

UNIVERSITY OF COLORADO SYSTEM ADMINISTRATION STAFF COUNCIL

Minutes

Tuesday, September 12, 2017
1800 Grant Street, Denver
6th Floor, Denver Conference Room

Tara called the regular meeting of the System Staff Council to order at 3:08 p.m.

ROLL CALL

The following members were present:

Sarah Braun, Office of Information Security	Andrea Holland, Advancement
Nicole Craft, Advancement	*Tracy Hooker, Human Resources
Phillip Curry, University Information Systems	Anne Melzer, Employee Services
Tara Dressler, University Counsel	Kay Miller, Employee Services
Andrew Drummond, Employee Services	Elizabeth Nakahama, Office of the Treasurer
Ashley Eschler, Employee Services	Demetria Ross, University Controller
Angie Generose, Employee Services	
Kiki Holl, Advancement	

**Indicates non-voting ex officio member*

ABSENT:

Jamie Joyce, University Counsel

GUESTS(S) ATTENDING:

A quorum was/was not present.

APPROVAL OF THE MINUTES

The minutes of the August 8, 2017 System Staff Council meeting were approved during the meeting.

Moved by Demetria, Seconded by Kay.

Approved by Council.

APPROVAL OF THE AGENDA

Moved by Sarah, Seconded by Angie.

Approved by Council.

OPEN FORUM

Short Activity – One Word Activity (Ashley & Angie)

REPORTS OF OFFICERS

Chair/Vice Chair's Report:

Tara -

Goals:

- Advertising flyer to keep in flyer sections
 - Annie – infographic creation
 - Background graphic/slogan creation?
- Newsletter – highlight one committee in first 5 newsletters w/survey question
 - Need survey questions from Events and H&W
- Policy review streamline
- Partner with other campuses on events
 - Outreach
 - Brown Bag (live stream)
 - Bike to Work with Health Plan folks and CU Advocates
 - CU Advocate partnership opportunities
- Get-togethers for the building
 - Meet ups, not “happy hours”
 - Center around birthdays, regions of birth, etc.
 - Involve Events committee
 - Free food? Bingo card? Trivia? Raffle?
- Chair massage days
- Community outreach opportunities
- Help with Parental Leave
- Vending machine: going well, votes are in, healthy/not-healthy mix
 - Leonard is interested in second vending machine for kitchen area with side cart with pre-packaged meals

Sarah –

Survey:

- Overview of questions
- Look at answer options, anything missing?
- Send to IR next

SharePoint:

- Our site is terrible, can't figure out how it works

Another site created
Document storage and collaborative options on documents
Calendar
OneNote for each committee
Ability to link to external websites
Beneficial?
Use it on a situational basis, still store stuff on Shared Drive

Current/Past Member event (Angie & Demetria):
Survey went out, waiting on responses for date availability

Leonard update:
Sept 1st
Events update
Outreach activities
Survey for SSC
Vending machine update
Budget rollover
Bylaw update (send out bylaws to group before next meeting for vote)
Placards approved for the stairwell
Working climate survey (presentation went well, Annie/Charissa)

Sarah –
Shared Drive access (deleted all except current members)
PEOYA – noms closing Oct 30th (questions to be sent to Sarah instead of nom distribution lists)
Delete Nom and EID distribution email lists

Treasurer's Report:

Not many charges yet, still in budget
Broncos Day – some budget used for Outreach
Rollover budget – t-shirts and one steamer for the gym
Student gift budget increase approved
Finalized budget to be sent out by next meeting

REPORTS OF COMMITTEES

Brown Bag Committee: Updated provided by chair Angie Generose/Phillip Curry.

Speaker from the Space Program (has done a Ted Talk) is confirmed for October 17th
Advertising and communication involvement needed

Communications Committee: Update provided by chair Elizabeth Nakahama.

- New newsletter
 - Branding options (keep color scheme)
 - Hoping to launch soon

Events Committee: Update provided by chair Jamie Joyce.

- Jamie absent, no update right now

Health and Wellness Committee: Update provided by chair Anne Melzer/Andrea Holland.

- Meeting today
 - Working on goals
 - Fitbit group – incentive quarterly, Andrea to work on structure/work with Communications to advertise
 - Andrea to get Communications H&W links by Wednesday for the newsletter
 - Bi-annual gym surveys
 - Quarterly challenges

Outreach Committee: Update provided by chair Sarah Braun.

- Broncos Day - \$512 raised total
 - People wanted coffee
 - Stickers left over (people wanted smaller ones)
 - GDSF – representative reached out, wants to partner with us in the future
 - Have them give a presentation?
 - Future ideas – NFL day - non-specific, best dressed
- Holiday Gift Drive
 - Gift lists in November
- Colorado Combined Fair
 - Usually in October
 - Each campus has a coordinator for this campaign
 - Asked to help out, agreed
 - More to come

OTHER BUSINESS

PERA and HR Updates:

- Ombuds training from Denver campus
 - We have access to this resource, encourage others to use this resource
 - Confidential service to ask for help in situations that are uncomfortable that is not necessarily appropriate for HR
 - Mediation, meeting facilitation, department trainings

OIEC coming to give a training on sexual misconduct, etc.

Highly recommended by HR, may be required by certain departments
ADA training on Oct 12th

UCSC Updates:

Retreat last month

First actual meeting next week, more updates next month

ANNOUNCEMENTS

The October 2017 SSC meeting will take place on Oct 10th from 1-3pm.

ADJOURNMENT

Motion by Ashley, Seconded by Phillip.

Approved by Council.

The meeting was adjourned at 4:34 p.m.

Andrea Holland
Secretary