



June/July/August 2019



## Classified Staff Council

*"There are no secrets to success. It is the result of preparation, hard work, and learning from failure." - Colin Powell*

### UPCOMING EVENTS

#### **Clothing Drive: UNC Professional Attire Closet**

**6/5/19**

**9 am—3 pm**

A closet is being created for professional attire that UNC students can use for interviews, networking events, and other professional opportunities. Donations can include: suits, sport coats, pants, skirts, button-up shirts, blouses, ties, belts, shoes or any piece of professional attire. Monetary donations also accepted at: <https://www.give2unc.org/donate-now>

**Location:** east side of Kepner Hall. For more info, contact Melissa Hoffman at 970-351-4589 or by email at [Melissa.hoffman@unco.edu](mailto:Melissa.hoffman@unco.edu)

#### **Classified Staff Council Meeting**

**6/12/2019**

**8:15 am—9:45 am**

We cordially invite anyone to attend our next scheduled CSC meeting. We are looking to fill out our team of council members and would love to have you join our Council.

**Location:** Candelaria 1100. For more info, email Heidi Romero at [Heidi.romero@unco.edu](mailto:Heidi.romero@unco.edu) or call 970-351-4714.

#### **Classified Staff Council Meeting**

**7/10/2019**

**8:15 am—9:45 am**

We cordially invite anyone to attend our next scheduled CSC meeting. We are looking to fill out our team of council members and would love to have you join our Council.

**Location:** Campus Commons Room 2200. For more info, email Heidi Romero at [Heidi.romero@unco.edu](mailto:Heidi.romero@unco.edu) or call 970-351-4714.

#### **Concert Under the Stars: Colorado Jazz Orchestra**

**7/16/2019**

**8:00 pm—10:00 pm**

**Location:** UNC Garden Theatre. FREE, no ticket required. Presented by the UNC School of Music.

#### **Concert Under the Stars: FY5 New American Roots**

**7/19/2019**

**7:30 pm—10:00 pm**

Colorado's FY5 proudly swim in the deep currents of American music, playing new songs, well-informed of country and bluegrass traditions, but not bound to them.

**Location:** Campus Commons Performance Hall. FREE, no ticket required. Presented by the UNC School of Music.

#### **Classified Staff Council Meeting**

**8/14/2019**

**8:15 am—9:45 am**

We cordially invite anyone to attend our next scheduled CSC meeting. We are looking to fill out our team of council members and would love to have you join our Council.

**Location:** UC Council Room. For more info, email Heidi Romero at [Heidi.romero@unco.edu](mailto:Heidi.romero@unco.edu) or call 970-351-4714.

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

**Our PizzaPalz are still selling like hot cakes!!**

**Order some for your favorite students or staff members as holiday 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](mailto:Kristina.burton@unco.edu)

**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](mailto:Kristina.burton@unco.edu)

# Workplace Culture Corner



## Tuition Grant Changes and Regulations

Tuition grant changes will take effect July 1, 2019. The tuition grant runs with the academic year (Fall, Spring, Summer). Tuition grant paperwork will not be accepted after the deadlines pass.

### 2019-2020 Grant Paperwork Deadlines:

Fall - September 9, 2019	Spring- January 27, 2020
Interim - December 18, 2019	Summer- May 28, 2020

## Employee Tuition Grants:

Employee tuition grant benefits to support professional development will remain the same for all current and future employees with .50 FTE and greater.

Employees taking classes at CSU still have the benefit of taking six (6) credit hours per academic year based on the FTE of the employee. The 6 credit hours are a part of the total nine (9) allotted per academic year. Human Resources tracks the number of credits used by each employee. The CSU tuition grant paperwork requires a copy of the employee's driver's license. Grant paperwork turned in without all pages of the paperwork or a copy of the driver license will not be accepted. Human Resources turns the paperwork into CSU at the beginning of each semester. The tuition grant is not applied until CSU sends an invoice to UNC (this can take a few months).

Employees taking classes at AIMS still have the benefit of taking six (6) credits per semester based on the FTE of the employee. The tuition grant is not applied until AIMS sends an invoice to UNC (this can take a few months).

## Dependent Tuition Grants:

All new employee hired July 1, 2019 or after will receive a 50% undergraduate dependent tuition grant based on the employee's FTE for any qualified dependents. Graduate dependent tuition is not covered for new employees. For existing employees: If dependents are admitted and enrolled in a graduate program by September 1, 2019 the program will be covered in accordance with the existing tuition grant guidelines. Late admittance will result in tuition grant denial.

## All Tuition Grants:

All study abroad programs and the MBA program are not covered under the tuition grant.

