



University of Colorado

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## University of Colorado System Staff Council

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

### **MEETING MINUTES** **Thursday, March 21st, 2024** **9:00 AM – 11:00 AM** **See Zoom Invite**

SSC Member Attendees: Kayle Lingo, Gwen D'Elia, Jessica Tharp, Kristen Parker, Turner Rafter, Heather Thorwald, Katie Princo, Rick Rowcotsky, Sarah Wallace

Excused: Jen Dekker, Grace Shattuck, Amber McDonnell, Amanda Gordon, Ashley Eschler

Participants: Kelly Richter, Selina Bustillos

9:02 AM Call to Order – Gwen D'Elia

- Roll Call
- Approval of Agenda and Minutes

9:05 AM Chair / Vice Chair Report – Gwen D'Elia

- General Updates
  - Jen is officially out on FAMILI Leave, and she will be back in mid to late June.
  - Katie, Rick, Jessica and Grace will be rolling off SSC. We have extended the deadline for elections to March 29. We have 4 people who have nominated themselves, so we still have two open vacancies. From there, we may go to an election or just have a full council.
  - We have had quite a few people who want to be a part of SSC but do not want to be a full out member.
  - Sarah asked if we have reached out to those who wanted to join when we were full. We have not outside of the normal systemwide announcements.
  - We will have the Treasurer's position open. If you are interested, you can still talk with Grace to learn more about that position.
  - Gwen will be out for maternity leave beginning in September.
  - Thanh will officially be an ex officio member of the DIO committee beginning in July.
  - We are working with ES, SSC and DEI to create a systemwide Teams and SharePoint channel to post updates, calendar items and more for all System employees. It will launch in September or October.
    - SSC could have our own page, link to the site and more. We also don't own this, which is great since we are all volunteers. We could also combine everything into one newsletter rather than multiple emails.
    - If you are interested in being in the meetings as a voice for SSC, please let Gwen or Kayle know.
    - The Teams task force has been officially absolved because of this update.
  - The retreat is already planned for July 18. There will be a survey sent out in June to select your committees and more. We are looking at a location in Arvada. There will be plenty of planning committee time. The UCSC chair may join for a roundtable discussion, and many of the Leadership Team may join as well.
  - Gwen gave the Treasurer's update.

- The caterer for the breakfast has been paid and will cost about \$4,000. Please sign up for the SSC Breakfast when you can.
  - \$2,000 or so is left over, and we are waiting for the end of the fiscal year and for other last-minute purchases from the different committees. We will probably buy more SWAG to replenish our stockpile.
- Leadership Liaison Meeting update
- Weather Closure Policy
  - We got to test it this last week, so yeehaw! We have heard both positive and negative feedback about the inclement weather policy.
    - Feedback has been about equity and comments about how some people are working and are not.
    - Others were able to take admin leave and were happy about the transparency when it comes to taking time off.
    - There were questions about the sick leave, and it was added in the communications. There should be feedback about the sick leave moving forward.
    - We had anonymous feedback thinking that the policy is just for people who have kids, and the Exec Committee reached out to explain that you can take leave off whenever we need to.
    - We also heard positive feedback for those who live out of state who may be hit by storms outside of Colorado.
    - Heather had the question about the declared must be an emergency, and it was clarified that it could be if your power is impacted, weather announcements and other stuff.
- Discussion / Roundtable
  - Sarah brought up the email that CU is not going to sell the building and if there are any follow-up actions.
    - Gwen talked with Felicity, and there will be a discussion about reconsolidating the space to free up floors and rent those out. However, this will take a long time, and we don't know what will be happening.
    - Gwen is still pushing for us to have an office for us to keep all our SWAG and staff.
  - Heather asked if the tech will then be upgraded.
    - As far as we know, that has not changed.
  - Turner asked what from the building changes would be appropriate to share with the UCSC.
    - We can share that the RFP process was open and decided not to sell.
  - Sarah asked about the email from Nora yesterday, and we have no additional information about the building being closed today.

9:53 AM Break

10:00 AM UCSC Updates –Turner Rafter & Amber McDonnell

- The invites have gone out for the All-Staff Professional Development Day in May at the Warwick Hotel. If you are interested in attending, please do so.
- Election cycle is coming up here soon, and they will announce at that day who was elected.
- They established the retention rate committee to learn more about employee retention rates across the campuses.
- They are switching to a new board software.
- Amber brought up the YOS medallion to the broad UCSC.

