

UCSC MEETING MINUTES

Thursday, October 20, 2011

10:00pm – 2:00pm

Boulder: UMC Room 425

Call to order 10:05

Roll call

Attendees:

- Tina Collins
- Dana Drummond
- Carla Johnson
- Leeann Fields
- Rachel Gibson
- Stephanie Hanenberg
- Jane Muller
- Jen O'Connell
- David Pierce
- Dennis Russell
- Teena Shepperson-Turner

Absent:

- Leonid Balaban
- Pereze Banks
- Miranda Carbaugh
- Sarah Douvres
- Danny Felipe-Morales
- Matt Gaden
- Lori Krug
- Debbie Martin
- Deborah Makray
- John McKee
- Jennifer Williams

Approval of Agenda:

- Motion: Stephanie Hanenberg
- Second: Leeann Fields
- In Favor: All
- Opposed: None
- Abstained: None

Amendment to minutes

Approval of Amended Minutes:

- Motion: Tina Collins
- Second: Teena Shepperson-Turner
- In Favor: All
- Opposed: None

- Abstained: None

Guest Speakers:

- Jay Dedrick, Internal Communications Manager, University Relations
 - Jay spoke on the mission of CU Connections
 - Jay stated improvements have been made to the website.
 - He will be doing presentations at each campus.
 - CU Connections reports on external forces, like legislation and PERA and build community through the campuses.
 - Branding will be incorporated into the new site.
 - It features comments posted on the site and employee profiles
 - Cynthia Pasquale would like to see more staff and faculty profiles.
 - UCSC would like to see group recognition like governance groups, etc.
 - A suggestion was made to have an audio segment of interviews.
 - Jay stated he would like to see more letters to the editor.
 - UCSC would also like to see more online learning and professional development

Chair Reports

- Treasurer's Report-Tina Collins
 - 2011-2012 Budget is \$12,800 with a balance of \$10,899.64 but there are still a few outstanding expenses related to the Fall Retreat.
- Tina showed the council how to do travel reimbursements on the new finance system, Marketplace.

Old Business-Carla Johnson

- Goals for 2011-2012
 - Carla Johnson handed out the goals for next year as discussed in the retreat and notes about the retreat itself.
 - Two hot topics were picked to present for the kickoff of the "UCSC Presents..." initiative, possibly via webinar; CU Marketplace which will be headed by Carla Johnson and employee financial management which will be headed by Dana Drummond. UCSC will see how these go before proceeding with additional offerings.
- Volunteer Opportunities
 - Carla will talk to System HR about what the possibilities are.
 - Teena Shepperson-Turner, Stephanie Hanenberg and Tina Collins will head up a committee to look into volunteer opportunities. Suggestions included Metro Volunteers, Volunteer Match, and MLK Day of Service for ways that staff could volunteer at the same time, if not at the same location.
- Bring A Guest to UCSC
 - Starting next month, the campus that hosts the meeting should invite a chancellor or chief of staff to their meeting, plus any other staff who may be interested in attending.

New Business-Dana Drummond

- There are three resolutions Boulder Staff Council would like to take to the Board of Regents; Tuition waiver program, PERA contributions and surplus equipment sales for employees to buy. Based on feedback at the retreat and before acceptance by UCSC, the resolution regarding PERA contributions may need to be revised to more broadly address university and Regental support against initiatives or legislation that may adversely impact staff. The items in the tuition waiver resolution are expected to be addressed in the forthcoming APS. There was not enough information to fully review the resolution regarding surplus equipment purchases.

- There was discussion on how UCSC can have a voice in resolutions, and what is appropriate to put forward to the Regents as a resolution.
- Council discussed contacting supervisors about thanking them for allowing their employees to participate in Staff Council. Jen mentioned the consent form used by UCCSC Staff Council and will send a copy to Carla.
- Carla will continue to send out the Board of Regents reports to council.

Broke for lunch at 12:10

Meeting re-adjourned 12:45pm

Campus Updates

- Boulder: Boulder Staff Council is sponsoring a coat drive and will be holding a breakfast for staff on December 7th. They are also working to change their communication to a more centralized approach and are seeing positive results from that change.
- Denver/AMC: Deborah Makray was unable to attend, but provided the following for Denver classified Staff Council: *We are co-sponsoring, Bullying in the Workplace, with the Ombuds from Denver and AMC campuses. The presentations will be held on Thursday, Oct. 20 and Fri. Oct 21. We are hosting a Halloween Breakfast, along with a costume contest, on Monday, Oct. 31 at St. Cajetan's Center on the Auraria Campus. We extended the invitation to EPA and their constituents from the Denver campus to attend the event. We are in the planning stages of our annual Adopt-A-School food raising project. The drive will begin sometime around the second week in November. An Employee of the Month celebration is planned for this Friday, October 21 at the AMC campus. We have two or three others in the pipeline that I hope will be finalized soon. We plan to market the EOM program more extensively than we have before. There are probably many peak performers out there who could use a little cash. We have invited a few faculty speakers to give presentations on campus about a variety of topics. We have received confirmations from three of them to speak. We have not yet nailed down dates or locations for these presentations, but we are continuing to work on it. A holiday reception is planned for classified staff at the AMC campus. It will be a walk-about reception, including live jazz/holiday music. We are working on the details.*
- The Exempt Professional Assembly has gotten approval for and will be implementing a recognition program for individuals who attend the quarterly meetings.
- System: System Staff Council hosted a progressive potluck within the 1800 Grant Street building, which was a great way for people to meet one another. UIS has moved to 1800 Grant and PBS will move at the end of October. They are also holding brown bag sessions for anyone interested on topics such as the history of Halloween, the history of juggling, and other eclectic topics. They also hosted a Race for the Cure team at the beginning of October.
- UCCS: PESA has begun sending a postcard to welcome new employees and introduce them to the group. They had Risa Heywood as a speaker and also held a Q&A with Chancellor Shockley-Zalabak that was well received. They are also in the process of rewriting their bylaws. Both PESA and Staff Council were able to field questions about the salary increases by working with the campus leadership team and in conjunction with HR to develop responses to questions.

Speaker-Sean Clark, UCD Security Principal and Manager, IT Security Operations

- Sean spoke on password security to prevent access to data and to protect personal data.
- He suggests using a separate credit card specifically for online purchases only.

- Passwords need to be stronger by using a minimum of 8 characters and 15 are better, using all the ASCII characters.
- Passwords should not be recycled and don't use the same password for multiple functions.
- Put passwords on laptops and if used for work also, you should get them encrypted.

Meeting adjourned 2:10

- Motion: Stephanie Hanenberg
- Second: Teena Shepperson-Turner
- In Favor: All

Next Meeting: November 17, 2011

Colorado Springs, Room TBD