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

9:002 AM Call to Order – Gwen D’Elia

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

9:02 AM Icebreaker – Jen D’Angelo

* Jen led an icebreaker asking for responses to “what is your cure for the hiccups?” and “what are you looking forward to this spring?”

9:10 AM UCSC Updates – Elisha Garza, Christina Beck, Minna Briscoe

* Minna reminded SSC about the professional development day coming up April 21.
* Otherwise there are no updates as UCSC is focused on making that day a success.

9:11 AM Chair / Vice Chair Report – Gwen D’Elia

* Elections updates (Ashley Eschler)
	+ Ashley announced that we have three people interested in joining SSC and there are two spots open. An election will be pending.
	+ Ashley is working on an agreement for her to share with supervisors to better inform them of SSC commitments and also get better buy-in for them to support their staff in participating.
		- **Action item: Stay tuned for more information on SSC elections.**
* Leadership Liaison Meeting update
	+ Gwen overviewed with the council that after the snow days in February she received a lot of feedback that people felt pressure to work on the snow day and the implementation of the snow day varied greatly by department and team, including when people partner with outside vendors or other campuses. There are also equity concerns Felicity raised that due to the nature of snow days not all staff are able to take the time off and don’t receive comp time.
	+ Felicity announced that they are considering removing snow days. Gwen gave feedback that if the announce snow days are going away, that announcement of a perceived benefit going away would likely not go over well. Gwen gave suggestions for highlighting how much other time off System staff receive to help with reactions to the announcement.
	+ There was discussion around what to do for parents when schools are closed. Would they need to take vacation time? Gwen said Felicity noted that there would need to be flexibility, though the council discussed we would need clarity around what that means and also a culture that encourages people to take whatever the flex time looks like when they need it for childcare reasons. Flexibility was stressed, and the definition of flexibility means we need to be able to use it. There was also feedback that given that we now work from home it can be odd to have snow days, for those without children who don’t need flexibility for that reason. It was also mentioned that supervisors could use some guidance on what flexibility means, how we ensure parity, and what the logistics should be. It was also brought up that this conversation is partly happening because people brought up their concerns about pressure to work, to have the response be losing the time off seems counter to staff providing feedback. Asking people to use their time, whether it’s sick leave or other time, instead of having a culture of flexibility regardless of the reasoning, creates a challenge. This was also tied to the System values – if “flexibility” is a value, then what does that mean and how do we truly execute that. For groups where they can’t take time off as flexibility (help desks, etc.) what does “flexibility” look like for them?
	+ The group also discussed that many snow days have been pretty clear, where there was significant bad weather and it made sense to close, even with people working remotely. For the most recent snow day, since we follow the Denver campus and the reason they were closed didn’t pertain to System, it brought up concerns with the snow day policy when the reasoning for closing was not as clear.
	+ Throughout the conversation, the idea of “flexibility” needing to look different on different teams and finding a good balance between policy and culture was highlighted.
		- **Action item: Gwen to continue to have conversations with Felicity about snow days and the discussion above.**
* Parental leave
	+ Gwen also reminded the council that on Monday she begins parental leave and will be dropping to part-time, so if something comes up she’s comfortable being notified but she also will be working part-time.
* Website updates
	+ The task force has been working on website revisions. Thank you to the committees who have given the group updates to their pages. Please remember this is a slow-moving process. The group is making great progress but there is a lot to update on top of everything else going on.
* Town halls
	+ Gwen noted they are continuing with town halls. The next one will be in June. Planning is continuing as they move forward. They are considering hosting one of the town halls as a hybrid town hall with an in-person social hour before or after. Gwen shared our notes from our hybrid events. Most likely the June town hall would not be hybrid, perhaps one in the fall.
* Discussion / Roundtable
	+ Gwen asked with the town halls how to help make those more engaging. One idea that has come up is to have a fun slide show going including fun pictures and announcements for staff, such as graduating staff, those who got married, baby or puppy pictures, etc. There could be a call for submissions. This would likely be something staff council would be asked to manage. Discussion included that people could also share information about recent family vacations or fun activities, big events but also just fun things, social and casual, to help create connections. We would likely need to provide examples. They are considering doing these as part of the June town hall; likely would need to start soliciting at the end of May or beginning of June.
	+ Sarah Wallace also announced that she is expecting an addition to her family and will be taking maternity leave, likely starting in July.

