

UNIVERSITY OF COLORADO SYSTEM ADMINISTRATION STAFF COUNCIL

Minutes

Tuesday, September 11, 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:

Sarah Braun, Office of Information Security	Katie Mueller, Advancement
Tara Dressler, University Counsel	Nicole Craft, Advancement
Jacqueline Bannister, Employee Services	Tanya Cohen, University Counsel
Kiki Holl, Advancement	Angie Generose, Employee Services
Kay Miller, Employee Services	Ashley Eschler*, Employee Services
Elizabeth Nakahama, Office of the Treasurer	

**Indicates non-voting ex officio member*

ABSENT: Phillip Curry, Robi Calderaro, Ashleigh Prout, Laura Isacco, Jean Howe

APPROVAL OF THE MINUTES

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

Moved by xxxx Seconded by xxxxx

Approved by Council.

APPROVAL OF THE AGENDA

Moved by Tanya, Seconded by Nicole.

Approved by Council.

OPENFORUM

REPORTS OF OFFICERS

Treasury Report: Elizabeth Nakahama

- SSC has two speedtypes (admin costs or fun events) for our expenses. We did receive a roll forward from FY18 (minus 10% admin fees) !
- The SSC retreat ended up being more than what was budgeted (as well as a timing issue was discovered).
- Therefore, funds were moved to cover these costs.
- Health and Wellness snack attacks was lower to \$350, though we might be able to move funds from Bike to Work.
- The events/fun speedtype received \$260 of the rollover funds. We will use these funds for the Mardi Gras building carnival. We will ask Leonard help with funding for different floor concessions (i.e nachos, popcorn, pretzels). SSC to make games. Broomfield needs to attend! The date of the carnival is 2/28/18 (Thursday)
- Looking to make the Supervisor Luncheon a nicer event with the remainder of the rollover funds dedicated to this event. It was suggested that maybe this event is offsite.
- Tanya will start checking on conference rooms if the event is in-house

Chair/Vice Chair's Report

- Committees have meet.
- Recruiter flyer is currently in a brochure form (in Publisher). Sarah will see if she can convert to a one page flyer.
- Discussion on building up the ambassador program
 - Ask former SSC members to help with events
 - Bring a friend.
 - Create a group email of SSC alumni
- The Bake Sale sparked some interest for volunteers and possibly future SS members: Nate Dietrich ES (outreach) & Ginni Mulder PSC (outreach and events)

New employee orientation

Add SSC information to the toolkit (could already added? Ashley checking)

Communications can add a new blurb

Once a quarter Ashley will pull a new employee roster. We can use this list to inform them on SSC,

Angie said that ELD is creating a New Employee Orientation training course (mandatory)

OnBase demo for the October meeting

Leonard update:

- Bathroom Remodel
 - Timing has been pushed back
 - Bottle fill stations will be ahead of the bathroom remodel.
- Tree Replacement
 - Removal of diseased trees starting 9/25
- Parking Garage Update
 - Eight people on the waitlist for the parking

- Mini Gym Update
 - New elliptical for the mini gym around \$1000
- 1800 Resource Guide
 - Jackie Foster (Leonard's Assistant) will take the lead on this project
- Other concerns/questions for Leonard
 - Two way Grant Street timeline?
 - Mirror coming out of garage

REPORTS OF COMMITTEES

Brown Bag: Angie Generose

October 16th 12 – 1pm The Atlas Institute (<https://www.colorado.edu/atlas/>)

5th floor conference

Budget available; snacks and speaker gift

SSC was wondering if we could do a tour during the retreat.

It was suggested that we have a combined Health Trust Brown Bag to discuss BeMove, Zipongo.

Angie communicated that the ELD team is working on ADA accessibility documents along with a workshop series

In addition, Professional Development and learning guides are available on ELD website (<https://www.cu.edu/employee-services/career-advancement-learning/learning>); they are looking at SSC to help market SkillSoft and lynda.com training tools.

Posters are available for distribution

Communications update: Elizabeth Nakahama

Mission page cannot be updated

Each committee needs to review their committees page on the SSC webpage

(<https://www.cu.edu/ssc>). Updates to be sent to the communications team (sooner than later)

Group Picture on October 9th or at the Nov 28th Presidents Years of Service event

General Flyer completed; it will be available to display when we are promoting events

Events update: Nicole Craft

Years of Service moving forward for November 28th.

Concern of the PRA (faculty appointment) is not classified as staff. Ashley will follow up with Tracy

Look for a calendar invite to hold to SSC for President's Years of Services; all SSC members need to be available to help with event

Three gifts for the recipients

Concern of past gift; business card holder needs to be slightly larger

Minimize the years of service and marketing on the gifts

Monograms vs CU logo

Opportunity for the employee to pick their 30+-year gift

Health & Wellness update; Tanya Cohen

- Organizing a cookbook for employees through google docs. The cookbook will be in PDF form. Request that all SSC members submit a recipe.
- National String Cheese day will be celebrated with a snack attack on 9/20. Cheese and veggies will be provided in both locations.
- Looking to conduct a Fitbit survey

Outreach update; Sarah Braun

- The school supply drive very successful 20 filled backpack \$1300 estimated. Pictures were taken to capture the event.
- The bake sale was a huge success with \$669 donated to Global Downs Syndrome. This was the best one yet for Broomfield \$307. Their secret? They created \$5 plates of treats.
- Coat Drive (9/17 -10/19). We are collaborating with the other four campuses on this initiative. It is a friendly competition to see what location brings in the highest percentage of coats (based on the employee count). Encourage your co-workers to bring in coats! Coats for Colorado requests coat distribution before the weather turns.
- Canned Food drive is coming up
- Halloween candy drive – week after Halloween. TBD

HR updates; Ashley Eschler

- CU at the Top 13 people signed up. Share the link with communications – follow up.
- ADA/FMLA training in November (webinar)
- October 25 will be the next Discrimination and Harassment training. New employees to attend.
- Dream goal: All day New Employee orientation
- Ashley to send out link of toolkit

UCSC

Tara will support both Policy and Professional Development committees to provide information back to SSC

Event committee: SEA – hard to get nominations (especially from system), time to do something else. Leaning towards more of a Professional development event.

UCSC wants to foster relations between campuses.

ADJOURNMENT

*Motion by Tanya, Seconded by Kay
Approved by Council.*

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

Jacqueline Bannister

Jacqueline Bannister, Secretary