



SYSTEM STAFF COUNCIL

SSC Meeting Minutes

Nov. 11, 2019

ATTENDANCE

- Meagan Kuitu – Chair
- Aubrey Craft – Vice Chair
- Amy Sharp – Secretary
- Glenda Rogers – Treasurer
- Nathan Ciomperlik – Scholarship Committee Chair
- Maeci Hoffman – Rebranding Committee Chair
- Amy Suter – EOQ Committee Chair
- Joan Muniz
- Sallie Wytaske

ACTION ITEMS

- Aubrey Craft
 - Assist Amy with gift drop off on 12/9/19
 - Monitor and provide updates bu-weekly (once at each meeting and once 2 weeks in between) in regards to the status of each feedback submission to ensure accountability and progress
- Maeci Hoffman
 - Annual Meeting: Transportation logistics, securing busses
 - Scotty's House: register those who take a star at the event
 - Work with rebranding committee to develop talking points for SSC members
- Nathan Ciomperlik
 - Annual Meeting: reaching out to service award recipients to encourage their attendance
 - Scotty's House: solving logistics of having hot water for hot cocoa mixing at the event
 - Nathan will create excel spreadsheet to monitor feedback submissions and status tracking
 - Nathan will meet with scholarship committee (Joan, Lindsey, & Nathan) to explore potential application review process changes to present options at Nov. meeting
- Meagan Kuitu



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- Scotty's House: Coordinate tree set up and decoration prior to the event and email invitation to System Offices
 - Determine whether scholarship matching is the applied to fundraised amount or account balance and whether matching is applied to scholarships dispersed in FY20 or FY21
- Joan Muniz
 - Scotty's House Action: Purchase supplies for snack table (1 large tub of swiss mix), apple cider mix, fun cookies, hot cocoa toppings and assist with set-up at the event
- Amy Sharp
 - Move forward with branded apparel fundraiser
 - Scotty's House: Make stars, spreadsheet for registration, labels for gift collection, and manage action items
- Lindsey Thomson
 - Scotty's House: Print ¼ sheet size instruction flyers prior to the event
- Glenda Rogers
 - Scotty's House: Assist Joan with table set-up at the event and accept \$100 checks and register donors
- Sallie Wytaske
 - Annual Meeting: Catering (food must be set up by 8:30) and chair rental (80 chairs)
 - Annual Meeting: load car on 12/11/19 with awards and such to have at RELLIS for the event

TAKEAWAYS FROM OFFICER REPORTS

- Chair Report
 - Focus on upcoming Scotty's House Cocoa Kick-Off and System Offices Annual Meeting. Push other initiatives to the back burner until after Jan 1.
 - Meagan Kuitu working through Annual Meeting logistics. Action items for delegates included in action items section.
 - Date: 12/12/19 at 9:30am with breakfast beginning at 9am and bussing to venue beginning at 8:15am
 - Location: RELLIS CIR
 - Reach out to Sallie if you have breakfast catering ideas
- Treasurer Report



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- Provided updates on all accounts. Details can be found in the K drive under finances.

TAKEAWAYS FROM COMMITTEE REPORTS

- Rebranding Committee
 - Bathroom stall flyer has been drafted and edits may be forthcoming. Conversation took place around alternative venues (i.e. breakrooms, elevators, ice machine, gym etc.). Jose Wytaske suggested to have Amy Jenkins review the flyer for branding.

STAFF FEEDBACK REVIEW BY EXECUTIVE SPONSOR

- 001 – Conference Room Renovation (Meagan Kuitu)
 - Staff Council added a priority of requests and recommendation to seek additional resources through building funds
 - Staff Council voted to recommend assigning a project manager to work with vendors and collect quotes, and to consider allocating resources to meet all or part of the requests
 - Billy Hamilton affirms recommendation and will coordinate with FP&C to assess requirements and cost
- 002 – Floor Occupancy Lists/Maps (Maeci Hoffman)
 - Staff Council worked with submitter to expound on the value of the feedback, and coordinated with other departments on feasibility of the request
 - Staff Council voted to recommend moving forward with this request, assigning resources from FP&C and IT to implement
 - Billy Hamilton affirms recommendation and will work with departments to assign
- 003 – Deputy Chancellor Contest (Lindsey Thomson)
 - Staff Council proposed logistics for consideration, and discussed advantages and drawbacks of implementation
 - Staff Council voted to table this idea with the concern that there will not be enough participation to make a contest successful
 - Billy Hamilton affirms recommendation and is willing to open additional avenues to engage with staff
- 004 – Way to Go (Meagan Kuitu)



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- Staff Council recognizes the support of executive leadership in making this happen
- Staff Council voted to recommend continuing to work hard to represent colleagues
- Billy Hamilton affirms recommendation and proposed an idea to implement a venue to give public kudos to hard working staff members
- 005 – Coffee Bar Food Truck (Sallie Wytaske)
 - Staff Council identified a vendor and confirmed availability and licensure
 - Staff Council voted to recommend moving forward with approval for the vendor to sell coffee at MCB
 - Billy Hamilton affirmed recommendation, and Staff Council will move forward with getting quotes, possibility of temporary kiosk indoors
- 006 – International Day (Meagan Kuitu)
 - Staff Council identified advantages and drawbacks, collected input from Director of Equal Opportunity and Diversity, and brainstormed alternative ideas
 - Staff Council voted to recommend not moving forward, but will work with Dr. Joni Baker to come up with other opportunities to celebrate workplace diversity
 - Billy Hamilton affirmed recommendation
- 007 – Blue Jean Weeks (Aubrey Craft)
 - Staff Council considered current schedule and logistics
 - Staff Council voted to recommend communicating with the SECC chair to seek approval for the sale of additional weeks during next year's campaign
 - Billy Hamilton affirmed the recommendation and Staff Council will communicate recommendation to SECC

TAKEAWAYS FROM GENERAL BUSINESS

- Branded apparel fundraiser is open! Spread the word and share the link.

NEXT MEETING

- Date: To be announced, will be in December
- Agenda Items
 - Student of the Semester