Attendees: Gwen D’Elia, Dave Korman, Turner Rafter, Katie Princo, Christina Beck, Sarah Wallace, Rick Rowcotsky, Elisha Garza, Jen D’Angelo, Jessica Tharp. Excused: Ashley Eschler, Grace Shattuck

9:00 AM Call to Order

* Roll Call
  + Gwen called to order at 9:03
* Approval of Agenda and Minutes
* Gwen motioned for unanimous consent to approve the minutes from January and agenda for February; no one was opposed

9:05 AM Icebreaker – Jen D’Angelo

* Jen led SSC through a Mad Libs exercise

9:15 AM Treasurer’s Update – Grace Shattuck

* Have $6,884.61 left in our budget. Remaining events and their budgets: Supervisor lunch ($700), Carnival ($1,750), Staff Appreciation Lunch/Breakfast ($1,750) and SSC Retreat ($1,500). These are flexible and a rough allocation. If we don’t have the carnival, we can move that budget toward the retreat. After these expenses, we still have money that has not been allocated.
* How do we keep Staff Appreciation Event inclusive for remote employees? Gift cards will hit the employee’s W2. It is possible to work directly with a vendor (such as Panera) to provide a code. We have about $5 per person which wouldn’t cover a lunch.
* Dates for Staff Appreciation Lunch, had tentatively planned for March 1 but that will not work for much of leadership. (More discussion about Appreciation Lunch/Breakfast under the Events Committee Section)
  + **Action Item:** Determine best day for Appreciation Lunch/Breakfast
* Student employee appreciation. Student employees have been included in the past through gift baskets with non-perishable food gifts and holding seminars. $150 allocated towards students. Jen confirmed that we have 17 students. Katie offered to poll student employees in Advancement to see what might be of interest to them. Even a little gesture can go a long way, perhaps cards signed by Todd and Gwen with a small gift.
  + **Action Item:** Determine how we want to handle student employee recognition

9:25 AM UCSC Updates – Elisha Garza, Christina Beck, Minna Briscoe

* April 21st from 10-3 is the UCSC Professional Development Day. All are invited, it is a great networking opportunity to meet people from other campuses. Only open to Staff Council members, not all staff.
* UCSC is presenting today at 1:30 at the Regent’s meeting
* Cindy O’Brien from Faculty Council spoke about ways to collaborate between Faculty and Staff Councils
* A question came up about grievance process for staff. There is currently not a process so Valerie Simmons and others will be taking a look at this.
* Teams update will allow groups from different campuses to share files

9:35 AM Chair / Vice Chair Report – Gwen D’Elia

* Update on chair parental leave
  + Gwen will drop to a part-time schedule of 2 days a week starting on April 17th through mid-June. She should be attending the Staff Council meetings in April, May, and June. Gwen will only be available on these two days and does not want to impede with moving forward and decision-making. She will be on vacation for the next month’s meeting.
* Membership updates
  + Vice chair position open
    - One person has expressed interest in the role and a conversation will be taking place with them prior to putting it to a vote. Others are still welcome to express their interest in the role.
  + New members update
    - Four people have responded with their interest, but we only have two open roles.
    - Option 1: move forward with election for the two open spaces. This will help get people in place prior to July but would need to solicit for nominations and hold election
    - Option 2: Select the first two people that responded. This would include someone who has previously been on SSC but isn’t necessarily the most fair.
    - Option 3: Notify candidates that we will wait to include them in the nominations process and start including them in May. This is probably the most fair but we wouldn’t be filling them as quickly.
    - All four candidates are from departments that currently have representation.
    - Could look at inviting all to attend meetings and join committees in lead-up to elections, possibly as non-voting members.
    - There is nothing currently in the bylaws that says Staff Council membership should increase along with the population of System Administration staff.
    - Group is leaning towards Option 2 to start including anyone that has expressed interest. Ashley will be reaching out to supervisors regarding the time commitment and to ensure they approve.
* Leadership Liaison Meeting update
  + Town halls
    - Gwen will be doing an SSC introduction and soliciting feedback on what employees want for future sessions.
* Teams Channel taskforce update (Katie)
  + Discussing starting fresh with new Teams channel that staff could join; highlight what SSC is doing by sharing information in a different method from email.
  + Phase 1 launch would include hosting information about upcoming events. It would moderate so only members of SSC can create posts but anyone can comment.
  + Phase 2 launch could help to create a sense of community across all departments such as featuring a “Just for Fun” channel. It would be open for anyone to post. Maintaining it would be a SSC responsibility. Next steps would be eliciting feedback from the SSC group on how Phase 1 is going and then exploring logistics such as how is it setup, marketing strategy, etc. Could be further explored at the Retreat.
* Website updates
  + Thank you everyone that provided feedback. Updates include updating council information and pictures, add a link inviting staff to join council meetings, adding helpful links and minutes.
  + Comms committee and executive group have been trained on how to update the website. Please request access if you would like to be able to help as well. This group will be meeting later this month to divvy up responsibilities on updating the website so it will be a slow process through the spring.
* Mini gym update
  + SSC is responsible for maintaining the gym such as replacing wipes. If anyone is in the building and can occasionally check on supplies, that would be helpful. Need to find out where extra supplies are located. Katie can check when she is in and order supplies. What exactly are our responsibilities? For example; if a treadmill breaks, that would probably be SSC. Would general upkeep fall on building operations?
    - **Action Item:** Determine SSC responsibilities vs Building Operations responsibilities
  + Should we be replugging this in the newsletter, perhaps once a quarter?
  + Still working on getting a designated space that can lock for storage.
* Discussion / Roundtable

