

UNIVERSITY OF COLORADO SYSTEM ADMINISTRATION STAFF COUNCIL

Minutes

Tuesday, October 09, 2018
1800 Grant Street, Denver
6th Floor, Denver Conference Room

Tara called the regular meeting of the System Staff Council to order at 1:02 p.m.

ROLL CALL

The following members were present:

Sarah Braun, Office of Information Security	Katie Mueller, Advancement
Tara Dressler, University Counsel	Nicole Craft, Advancement
Ashley Eschler*, Employee Services	Tanya Cohen, University Counsel
Kiki Holl, Advancement	Laura Isacco, University Counsel
Kay Miller, Employee Services	Ashleigh Prout, Risk Management
Elizabeth Nakahama, Office of the Treasurer	

**Indicates non-voting ex officio member*

ABSENT: Phillip Curry, Jean Howe, Jacqueline Bannister, Angie Generose

APPROVAL OF THE AGENDA

*Moved by Robi, Seconded by Laura.
Approved by Council.*

APPROVAL OF THE MINUTES

The minutes of the Sept 2018 System Staff Council meeting were approved during the meeting.
*Moved by Elizabeth Seconded by Robi
Approved by Council.*

OPENFORUM

REPORTS OF OFFICERS

Treasury Report: Elizabeth Nakahama

- Had snack attack; under budget for both Broomfield and Denver.
- Waiting for the awards to come through, takes up a big chunk of the money and then reevaluate.

Chair/Vice Chair's Report

- Diversity summit – advertising this system wide, located and hosted by CU Boulder. Don't have an agenda yet.
 - Hospitality tent being put on by Boulder Staff Council; looking for SSC volunteers to help take shifts at the tent. We don't need to sign up for shifts and such, but we are encouraged to attend. This should also be included in upcoming newsletters. Shoot Tara an email if you're coming so she can forward it on to Boulder so they know you're coming.
 - There is a SSC Meeting scheduled for during the summit. We're either going to cancel that meeting, or move it. We're keeping the meeting on the calendar for now and will revisit depending on whether we need one to prep for YOS.
- Coat Drive
 - Have 15-20 coats (lots of hoodies this go around)
 - Will bag the hoodies separately and see if they want to accept them or not; if not, Tara will donate them elsewhere.
- Leonard update
 - Bottle fill stations hopefully coming soon; still working on pricing information.
 - Were to be tied into the bathroom remodel, but that's taking a long time and costing more than anticipated, so bottle fill stations are delayed for now.
 - Bathroom remodel delayed until fall; no additional timeline updates as of now.
 - Trees
 - Being replaced out front due to illness
 - 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

- Looking to spend no more than \$1,000
- Treadmill in the mini gym – seemed fine, didn't wobble (Tanya and Tara tested it out). Maintenance is going to come take a look also
- Floor proctor
 - Do they get together? Do they know what they should be doing, etc? Consensus was 'they don't know what they should be doing.' Elizabeth had received an email regarding the floor proctors.
 - Jackie who is Leonard's assistant: they brought up the floor proctor idea, consensus was they don't really know whether they're getting together, she's going to try to get together a meeting of the floor proctors so they know what they can do or how they can help. Elizabeth said she is a floor proctor and received an email about kitchen supplies.
- Mirror in the garage
 - Angle and placement of the mirror is terrible; time to talk to Leonard and let them know we need a better solution/adjustment of it.
- Carnival
 - It's been approved! Leonard will chip in for popcorn machine and nachos! We need to think about beverages, desserts, and more. It'll be March 5, 2019.
- Phillip Jones gave an On-base demo.
- We discussed using it for the waivers, but not as a document repository (ie. we're keeping the shared drive).

REPORTS OF COMMITTEES

Brown Bag: Angie Generose and Philip are not here, Tara presented

- Oct 16, 2018 – 12-1pm The Atlas Institute (<https://www.colorado.edu/atlas/>) 5th floor conference room
- Tara will get snacks and drinks for the brown bag and thank you gift for the speakers.
- AV will work in the room; the AV issue was a different room
- It'll be noted in the next newsletter.
- Tara will pick up snacks and speaker gift.
- Robi said they'll hopefully be doing both a live stream plus a recorded video

Communications update: Elizabeth Nakahama

- Lots of events coming up and trying to figure out how not to bombard people with standalone emails.
- Trying to send out RSVPs for YOS event; trying to send out PEOY award separately for nominations being due on Monday.

Events update: Nicole Craft

- PEOY/YOS food – wait to order it, wait till after Nov 2nd – Kiki will place the order; keeping it the same as last year.
 - Communications will send out RSVP email this week
- Discussion about gifts for the YOS awards
 - Tara sent out potential gift ideas to the events committee; once she gets feedback she'll place an order. Ashley will reach out to see what our one 30-year recipient may like
- Ashley said they've now got a way to upload CUF years of service to the HR system for future records to be pulled more easily.
- Tara wants to make sure to get President Benson a little something extra for his time (10 yrs)

Health & Wellness update: Laura Isacco

- Planning on doing Planksgiving via email
- Cookbook in the works; Laura will write a quick blurb to go in the newsletter for Elizabeth to send out tomorrow (10/10), if lucky.

Outreach update: Sarah Braun

- Halloween party, details TBD
- Candy drive will be Nov 1
- Recipe Book
- Planksgiving
- YOS/PEOY awards
- Haven't heard anything about the canned food drive yet; Tara will just take it off the calendar.

HR updates: Ashley Eschler

- Discrimination/Harassment training email has gone out (Oct 25th in-person training 10am or 1pm; about 1 hr 15 min); there is no requirement for in-person training; only requirement is for online training from 5 years to 3 years to take the training on Skillsoft. Same training as previous years, and if attended previously, no need to attend again unless you just want to. Email also had other resources available to System employees, including Ombuds (Denver/Anschutz) to utilize their resources.

UCSC

- Last meeting at CU Denver; UCSC is inviting past members to come to the lunch portion and any portion of the meeting they feel valuable, as well as inviting leadership to the

meeting. Dorothy Horrell came to the last meeting; Kathy Nesbitt came by for the second half of the meeting and talked about the Presidential search.

- Presidential search
 - UCSC wants to put forth a couple names for the search committee.
 - They got a few from Denver and UCCS to join the committee.
 - Over 100 applications for the search committee and there's one position.
- Parental Leave – talking about including classified staff for CU SYS and will do retroactive back to July 1, 2018.
- Tuition benefit – pilot thing going for dependents is coming up on a year; committee will talk about data and see how the numbers were for using tuition benefit (dependents). Some looking at revamping the policy for tuition benefit for staff (i.e. waiting till first day of class to register, etc.)
- A few new committees on USCS
 - SEA event committee (service and excellence committee) → Professional Development and Recognition Committee
 - Focus more on professional development rather than recognition
 - Communications Committee – now going to be a committee instead of just one person.
- Presentation by co-chairs of a new group called the Staff Inclusive Excellence Committee, Peter and Carisa Stollen; they are trying to increase awareness and inclusivity on what inclusive excellence means.

Holiday Happy Hour in December instead of a monthly meeting

ADJOURNMENT

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

The meeting was adjourned at 2:50 p.m.

Jacqueline Bannister

Jacqueline Bannister Secretary