

UNIVERSITY OF COLORADO SYSTEM ADMINISTRATION STAFF COUNCIL

Minutes

Monday, April 9, 2018  
1800 Grant Street, Denver  
6th Floor, Denver Conference Room

Sarah Braun called the regular meeting of the System Staff Council to order at 1:07pm.

ROLL CALL

The following members were present:

Sarah Braun, Office of Information Security	Tracy Hooker*, Employee Services
Nicole Craft, Advancement	Kay Miller, Employee Services
Phillip Curry, University Information Systems	Elizabeth Nakahama, Office of the Treasurer
Ashley Eschler, Employee Services	Demetria Ross, University Controller

*\*Indicates non-voting ex officio member*

ABSENT: Tanya Cohen, Tara Dressler, Andrew Drummond, Angie Generose, Kiki Holl, Annie Melzer

GUESTS(S) ATTENDING: None

A quorum was present.

APPROVAL OF THE MINUTES

The minutes of the March 13, 2018 System Staff Council meeting were approved during the meeting.

*Moved by Phillip Curry; Seconded by Ashley Eschler.*

*Approved by Council.*

APPROVAL OF THE AGENDA

*Moved by Demetria Ross; Seconded by Nicole Craft.*

*Approved by Council.*

OPEN FORUM

Recently, a member of the building cleaning crew damaged a staff member's 15 years of service award. Options to replace the award at the expense of the building cleaning staff were discussed.

## REPORTS OF OFFICERS

### Treasurer's Report:

- The budget is even and accounted for.
- Some funds have been moved around, Years of Service gifts exceeded budget.

### Chair/Vice Chair's Report:

- Bylaw revision to say that you do not have to be an SSC to be on UCSC. The language will be modified to say, "out of the 3 standing reps, 2 must be members of SSC, the third does not, the alternate should be the vice chair." Leonard has approved the changes and we will report back to UCSC. (May 17<sup>th</sup> is the next meeting, but we will vote on in our July retreat)
- Reviewing OnBase and Slack tools to increase SSC efficiency. A demo will be scheduled for an upcoming meeting to evaluate further.
- SSC Retreat Planning Underway – will take place in July
- Leonard Update
  - Appreciation events – Reviewed calendar with Leonard. We may be able to request one time funds for an additional bigger event or a few small ones for next year.
  - Colorado Combined Campaign update –Nicole will be the point person in a "light" capacity for the 2018 campaign running September-December.
  - Kitchens – Very soon there will be filtered water spigots installed in the 8 kitchens. We are still working on the logistics to stock supplies. We think this isn't happening – what about stuff in the kitchen?
  - Water Fountains – This year (timeline still TBD) bottle fill stations that are filtered water will be installed on the North side of each floor, replacing the old water fountains. Eventually, the water fountains on the South sides will be taken out and the walls filled in.
  - Garage – Soon there will be signs for "compact cars only" in small spaces and "large vehicles" in some of the big spots on the 3<sup>rd</sup> level. There will also be lines going up the walls to help people park better. There are now signs that say overnight and multi-day parking on the 3<sup>rd</sup> level only. Early feedback has been positive!
  - Maintenance Requests – Gathering a list of floor proctors for each floor and will announce who they are and what requests should be taken to them.
  - Gym Maintenance!! – the machines are dusted/cleaned. No one on the committee has knowledge/interest in maintaining the machines. The TV only shows 6 channels. Squeaky elliptical. Is there a licensed repair and maintenance company we can bring in every 6 months or something. Liability issues about us trying to fix things?

## REPORTS OF COMMITTEES

### Brown Bag – Angie Generose and Phillip Curry

- Upcoming on April 17<sup>th</sup>, Phillip and Angie are testing the web link.
- Snacks – Tara will be in charge of this

- Update in newsletter this week, link to web conference may wait for a separate communication

#### Communications – Elizabeth Nakahama

- Discussed changing the frequency of the newsletter. Trying biweekly for a while.

#### Events – Ashley Eschler

- Supervisor Appreciation Event – probably looking at June.
- Ashley working on list of supervisors and communications to those folks, can we send invitations from the SSC Outlook Calendar?
- Look for a Doodle poll to gather input about availability and determine a date.

#### Health and Wellness – Kay Miller

- Snack Attacks – yogurt buffet, will be <\$70 for Grant St., still getting amounts for Broomfield. Maybe this event for May?
- Bike to Work Day on June 27<sup>th</sup>.

#### Outreach – Sarah Braun

- MaxFund will be on site on May 31<sup>st</sup> from 2-4PM with the RV of adoptable animals.

### OTHER BUSINESS

#### PERA and HR Updates (Tracy):

- Bring your child to work day will take place at 1800 Grant on April 26.
- No communication or SSC support is necessary.

#### UCSC Updates:

- No updates. The Service Excellence Awards will take place later this month in Boulder.

### ANNOUNCEMENTS

SSC alumni event was fun!

### ADJOURNMENT

*Motion by Kay; Seconded by Demetria.  
Approved by Council.*

The meeting was adjourned at 2:25PM.



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Sarah Braun – Interim Secretary