



Classified Staff Council

June/July 2018



UPCOMING EVENTS

Student Employer Training

6/1/2018

8:00 am—12:30 pm

The Office of Financial Aid/Student Employment will host a Student Employer Training Day on Friday, June 1st, from 8:00 am to noon, in Kepner 40. The training is available to on-campus student employers as well as off-campus work study employers, and will be an overview of the following areas: Student Employment – Procedure Update for 2018/3019, Career Services – Hiring Student through Handshake, IM&T – Information Security, Human Resources – Supervising Student Employees, Payroll Services – EPAF Procedures and Time Approval.

Location: Kepner 40/Coors Presentation Room.

Please RSVP to Lisa Schuller or Cindy Harling by Friday, May 25th at 5:00pm by email or 970-351-2628.

'Pizza Palooza' to Mark Success of Bear Pantry Food Drive

6/1/2018

4:00 pm—6:00 pm

To celebrate the success of its April campus-wide donation drive to benefit the Bear Pantry, PASC will host a pizza party 4-6 p.m. Friday, June 1, at Roma Restaurant's campus location at 728 16th St. The event is free and open to all. The campus community donated six full 65-gallon barrels of food and toiletries, plus \$1,060 in monetary donations that will be used to buy additional items for students in need. The competition between Central Campus and West Campus to collect the most donations ended in a tie. PASC thanks everyone who helped make the drive a success.

Location: Roma Restaurant, 728 16th Street For more info, contact Alex Stern at alex.stern@unco.edu or 970-351-4736.

Towards an Inclusive Campus: Developing Critical Consciousness

6/7/2018

1:00 pm—4:00 pm

This highly interactive workshop will provide a contemporary, productive, and reflective learning experience for all participants regardless of racial and ethnic identities. Conversations about race and privilege are essential to creating a more inclusive campus community. We ask that participants enter the session with an open mind and willingness to explore this challenging topic. Part 2 of this topic will be provided in Fall 2018.

Location: Cand 1375. For more information or to reserve your seat, contact cetl@unco.edu

Using Strengths in Supervisor Development

6/8/2018

8:30 am—12:30 pm

Have you wondered what skills will increase your supervision effectiveness? Have you been in challenging situations in your role as supervisor and wished you had more strategies to work through the dilemma? In this workshop, you will use the Gallup StrengthsFinder (GSF) Assessment to build an understanding of the strengths and talents you possess. Learn how to utilize your strengths in your role as supervisor and in seeing the strengths in your team to achieve success. *Note: Participants need to complete the Gallup StrengthsFinder (GSF) Assessment prior to attending the workshop. GSF Assessment codes provided after workshop registration.

Location: North Residence Hall Lounge. For more information or to reserve your seat, contact cetl@unco.edu

Diversity Basics

6/12/2018

10:00 am—12:00 pm

This interactive session allows participants to learn about foundational concepts of diversity and about their own multiple social identities. Participants have space to ask questions and understand the evolution of empowering language in a judgment-free environment as they explore concepts and their own ways of knowing.

Location: Cand 1375. For more information or to reserve your seat, contact cetl@unco.edu

Classified Staff Council Meeting

6/13/2018

8:15 —9:45 am

We cordially invite anyone to attend our next scheduled CSC meeting. Summer is a great time to meet our invaluable CS representatives and to network with your fellow peers across campus, especially if you are a new employee to UNC. We are looking to fill out our team of council members and would love to have you join our Council.

Location: Carter Hall 4004 (4th floor)

Coaching: Learning Effective Skills

6/13/2018

1:30 pm—3:30 pm

Individuals in organizations thrive when they are at their best and can contribute their talents and ideas. In our roles as advisors, colleagues, supervisors, leaders, and managers, Coaching is a valuable tool in assisting others to reach their personal goals and goals of the department or organization. In this interactive workshop, explore the GROW coaching model (Goals, Reality, Options, Will) and gain confidence in your ability to utilize a coaching strategy to help others deliver their best.

Location: North Residence Hall Lounge. For more information or to reserve your seat, contact cetl@unco.edu

How to Facilitate Difficult Dialogues

6/21/2018

9:30 am—12:00 pm

While conflict or tension ignored or mismanaged can become destructive and negative in a community, intentional facilitation strategies, conflict and tension can lead to vibrant community building. In this interactive workshop, participants receive tools, resources, and opportunities to practice facilitating difficult conversations in learning environments, the workplace, or in other group and organizational settings. Registration is required for all CETL events.

