

UNIVERSITY OF COLORADO SYSTEM ADMINISTRATION STAFF COUNCIL

Minutes

Tuesday, October 10, 2017  
1800 Grant Street, Denver  
6th Floor, Denver Conference Room

Tara called the regular meeting of the System Staff Council to order 1:08 at p.m.

ROLL CALL

The following members were present:

Sarah Braun, Office of Information Security	Andrea Holland, Advancement
Phillip Curry, University Information Systems	*Tracy Hooker, Human Resources
Tara Dressler, University Counsel	Jamie Joyce, University Counsel
Andrew Drummond, Employee Services	Elizabeth Nakahama, Office of the Treasurer
Ashley Eschler, Employee Services	Demetria Ross, University Controller
Angie Generose, Employee Services	

*\*Indicates non-voting ex officio member*

ABSENT:

Nicole Craft, Advancement  
Kiki Holl, Advancement  
Anne Melzer, Employee Services  
Kay Miller, Employee Services

GUESTS(S) ATTENDING: None

A quorum was present.

APPROVAL OF THE MINUTES

The minutes of the September 12, 2017 System Staff Council meeting were approved during the meeting.

*Moved by Elizabeth, Seconded by Angie.*

*Approved by Council.*

APPROVAL OF THE AGENDA

*Moved by Jaime, Seconded by Sarah.*

*Approved by Council.*

## OPEN FORUM

Short Activity: Musical Chairs/Never Have I Ever

### REPORTS OF OFFICERS

Chair/Vice Chair's Report:

Bylaws – Everyone had a chance to look at the revisions. One question about the PEOYA nomination process and where it went – it is stated under the Vice Chair section rather than Nominations (same wording, just moved). Elizabeth brought up possibly adding the brochure updating process to Communication's responsibilities. It was agreed that that be added and Tara updated bylaws during the meeting.

Motion to approve the bylaws – Demetria

Seconded – Elizabeth

Everyone in favor

Survey results

The survey is open until Friday, October 13<sup>th</sup>. At this time, we have 31 responses and the majority of folks that responded are satisfied. A majority haven't attended an event in the last 6 months and 25% stated they have never attended an event. Timing of the event and lack of time is the conflict in attending/participating (60%). The main benefit for most is that the topic is relevant to them (lowest response – free food). Lunch and afternoon seem to be the best time and several people inquired about more online options. It was brought up if we can record the Brown Bags and not just do live stream - Phillip is not sure and is going to look into options. Another option would possibly be to record ourselves somehow and put up as a podcast. Staff appreciation events are popular (almost 100% love those). We might think about more staff appreciation events for next year. This could be in a simpler format – coffee stations, massage chair event, puppy/kitten day, etc. There were comments about wanting to get to know more people in the building and wanting more communal events. People still have questions about options for people outside 1800 Grant. We are working on addressing Broomfield, but what about the campus employees? They are allowed to attend/participate in the campus-specific events and happenings. We need to update those employees and make sure they are getting campus-specific information (newsletter/on the website directly). We should also add this information to the brochure as well for new employees. Detailed results from the survey will be sent out on Monday after it closes on Friday and we will include a synopsis in newsletter in the future.

Vending machine update:

The extra vending machine is in. No complaints have come in lately. We need to send another survey for the pre-prepared meals machine.

Leonard update

Tara and Sarah discussed recent and upcoming events (Broncos Day, Brown Bag in October) and Leonard said everything sounds good. They discussed the Halloween party from

the President's office, PEOYA in December, the survey and current results. They gave him the bylaw changes and he has no updates.

Treasurer's Report:

The budget spreadsheet is up to date. Not a lot of money was spent in September – please submit anything outstanding to Elizabeth. Elizabeth is currently working with Jaime on the PEOYA event. Broncos day expenses are in and accounted for.

### REPORTS OF COMMITTEES

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

October 17<sup>th</sup> Brown Bag – CU Space Program with Edgar Johansson, Manager of Strategic Initiatives for the Laboratory for Atmospheric and Space Physics. Angie is planning on increasing outreach over the next week to increase attendance. Tara will put up flyers in the building. Tara will also contact CU Advocates on increasing our invite reach. Communication will go out on Monday with a blurb from Edgar.

Communications Committee: Update provided by chair Elizabeth Nakahama.

New newsletter has been launched. We currently have a 35% open rate. We are sending the newsletter at different times in the day to see if that has an effect. Elizabeth provided us a link that shows statistics on what is being clicked on and what is being linked to. So far, we see a high number of “clicks” on the H&W link, survey, and Fitbit group.

Individualized emails are also going out – please let Communications know if a separate email is necessary for something so we can plan the sending. The Committee Feature section will start on 10/25. Communications will be pulling info from our website so let Communications know if you want something different included.

Catch up from EAC improvement suggestion form: upgrade water fountains (or filters changed in existing), kitchens cleaned and stocked (with soap, towels, sponges, etc.), what is our current cleaning routine (daily, etc.) and can it be changed to be more efficient? Tara and Sarah will take these to Leonard this month.

Events Committee: Update provided by chair Jamie Joyce.

Communications and Events met recently to come up with a timeline for communications and deadlines. Save-the-Date and RSVPs will be sent out in the next month. Just starting to order

awards now and some discussion around these items. They are on the shared drive if anyone has feedback about what the personalized gifts should be for the 20+ year individuals. For President's Employee of the Year Award – signs are up now encouraging all staff to nominate someone, so far only 1 nomination received, please encourage your team/coworkers to nominate someone (all SSC members are ineligible to nominate or be a nominee as voting members), SSC members will complete their evaluations by November 10 and nominees/winner will be announced on November 13.

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

Our next meeting is planned for November 14<sup>th</sup>. Tara has the posters for gym and will be going shopping for the poster frames soon. We plan to do Planksgiving again this year and we started the Fitbit group giveaway in September. Elizabeth was our first winner and the next giveaway will be in December.

Outreach Committee: Update provided by chair Sarah Braun.

The next official event will be the holiday gift drive in support of GIVEdenver. Working with Fran Chapman to assist with the Colorado Combined Campaign this year, which officially runs 9/1/2017-12/31/2017. More details to come!

### OTHER BUSINESS

PERA and HR Updates:

There is a session on Thursday regarding ADA that all supervisors should attend.

Last week an Inclement Weather update went out for the 17-18 winter.

UCSC Updates:

Service Excellence Awards planning is underway; these will take place in Boulder for 2018.

Working Climate Survey – analysis and reporting has mostly been completed, trying to figure out how to share the information with departments.

Parental Leave - presented to system wide HR Leadership last month. The group has an action item to compare with what PAC12 is doing in this area. They would like the white paper finalized and shared with them for action, potentially rolling into their annual benefits conversation.

Nick with UCSC is now coordinating internal and external communications. If you want something communicated across campuses to other staff councils send it to Tara Dressler and she will send it to Nick.

### ANNOUNCEMENTS

The November 2017 SSC meeting will take place on November 14<sup>th</sup> from 1-3pm.

### ADJOURNMENT

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

The meeting was adjourned at 2:51 p.m.

A handwritten signature in cursive script, appearing to read "Andrea Holland".

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Andrea Holland  
Secretary