

UNIVERSITY OF COLORADO SYSTEM ADMINISTRATION STAFF COUNCIL

Minutes

Tuesday, November 6, 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
Tara Dressler, University Counsel	Nicole Craft, Advancement
Robi Calderado, Employee Services	Tanya Cohen, University Counsel
Kiki Holl, Advancement	Laura Isacco, University Counsel
Kay Miller, Employee Services	Angie Generose, Employee Services
Elizabeth Nakahama, Office of the Treasurer	

ABSENT: Ashleigh Prout, Ashley Eschler, Jean Howe

APPROVAL OF THE AGENDA

*Moved by Kay Seconded by Robi.
Approved by Council.*

APPROVAL OF THE MINUTES

The minutes of the October 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

Chair/Vice Chair's Report

- Jackie Foster will present at the next meeting
- Diversity Summit November 13 & 14.
 - Flyer will be displayed with agenda around the bldg.
 - 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
 - <https://www.colorado.edu/odece/diversity-inclusion-summit/fall-2018-diversity-and-inclusion-summit-schedule>
 - SSC brochures will be updated and distributed at the hospitality suite
- Coat Drive 35 coats
 - They accepted the hoodies
- Compliance Conference
 - Sarah and Tanya attended
 - Attendees from all campuses; approximately 65 attendees.
 - Communication was the big takeaway. Compliance is not a bad word.
 - SSC is available to help if needed
- OnBase
 - Phillip is working on:
 - Gym Form waiver
 - PEOY waiver
- 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 bathrooms?
 - Checking with Elizabeth if we have \$\$\$\$
 - 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
 - Floor proctor
 - 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.
 - Mirror in the garage
 - Angle and placement of the mirror is terrible. Jackie will contact Paul to get it adjusted.

REPORTS OF COMMITTEES

Brown Bag: Angie and Phillip

- Oct 16, 2018 – 12-1pm The Atlas Institute (<https://www.colorado.edu/atlas/>) 5th floor conference room
- Attendance was lower
- We will have a webinar that can be archived
- Idea for next time; David Thomas, fun in the workplace

Communications update: Elizabeth Nakahama and Sarah Braun

- Creative titles/subject to get more to read the newsletter
- Brochure to be updated
- PEOY – good number of RSVP's; around 100
 - RSVP is closed
 - Concerned about room capacity
 - 5th floor can we remove the tables?
- Next newsletter is next week.
 - Candy Drive
 - Cookbook deadline

Events update: Nicole Craft

- PEOY/YOS food; Kiki will order the food based on the RSVP's
 - Updated menu will be on Slack
- Awards: challenge to match minimum quantities vs vendor
 - \$3800 for 77 people
- Possible opportunity to do a survey on the gifts
 - Open ended question what you would like
- We are not doing pennants this year. The cost was \$600
- Looking at clear luggage bags to identify the service years.
- Monday 26th to assemble the bags

Health & Wellness update: Laura Isacco

- Planksgiving about 5 people
- Get AppleWatch challenge going the first of the year
- Cookbook participation is low
- January Snack Attack with Granola

Outreach update: Sarah Braun and Tanya Cohen

- Candy drop off
 - Tanya to drop at Sr Citizens centers
- 12 individuals for the Gift Tree
 - More information coming
 - Announcement before black Friday

- Have labels available

HR updates

- No updates
- SSC would like an update on CU at the Top

UCSC notes

- Pres Search town halls– encourage to attend when it comes to your campus (bring co-workers). <https://www.cu.edu/cu-advocates/events/cu-regents-host-town-halls-presidential-search> (now a moot point)
- Provide a subject expert when UCSC meeting is at your campus. Invite former UCSC members to attend. Todd Saliman will present at Systems meeting in November. Bruce and Leonard will stop by.
- Promote the Coat Drive.
- Diversity Summit – Encourage to attend. Come to the hospitality suite- grab food, network
- Parental Leave-unofficial – strong probability that classified staff will receive parental (with a retro to July 1)
- UCSC represented events on campuses
 - AMC- Block party
 - UCD- Professional Development Day
 - UCB – Field Day
 - UCCS – Spring Luncheon
 - SYSTEM- Snack attacks
- UCSC reps will have branded shirts to wear as well as name badges (black background with gold lettering)
 - Budget \$400 + \$50 set up = 16 shirt.
 - A table apron/cloth will be purchased for these events.
 - A portable lamp will be distributed at the events listed above. Need to include a marketing message to the lamp (we light the way, etc) as well as UCSC brochure (highlighting accomplishments, why and how to join)

Campus updates

Boulder

- The Light Shines On –
 - UC Boulder marketing movie.
 - Not released for public viewing.
 - Trailer - <https://www.colorado.edu/alumni/lightshineson>
- Ice Cream Social
- Blood Drive

UCCS

- Decision from Chancellor to add a Floating Holiday, admin day or vacation day
- Leadership academy – ELP at UCCS available for staff. Need for professional development similar for staff
- Designing efforts for 16 hours of leave to volunteer
- Enrichment day. Once a semester

Denver

- Proposed increasing volunteer hours from 4 to 16 hours and available year around
- Working with system HR to include PRA in the service dates
- Professional Development Symposium in March on UC Denver campus, limited to the UC Denver campuses. Opportunity for UCSC member to attend to take ideas back to their campus

System

- Brown Bag- Atlas Institute. Webinar available later
- Presidents Year of Services awards in November
- Healthy Recipe cookbook
- Halloween Candy drive; local senior citizen will benefit

Professional Development

- All professional development day for Staff Council
 - April tentative date
 - 9a to 3p
 - UC Denver South
 - 70% activity 30% speaker
 - Each campus to give 5 bags (of swag) for giveaway

Executive Committee

- Add to the executive committee to research university wide volunteer hours.
- Need a clear policy for professional development for staff across campuses

Holiday Happy Hour in December instead of a monthly meeting

ADJOURNMENT

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

The meeting was adjourned at 2:55 p.m.

Jacqueline Bannister

Jacqueline Bannister Secretary