All employees and dependents receiving the tuition grant must apply for the Free Application for Federal Student Aid (FAFSA). Information can be found here: <https://studentaid.ed.gov/sa/fafsa>

All undergraduate students must apply for the Colorado Opportunity Fund (COF). Employees and dependents can apply for COF in URSA under the financial tab. If you select "I choose to Authorize Lifetime use of my COF Stipend, until I revoke this authorization by selecting another option", you will only have to apply for it once.

All tuition grant recipients must be classified as in-state Colorado residents. If the recipient is not classified as a Colorado resident, the tuition grant will only apply to the in-state tuition portion. The employee will be responsible for the additional cost of out of state tuition charges. Contact the Registrar's office to complete paperwork to become an in-state Colorado resident when eligible.

As a reminder, all eligible dependents, excluding spouses, will only receive the tuition grant if they are under the age of 25. If a dependent turns 25 in the middle of a semester, the dependent will continue to receive the tuition benefit through that semester. The following semester, the dependent will not be eligible for the tuition grant.

All dependents must apply for the UNC scholarship.

If any employee leaves the university in the middle of the semester or drops a class in the middle of the semester, the employee must pay back a portion of the tuition grant received. Contact the Financial Aid Office if you have questions about payback amounts.

If you have questions, please contact **Hannah Swick in Human Resources 351-2631**.



## Upcoming Colorado PERA Meetings Schedule

### June 2019

*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:*

*Check out the PERA on the issues blog for articles on recent topics, including: Governance, Innovation, Retirement Landscape at [www.peraontheissues.com](http://www.peraontheissues.com).*

## LOVELAND

*Thompson School District Boardroom  
800 S Taft Ave., Room 128*

**Retire Process Meeting:** June 25, 4:30 pm

## GREELEY

*UNC University Center, 2045 10th Street*

**Retire Process Meeting:** June 3, 4:30 pm

**PeraCare Info Meeting:** June 3, 6:30 pm  
**Retire Process Meeting:** June 25, 6:30 pm

## FORT COLLINS

*Hilton, 425 W. Prospect Road*

**Bene Info Meeting:** June 19, 5:00 pm

**Purch Svc Credit:** June 19, 7:30 pm



# UNIVERSITY OF NORTHERN COLORADO PROFESSIONAL ATTIRE CLOSET - Clothing Drive -

A closet is being created for professional attire that UNC students can utilize for interviews, networking events, and other professional opportunities. Donations can include suits, sports coats, pants, skirts, button-up shirts, blouses, ties, belts, shoes, or any other piece of professional attire.

**Date:** Wednesday, June 5, 2019

**Drop-off Time:** 9:00 AM — 3:00 PM

**Where:** Kepner Hall

800 17th Street // Greeley, CO



## - Monetary Donations -

Scan QR Code or Visit Donation Website:

<https://www.give2unc.org/donate-now>

**Designation:** Other

**Other:** MCB Professional Experience Fund



## Travel Safety Basics: How to Stay Safe While on Vacation

Vacations are a time to get away from the stresses of everyday life. Sure, there's packing the suitcases and securing time off of work, but you also need to make sure you are staying safe before you leave, at the airport, and on vacation.

### Before You Leave:

- Tell a trusted neighbor your travel plans and ask them to keep an eye on your property and to alert the police to any suspicious activity.
- Lock all your doors and windows. Don't forget the doors leading to the garage or any second-story windows.
- Have mail and newspaper delivery stopped and have your neighbor bring in the garbage bins.
- Make sure any yard tools are put away. A ladder, rakes and even patio furniture can all be used as tools to gain entry to your home.

### At the Airport:

- When going through security, put your laptop on the x-ray belt last. This way, your laptop will come out after your carryon luggage, as you don't want your laptop in the open too long.
- On the airplane, if you don't put your luggage under the seat in front of you, put it in the overhead bin across the aisle from you so you can keep an eye on it during the flight.

### While on Vacation:

- Stay off social media. Don't tip criminals off by sharing too much information on your social networks. Refrain from posting photos, status updates, or "checking in" while on vacation.
- Tell friends and family at home your itinerary. Always let someone know when you are expected to be back and what route you plan to take.
- Never carry all your credit cards, cash and passport at the same time. If you have a safe in your hotel room, leave the majority of your cash there and only bring what you'll need for that day.
- Make a copies of your passport. Leave one copy at home with a trusted friend or family. When you go out sightseeing, take the copy with you and leave the original document in a hotel safe until you travel again.
- Always keep your hotel door locked and never answer it for someone you don't know. If you can, get a room near the front desk or the elevator.

Certainly, your vacation can be a carefree, fun-filled time if you prepare carefully before you go!