

UNIVERSITY OF COLORADO SYSTEM ADMINISTRATION STAFF COUNCIL

Minutes

Tuesday, November 10th, 2015
1800 Grant Street, Denver
6th Floor, Denver Conference Room

The meeting was called to order at 1:10 pm by Chair Nancy Sicalides-Tucker.

ROLL CALL

The following members were present:

Nancy Sicalides-Tucker, Employee Services	Jim Dages, Employee Services
Kay Miller, Employee Services	KariAnne Cvencek, Advancement
Demetria Ross, University Controller	Ashley Morgenstern, UIS
Lisa Vallad, Controller's Office	Ashley Eschler, Employee Services
Anne Melzer, Employee Services	*Tracy Hooker, Human Resources
Stephanie Ball, Employee Services	

**Indicates non-voting ex officio member*

ABSENT

Tara Dressler, TTO; Jamie Joyce, University Counsel; 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 Vallad discussed the budget report that was provided prior to the meeting (see attachment SSC Budget FY 2016).
- She would like to re-allocate our \$600 surplus from the retreat elsewhere. Nancy confirmed the President's Employee of the Year award has been paid for. Lisa also

asked Committee members to provide her with estimates for mileage for the balance of the year.

- Health and Wellness hasn't spent very much this year, and Kay anticipates spending will be minimal. They might do another healthy snacks event which will cost about \$50.
- Brown Bag Committee has asked for some funds to pull together gift bags for the guest speakers.
- Outreach Committee reported that they might have some mileage expenses related to the holiday events they are coordinating with Buckley AF Base. The committee is still working to coordinate this effort, and Anne will report back once the effort has been coordinated.

Chair's Report

- Nancy discussed briefly the possibility of using SharePoint / Google Docs. The System Staff Council members will receive a SharePoint / Google docs lesson at next year's retreat so that we can utilize a sharing tool in which SSC members can collaborate.
- Flicker Account was discussed at last meeting. Jamie Joyce has the Flicker account information and has been using it.
- Moving Dates during renovation – Nancy mentioned that anyone who is moving should know when they're moving.
 - The first floor renovation is scheduled for March 7th through May 17th.
 - Construction on other floors is scheduled to end in the first week in March.
- There have been no nominations to fill Isabella's spot on the SSC. Upon checking bylaws to see if SSC members need to have been employed with CU for more than one year, it was noted that there is not a minimum time of service requirement to serve on the SSC.
- Nancy reminded the group that all SSC communications should go through the Communication Committee to ensure consistency and accuracy in messages.

COMMITTEE REPORTS

Brown Bag - Tara provided the update. There is no brown bag lunch in December. Plan to resume in January.

Communications - Stephanie reported there are no updates.

Employee Advocacy

- Ashley E. reported that the committee is working with Ryan to create an online feedback form. Her other work takes priority over this project, but it's underway.
- Ashley will coordinate with Ryan and Stephanie (Communications Committee) to develop the form and determine how best to include it in communications to System employees, and where to house it on the website.

Events – Years of Service awards ceremony and reception is tomorrow. Need volunteers for set-up and tear-down.

Health & Wellness – Kay reported that the post-Halloween Snack event was successful; food was gone in two hours.

Nominations – Jim reported that the call for student employee of the semester award has gone out. No nominations have come in, and they're due on Friday. If no nominations are received, then no award will be given. Communications Committee will write a request for nominations to be sent from Leonard directly.

Outreach – This is a small committee and Anne could use some additional help if anyone is available. Buckley AF Base outreach effort is underway.

PERA AND HR UPDATES

- No updates.

OTHER BUSINESS

Kay asked for ideas for Brown Bag speaker gifts. It was discussed that gift bags with SSC prizes could be given. Gifts will depend on the amount of money leftover once mileage estimates have been reported.

There is a small budget for Bike to Work Day, and we need to ensure we spend the budget we have.

There are plenty of volunteers to help with Events Committee awards ceremony, with “All Hands on Deck” at 1 pm. Leonard will present awards with Nancy tomorrow since President Benson can't be there. Scott Dunn will present Dave Robles' award to his family.

For the Bake Sale to support Together We Rise, Broomfield office will participate also, and communication will be sent to all-Broomfield in follow-up to the SSC email.

Nancy has received one self-nomination for SSC service. We will run the ad through the first week of December, when appointment of a new council member will be discussed.

UCSC Updates:

There is a position available on UCSC. Nancy discussed what an exceptional learning opportunity this has been. UCSC service term is three years, with regular meetings lasting four hours.

Re: Professional Development – Lynda.com is being discussed as an opportunity University-wide.

ADJOURNMENT

Demetria moved to adjourn the meeting. Ashley Morgenstern seconded. Meeting adjourned at 2:24 p.m.

Next Meeting – December 8, 2015