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## University of Colorado System Staff Council

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

**MEETING MINUTES**  
**Thursday, April 18th, 2024**  
**9:00 AM – 11:00 AM**  
**See Zoom Invite**

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

Excused: Jen Dekker

Participants: Selina Bustillos, Meg Tully

9:01 AM Call to Order – Gwen D'Elia

- Roll Call
- Approval of Agenda and Minutes

9:02 AM Chair / Vice Chair Report – Gwen D'Elia

- General Updates
  - Name That Tune events are happening in the next couple of weeks. Today's are all about 80s hits. We are doing TV shows, 90s hits, showtunes and potpourri. Please share with your teams and join if interested.
  - Register for volunteer days if you are available to do so.
  - Thank you to everyone who helped with the Staff Appreciation Breakfast last week. We did send out a survey to registrants, and the results are in the Teams.
  - SSC elections are closing tomorrow, so please go vote if you haven't done so. We have 147 votes for far. Since we have 11 spots and 12 people, we are going to offer at-large membership to the 12<sup>th</sup> person.
- Leadership Liaison Meeting update
  - They talked with the RFP and what it means. The RFP is closed, and there weren't any good bids. So, they are keeping the building.
  - We are not being asked to be in the office all the time as a whole building. It is based on a department-by-department basis.
  - We might be getting an office to store our items on the 4<sup>th</sup> floor. If we do get the space, not everyone has access to the 4<sup>th</sup> floor. It will most likely be accessible for the executive teams and chairs. Our space may also be used as a desk if needed for an ES member.
  - Felicity asked if there was an opportunity to rethink mingling and spaces within the building consistently.
    - Rick offered the idea of a super-break room where there is food, coffee etc. where people are there more consistently and more motivated to be in one central spot.
    - Ashley mentioned that the 1<sup>st</sup> floor is supposed to be that space, or it could be a middle floor to be the water cooler area. It might be worth moving around certain items.
    - Sarah mentioned that some people might only be comfortable being on the floor they were introduced to. There is a feeling of not being in

- certain spaces.
- Rick mentioned the need to have some quiet spaces, and Ashley has discussed who makes the determination on office etiquette.
- Amanda mentioned that SSC might be the one to deal with bringing this together and creating certain value statements. But is that something that everyone at 1800 Grant would want?
- Katie echoed Amanda's point that this might not be for everyone. During COVID, the disconnect was there when planning in-person events and no one showed up. We should be aware that we have that motivation that is not necessarily shared. With the rollout of a new Teams, that could be a good way to see if other people are in the office, etc.
- Heather said that some people have a dire fear that we will be forced back into the building. We need to think about how we use the building. We need to look at a large meeting space that we can use rather than renting out at other spots.
- Selina mentioned that the offices with doors are not reserved to take calls. There could also be certain floors that aren't necessarily designated for certain departments, so people could feel welcome.
- Rick asked if we condensed our money and could rent out floors to entice people to come in.
- Sarah noticed that some outdated posters and information were posted throughout certain floors. Could we possibly clean up certain spaces to remove old handwriting and what not?
- Turner mentioned that with the desk reservation system, there was tension and confusion around lack of desks and technology that wasn't too formal. If you have feedback, email the 1800GrantBuilding email. Ashley said that we can bring up building etiquette for the upcoming System SharePoint.
- Discussion / Roundtable

#### 9:40 AM HR Updates –Ashley Eschler & Selina Bustillos

- Values
  - They are in the first stages of going to leadership about our proposed Systems Values to help build a strong identity for the building overall.
  - They found that some values overlapped among departments like customer service. They have a list of common values across the departments and others to help leaderships narrow down the words. Service, collaboration, ethics and integrity are the top overlapping values across the departments. Then, definitions and behaviors will be defined for employees to know what's expected.
  - Ashley is hopeful that inclusivity and flexibility will be included as a value, but we will see.
  - They plan to release this in Fall 2024.
- Performance
  - We are having a shift in how we do performance away from the 5-point rating system. Everyone will receive an email this afternoon to take a 15-minute required Skillsoft training by May 31 to provide a frame of reference on the new performance cycle.
  - It is shifting the language to performance development rather than review to focus on developing people as professionals through ongoing connected conversations.

