



**University of Colorado System Staff Council**

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

**MEETING AGENDA**

**Thursday, September 21st, 2023**

**9:00 AM – 11:00 AM**

**See Zoom Invite**

SSC Member Attendees: Gwen D'Elia, Kayle Lingo, Kristen Parker, Grace Shattuck, Jessica Tharp, Ashley Eschler, Amber McDonnell, Rick Rowcotsky, Heather Thorwald, Katie Princo, Turner Rafter, Elisha Garza

Excused: Sarah Wallace (On PL), Jen D'Angelo (On PL).

Participants: Kadie Goodman

9:02 AM Call to Order – Gwen D'Elia

- Roll Call
- Approval of Agenda and Minutes approved

9:02 AM UCSC Updates – Elisha Garza, Turner Rafter

- Turner led updates and did not take notes from the UCSC meetings.
- Gwen did say that Staff Excellence Awards did receive over 300 nominations, and today is the deadline for nomination reviews.

9:03 AM Treasurer's Update – Grace Shattuck

- For FY 2023, we still have \$1,978.34 left to spend this fiscal year. We have spent about \$5,330 this year.
- For FY 2024, Grace noticed that the budget office hasn't uploaded a budget for one of our speed types. One of our speed types has decreased by roughly \$400 and might be the same for the other speed type. Around this time of year, we can request a rollover funds to add the extra money to the next FY, but we need a good reason.
- As you are coordinating for the year, committees should let Grace know of any expected costs in case any spending may go above the budget.
- Turner asked if any budget is left over, what happens to it. Grace says that budget leftovers is absorbed into System.
- Gwen told chairs to review their upcoming events and let the exec committee know by the end of the month of any expected budget items or recommendations.
- Jessica asked where the money for the Furry Scurry offset went. Jessica mentioned an upcoming race H&W might support, and Grace suggested that's great for a rollover.
- Katie noticed student employee appreciation gifts is only \$150, and that might be an area to look at since there are many more student employees and are mainly remote.
- Heather had asked if we have ever offered an honorarium to a speaker in the past for Lunch & Learn, and Gwen couldn't find a record of it. Gwen is bringing up these policies to Felicity to their next meeting. Ashley suggested to more internal speakers since it is easier. However, external speakers will have to go through the PSC.
- Heather asked what you should do to figure out an appropriate. Ashley mentioned the ELP speakers are about \$300, or it could be \$100. This will also be asked to Felicity.
- Kayle asked about the Brown Bag \$200 since that committee no longer exists, and

Grace might reallocate that money to DIO and H&W.

9:18 AM Chair / Vice Chair Report – Gwen D'Elia

- General Updates
  - Gwen is out most of next week for her birthday. She will be back on Thursday.
  - Jen will come back in early November. Sarah will be back mid to late November.
  - Christina Beck has stepped away from SSC and UCSC to focus on her job responsibilities. She is more than happy to help on an ad hoc basis or to answer questions. Amber is now a full-time member of UCSC, and we now need an alternate.
  - We currently meet on the third Thursday of the month. However, the December meeting is on Dec. 21. Gwen asked if we could move it to Dec. 14, 9 - 11 a.m. Everyone was okay with shifting it, and Gwen will adjust it on the calendar.
  - Gwen posted the cell phone swap to the Teams channel for folks to voluntarily add their number for future events.
  - Web Taskforce – That project is at the end of its life and will be dormant moving forward.
  - Team Taskforce – The taskforce met and discussed the logistics of a Systemwide Teams channel including volunteering. At November's staff council meeting, Rick will lead a Teams training for the first half hour on best practices.
  - Gwen reminded folks to send confidential information over email rather than Teams.
  - Culture & Engagement Task Force – Book club is officially launched! Registration will be sent out soon. The Family Feud event has been scheduled as well for November. Registration and details will be forthcoming. There will be a run-through of the game next week if anyone is interested in attending.
- PEOYA/YOS Lessons Learned/General Feedback
  - Gwen says thank you for awarding Gwen and how well this went this year compared to last year.
  - Jessica added the reminder of capturing the Advancement folks earlier for those who worked in the Foundation. Ashley mentioned that there was some miscommunication on HR's part, so it will be marked for next year.
  - Jessica mentioned adding communications that we are going off of fiscal year.
  - Ashley added that certain people were surprised that student years are counted, and faculty time is not counted.
  - Kayle wants to create a general YOS page about all of the information about YOS.
  - Jessica wanted to highlight that many nominations and winners lean towards wordier submissions and may want to relook at the rubric. Gwen mentioned that UCSC used a form for their awards to help make a more rounded decision. Gwen can reach out to them about their lessons learned about the new nomination process.
  - Rick mentioned that certain statements that SSC members can't be nominated, and that we should look at revisiting that statement or remove it. We can mention that SSC members nominated will recuse themselves from the process.
  - Gwen mentioned that if someone is the winner, they shouldn't emcee the event. It could be an SSC member or
  - Elisha mentioned that the overflow rooms should be set up way earlier, and that people were frustrated. Rick mentioned that IT could set them up for us in the

future, but we shouldn't have an overflow room but get a better room to fit everyone. Everyone agrees that there should be a bigger room or looking to go to a place outside 1800 Grant.

