

UNIVERSITY OF COLORADO SYSTEM ADMINISTRATION STAFF COUNCIL

Minutes

Tuesday, August 11, 2015
1800 Grant Street, Denver
6th Floor, Denver Conference Room

Chair Nancy Sicalides-Tucker called the regular meeting of the System Staff Council to order at 1:03 p.m.

ROLL CALL

The following members were present:

Stephanie Ball, Risk Management	Kay Miller, Employee Services
Jim Dages, Employee Services	Ashley Morgenstern, UIS
Tara Dressler, University Counsel	Nancy Sicalides-Tucker, Employee Services
Jamie Joyce, University Counsel	Amanda Ulrey, University Relations
Anne Melzer, Employee Services	
Kris Milanak, Advancement	

**Indicates non-voting ex officio member*

ABSENT: KariAnne Cvencek, Advancement; Ashley Eschler, Employee Services; Isabella Muturi-Sauve, Academic Affairs; Demetria Ross, University Controller; Lisa Vallad, Office of the University Controller

GUESTS(S) ATTENDING: None

A quorum was present.

APPROVAL OF THE MINUTES

No minutes from July as it was the annual retreat.

APPROVAL OF THE AGENDA

Moved by Tara Dressler, *Seconded* by Stephanie Ball.

Approved by Council.

OPEN FORUM

None

REPORTS OF OFFICERS

Chair/Vice Chair's Report:

- The final interviews are being held for the project manager for the construction project. The 4th floor is going to have the bulk of the renovation and they are working on a timetable to accommodate workflow. Maybe November or December.
- Leonard has organized a committee to oversee the construction. Kay is the SSC representative and will give us updates.
- There have been 30 people who have used the fitness center. See the link in the newsletter for the waiver.
- Leonard went over the new budget and is excited for the new SSC. SSC will invite him to the September or October meeting.
- The email issues with the SSC groups are still being resolved, but are hopefully close.
- We should think about a bylaws committee to review the bylaws and dive into making updates – possibly a project for January. Kris as possible committee chair.
- November 11, 2015 is the date for the President's Employee of the Year Award and the Years of Service Awards. Find out if the President does something acknowledging veterans as this falls on Veteran's Day this year.
- There are problems with the temperature throughout the building. People have given up on sending in tickets and there is no response or there is no fix. Since the building was built in the 70's this is not an easy fix. However, Kay is going to bring up the issue with the construction committee and it is on the radar to deal with the problem as the renovations are happening.

Treasurer's Report:

- The increase in the budget has come through. The money is going into Fund 10, but can be used for events.
- Nancy will set a meeting for the committee chairs to meet and discuss budgets.
- No money has been spent yet this year. The retreat expenses still need to hit the speed type – about \$1000. There was some carry over from last year. FYI – Cableland is only \$175 to rent the space for CU groups.

REPORTS OF COMMITTEES

Brown Bag Committee: Brynn is the chair. Michelle McKinney will be the Brown Bag next week. As no one from the committee was in attendance, Nancy will email the committee for an update.

Communications Committee: Stephanie is the chair. The Communications Committee has multiple goals for this year:

1. Update the SSC page with the new representatives (done).
2. Update the SSC page with the new committee members and chairs – Chairs: please look at the page to confirm the correct members and the content by September 1.
3. Update the SSC brochure – Stephanie is doing some, but would like some help on the committee sections.
4. Archive past emails for reference.

5. Get the shared calendar up and running – Chairs: please enter important dates, anyone enter big dates for events happening in the building, may possibly color code.
6. Jamie and Jim can now access and edit the web site.
7. Newsletters – they go out every Thursday, so please have content to the communications committee by the Tuesday before.
8. Hopefully will do a picture at the September meeting – possibly all wear black.

Employee Advocacy Committee: Anne is the chair. Anne is gathering information and still working on goals for the committee. More of an update next week. The committee will draft a letter for Leonard to address the parking spot on the street that is too close to the garage.

Events Committee: Jamie is the chair. The committee is working on:

1. Communicating with the event chairs on the other campuses to see what events they do and to make sure system employees on those campuses are invited to the events, as they are going to primarily associate with their campus instead of the System Office for events. Broomfield will be separate.
2. November 11th is the date for the President's Employee of the Year Award and the Years of Service Awards event. 5th and 1st floor conference rooms. Looking into what to do for the awards. Nancy is working on the list.
3. Staff Appreciation Breakfast is March 3, 2016. It will be a Luau theme. The events committee will arrange for an event in Broomfield, but all other system employees housed on other campuses will go to the separate campus events. No breakfast delivery.

Health and Wellness Committee: Kay is the chair.

1. Gym on the first floor is open.
2. Working on events for the year, such as the stair climb, bike to work day, etc.
3. Possibly start a healthy snack initiative – provide smoothies, power bars, make your own salad bar and maybe do it by floor. More details to come.

Nominations Committee: Jim and Tara are co-chairs.

1. Updating the task list for the President's Employee of the Year Award and the Years of Service Awards and scheduling a kickoff meeting. Call for nominations will go out on August 24th.
2. Jim will update the web site with help from Stephanie.
3. November will be the Student of the Semester Award – encourage nominations.

Outreach Committee: Anne is the chair.

1. Anne has been trying to reach the person to organize the school supply drive. The person has been unresponsive, so Anne is going to make one more attempt and then forget it for this year.
2. Committee needs to decide on events and spread them out throughout the year.
3. One event may be a duffel bag event where we give duffel bags to kids in foster homes as they sometimes have to gather their belongs and move around without much help.

OTHER BUSINESS

PERA and HR Updates: None

UCSC Updates:

- The retreat was last week – good. 3 committees established – Policy and Bylaw Committee, Professional Development Committee, and Years of Service Committee.
- The Policy and Bylaw Committee will review all policies up for review and work with the campus councils for feedback, as well as review the bylaws.
- The Professional Development Committee Boulder will identify opportunities for development and how people can get involved. Still looking into getting Lynda.com for all of the campuses.
- The Years of Service Committee was created because the award seemed unfair in the past. The criteria will now be 50% community service and 50% university service. The committee is working on the timelines and updating the web site.
- Tara is the newest member and Jim is an alternate.

Kay Miller suggested an ad hoc committee for a book club/discussion group for professional development. It was discussed that this could potentially be part of the Health and Wellness Committee.

Questions for Leonard:

- Ask if the President does anything for the veterans on Veteran's Day.

ANNOUNCEMENTS

None.

ADJOURNMENT

Motion by Jamie Joyce, *Seconded* by Jim Dages.
Approved by Council.

The meeting was adjourned at 2:29 p.m.