- The Skillsoft course will focus on the 5 key elements of performance development: recognition & rewards, feedback, skill development, career development, goal setting.
- Jessica asked if we were still using Cornerstone. Cornerstone will still be used, and multiple departments will be onboarded to Cornerstone. Those not on Cornerstone will have their own tools to utilize.
- Sarah loved the additional steps throughout the years. Sarah mentioned she hasn't gone through a full performance cycle on one platform and was curious if there was a plan for supervisors to be trained and up-to-speed on performance development cycles.
  - Ashley said they are creating a supervisor program for current supervisors and or onboarding managers on the impacts on performance. In the next calendar year, it will be a bit more formalized.
- Heather asked how raises will be messaged around compensation. Ashley said that those needing support will not be eligible for merit-based compensation.
  - There will be variations in what it means to needing support in their position and a middle ground. Supervisors will need to look at the whole scope of the year to determine performance for merit raises. In May, more resources will be released along with practice scenarios for supervisors. Office hours will also be made available for supervisors.
- Ashley encourages everyone to ask questions and voice concerns to help them further develop performance development.
- Kristen wondered how these changes will be implemented and encouraged within CU System for performance.
  - Ashley said that they can for sure infuse that change is a good thing concerning performance development.
- Gwen mentioned that compensation is going to be the number one concern and eligibility for merit raises because of the economy. It's such a grey area, and we have heard this over the years. She thinks there needs to be getting ahead of the questions on compensation.
  - They are going to be ahead of the curve. They are working in language in that merit raises aren't the only ways to be rewarded including lateral changes in positions.
- Rick mentioned that performance development should be shifted on the supervisor more. Is there a way employees can reach out to HR and ask for support they are not receiving from their supervisor?
  - Ashley said yes and reiterated that this is a pilot program that will be shifting and changing. Resources will be provided.
- Grace asked for a communications resource. It would be helpful when defining these values to tie in with communications and collaborating effectively.

10:27 AM Break

10:32 AM Committee Reports

- Events – Sarah Wallace
  - Thank you for everyone who participated/helped in the SSC Breakfast.
  - From a high level, there is a discrepancy for those who said that 3 or below did not like the food. 4 or above liked the event. This will be considered for any of our future events.
  - Next step is with the PEOYA/YOS planning like space, more tables, off-space etc.

- June 26<sup>th</sup> is the next Town Hall, and support is based on leftover budget. Ashley said there will be a new date for the Town Hall due to Todd's availability.
- Grace said that we have \$2,900 left in our budget for the rest of this fiscal year.
- Diversity, Inclusion and Outreach – Heather Thorwald & Turner Rafter
  - Heather wrote a blurb for SSC Volunteer Days, so please share with your teams and departments to encourage participation.
  - They re-evaluated the mission statement and goals for next year.
  - Jaya said they would like to spend \$1,000 on food for Diwali. The Henna artist will for a small dollar contract process for \$200. They are interested in buying some décor for \$200 and some prizes for games at Diwali.
  - Thanh, Judi and Kristin Turner are working to start some Employee Resource Groups, and DIO will support those as they are formed in the summer and fall.
- Communications – Kayle Lingo
  - No big updates. Content for the April newsletter is due this Friday.
- Health and Wellness – Katie Princo, Jessica Tharp & Grace Shattuck
  - They will not be participating in the Run the Rockies 5K because they could not receive a coupon code for registration.
  - Kadie will be reaching out with a survey about different options that the H&W committee could offer in the future to employees.
  - Sarah added that UIS is sponsoring a Colfax marathon relay team, and she thinks that SSC could absorb/change that next year as an option to cover the costs for a small group of people.

10:47 AM UCSC Updates –Turner Rafter & Amber McDonnell

- Announced the TAB benefit expanding to 12 benefits.
- CU Boulder is in the last stages of finding their chancellor.
- Anthem prescriptions expanded to Kroger locations.
- All-Council Professional Development Day will be at the Warwick on May 3, so please register if you can.

10:52 AM Adjourn

**Next Meeting – May 16th**