

UNIVERSITY OF COLORADO SYSTEM ADMINISTRATION STAFF COUNCIL

Minutes

Tuesday, March 13, 2018
1800 Grant Street, Denver
6th Floor, Denver Conference Room

Tara called the regular meeting of the System Staff Council to order at 1:05 p.m.

ROLL CALL

The following members were present:

Tara Dressler, University Counsel	Kay Miller, Employee Services
Sarah Braun, Office of Information Security	Tanya Cohen, University Counsel
Annie Melzer, Employee Services	Demetria Ross, University Controller – Phone
Angie Generose, Employee Services	Angie Generose, Employee Services - Phone
Kiki Holl, Advancement	Tracy Hooker*, Employee Services
Nicole Craft, Advancement – Phone	Phillip Curry, University Information Systems – Phone

**Indicates non-voting ex officio member*

ABSENT: Ashley Eschler, Employee Services; Andrea Holland, Advancement; Elizabeth Nakahama, Office of the Treasurer; Andrew Drummond, Employee Services

GUESTS(S) ATTENDING: Phillip Jones from UIS about Onbase

A quorum was present.

APPROVAL OF THE MINUTES

The minutes of the January 9, 2018 System Staff Council meeting were approved during the meeting.

Moved by Sarah; Seconded by Tara.

Approved by Council.

The minutes of the February 13, 2018 System Staff Council meeting were approved during the meeting.

Moved by Sarah; Seconded by Angie.

Approved by Council.

APPROVAL OF THE AGENDA

Moved by Kiki; Seconded by Sarah.

Approved by Council.

OPEN FORUM

Guest – Phillip Jones from UIS talking to us about Onbase

- Possibly implement this for SSC.
- It is a document repository with a workflow component and can generate forms and track response like the gym requests and waiver, election forms, PEOYA, feedback on events.
- Would potentially replace the shared drive (this would be encrypted and people would have to be given access), no budget needed as the University pays for it, based on document type groups, Unity method on the desktop or Web version with single login with CU credentials, either way you have to VPN, not planning on changing this platform, many groups across campuses are on it and working on getting others, different from SharePoint – more of a repository, but still can have some collaboration functionality
- Will set up a demo – Demo Slack as well.

REPORTS OF OFFICERS

Treasurer's Report:

- Have numbers for years of service award and we are over a bit, but Events as a whole should still be OK.
- Needed to move some money around, but will hopefully still end up with some extra to be used for a slightly more expensive snack attack and to replenish the swag stash.
- \$135 for room for retreat, \$60 for Outreach, \$90.53 for Snack Attack (may increase), still working on numbers for Staff Appreciation event.

Chair/Vice Chair's Report:

- Still need a Secretary – Tara took notes for this meeting and Sarah will step in for the new 3 meetings until a new secretary is elected. Thank you Sarah!
- Year in review in the newsletter - It was brought up at UCSC that they should send a communication about what they accomplished at the end of the year and Tara thought we should too. It would increase awareness of the fiscal year cycle, talk about what SSC does, and maybe send out the end of June to tie in with election of new and thank you to members not returning. In the newsletter or possible separate communication.
- Discussion about if UCSC members need to be a part of SSC. The UCSC bylaws state that they do not and that UCSC can elect anyone to the council. Annie would like to continue at UCSC, but doesn't have time for SSC as well. Are we all OK with that? In theory, yes. In practice, we think that means that we still provide 3 reps for UCSC from SSC, and Annie is not included in that count. Check with UCSC and Leonard.
- Council members for next year: Katie Mueller (Advancement), Laura Isacco (ES), Jaqueline Bannister (ES), Ashleigh Prout (Risk), Tanya Cohen (UC), Robi Calderaro (ES), and Jean Howe (ES).
- SSC Flyer – Communications - No updates, still a work in process
- Event for past and current members – Angie and Demetria
 - One past member (David) attended and 6 current members
 - Still good information from David as the one man show!

- Possible new ideas:
 - SSC Ambassadors (alumni and other that are willing to help with events), anyone from the building as well as list of repeat volunteers for targeted emails.
 - SSC/USCS Conference of sorts (like the Women's Symposium with speakers, educational sessions, open to all system and campuses) focused on SSC, education, professional development, etc.
 - Used to be a big focus on the military and since we no longer do Andrews Air Force base for the gift drive, maybe something else like care packages.
- Invite from David for before the Staff Appreciation – meet the SSC members – Sent in error so disregard.
- Leonard Update
 - Appreciation events – will discuss with Leonard and Elizabeth in a few weeks and see what we can do and which ones could be co-sponsored with the President's Office
 - Colorado Combined Campaign
 - Leonard would like to see this as a “light” position as there has not been much participation and the effort has been large.
 - No longer do the kickoff event, but simply advertise the campaign.
 - Nicole has volunteered to be the contact person to receive information from the State and coordinate the communication to advertise the campaign.
 - Kitchens and Trash – Leonard is working on getting the cost estimates for new water bottle fill stations and how the kitchen supplies will be stocked.
 - Garage Parking – Leonard sent the update via email.

REPORTS OF COMMITTEES

Brown Bag – Angie Generose and Phillip Curry

- Phillip J Weiser (Cyber Security): Tuesday April 17.
- Angie to work on flyers and Phillip to get the IT issues all squared away.

Communications – Elizabeth Nakahama

- No update.

Events – Ashley Eschler (Given by Tracy)

- Tanya created the slide show with music.
- Set up starts at 3:30 – invitations sent to volunteers.
- Food from Etai's (Grant Street) and Panera (Broomfield) – all set in both locations.

Health and Wellness – Annie Melzer

- Kay reserved the flags and tables for Bike to Work Day on June 27th. She will contact Michelle McKinney about partnering with CU Advocates and the person from the Health Plan.
- Snack attack to happen in May – Would like to try for a smoothie or yogurt bar with fresh fruit, granola, etc. Kay to get a cost estimate. Need to see about the budget.

Outreach – Sarah Braun

- April 5: Rockies Spirit day to support Maxfund
 - Bake Sale at both 1800 Grant and Advancement - Will also hand out beads.
 - Need volunteers to man the tables.
- May: Maxfund Mobile adoption to come to 1800 Grant.
 - Trying to get a day in early May.
 - Broomfield: Maxfund will not travel outside of Denver unless we become a regular sponsor so likely need to only hold at Grant Street.

OTHER BUSINESS

PERA and HR Updates (Tracy):

- Bring your child to work day: April 26
 - Registration for event has been sent. Event will be from 9-11.
 - Some people have reached out to volunteer – need more.
 - Tracy to let us know if help is needed from staff council for volunteers and information in the newsletter.

UCSC Updates:

- Service Excellence Awards – April 13, 2018 in Boulder – remember to rsvp.
- Ashley – Update on Parental Leave
 - Data presented to the CFO's at the meeting on the 23rd – more information at the next week.
- Angie – Policy Update
 - Will continue to keep us updated on policies affecting staff but also will think about any possible policy proposals that should be made.

ANNOUNCEMENTS

The April 2018 SSC meeting will take place on April 9th from 1-3pm. Changed the date since Tara and Sarah will be out on April 10th. Sarah will run the April meeting as Tara is out of town.

ADJOURNMENT

*Motion by Kay; Seconded by Kiki.
Approved by Council.*

The meeting was adjourned at 2:22pm.

Tara Dressler – Secretary for the day