advocacy Committee, Anne Melzer

- EAC reviewed some of the policies at our last meeting. Tracy Hooker attended this meeting, and provided helpful input. The committee agreed to minor revisions to CU logos and family leave.
- Updated past issues we were reviewing. EAC issues had already been resolved, or were no longer relevant, so the committee will begin to re-define its purpose based on needs employees communicate that aren't necessarily redirected easily to another department.
- EAC will launch a website for employees to bring up issues and offer possible solutions in early 2016.
- Battery has started at the Broomfield office, and continues to be successful at Grant.

Events, Tara Dressler (on behalf of Jamie Joyce)

- Employee of the Year and YOS Awards –
 - Tara stated the program will be similar the one that has been used in previous years.
 - President Benson is no longer available; Leonard and Ken will now tag-team with Nancy.
 - KariAnne will reach out to CU Foundation about honoring Dave Robles.

Health and Wellness, Kay Miller

- Kay said the committee is working to get more incentive for people to join Move Colorado.
- The workout room has developed some regular visitors.

Nominations, Jim Dages

- The Committee has successfully completed the employee of the year awards.
 - Nancy hand-delivered word to nominees who weren't elected; and the committee's work to ensure timely delivery of nomination updates to all involved helped ensure smooth process.

- The snippets from the nomination letters were included on the announcement, and they will also be included in the Awards Program.
- The Nominations Committee's next project will be the Student Employee of the Year Award. The Committee will model the procedures for that award after this year's Employee of the Year Award process.
- This award needs to be presented prior to winter break.

Outreach, Anne Melzer

- The Committee continues to attempt to reach Buckley Air Force Base, but their phone calls and emails have gone unreturned. Judy, the original contact there, has stated that she doesn't want to participate this year.
 - The Council members discussed reaching out to some other charities who want and need the support. Ashley Eschler will provide contact information for some deserving charities to the Committee.
 - We need to set up the tree and have everything completed by Thanksgiving, so it can be up for three weeks. So, charity needs to be selected and organized prior to this date, and the Committee is hoping to select one within a week.
- Bronco Beads Day is October 27th, and Anne needs volunteers to help hand out beads.
- The Committee is discussing additional ideas for fundraising. Tara mentioned a BJ's fundraiser, and will send an email to Anne with details.

OTHER BUSINESS

- UCSC Update - Kay mentioned that President Benson says there isn't much information about what System does, and he would like to provide more information to the campuses. The *Wall Street Journal* reported on CU's efficiencies in August.
 - The next USCS meeting is Thursday, October 15th.
 - Years of Service data has presented a challenge on all of the campuses, not just for System.
- 90-day challenge – Ashley E. said we had decent participation, but were hoping to get several more people signed up, as we haven't met our participation goal. Ashley, the Health & Wellness Committee and Stephanie and Communications Committee will work together on communication.
- Kay reminded the Council that the University's staff councils from each campus have been invited to a day at the capital on March 11th. A Save the Date was sent, with more information to come later.

ADJOURNMENT

Motion to adjourn was made and seconded, and the meeting was adjourned at 1:59 pm.