

UNIVERSITY OF COLORADO SYSTEM ADMINISTRATION STAFF COUNCIL

Minutes

Tuesday, December 13, 2016
1800 Grant Street, Denver
6th Floor, Denver Conference Room

Tara Dressler called the regular meeting of the System Staff Council to order at 3:06 p.m.

ROLL CALL

The following members were present:

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| Sarah Braun, Office of Information Security | Anne Melzer, Employee Services |
| Tara Dressler, University Counsel | Kay Miller, Employee Services |
| Ricky Espinoza, Office of Information Security | Elizabeth Nakahama, Office of the Treasurer |
| Angie Generose, Employee Services | Demetria Ross, University Controller |
| *Tracy Hooker, Human Resources | William Shelby, University Information Systems |
| Jamie Joyce, University Counsel | |

**Indicates non-voting ex officio member*

ABSENT: Andrew Drummond, Ashley Eschler, Christopher Sidebottom

GUESTS(S) ATTENDING: None

A quorum was present.

APPROVAL OF THE AGENDA

Moved by Demetria Ross, *Seconded* by Jamie Joyce.
Approved by Council.

APPROVAL OF THE MINUTES

The minutes of the November 8, 2016 System Staff Council meeting were approved during the meeting.
Moved by Ricky Espinoza, *Seconded* by Tara Dressler.
Approved by Council.

OPEN FORUM

REPORTS OF OFFICERS

Chair/Vice Chair's Report: We have 2 vacant spots on the SSC. Tara will be presenting at the Broomfield office on 12/14 to discuss membership and promote awareness about what SSC is and what we can do for them. SSC is always looking for people interested in participating in committees! The new UCSC representative is Angie Generose. Staff Council Day at the Capitol has been scheduled for March 21st. This event is to bring members from all of the campus staff councils together.

SSC will be sending out a survey next month to get feedback on the President's Employee of the Year process for nominees and nominators, winner. The draft survey will be shared for approval at the January SSC meeting.

Monthly Leonard Meeting Update- Jeri is working with Alpine Waste to see if composting is an option for our office and if so, what the additional costs would be. Hair dryers have been ordered and installed in the 1st floor women's locker room. This is one of our first completed requests from the Improvement Suggestion Form! A suggestion came in asking for a quiet lounge area, similar to what used to be on the 4th floor, however, we do not have the space available to complete this request, so this is closed. The holiday event was a success. SSC discussed ways to improve and simplify the process for next year.

Treasurer's Report: Kay Miller provided an update of the budget. The banner was slightly over budget, but money has been reallocated from the holiday party budget. New purchases since the last meeting include: holiday tree items purchased by Outreach Committee, storage and organization items, PEOY award reception items. There was also further discussion about our environmental impact and the use of helium and balloons moving forward.

REPORTS OF COMMITTEES

Brown Bag Committee: Updated provided by chair Demetria Ross. Planning is underway for a Brown Bag event in January, date TBA; collaboration with the Health and Wellness Committee is expected.

Communications Committee: Update provided by Kay Miller. The Committee is working on website content inventory and updating the pages. Members of SSCN should provide pictures for the new staff directory. In January, Communications will develop a plan for all the proposed changes and will share with the SSC for feedback. Each committee should review their webpage and send any changes to SSC-Outreach. The Committee is also evaluating weekly newsletter options. A note was brought up regarding the need to update the bylaws on the website to the version approved at the SSC retreat.

Employee Advocacy Committee: Update provided by chair Anne Melzer. There was a question about vacation vs sick leave if there are children's needs that are not health-related; Tracy is taking the action item to follow up on this. The Parental Leave group recently met and is working on the proposal. There are ~12 participants from across all campuses and the next action item is to come up with recommendations for each topic/section of the proposal.

Events Committee: Update provided by chair Jamie Joyce. Staff Appreciation is the next event in the springtime. Good feedback from the PEOY award reception.

Health and Wellness Committee: Update provided by chair Kay Miller. Planksgiving is wrapped up. The next event is TBD. An upcoming item addressed by the Committee is adding a sign to the gym door.

Nominations Committee: Update provided by chair Tara Dressler. Student Employee of the Year award is coming up in the spring. The Committee is re-evaluating the best way to recognize student workers. A question came up of how many student workers we have at System; action item to Tracy Hooker to share the numbers next SSC meeting. Nominations committee will discuss possibilities for changes.

Outreach Committee: Update provided by chair Tara Dressler. Holiday gift drive is ongoing and will be concluded on 12/16. The Dumb Friends League is having a telethon in February and we may try to participate. Outreach will meet in January to discuss January-June 2017 events.

OTHER BUSINESS

PERA and HR Updates: Update provided by Tracy Hooker. The salary threshold is being increased by the Department of Labor. If anyone was not meeting the threshold, they would suddenly be eligible for overtime. Any affected individuals (there are ~11 here at System) would have to start submitting time sheets. Further updates will be forthcoming to those affected.

UCSC Updates: Chair of the Faculty Council presented at last UCSC meeting. They discussed overlapping efforts and joining together to support joint ventures. The UCSC Working Climate Survey response was good, 25%+ response rate. They are still going through the feedback and the comments provided. Benefits, leadership, and professional development were the categories of concern. They will be presenting the preliminary summary results in February to leadership and recommendations and actionable tasks will come after that. UCSC is also involved in the parental leave discussion.

ANNOUNCEMENTS

None.

ADJOURNMENT

Motion by Tara Dressler, *Seconded* by Sarah Braun.
Approved by Council.

The meeting was adjourned at 4:25 p.m.



Sarah Braun
Secretary