

UNIVERSITY OF COLORADO SYSTEM ADMINISTRATION STAFF COUNCIL

Minutes

Tuesday, January 9, 2018  
1800 Grant Street, Denver  
6th Floor, Denver Conference Room

Tara called the regular meeting of the System Staff Council to order at 1:04 p.m.

ROLL CALL

The following members were present:

Nicole Craft, Advancement	
Phillip Curry, University Information Systems	
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: Andrea, Tracy, Anne, Sarah  
Sarah Braun, Office of Information Security  
\*Tracy Hooker, Human Resources  
Jamie Joyce, University Counsel  
Anne Melzer, Employee Services  
Andrea Holland, Advancement

Motion to start meeting: Kiki and Nicole  
GUESTS(S) ATTENDING: none

APPROVAL OF THE MINUTES

**-Check with Andrea for minutes**

The minutes of the November 14, 2017 System Staff Council meeting were approved during the meeting.

*Moved by X, Seconded by X.*

*Approved by Council.*

Andrea : November minuets

APPROVAL OF THE AGENDA

*Moved by Kiki Seconded by Nicole.*

*Approved by Council.*

## OPEN FORUM

### REPORTS OF OFFICERS

#### Chair/Vice Chair's Report:

- Event: current and past members-Angie sent doodle pool
- Drafted flyer the Anne created: getting touched up by communications
- Event: Demetria (hasn't heard anything yet) date and time
- Lynda.com will wait till next month

Leonard update: received comment that didn't want to be recognized if they didn't win (president's employee of the year): Keep it the same for next year since it was just one comment.

- Changing to "Outstanding Employees" for those nominated but didn't win.
- Kitchens and trash update: approached loenard with concerns
  - Water fountains: spicket isn't filtered water. No filtered water in building. They are working on contract for south side for filtration and bottle fill stations. Employee Services will reach out saying it is being worked on
  - Frequency of Trash: based on square foot of building, doesn't matter how often they pick up
  - Kitchens: are they being cleaned? Yes, daily. Smaller ones are being missed, loenard is pointing out small kitchens to make sure. Tara will follow up to make sure it got done. Fridge, quarterly, microwave nightly (cleaned)
    - Supplies: good solution is to have someone keep track of supplies and have cleaning people bring materials to one place. And floors restock as needed and it is kept tracked. Tissues ?
- additional appreciation event?: Tara and Sarah talked. Maybe a snack attack for Jan, February work on staff app for March, April is cyber security, May supervisor lunch and snack and attack, gift for students in May, June is bike to work
  - Additional staff appreciation
    - Pretzels for Rockies for an additional staff appreciation
    - Language for people to leave their desk
    - Carnival idea by floor?
    - ACE ping pong event

#### Treasurer's Report:

- Getting updated numbers for years of service award
- Looking at what is going to hit this year from last year
- We are on track
- Balanced December
- What do we have planned for the year?

## REPORTS OF COMMITTEES

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

- **Still waiting to hear back from the person they reached out to at UCCS. Will follow up on email this week (phil) Tuesday the 17<sup>th</sup> of April 12-1pm, see if conf. room is available, and make sure video piece will be good.**

Communications Committee: Update provided by chair Elizabeth Nakahama.

- **Sarah and Elizabeth met with ecomm at end of year. Brainstormed on year and newsletter and how to improve them since it is weekly. Working out best practices. Suggestions are to pick specific day and time and stick to it.**
- **Meeting next week: talk about those days and times. Maybe Tuesday & Wednesday**
  - **Look at data about open dates**
- **Sending personalized newsletter**
- **Have it come from a person like Tara as the from line**
- **Updated picture on website**
- **Suggested that we should do something like CU Ambassadors? Having people be word-of-mouth advocates to people: look at repeat followers and reach out to ask if they would be interested in telling more people about us.**
- **Thinking about a side bar on the newsletter and maybe highlighting a committee each month**
- **Think about email for nominations for new Members: needs to go out in February and goes through Tracy. Be the from person. Tracy to send to communications group**

Events Committee: Update provided by chair Jamie Joyce.

- **Next event staff appreciation in March, around St. Patrick Day**
- **Fifth floor**
- **Look for decorations for the staff appreciation event: Nicole to look for what we have.**
- **March 15<sup>th</sup>, Thursday**

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

- **Nothing to add, posters are up in the gym**
- **Snack attack for January and May? Kay to reach out for health and wellness**
- **Start thinking about reaching out to UCHealth before bike to work**
  - **Kay to email group about**

Outreach Committee: Update provided by chair Sarah Braun.

- **Holiday gift drive success, 6<sup>th</sup> floor worked out well**
- **No outlets on 6<sup>th</sup> floor ordered battery powered**
- **Crazy mess dropping off**
- **Colorado Combined campaign: wrapping up. Going to discuss future and who will be point of contact**
- **Next event: april? Meeting scheduled for committee**
- **Food pantry Denver**
- **Look into logistics of things: people who suggests, we ask that they do some background work**

OTHER BUSINESS

PERA and HR Updates:

- Performance cycle is coming to a close. Email will be sent about timelines. Ends Feb 1.
- Call for nominations: Tracy to send to communications
- Just sent email about discrimination and harassment workshop

UCSC Updates:

**April 13<sup>th</sup> in Boulder, there will be a call for nominations for UCSC Awards Service Excellence Awards on East Campus Williams Village. There will be a LASP tour**

**-Parental leave**

- **One document has been created and been lots of conversations about topic at a big level and what approach. In the hands of CHRO**
- **Faculty council involved**

**-Policy Updates: No**

ANNOUNCEMENTS

The February 2018 SSC meeting will take place on Feb 13th from 1-3pm.

ADJOURNMENT

*Motion by Ashley, Seconded by Angie.  
Approved by Council.*

The meeting was adjourned at 2:20pm.



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Andrea Holland  
Secretary