

UNIVERSITY OF COLORADO SYSTEM ADMINISTRATION STAFF COUNCIL

Minutes

Tuesday, August 8, 2017
1800 Grant Street, Denver
6th Floor, Denver Conference Room

Tara Dressler called the regular meeting of the System Staff Council to order at 1:06 p.m.

ROLL CALL

The following members were present:

Sarah Braun, Office of Information Security	Andrea Holland, Advancement
Nicole Craft, Advancement	
Phillip Curry, University Information Systems	Jamie Joyce, University Counsel
Tara Dressler, University Counsel	
Ashley Eschler, Employee Services	Kay Miller, Employee Services
Angie Generose, Employee Services	Elizabeth Nakahama, Office of the Treasurer
Kiki Holl, Advancement	Demetria Ross, University Controller

**Indicates non-voting ex officio member*

ABSENT: Andrew Drummond, Tracy Hooker, Anne Melzer

GUESTS(S) ATTENDING: None.

A quorum was present.

APPROVAL OF THE MINUTES

The minutes of the June 13, 2017 System Staff Council meeting were approved during the meeting.

Moved by Demetria Ross, *Seconded* by Elizabeth Nakahama.

Approved by Council.

APPROVAL OF THE AGENDA

Moved by Kiki Holl, *Seconded* by Nicole Craft.

Approved by Council.

OPEN FORUM

REPORTS OF OFFICERS

Chair/Vice Chair's Report:

- Sara is our new VC!
- Retreat review
- Officer overview
- Committee selections
- Calendar – blue = President's Office events, events based on committees outlined, spread out events with the hopes for more participation
- Years of Service event moving from Nov to Dec 7th
- SharePoint drive available for us to use
 - Sarah to do a demo of SharePoint at next meeting to see if we want to utilize this tool
 - Kiki – suggested Google Docs
 - Shared drive the main repository, SharePoint used by committees to update and modify documents

- Goals –
 - Table discussion until next month
- Mix up the agenda process – include a fun game/icebreaker at the beginning, etc.
 - Productive? Fun? Quick, easy, share something/get to know one another
 - Ashley and Angie will take point
- T-shirts are in!
 - Time out – Tara getting shirts, we'll do an icebreaker
 - What is your apocalypse survival skill?
 - Kay – sword skills
 - Nicole – hope/positivity
 - Kiki – planning/woodworking
 - Ashley – meal creation
 - Angie – observation skills
 - Elizabeth – lookout on the hill, yelling warnings/scout
 - Sarah – textiles (knitting, crocheting, etc)
 - Pass out shirts
- Retreat –
 - Thumbs down on the brewery
 - Good breakfast
 - Good guest speaker (use the speaker in a brown bag session?)
 - Good building, want a better room

Treasurer's Report:

- \$6,355 budget, + \$5,375 appreciation events

- Little bit of roll over from FY17 after 10% taken - \$574 left (10% goes to a 'rainy day' fund to the university – applies to all departments) – can apply for the \$574, only if we have a specific idea/event we want to do (hot dog event in Sept, steamers for the locker room?)
 - Any small ideas we can apply for? Let Elizabeth know
- Tara emailed Leonard to try and get the \$574
- Department chairs need a budget for their committee, by the August 22nd committee chairs meeting
- Restructuring the budget and how we keep track of expenditures

Current/Past members event:

- Demetria working on the final list of possible attendees.

Leonard update

- He likes our draft calendar
- Locker situation (sign, overnight exemptions, etc) – putting up a vague courtesy sign, no sign up right now, Kay keeping tabs on if there is an issue moving forward
- Vending machine issue – everything going ok for now, voting sheet for items in vending machine created to go out in Thursday's email (if items don't sell, they get removed)
 - Need to use a survey tool instead of physical voting list
- Budget – still working on it
- Retreat update
- Ashley and Annie still working on Parental Leave proposal
- Hot dog/Broncos day – what are we doing?
 - Big event at this point, whole team event, not just Outreach
 - Connect to a fundraising opportunity?
 - Vendor for hot dogs?
 - We need an estimate of how many people we expect to attend
 - Estimate from past events – how many people attended similar events previously?
 - Should we just do a potluck and beads to raise money?
 - Need a cost estimate from a hotdog vendor
 - Create a social opportunity in the conference room as well
 - Fundraise for Broncos charity with beads
 - Provide simple sides (pretzels, chips, etc) in the kitchen
 - Sarah to email hotdog vendors for estimates after Tara gets an estimate of people from Leonard/Elizabeth, then move forward

REPORTS OF COMMITTEES

Need to update the bylaws - committee eliminations and update Officer descriptions for September meeting and vote

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

- Meeting set up for when everyone is back in the office

Communications Committee: Update provided by chair Elizabeth Nakahama.

- Have not met yet. Getting access to the Ecomm system. Need license first, then see if it's what we want to use (metrics, tools, etc).
- Need to remove EAC and Nominations committees from the website
- Notices in the elevator, add to the stairwell (Demetria) for those who do not use the elevators (need the 8th floor's help), add to list to talk to Leonard
 - Empty slots, use opportunity to promote SSC (permanent flyer, put temp fliers in front)
 - Communications to create permanent flyer with committee information
- Include Broomfield gym info to emails (send info to Elizabeth)
Can Grant St people use Broomfield gym?

Employee Advocacy Committee: Update provided by chair Anne Melzer.

- Eliminated, some functions moving over to Communications group.
- Policy committee – Angie at USCS, report back to the group

Events Committee: Update provided by chair Jamie Joyce.

- Have not met yet. Email sent to get tasks going for Years of Service (Aug 2nd). Date changed to Dec 7th. March 15th – staff appreciation breakfast (also on Pres. Benson and Leonard's calendars). Working on the list from HR.
- Sarah to work with Jamie to get call for nominations going for Employee of the Year award. Electronic nominations need to be set up to be sent to all board members instead of Nominations email.

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

- Meeting to be set soon.

Nominations Committee: Update provided by chair Tara Dressler.

- Eliminated. Sara will shepherd the process for nominations and work with the communications committee. Everyone on the board will review the nominations and vote. Student award will turn into a one-time gift that everyone gets.

Outreach Committee: Update provided by chair Sarah Braun.

- Have not met yet.

OTHER BUSINESS

PERA and HR Updates:

None.

UCSC Updates:

- Tara, Angie, Anne – went to the retreat in Denver on August 3-4.
 - New chair – Nancy Moore, UCCS
 - Most of the officers from UCCS as well
 - Angie – policy committee
 - Tara – service excellence awards committee (ceremony in Boulder this year)
 - Annie – survey committee
 - Learned that UCSC representatives have 3 year terms, alternates have one year terms

Sarah creating a SSC survey to see what people want to do (attitudes toward SSC, asking for people's interests) to try and get more participation. Send her ideas for questions or topics

ANNOUNCEMENTS

The September 2017 SSC meeting will take place on Sept 12th from 3-5pm.

ADJOURNMENT

Motion by Sarah Braun, *Seconded* by Nicole Craft.
Approved by Council.

The meeting was adjourned at 2:30 p.m.



Andrea Holland
Secretary