10:05 Break

* Called for break at 10:22

10:10 AM Committee Reports

* Events – Sarah Wallace
  + Looking at March 1st for pancake breakfast for Staff Appreciation but running into some challenges as we cannot have propane tanks and a food truck takes up space and may not be able to limit to staff-only (general public walking by).
  + Looking at April/May/June dates for Carnival or something similar (Food day, Ice Cream day)
  + Have distributed all of the gifts for YOS on all floors.
  + Christina provided a list of curated vendors to help support Buy Local <https://docs.google.com/document/d/1g5NlWqycXESzSK4Px5FWlLeqY7IENLbqIsaaZPpwNAY/edit>
  + Employees are taxed on gift cards <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-gift-cards>
  + Could look at possibly providing a code for gift i.e. a Crumbl cookie. We want to be sure the code is not abused so we would have to look at limiting it either by time, numbers, or total amount. Would need to work with the vendor and should see if there is discount they can offer so our limited amount could stretch further.
    - **Action Item:** reach out to a nationwide vendor,
  + Is there an opportunity to partner with another department such as Office of the President to fund Staff Appreciation?
    - **Action Item:** follow up with Elizabeth Collins to see what her thoughts are.
  + One downside of going the route of including remote employees with the code is that it would take away from the in-person event, worth mentioning to Felicity.
* Lunch n Learn – Dave Korman
  + Looking at some new people/options to present such as Judi Diaz Bonacquisti.
* Diversity, Inclusion and Outreach – Amber McDonnell & Turner Rafter
  + Had Judi join the last DIO meeting to introduce her to the committee and see what areas of support may be needed.
  + Looking at rewriting our Mission/Vision/Values
  + Ashley Eschler will be joining the next meeting to discuss the MVV and CWC results
* Communications – Katie Princo & Elisha Garza
  + Sarah has been trained on the eComm side and will be taking the lead with distributing comms such as the newsletter
  + Need any items for next newsletter by next Friday
  + Earliest an ad hoc could go out would be the 24th
* Health and Wellness – Jessica Tharp & Grace Shattuck
  + Jen connected with the [Sleep Research Program](https://medschool.cuanschutz.edu/alzheimer/research/observational-studies/sleep-research-program) to have speakers share their research and healthy sleep habits (potential to collaborate with Lunch and Learn).

10:50 AM HR Updates – Gwen on behalf of Ashley Eschler

* Lactation policy
  + Ashley circulated the policy and Gwen will redistribute.
    - **Action Item:** Please provide any feedback you may have by Friday.

The meeting was adjourned at 11:00am

**Next Meeting – March 9th**