SSC Member Attendees: Jen D’Angelo, Grace Shattuck, Katie Princo, Rick Rowcotsky, Ashley Eschler, Heather Thorwald, Kayle Lingo, Sarah Wallace, Turner Rafter, Amber McDonnell, Elisha Garza, Minna Briscoe, Christina Beck

Guests: Kristin Turner, Amanda Gordon, Siegfried Appelt

Excused: Gwen D’Elia, Dave Korman, Jessica Tharp

9:02 AM Call to Order – Katie Princo

* Katie took roll call throughout the meeting.
* Katie motioned for unanimous consent to approve the agenda and minutes from February; none were opposed.

9:05 AM Introductions

* Introduction with Kristin Turner, Assistant Vice President of HR Learning & Development
  + Kristin introduced herself to the council and the council members introduced themselves.
* Icebreaker – Jen D’Angelo
  + Jen led an icebreaker – Guess the Desk.

9:15 AM UCSC Updates – Elisha Garza, Christina Beck, Minna Briscoe

* University leadership attended the last UCSC meeting. They endorsed and encouraged staff as to why we’re here and the impact we have at CU.
* There is discussion around changing the tuition benefit to be a cash benefit, so staff could then register early for classes; the current registration model makes it difficult or impossible for staff to sign up for certain classes. UCSC is also considering how to support staff members who are interested in trade training, which currently falls outside of what staff could do at CU using tuition funding. There is some support from the Regents for exploring this.
* There was talk about concealed weapons on campus at the last Regent board meeting.
* There is a bill at the capital about free speech and enhancing protections for CU affiliates who may accidentally be viewed as speaking on behalf of CU.
* There was also discussion about how to recognize the service work staff council members do. They are also considering creating a video from leadership about the importance of staff council membership and encouraging participation and awareness.
* UCSC’s Professional Development Day is April 21, open to all staff council members. Please attend if you can.
* They are reviewing Regent policy 6 to help achieve parity with the Regent policy 5 regarding faculty council.
* RyAnne Scott talked about the CU Advantage website, which will be a central resource for CU benefits and perks.
* They will be hosting a CU day at Eliches; more information will be coming soon.

9:25 AM Chair / Vice Chair Report – Jen D’Angelo on behalf of Gwen D’Elia

* Membership updates
  + Vice chair – Jen D’Angelo
  + New members vote – Kayle Lingo, Digital Content Senior Specialist, Employee Services, Heather Thorwald, Data Quality Specialist, Advancement
    - Motioned by Jen, seconded by Rick. None were opposed.
* Leadership Liaison Meeting update
  + Town hall feedback
    - They will be reviewing in mid-March.
    - The poll they used didn’t have an “other” section as part of it. The questions were very specific, so you may collect better feedback if you use a more open-ended poll.
  + Snow day policy
    - SSC received feedback that even though the policy is written so that only essential employees would work, there were reported instances where staff were encouraged to work. Gwen emailed Felicity about this; we will be following-up.
  + eComm license and coverage
    - We are working through who is responsible for what communications. Sarah is now trained on eComm. Kayle also now has access to our SSC eComm account.
* Website updates
  + The group has met and is working through some updates. Gwen requested the committees submit updates to their pages by March 15.
* Discussion / Roundtable
  + Jen noted that Chad Marturano was appointed to the CU Health Trust; SSC was asked if we could approve that appointment on behalf of system staff (done via email).
  + Jen also noted that Gwen was asked to provide feedback as part of the interview process for the Director of DEI position.
  + Judi has offered to meet with SSC about the updates to Regent 10 policy.
  + We don’t have an update on a dedicated locking space from Nora.
  + There was additional discussion about snow days.
    - We talked about the closure communications and how we follow the UCD/Auraria campus closure. There was discussion around the alerts process and also around whether comp time could be granted if someone is in a position where they have to work, for example for a meeting with a campus that is open.
  + Currently there is no advance notice that your password will expire, you are simply asked to reset it. Is there the opportunity to send an email a few weeks in advance of the change? It was noted that in the past this did happen but now it doesn’t.
    - * **Action item: SSC members and guests with UIS will take it back to their teams to discuss notice for the expiration for active directory accounts**
  + There were questions around the SSC Day at the Capital, which SSC members were invited to. This is March 23.