Location: Cand 1375. For more information or to reserve your seat, contact cetl@unco.edu

Classified Staff Council Meeting

7/11/2018

8:15 —9:45 am

We cordially invite anyone to attend our next scheduled CSC meeting. Summer is a great time to meet our invaluable CS representatives and to network with your fellow peers across campus, especially if you are a new employee to UNC. We are looking to fill out our team of council members and would love to have you join our Council.

Location: Cand 1100

Please check the UNC Calendar for more valuable training opportunities and events at <https://calendar.unco.edu/>

OUTDOOR PURSUITS PROGRAMS

| EVENTS | DATE | FEE |
|----------------------|-----------|----------|
| Whitewater Rafting | 6/9/2018 | \$60 fee |
| Camp and Hike a 14er | 7/28/2018 | \$50 fee |

For more information, contact Coordinator Whitney Dyer at 351-GEAR or email the department at outdoor.pursuits@unco.edu



***NOTE:** The Gear Shop is a great resource for all UNC outdoor enthusiasts with all sorts of equipment available for rent by the day, weekend, or week. The Gear Shop staff are also available to help you plan your trip.

All equipment rentals are free! Reservations can be made by using the online reservation form or just come by the Gear Shop.

Gear shop hours: M&F 11 am—6 pm, T-Th 11 am—5 pm, Closed on University holidays and weekends.



Upcoming Colorado PERA Meetings Schedule

June/July 2018

Colorado PERA offers a variety of meetings to members at various stages in their careers. It's your chance to hear about your benefits from those who know PERA best. Information about the different local meetings PERA offers is listed below:

FORT COLLINS

Hilton, Green & Gold room
425 W. Prospect Road

Retire Process: June 6, 4:30 pm
PERACare: June 6, 6:30 pm
Group Wkshp: June 25, 4:30 pm
Bene Info Mtg: June 25, 6:30 pm

GREELEY

UC, 20145 10th Avenue
Group Wkshp: June 5, 4:30 pm (Columbine B)
Bene Info Mtg: June 5, 6:30 pm (Columbine B)
Bene Info Mtg: June 28, 5:00 pm (Spruce A/B)

LOVELAND

Thompson School District Boardroom
800 S Taft Ave., Room 128
Group Wkshp: June 12, 4:30 pm
Bene Info Mtg: June 12, 6:30 pm

Check out the PERA on the issues blog for articles on recent topics, including: Governance, Innovation, Retirement Landscape at www.peraontheissues.com.

Each **\$5.00** King Soopers gift card you purchase can be reloaded indefinitely and are very easy to load with funds at Checkout!



These funds can be used to buy groceries, gas, etc. for your own family, favorite student, or to give as gifts to your friends, family, and neighbors.

(King Soopers gift cards are accepted at most Kroger affiliated stores throughout the US, such as Kroger, Fred Meyer, Ralphs, Fry's Marketplace, Dillons, Smith's Food and Drug, City Market, Food 4 Less, Owen's and Loaf and Jug)

For more information or to purchase these cards, call Kristina Burton at 351-1973 or by email at Kristina.burton@unco.edu

Our PizzaPalz are still selling like hot cakes!!
Order some for your favorite students or staff members as end of semester gifts today!



These PizzaPalz cards sell for \$11 and you can present your card at any Old Chicago to purchase up to a \$25 pizza. They are available for special occasion gifts for all those hard-to-shop-for people on your list.

For more information or to purchase these cards, call Kristina Burton at 351-1973 or by email at Kristina.burton@unco.edu

Workplace Culture Corner

The Classified Staff Council (CSC) welcomes our next UNC President [Andy Feinstein](#). He will join the university in July as [President Kay Norton retires](#). We wish them both well! Andy plans to visit UNC and attend the [Board of Trustees'](#) meeting on June 15.

As the university's governance groups, including CSC, had representation on the Presidential Search Committee, members of the governance groups will also meet with and provide feedback on the candidates for UNC's Interim Provost. At the staff Meet and Greet in April, Andy Feinstein explained that a national search will be conducted for the Provost position and, in the meantime, an Interim Provost will be hired.

This summer, the Classified Staff Council has several exciting meetings planned:

June 13 in Carter Hall Board Room 4004—Katrina Rodriguez, Vice President for [Campus Community & Climate](#), will discuss upcoming plans for climate initiatives

July 11 in Candelaria Hall 1100—the CSC will hold annual officer elections

August 8 in the UC Council Room—President Andy Feinstein will meet with the Council

We welcome visitors at all our monthly meetings, which are held on the second Wednesday of each month from 8:15 to 9:45 a.m. Any Classified Staff who would like to join CSC should complete the [Nomination Form](#) and return it to Maggie.Kinney@unco.edu.