## 10:25 AM Committee Reports

- Events – Sarah Wallace
  - Communications have been going out for the SSC Breakfast. Please encourage your teams to join.
  - They are going to create a QR code to put fliers around the office.
  - They will be posting a shift sign up in Teams to help with set-up and clean-up.
  - They asked if they had missed the deadline to have the YOS poll up during the Town Hall. Gwen said it is not too late, and it can be shared during the event. It can also be shared in the newsletter tomorrow.
  - The other survey will be QR codes at the event to receive feedback on the food, event etc.
  - PEOYA is just around the corner, and they will begin planning here soon. They will avoid August for the event to avoid the start of school and looking at the September timeframe.
  - Sarah reached out to Elizabeth Collins about any upcoming events like CU at the Rockies or Pretzel Day that we can support coming up.
  - They are discussing further ways to better support remote employees. Let the Events committee know if you have any strong feelings on how to appreciate these remote employees.
- Diversity, Inclusion and Outreach – Heather Thorwald & Turner Rafter
  - We are getting closer to the volunteering event. Kayle has put together a website for all of the registration, information etc. on the different components.
  - May 29 & 30 will be in-person. We are having co-captains to greet people, logistics, etc. for each day. We are putting out a call-out for someone to be a tri-co-captain on that day to help out. Kelly stepped in to be a co-captain on that day.
  - On June 4, we will have a virtual event for the hospital cards where folks can join with games. They put out a call-out to see if someone was interested in helping in planning for the virtual event. Gwen said she would help.
  - They also want the perspective of how to make the event a lot more fun with games and engagement. This has been added to the task force agenda at the meeting next week.
  - They have working with DEI, and they had updates on the Employee Resource Groups (ERG). They had good responses, and there may be one or two groups that may be created in the fall.
  - They had a request to help celebrate Diwali this fall, and so they wanted to know how they could help and what their budget might be in the next fiscal year to sponsor the event. We can support this event in some way.
    - Sarah stated that it was a well-attended event, and she mentioned that most of the food was made at people's houses. She asked if SSC could possibly buy a gift card to an Indian restaurant we want to partner with before June to have sponsorship money available. They will also have a henna artist, but SSC could absorb that cost. There was some décor that we could pay for possibly. They also gave out prizes for games that we could possibly pay for.
    - Gwen is unsure about the rollover and the issues with procurement for the gift cards. She will start asking to see if that is an option and looking at other ways to help in case the gift card isn't an option.
    - Rick mentioned that others have reached out to the UIS Engagement Committee, so there is someone looking at supporting this event.

- Communications – Kayle Lingo
  - We now have a list of employees who live 75 miles or more outside of Denver. That means we can further tailor sends to just local employees or those fully remote employees.
  - On the SSC Members calendar, for SSC event, Kayle has added the Zoom registration link, the actual Zoom link and the meeting ID itself to help with sharing links to presenters, guests and others.
  - Reminder that the newsletter copy is due tomorrow.
- Health and Wellness – Katie Princo, Jessica Tharp & Grace Shattuck
  - The newsletter schedule has been going well.
  - All Chairs at H&W will be rolling out for SSC in June.
  - For the last Nutrition Lunch and Learn, they attempted doing a hybrid experience, however they had to move to just a virtual meeting.
  - The event went well, and the speaker/presentation was well.
  - It was a huge workload, and hybrid is hard to plan logistically compared to the output of those who attended. They discussed that in-person isn't always the most successful. We are in a weird space about what it means to be hybrid as a System employee.
  - Gwen encouraged everyone that we represent our staff, and we need to listen to them that they don't want to always be in person for all our events. It is not our job to force staff to do stuff they do not want to do.
    - Kristen asked what the objective is for the push to in-person by Leadership. Gwen interprets that the thought process was that everyone would come back after COVID. However, 80% of employees said they considered themselves remote. We are getting good feedback about all the virtual events.
    - Rick mentioned that most work can be done remotely outside of relationship building. However, there is still a version that can happen over Zoom. There is not enough value to go into the office.
    - We are hitting all of the marks in terms of the CWC survey results, and we are excelling for both in-person and virtual events.

#### 10:56 AM HR Updates –Selina Bustillos

- The System Values project has been picked back up, and they are presenting a timeline on that. They will possibly have more details on that in the next meeting.
- For the Performance Development timeline, ELD will be creating an interactive Skillssoft training course in April to help employees learn more. Year-end performance may tentatively be due June 30. Connected conversations will officially be launched in January.
- Several other HR training courses are coming out in the next few months. They are still working out these dates.

11:01 AM Adjourn

**Next Meeting – April 18th**