



University of Colorado System Staff Council

<https://www.cu.edu/ssc>

MEETING AGENDA

Thursday, August 17th, 2023

9:00 AM – 11:00 AM

See Zoom Invite

SSC Member Attendees: Gwen D'Elia, Ashley Eschler, Elisha Garza, Kayle Lingo, Amber McDonnell, Turner Rafter, Rick Rowcotsky, Kristen Parker and Amanda Gordon

Excused: Grace Shattuck, Katie Princo, Jessica Tharp, Sarah Wallace (On PL), Jen D'Angelo (On PL), Heather Thorwald, Christina Beck,

Participants: Kadie Goodman

9:02 AM Call to Order – Gwen D'Elia

- Roll Call
- Approval of Agenda and Minutes

9:03 AM UCSC Updates – Elisha Garza, Turner Rafter

- UCSC had their retreat Aug. 3 & 4
 - Decided all their committees & worked on charters for the fiscal year
 - Discussed CU issues and campus staff councils
- Elisha presented UCSC update
- Amber added that it was a typical retreat, icebreakers etc.
 - Discussed council accomplishments
 - Discussed funding opportunities for other staff councils
- Gwen is meeting with the UCSC chairs next week to talk about better partnership between the councils and get a better update on funding potential for SSC.
 - Meeting with Felicity this afternoon to discuss those funding possibilities.

Reminder to let the Exec Committee & Treasurer know of any onetime funding items they might need this fiscal year in order to submit requests

9:07 AM Chair / Vice Chair Report – Gwen D'Elia

- General Updates
 - PEOYA call to please be at the event on Sept. 14 to help set everything up, get pictures of everyone and represent System Staff Council
 - If you can't be there, let Grace know ahead of time.
- Task Force Updates
 - Culture and Engagement
 - Brainstormed ideas during the meeting with events that we could do as a group.
 - We picked two for the fall:
 - Book Club – Not a targeted Book Club, Options looking at are available all over in libraries, Libby etc. Looking at October for launch
 - Wanting to read *The Vanishing Half* by Brit Bennett or *Go As a River* by Shelley Reed
 - Systemwide Game Event – Thinking of Family Feud with teams and tournament style similar to what UIS currently runs; currently

- figuring out logistics for this virtual events
 - Big focus on experimentation and will not be perfect. As long as people are engaged is a win.
 - Reminder to everyone that Gwen will support everyone in experimenting and trying new things.
 - Will come up with a survey for people for folks who attend to find out what people liked and would like to see from us.
 - To see what items were brainstormed, they can be found in the Task Force Teams Channel Files.
 - Website
 - The website task force will soon be disbanded and continue to complete general maintenance.
 - We now have a resource page that is similar to other Staff council pages.
 - Committee pages have been updated.
 - Committees are asked to review their specific pages and let us know.
 - We have a new front page!!
 - We are currently creating a content inventory to track any links, pages etc.
 - Teams
 - Discussion around Teams channel for everyone at CU System. Pros and cons of what it would be.
 - It could be an optional Teams channel that people can join with moderated groups, announcements, etc. Possibility for fun options as well.
 - Steps next time to discuss systemwide values and rules of engagement document.
- Leadership Liaison Meeting update
 - Haven't had one since our retreat. Meeting with Felicity this afternoon to talk about discussions brought up at the retreat.
 - She will be attending future SSC meetings.
 - Please let Gwen know if you have any questions you ever have any for Felicity.
 - We will have our Town Hall spot on Sept. 13 to introduce SSC and highlight what we have lined up.
 - Gwen will be reaching out to co-chairs for solid updates to present at the Town Hall.
 - Let her know by Sept. 10 to be included in the Town Hall.
- Discussion / Roundtable
 - Rick brought up having a Teams training to highlight how to use it, best practices etc. from the Teams taskforce in the next couple of months.
 - Our December meeting is two days before the Christmas holiday. We might look to shift to another time in December. When we have quorum in September, we may vote on changing the date of the meeting.
 - Kristen had a question about the Teams training being only for SSC or for the entire System Administration. The training will originally be for SSC but could be expanded later.
 - If there are any discussions around onboarding, reach out to Ashley and Beth about things you wish to have in onboarding or that you liked to enhance the onboarding experience.
 - Jen is coming back in October. Sarah will be back in November.