Article written by Maggie Kinney, CSC Chair



Commit to Health and Save Money

With the State of Colorado Employee Wellness Program, powered by CaféWell, you will become inspired, engage with others and be rewarded for your efforts. By completing activities designed to make you healthier and happier, you can earn up to \$240 per year toward your state-sponsored health insurance premiums for the next plan year. To earn your medical premium discounts for FY2018-19, you must earn **240 points** online in CaféWell by **June 15, 2018**.

How Do I Earn My Annual \$240 Medical Premium Savings?



Participate in activities online by going to Colorado.gov/Wellness

Tell CaféWell about yourself and what's on your health wish list.

Start earning points in CaféWell by participating in healthy activities tailored to you. You get to decide when and how you participate. Some programs may be time sensitive and may not be available for the entire fiscal year, so be sure you check back often to take full advantage of the program.

Collect your monthly discount by completing activities by the annual deadline.

New Hires

If you are new hire in FY 2018-19, all you need to do is complete a health assessment in CaféWell by the end of the quarter that you are hired. When you do, you'll receive the monthly incentive for the rest of the current fiscal year (FY 2018-19). Then, you'll have the rest of the year to complete the required activities to earn your incentive next fiscal year (FY 2019-20). For more information or to join, visit <https://www.cafewell.com/?code=colorado>.

15 Practical Ways to Find Your Zen at Work



Given how much time we spend at work, it is a crying shame if we don't get the most out of it. But how can we feel joyful and generous, if we are feel stressed by the constant nagging sense that we have too little time and too much to do?

The practice of mindfulness offers one answer.

The Zen Buddhist master Thich Nhat Hanyh, who is credited with being the father of mindfulness in the West, has developed a checklist of actions we can take to ensure not only that we can stay in balance but also are able to see our work in the context of creating a better world. He believes that the practice of mindfulness is relevant to everyone, regardless of what job they do. He writes, "When we know how to take care of our strong emotions and to establish good relationships at work, communication improves, stress is reduced, and our work becomes much more pleasant and this is a huge benefit not only to ourselves, but also those we work with, to our loved ones, and the whole of society".

Mindfulness is the art of bringing our full attention to the present moment, starting with awareness of our breath. This allows us to experience life without being caught up in the past or worrying about what might happen in the future.

In fact, he believes the desperation to succeed at all costs helps fuel our voracious economic system, which in turn is leading to climate change and the destruction of ecosystems and biodiversity. We should replace our fixation with fame, wealth, and competition with the three Buddhist powers: understanding, love and letting go.

So here are 15 practical steps we can all take to bring mindfulness to our work:

1. Start your day with 10 minutes of sitting in meditation, even if it is in your car or somewhere away from your desk where duties call.
2. Take the time to sit down and enjoy eating your breakfast at home.
3. Remind yourself every day of your gratitude for being alive and having 24 brand-new hours to live.
4. Try not to divide your time into "my time" and "work". All time can be your own time if you stay in the present moment and keep in touch with what's happening in your body and mind. There's no reason why your time at work should be any less pleasant than your time anywhere else.
5. Resist the urge to make calls on your cell phone while you are on your way to and from work, or on your way to appointments. Allow yourself this time to just be with yourself, with nature and with the world around you.
6. Arrange a breathing area at work where you go to calm down, stop and have a rest. Take regular breathing breaks to come back to your body and to bring your thoughts back to the present.
7. At lunchtime, eat only your food and not your fears and worries. Don't eat lunch at your desk—change environments or go for a walk.
8. Make a ritual out of drinking your tea or coffee. Stop work and look deeply into your drink and see everything that went into making it: the clouds and the rain, the plantations and the workers harvesting the crop.
9. Before going to a meeting, visualize someone working very peacefully, mindfully and skillfully with you. Take care with this person to help stay calm and peaceful.
10. If you feel anger or irritation, refrain from saying or doing anything right away. Think about your breathing and follow your in-and-out-breath until you've regained your composure.
11. Practice looking at your boss, superiors, and other colleagues as your allies and not as your enemies. Recognize that working collaboratively brings more satisfaction and joy than working alone. Know that the success and happiness of everyone is your own success.
12. Express your gratitude and appreciation to your colleagues regularly for their positive qualities. This will transform the whole work environment, making it much more harmonious and pleasant for everyone.
13. Try to relax and restore yourself before going home so you don't bring accumulated negative energy or frustration home with you.
14. Take some time to relax and come back to yourself when you get home before starting on household chores. Recognize that multitasking means you are never fully present for any one thing. Do one thing at a time and give it your full attention.
15. At the end of the day, keep a journal of all the good things that happened in your day. Water your seeds of joy and gratitude regularly so they can grow.

Credit to Huffington Post's "Work Well" series, part of their "What's Working" solutions-oriented journalism initiative.