

UNIVERSITY OF COLORADO SYSTEM ADMINISTRATION STAFF COUNCIL

Minutes

Tuesday, January 8, 2018  
1800 Grant Street, Denver  
6th Floor, Denver Conference Room

Tara called the regular meeting of the System Staff Council to order at 1:01 pm

Sarah Braun, Office of Information Security	Katie Mueller, Advancement
Ashley Eschler, Human Resources	Nicole Craft, Advancement
Elizabeth Nakahama, Office of the Treasurer	Tanya Cohen, University Counsel
Kiki Holl, Advancement	Laura Isacco, University Counsel
Kay Miller, Employee Services	Jacqueline Bannister, Employee Services
Robi Calderado, Employee Services	

ABSENT: Ashleigh Prout, Tara Dressler, Angie Generose, Philip Curry

APPROVAL OF THE AGENDA

*Moved* by Kiki *Seconded* by Elizabeth  
*Approved* by Council.

APPROVAL OF THE MINUTES

The minutes of the November 2018 System Staff Council meeting were approved.

*Moved* by Jacqueline *Seconded* by Tanya  
*Approved* by Council.

OPENFORUM

REPORTS OF OFFICERS

Treasury Report: Elizabeth Nakahama

- Still waiting for PEOY expenses to hit the ST

- \$1000 award has been distributed.
  - Discussion on grossing up the award
- Budget is looking good; continue with business as usual

#### Chair/Vice Chair's Report

- Leonard update
  - Bottle fill stations hopefully coming soon; still working on pricing information.
    - Bathroom remodel TBD no additional timeline updates as of now.
      - Can we add hooks in the entryway in the men and women's bathrooms?
        - Money available from roll forward
        - Need approval from Leonard
  - New elliptical for the mini gym
    - Looking at options on where to purchase it from – Costco, Amazon, etc.
    - We can also check out Fitness Gallery; they'll have industrial strength ones that might last longer. Tara will go to Fitness Gallery and check out new options and SSC will discuss at the next meeting
    - Tread mill needs to be replaced within the next year.
      - Per the Facility Management team
  - Follow up with Jackie on floor proctors and upcoming meeting
  - Colorado Combined Campaign
    - Looking to come in higher than last year
    - Nicole said she will provide the final numbers as they are ready
  - Volunteer hours are different amongst campus.
    - We need to determine System volunteer hours
    - Do we have a document outlining our policy?
    - HR needs to be involved.
      - We go off what APA recommends.
      - Up to the supervisor for time off for volunteer hours
  - Robi brought up how can we service people in need from our building
    - Carpool
      - survey to see if people are interested
      - Distribution list available
      - Slack channel
        - Need to reviewed by legal and hr
    - Could Outreach do a fund raiser for people in need
      - Are there guidelines to donate to people within the bldg.
      - CSEAP and FSEAP options are available for employees
        - Brown bag or Outreach option to bring them to the bldg
      - Ashley will do more research if this feasible

## REPORTS OF COMMITTEES

### Brown Bag:

- Next Date in April
- Details to come later

### Communications update: Elizabeth Nakahama and Sarah Braun

- Grounds to Grow On approached us to participate in their recycling program
- <http://www.keurigrecycling.com/>
  - Recycling of Keurig cups
  - Monthly Cost; Ship back used K- Cups
  - Council suggested another option –
    - We provide reusable k-cups instead
  - Elizabeth will let them know we are going to look for other cost effective alternatives
  - Kay is working on a training module on composting and recycling for Boulder
  - Information needs to be distributed on how to compost and recycle throughout the building

### Events update: Nicole Craft

- Game and Book drive/Hot Chocolate 1/17 in Broomfield and 1/22 at Grant Street
  - Broomfield has \$50 to spend on snacks
  - Grant has \$75
    - Sara, Laura, Kay will help set up
      - Set up is at 10:30
    - Kay, Tanya will do take down
    - Are we donating the leftover books and games
    - Sarah would help with newsletter but needs more information
    - A clarifying email will be sent out.
- Mardi Gras in March
- Staff Appreciation lunch in April – details to come

### Health & Wellness update: Laura Isacco

- Cookbook has been distributed. It will stay in the newsletter; it is linked on website.
  - Could we have QR Code in the kitchens to link to the cookbook?
- Elizabeth brought up an option for Step Climbing Challenge

### Outreach update: Sarah Braun and Tanya Cohen

- Holiday Gift Drive was a huge success
  - For next year, we need to include Case workers name on the name tags
- Next Bake Sale is a MaxFund fundraiser

- MaxFund mobile in May

#### HR updates

- Discrimination & Harassment requirement is now every 3 years (previously it was 5 years)
  - An email was distributed to employees
- Staff Performance Cycle ends on January 31
  - Performance Plans are due to Ashley to March 1
- CU at the Top
  - First person to complete the program: Andrea Holland
  - Updating CPE courses that are outdated
    - Let HR know if any other courses are outdated

#### ADJOURNMENT

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

The meeting was adjourned at 3:00 p.m.

*Jacqueline Bannister*

Jacqueline Bannister Secretary