9:36 AM Break

9:45 AM Committee Reports

- Events – Jessica Tharp and Grace Shattuck
 - Gwen led the Events update.
 - YOS awards will have virtual gift cards for 10 years and up to be sent the day of for tiered amounts.
 - 5-year recipients will be given SWAG that we already have from last year.
 - The event will have the ceremony on the 1st floor, and the reception on the 5th floor.
 - There are multiple cameras and microphones that are set-up.
 - The Service Desk will have two techs on site to help with any emergency help needed day-of.
 - There will be a follow-up on capacity for the 1st room.
 - We have the rooms all day.
 - Kayle will update the Cvent and future communications with the new locations.
 - Ashley is having a big event on the 5th floor the next day and was curious about the table set-up on the fifth floor. SSC may just set up the tables with what would work for Ashley's event the following day upon clean up.
 - One lesson learned from the SSC breakfast to have two sides for the food buffet at the event.
 - Those on the Events and Communications committee received a draft of the event script and can provide edits with tracked changes by Aug. 25.
 - Rick pointed out that Todd will be talking four times. He suggested Todd could speak possibly two or three times. Leonard and Felicity may fill in on the other two times. Many people agreed with that.
 - Gwen will bring it up during her meeting with Felicity.
 - Ashley offered for next year to combine the day with the Town Hall so people don't have to be going in the office two days in a row.
- Diversity, Inclusion and Outreach – Heather Thorwald & Turner Rafter
 - School Supply Drive recently ended, and it was a big success. Two reps picked up the stuff and filled up the bin. Turner will share the photo.
 - Our first scheduled meeting is on Monday to discuss goals and what we would like to accomplish.
 - Gwen, Heather, Kayle and Turner met with Judi to discuss upcoming planning and programming to support Judi's team and collaborate better. She is supporting doing a Lunch and Learn in Spring.
 - Judi sent an email for fall programming, and Gwen encourages everyone to try and go to some of the DIO events, especially the Denver Storyteller film series.
- Communications – Kayle Lingo
 - Meeting next Monday to discuss roles with everyone.
 - Newsletters will remain the same schedule.
 - Big support right now is for PEOYA/YOS. We have five nominations and 30 registrations.
 - Encourage people to nominate for the Staff Excellence Award. We will probably move people who did not win to be nominated for the Staff Excellence Award for this year and years moving forward.
- Health and Wellness – Katie Princo & Grace Shattuck
 - Not much to share just yet! Our first meeting will be on September 11th and at this meeting we will be discussing the cadence of meetings, a schedule of who

will submit content to the SSC Comm committee for the newsletter each month, and we will continue our conversations about the kinds of events we want to organize for the rest of the year. For this month's newsletter, I am submitting content (a healthy recipe and health tip) to the Comms committee.

10:16 AM HR Updates – Ashley Eschler

- New position for a Diversity role on Judi's team.
- New position on Ashley's team for Excellence in Leadership Program now open and holding interviews.
- Ashley reminded everyone of the About System HR website for everyone to know where to go for certain items.
- Reminded performance dates for performance ratings are due Sept. 1.
- Sessions are set up for Goal Setting for today and next week to remind people how to set up goals and the importance of goals. Look out for those specific emails.
- We will have a Town Hall video like we had at the last Town Hall, and we may look at advertising certain events within the video on behalf of SSC.
- There will be a central administration for the FAMLI leave, and ES is currently looking at the next steps of those procedures.
 - There might be more consistency between parental leave between the campuses with FAMLI leave.
- HR is in discussions about merit compensation adjustments on Jan. 1. Kayle suggested mentioning that in next year's performance management communications.
 - For PEOYA/YOS communications, could we add communications that encourage supervisors to submit performance reviews as a nomination.
 - Kayle and Ashley would chat further.
 - Gwen suggested implementing a webform for future nominations to avoid a writing-contest between folks and better highlight the employee being highlighted.
 - Future discussions on supervisor accountability and management with training through HR.
- The new performance ratings descriptors that we reviewed earlier may be soft-launched in January/February to employees. Waiting for senior leadership feedback.

10:49 AM Adjourn