9:57 AM Break

10:02 AM Committee Reports

* Events – Sarah Wallace
	+ Next Wednesday, April 19 is the Staff Appreciation build your own burrito breakfast event, from 8:30-10am. 142 individuals are planning to attend, which is right around what we were expecting. The committee does need help with tear down; a few staff council members volunteered. For set-up the caterer is arriving at 7:15am; a few SSC members volunteered to help with that.
	+ There was discussion around space for whether the fifth floor could accommodate everyone. It was mentioned there is open space on the fourth floor that could be utilized as well.
		- **Action item: Help with this event as you are able!**
	+ For the student appreciation, there are several students graduating end of April and early May, so depending on that there are between 10-17 students to acknowledge.
	+ There was conversation around people saying they hadn’t heard about the breakfast because the newsletter was going to spam or the “other” folder, or that people don’t read the newsletter. It was discussed we could amplify the messaging through other means, such as flyers in the elevators, people posting to the Teams channel for their team, and also potentially as part of the banner for the my.cu.edu site. The council also discussed using internal communications, if departments had team members who managed those or even point people to help with communications in their departments.
		- **Action item: Gwen to continue to work with RyAnne on the key contacts for departments who could be internal communications advocates**
* Lunch n Learn
	+ No updates
	+ They had put an announcement in the newsletter to ask for suggestions for future Lunch n Learns and received no submissions
* Diversity, Inclusion and Outreach – Amber McDonnell & Turner Rafter
	+ The committee met and developed mission and vision statements to be added to our website. This will also be helpful in helping the committee focus our work per our mission and vision.
	+ The Diversity, Inclusion and Outreach committee is also planning to organize a volunteer event, more information coming in a future meeting.
	+ There was a question about Denver PrideFest. More information is needed, but last we heard we have a lower level of sponsorship this year. We will be partnering with the DEI office to support but there likely won’t be as much involvement.
* Communications – Katie Princo & Elisha Garza
	+ The next newsletter deadline is Friday, April 21. Shout out to Sarah for coordinating communications, especially around Staff Appreciation and getting the Cvent working.
	+ In our next newsletter, we could include a shout out for the student workers who are graduating. Student workers are on the distribution list for our newsletter.
		- **Action item: Comms to work on student graduation acknowledgement in the newsletter in partnership with Jen D’Angelo**
* Health and Wellness – Grace Shattuck
	+ The Furry Scurry will be the first weekend in May. A link went out in the newsletter for people to register where part of their registration would be covered by SSC. Last year seven people registered for the Furry Scurry.
	+ The Sleep Awareness Month webinar was very well received; kudos to Jen D’Angelo for her work organizing!

10:45 AM Treasurer’s Update – Grace Shattuck

* Grace reviewed the budget including anticipated spending for the Staff Appreciation event.
* Sarah asked about the student appreciation and where those funds could come from; Grace noted some areas on the budget where there are funds available that they likely would not be spent.

10:50 AM HR Updates – Ashley Eschler

* HR wants to do listening sessions to get feedback on what will be most relevant to staff with the CWC follow-up and trainings; Ashley asked SSC to help support and advocate for those once they come up.
* HR is meeting with each department to talk about their action plans as part of the CWC survey. Things are going well, and there is plenty of exciting work ahead. Ashley will be working on updating the CWC mission statement as part of those plans, which will also tie in to the future work on values.
* There was discussion around gathering feedback and ensuring all voices feel comfortable submitting feedback as part of the CWC survey follow-up.
* HR is beginning a three-year process to look at performance evaluations and merit and how we can improve that. The five-point rating system varies greatly from department to department and HR is considering ways to give employees transparency around what factors in and supervisors direction and consistency. Ashley intends to send a very early draft of a document for feedback to see how staff could react. For example, a three is a really great score for employees doing great work, so how do we change this culture so threes are acceptable and ok for staff to receive. There was discussion around how we need to start this process by introducing some ideas, getting departments to look at their standards and practices, and perhaps in year three getting more consistency among the departments.
* Ashley will also be added to the SSC and leadership liaison meetings.
	+ **Action item: Ashley will send the rough draft of the scoring rubric to SSC for feedback (by April 28th).**

11:00 AM Gwen adjourned the meeting.

**Next Meeting – May 11th**