- Katie believes that there needs to be some sort of Zoom capability which is why we used the 1<sup>st</sup> floor.
  - Rick said that more and more people will continue to show up, and that we could have added more people to the room or push them into the 1<sup>st</sup> floor kitchen.
  - Katie mentioned that President Saliman's team has used a professional service to run the hybrid stuff. Should we investigate that and ask Felicity about fronting funds for a professional service? Ashley seconds this since the Town Hall is having the same issue. Ashley thinks maybe we combine these efforts with the Town Hall for it not to be back-to-back.
  - Heather mentioned that companies who offer hybrid services are available and more widely available.
  - Turner mentioned finding a bigger room for the event.
  - Elisha mentioned people were asking about swag bags. Jessica clarified that gift cards were sent to 10+ YOS folks since we wasted so much time the year before making bags for folks who never picked them up. Elisha said that we should have let her know about this for those running any future overflow rooms.
  - Gwen mentioned being more particular about the communications surrounding gift cards if we do that next year.
  - Katie mentioned adding slides to PowerPoint for the flow of the event.
  - Rick mentioned that Amber thought of making Challenge Athletics coins for YOS folks. The only issue might be the cost but could order in bulk of 600. There might need to be a cost discussion. There could also be better paper and branding on the certificate in order to frame. Rick said that the coins could replace the certificates that's more CU branded. Amber mentioned that we could partner with other campuses to lower the cost of the coins and build bring it up to UCSC. Heather did mention the cost of postage for remote employees.
  - Jessica brought up the idea of having nominators read the names of nominees and leadership reading YOS winners based on department. So Scott Munson reads for UIS folks, etc. There needs to have leadership buy-in, and Gwen will ask Felicity about the feasibility.
- Leadership Liaison Meeting update
  - Discussion / Roundtable

10:18 AM Break

10:22 AM Committee Reports

- Events – Jessica Tharp and Grace Shattuck
  - Discussed during
- Diversity, Inclusion and Outreach – Heather Thorwald & Turner Rafter
  - We are doing a holiday food drive with the Food Bank of the Rockies starting Oct. 26 through Nov. 30.
  - In early planning stages of an in-person volunteer opportunity.
  - Moving forward in planning a Lunch and Learn about Lucille B at CU Boulder, hopefully coincide with Black History Month.
  - Kayle went to a fair at CU Boulder and made contact with CU Boulder's affinity groups and System staff are welcome to join. DIO will meet with Judi about the

- next steps for System affinity groups.
  - Kristen mentioned chatting with Judi, but that there should be affinity groups at System.
  - The DEI Chicanas documentary event was great, and the documentary is available online.
- Communications – Kayle Lingo
  - We are looking to change the November newsletter to send on Nov. 21 rather than Nov. 23 (which is Thanksgiving).
  - Most of our big pushes of support in the coming months are the Food Drive, Book Club, Family Feud & Colorado Combined Campaign.
  - Please reference the [SSC Comms Calendar](#) for any upcoming emails, deadlines etc.
  - Reminder for Gwen to send Kayle a quote for the PEOYA/YOS story.
- Health and Wellness – Katie Princo, Grace Shattuck & Jessica Tharp
  - Kadie has been added to the H&W committee Teams channel.
  - They decided that each person will provide newsletter content each month moving forward.
  - They discussed upcoming items like participating in the Colorado Rockies' Home Run 5K. Registration starts in February; race is in May. It is \$40 a person, and they haven't explored what volunteering would look like etc.
  - A few ideas on lunch and learns like nutrition, yoga, meditation etc. A few have reached out to some contacts to possibly present.

#### 10:34 AM HR Updates – Ashley Eschler

- Ashley shared the link for the FAMLI info: <https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/colorado-famli-program>
- Ashley asked Lisa Landis to present to SSC about FAMLI and how that would work. She will be coming next month.
- ES did hire an assistant director for FAMLI Leave.
- Ashley will be giving the HR update in October.
- For CWC, HR will be sending a pulse survey to System employees. Questions will be related to the action plan and strategic plan to ensure that System is meeting those concerns identified in the 2021 CWC survey. It's about 21 questions along with follow-up questions basically asking "why?" It will go out Oct. 23 and close Nov. 10 (soft close in case it needs to be shifted).
- There will be a celebration if 75% completion rate is met again. There will not be departmental competitions this year.
- CWC survey will be completely confidential and run through a third-party survey. Results should be given to departments in January and February.
- The Values Project has been delayed until a new DEI director is onboarded.
- There will be LinkedIn Learning session to learn more about LinkedIn Learning pathways and what that tool looks like for jobs at System.
- Town Hall went well, and 2024 dates have been tentatively set. There might be modifications to add the Town Hall to everyone's calendar. Ashley reiterated that the team is working on very targeted communication around raises and compensation in 2024.
- Rick asked for clarification that raises begin on Feb. 1. He asked when supervisors will know when team members receive raises. A larger communication will go out in October and November about compensation prior to the raise letters we receive individually.
- Gwen offered feedback she received that was about a meeting about compensation in

a Q&A forum. Ashley said that there will be talks and trainings for supervisors about talking to employees about compensation and promote the new pay philosophy.

- Ashley did not get the approvals to have the same growth & development goals for all departments, so we will try any next year.
- Katie asked if the phrasing for the survey will be the same and might skew results. Ashley said they won't change the questions in order to get a straight comparison from the last survey but can for the future.

Kristen had a question about the Employee of the Year and if there were any questions about nepotism and conflict of interest of a SSC member winning. Gwen has wondered about it. Ashley couldn't think of a time that this was brought up but just reiterate that it needs to be unbiased. Rick did say that staff council is a place to go above and beyond, and that members should be recognized in a work environment. Kristen thinks that it might look bad to System staff for not having an unbiased selection process. Rick believes that these questions and answers need to be written down. Ashley thinks it might be a good idea to have volunteers outside council decide the winners in the future.

11:03 AM Adjourn

**Next Meeting – October 19th**