

UNIVERSITY OF COLORADO SYSTEM ADMINISTRATION STAFF COUNCIL

Minutes

Tuesday, November 14, 2017
1800 Grant Street, Denver
6th Floor, Denver Conference Room

Tara called the regular meeting of the System Staff Council to order at 1:03 p.m.

ROLL CALL

The following members were present:

Sarah Braun, Office of Information Security
Nicole Craft, Advancement
Phillip Curry, University Information Systems
Tara Dressler, University Counsel
Kiki Holl, Advancement

Andrea Holland, Advancement
*Tracy Hooker, Human Resources
Jamie Joyce, University Counsel
Anne Melzer, Employee Services
Kay Miller, Employee Services
Elizabeth Nakahama, Office of the Treasurer

**Indicates non-voting ex officio member*

ABSENT:

Andrew Drummond, Employee Services
Ashley Eschler, Employee Services
Angie Generose, Employee Services
Demetria Ross, University Controller

GUESTS(S) ATTENDING:

A quorum was present.

APPROVAL OF THE MINUTES

The minutes of the October 10, 2017 System Staff Council meeting were approved during the meeting.

Moved by Sarah, Seconded by Phillip.

Approved by Council.

APPROVAL OF THE AGENDA

Moved by Phillip, Seconded by Kiki.

Approved by Council.

OPEN FORUM

REPORTS OF OFFICERS

Chair/Vice Chair's Report:

SSC flyer – Annie

Annie handed the flyer out to members. It is also in the shared drive under Communications. For the infographic, each committee can add their own descriptive phrase (Annie will send it electronically). Each committee chair will decide what blurb should be there. Discussion centered around adjusting the poster to highlight more of what Staff Council is, versus a call to join a committee specifically. Communications will take the template and rework.

UCSC survey results – Annie

Working Climate survey presentation

SSC survey results – Sarah

People want more staff appreciation. People still aren't sure what our purpose is/what events are ours. People are more likely to participate if it's in the office, rather than external. It was suggested we advertise volunteer opportunities, but don't make it a SSC event. People want more "getting to know each other" opportunities (quarterly – coffee break, etc to get more people together?). Things are set this year but we can address more of these issues next fiscal year.

Bring up to Leonard – possibility of offering staff meetup options during work hours (like Broomfield office).

Past member survey results

Angie's email – 3pm event in the future, doodle poll to be sent out

Leonard updates:

October brown bag went really well

Halloween party went well

Operation gratitude went well

Planksgiving in Nov

Dec events and holiday drive

Survey results – he is on board, "give the people what they want"

Water fountains – are they filtered, if so how often are they changed?

Leonard is looking into that for us

Kitchens in general

All kitchens should be maintained with the basics (soap, paper towels, etc)

Cleaned on a regular basis (each department should not be on the hook for their own kitchens)

Leonard is looking into kitchen maintenance issues

Gave Leonard UCSC survey updates
Review vending machine options again – make sure healthy options are still making their way in

Treasurer's Report:

There was a budget meeting today. They hammered out the leftover from the previous fiscal year. Nothing new was allocated in the month of October. We will know more once December events are done and accounted for.

REPORTS OF COMMITTEES

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

Cybersecurity brown bag in April. Working on the actual date (April 17th?) Reach out to UCCS regarding cybersecurity as well (Sarah will reach out).
Phillip to work on video/streaming quality in the future.
Good turnout and feedback for event from October
Brown bag events will also be advertised in CU Connections in the future

Communications Committee: Update provided by chair Elizabeth Nakahama.

Template is completed for the newsletter
Event RSVP project – Elizabeth submitted it for approval for the December event
Communication today to announce the PEOYA winner – Darrell Stevens
Think of ways to make nominations anonymous next year?
Sending emails later has increased our open rates

Events Committee: Update provided by chair Jamie Joyce.

PEOYA – awards have been ordered
Program is done; being reviewed
Name badges and certificates to be updated (3 alterations)

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

Our mission/slogan is “Be Healthy.”
Planksgiving update – we have approximately 30 people signed up to participate. We plan to do a raffle for SSC swag from the completed tracking sheets we receive.
Fitbit group is still going strong. The next giveaway week for that group will be Dec 11-15th (raffle winner to be picked and announced on Monday, Dec 18th)
We would like to create an online process for gym access – Phillip will work on creating a mock form for our next meeting.

Outreach Committee: Update provided by chair Sarah Braun.

Operation Gratitude

40 lbs of candy shipped

Colorado Combined campaign

Raffles for those who donated?

No one is really taking charge of it - plan more for next year

Holiday gift drive

12 families

In the lobby by Black Friday (at least announcement next week, hopefully announce names as well)

Broomfield will conduct a bake sale to collect money for general gifts

OTHER BUSINESS

PERA and HR Updates:

Granted additional holiday – coding email went out last week

Regulation passed earlier this year – all buildings with single stall bathrooms must be general neutral (1st floor bathrooms will be changed back to gender neutral)

UCSC Updates:

Policy website to possibly be advertised in our newsletter

ANNOUNCEMENTS

The December 2017 SSC meeting will not take place due to PEOYA ceremony conflict.

The January 2018 SSC meeting will take place on Jan 9th from 1-3pm.

ADJOURNMENT

Motion by Kiki, Seconded by Jamie.

Approved by Council.

The meeting was adjourned at 2:43 p.m.



Andrea Holland
Secretary