10:05 AM Break

10:10 AM Committee Reports

* Kayle described the new employee drip emails that go out explaining and highlighting benefits for new hires.
* Events – Sarah Wallace
  + Thanks for any feedback on dates. April 19 will be the date when we host an in-person staff appreciation breakfast at System. We have two of the larger 5th floor conference rooms. President Saliman will be able to stop by. The committee is now working to secure a food vendor. They will send out Save the Dates, first one probably in the March newsletter. They will use a Cvent to get RSVPs.
  + They also are going to move forward with a poll to get information about what events people might participate in and how to engage employees, especially to help us know how best to appreciate remote employees.
  + Events is considering student employee recognition. They are considering polling the students to see how they would like to be recognized, though we only have a $150 budget for this.
    - * **Action item: Jen will adapt questions from the questionnaire and send the poll to the students, to share with the Events committee**
  + We also want to follow-up on planning for President’s Employee of the Year Award/Years of Service and whether we could move that event up in the year. August or September could be a good timeframe to host that event.
* Lunch n Learn
  + They are hosting a Sleep event in collaboration with Health and Wellness. They’re going to use a webinar format and will practice that format in advance.
  + Sarah is working on a proof to send out to the communication to get this set up. We are not able to set this up in Cvent, because we need two weeks’ notice before the send date to be able to use Cvent.
  + There was discussion about SSC paying for either or both a Zoom webinar license or a Zoom account license so we don’t need to use UIS or a personal Zoom link.
    - * **Action item: Jen to discuss these licenses with Gwen**
* Diversity, Inclusion and Outreach – Amber McDonnell & Turner Rafter
  + The committee talked about the CWC survey and some of the results and ways DIO could be intentional about creating events or opportunities to help strengthen the belonging and professional development results.
  + The committee will next be recreating mission, vision, and values to help inform how they can plug in.
  + They identified partnering with the Events committee or perhaps Lunch n Learn to host events, but no details yet.
  + The committee will also be meeting to gather updates for their website page.
* Communications – Katie Princo & Elisha Garza
  + The next newsletter will go out March 23; next Friday, March 17 is the next deadline for newsletter submissions.
  + Sarah is working on that communication for the Sleep event.
  + Elisha is working on updating the communications committee webpage, along with other SSC webpages.
  + A friendly reminder to SSC committees that you are responsible for your content in the newsletter. Please adhere to deadline for that and also remember that for one-off emails we need advance notice.
* Health and Wellness – Grace Shattuck
  + March sleep event (Jen) – covered above
* Elisha heard back from Rachel with UCSC re: the March 23 day at the Capital – SSC members are invited to that event. Please RSVP with Rachel. Elisha will forward that invite to SSC members. Rachel noted that if you are unable to attend the full day you may join for part of the event.
  + - **Action item: Elisha to forward the invitation for Day at the Capital to SSC.**
* The Mini Gym was also discussed.
  + - **Action item: Jen/Gwen to continue conversations around the Mini Gym with Felicity.**
    - Action item: Update the website with the new email address for the team managing access to the Mini Gym - [Grant.Building.Questions@cu.edu](mailto:Grant.Building.Questions@cu.edu) (Done, thanks, Sarah!)

10:38 AM Treasurer’s Update – Grace Shattuck

* Grace walked everyone through our budget.
* We have roughly $6,900 to be spent through the rest of this year.
* DIO asked about what the process would look like to request additional funds to do an event, etc. Grace said that funds within the speedtypes can easily be reallocated if committees need to move some things around.
* For future years, when we know we have things coming up that will be more expensive, we can request additional budget for special events, as long as there is a need and a plan.

10:45 AM HR Updates – Ashley Eschler

* Ashley asked about pulling the list for Years of Service; their team would be able to pull this in July to help the Events committee plan/host this event earlier in the year.
* We will be collecting nominations for new SSC members. Ashley will follow-up with communications to collect nominations. Last year was the first year we held an election. We will ask nominees for information to help with the election. We have two members whose terms are ending; Dave has said he is not interested in renewing his term.
* Their team had been hoping to partner with a vendor to help with onboarding. Unfortunately, things with that vendor fell through. They are working to identify other vendors to help with this project.
* Their team has developed goals around retention and recruitment to help increase diversity and a sense of inclusion. Their team is trying to cast a wider net for recruitment. They are also exploring a tool to help with writing job descriptions to help with more inclusive language. They are additional efforts underway to contract with additional job boards and postings, along with more training and resources for search committees.
* There was discussion around search advocates and how we could use this program to support future hires, including around things like having advocates serve on committees, having support around writing job descriptions, etc.
* As part of the CWC action plan, they are working on creating system values. Once the Director of DEI is hired, they will be focusing on this in the next town hall. More to come here.
* They are working on a webpage to bring some of those consolidated professional growth and development items into one space. They could use this to highlight the strengths of the different tools we have, as well as professional groups that people at system are members at.
* They will be starting department check-ins at the end of this month related to the CWC survey.

10:58 AM The meeting was adjourned.

**Next Meeting – April 13th**