

UNIVERSITY OF COLORADO SYSTEM ADMINISTRATION STAFF COUNCIL

Minutes

Tuesday, May 8, 2018  
1800 Grant Street, Denver  
6th Floor, Denver Conference Room

Tara Dressler called the regular meeting of the System Staff Council to order at 1:03PM.

ROLL CALL

The following members were present:

Sarah Braun, Office of Information Security	Kiki Holl, Advancement
Tanya Cohen, University Counsel	Tracy Hooker*, Employee Services
Nicole Craft, Advancement	Annie Melzer, Employee Services
Phillip Curry, University Information Systems	Kay Miller, Employee Services
Tara Dressler, University Counsel	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: Andrew Drummond

GUESTS(S) ATTENDING: None

A quorum was present.

APPROVAL OF THE MINUTES

The minutes of the April 9, 2018 System Staff Council meeting were approved during the meeting.

*Moved* by Tara Dressler; *Seconded* by Demetria Ross.

*Approved* by Council.

APPROVAL OF THE AGENDA

*Moved* by Kay Miller; *Seconded* by Demetria Ross.

*Approved* by Council.

## OPEN FORUM

### REPORTS OF OFFICERS

#### Treasurer's Report:

- Budget is on track for this year (~\$400 left)

#### Chair/Vice Chair's Report:

- OnBase and Slack channel being evaluated for SSC use
- SSC Retreat for 2018-2019 will be at CU South Denver in July
  - Scheduling details are being worked out to attendees
- Student Gifts – distributed on May 24<sup>th</sup> and the feedback was overwhelmingly positive!
- Kitchens
  - Renovations happening this summer for the 11 kitchens in the building
  - Filtered water spigots being installed
  - Supplies – Leonard's Office will purchase and distribute to each floor proctor
  - Bottle fill station upgrade on each floor to replace water fountains
- Bathroom Remodel happening this summer
  - 4 individuals volunteered to consult on high design of bathrooms
- Maintenance Requests
  - Floor proctors for each floor are identified and will be meeting soon to talk through responsibilities
- Mini gym maintenance – Building maintenance may be able to assist, recommend a company to provide exercise machine cleaning/tuning
- 1800 Grant Resource Guide at <https://www.cu.edu/1800-grant-resource-guide> is being updated, SSC will get a chance to review and provide feedback

## REPORTS OF COMMITTEES

### Brown Bag – Angie Generose and Phillip Curry

- April presentation was well-received. Still tweaking the livestream configuration (some camera issues and questions were asked on-line but not brought up to presenter).
- The committee will develop a primer for the future describing the audience and possibly screening the presentation ahead of time to make sure it's appropriate.
- Next session will be in October and we'll look at the 5<sup>th</sup> floor conference rooms with more updated A/V equipment.
  - Some topic possibilities include: Responder Strong, counseling for law enforcement, and CU's Virtual Reality lab program

### Communications – Elizabeth Nakahama

- SSC Newsletters are now biweekly, which seems to be working out well.
- New Suggestion Box item: Mini gym upgrade - add a pull-up bar (or power tower)
  - Overwhelming support! If we have extra budget, we can purchase end of the year.
  - This should be an easy addition; H&W will measure the space available in the gym and take ownership of this request.

### Events – Ashley Eschler

- Supervisor Appreciation Event will take place on June 26 on 5<sup>th</sup> floor from 12PM-1:30PM, Wahoo's catering drop-off at 11:45PM.
- Help Needed
  - Events Committee soliciting help with setup/cleanup, Ashley will send out an email closer to the event.
  - Communications support for Invitations and RSVP.
  - Nicole is working on flowers/decorations (vases are in the storage closet).
  - Tara is on drinks and desserts.

### Health and Wellness – Kay Miller

- The mini gym floods periodically when it rains, follow up on this with building maintenance.
- Bike to Work Day
  - UCD Staff Council usually sets up ~12 tables, handed out 400 burritos and had 500 attendees last year on the Cherry Creek Trail. This year we are going to relocate and merge forces with them.
  - Will still have a small amount of refreshment/swag for the Grant St. employees.
- Snack Attack for May, budget depending.

### Outreach – Sarah Braun

- Thursday, May 31 2-4PM will be the mobile adoption MaxFund event. This is the final Outreach event of the year since we are not planning to attend Relay for Life.
  - Committee – Room 100 reserved, look into snacks for the event/bake sale/dog treats
  - Still need to put up a flyer for bathrooms.

## OTHER BUSINESS

PERA and HR Updates (Tracy Hooker):

- Bring your child to work day – a resounding success! Though Chip didn't show up ☹

UCSC Updates:

- Service Excellence Awards in place of regular meeting in April
  - Overall everyone really enjoyed the event!
  - Some discussion about volunteer hour standardization of a minimum (UCCS offers 4 hours, Boulder has 16, System is supervisor approval, etc.).
- Inclusivity Pledge – campus student governments sponsored this to show that we embrace diverse backgrounds and celebrate our community.
- Parental Leave – This is moving forward. Still reviewing lots of details about campus differences, administrative tasks, APS changes, figuring out logistics and timing. More information should be available by July 1.

APS Updates (Angie Generose):

- None for this month.

## ANNOUNCEMENTS

## ADJOURNMENT

*Motion by Ashley Eschler; Seconded by Sarah Braun.*

*Approved by Council.*

The meeting was adjourned at 2:23PM.



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Sarah Braun – Interim Secretary