



University of Colorado

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University of Colorado System Staff Council

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

MEETING AGENDA

Thursday, May 16th, 2024

9:00 AM – 11:00 AM

See Zoom Invite

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

Excused: Jen Dekker, Heather Thorwald, Kristen Parker, Amber McDonnell

Participants: Selina Bustillos, Meg Tully, Kathy Spanski, Kelly Richter, Liz Fagerness

9:02 AM Call to Order – Gwen D'Elia

- Roll Call
- Approval of Agenda and Minutes

9:03 AM Chair / Vice Chair Report – Gwen D'Elia

- General Updates
 - All spots are filled, and we have an at-large member to the 12th person. As people are signing agreement forms, they are getting recap emails with descriptions of the different committees. Those who have signed the forms are welcome to attend meetings until July 1st.
 - Committee selection, survey and questionnaire will be going out in late June in advance of the retreat. It will be due the second week of July. Let Gwen know if you have any questions.
 - The retreat location will be booked at the Arvada Public Library. It has free parking, free meeting space, tables, projectors, AV and more. They are looking into catering options as well. There are two other backups in case this room is available.
 - Last Name That Tune is today after the meeting.
 - Gwen is the P Card holder, and she will be going on Parental Leave in October. If there are any charges while she's out, Miranda McCartney, Felicity's EA, will help with any charges.
- Leadership Liaison Meeting update
- UCSC Updates
 - PD Day – It was fun and highly recommend anyone can attend.
 - Lots of ideas/ways other councils are recognizing staff:
 - AMC has employee of the month with free parking.
 - Boulder has quarterly letters for YOS recipients. We could do an email or letter touchpoint throughout the year. They only do gift cards after 15 YOS recipients. During the breakfast, they have a slideshow of recognition for YOS/PEOYA nominees. We could do that and steal the content from the Town Hall meetings.
 - UCCS has a massive party with contests in collaboration with other departments etc.
 - UCD sent out a survey asking about how employees want to be appreciated, so we should talk with them. They also do the Coats for Colorado Drive if we ever want to shake up away from

the Food Bank.

- The guest speaker was from Anschutz DEI Office. She talked about a Mentoring program for BIPOC folks that they are piloting. Thanh and Judi have been partnering with AMC about the program.
- UCCS's update is hopefully expand TAB to community college programs to get trade certifications after this next policy change.
- UCSC PD Day will be in fall 2025, and the Employee Award will be in the Spring rather than the Fall.
- Discussion / Roundtable
 - Sarah asked who they should reach out to about UCD Council survey. Turner can help build the collection between UCD Council and SSC about their survey. We want to look at the survey to see how they phrased the survey and certain recommendations on sending out our own survey.

9:25 AM HR Updates –Ashley Eschler & Selina Bustillos

- Proposed Updates to the Bylaws
 - Propose a change for Officer Terms. They are currently annually, and it doesn't really make sense anymore due to onboarding. They wanted to propose that officers have a two-year term to keep some consistency in how those roles work.
 - First change to Article V, section 3 "Terms" – SSC officers can serve two years per terms and allow for two consecutive terms. (4 straight years)
 - Do the Secretary and Treasurer continue to serve only 1-year term?
 - Katie mentions that for those who want to be more involved, these are more accessible so it should stay to a one-year term. Gwen agrees.
 - Number of consecutive terms limited for Treasurer and Secretary?
 - Gwen doesn't think there needs to be consecutive term limits except for radical exceptions.
 - Rick mentioned it could be interesting, but it could be an issue if there is high turnover. Ashley mentioned that the requirement to serve one year before being an officer is not in the bylaws
 - Sarah loved the idea of continuity on the council. She was wondering if they should have a clause if elections and terms don't necessarily line up exactly. Gwen mentions that this change will be weird for a year or two, and then it will become normal as we have seen with other campus councils.
 - Katie brought up that people may need to leave SSC for whatever reason, and this doesn't entirely cover those scenarios.
 - Rick asked if this change has to go through the Board of Regents, but Ashley mentioned we just have to present it to the SSC as a whole.
 - Second Change to Article X, Section 2 "Officer Election" – Change the bylaw to have officer election held as needed.
 - Ashley and Selina will work through these recommendations, and we will have an official vote at the next monthly meeting.
 - 250 people took the Performance Development Skillssoft course. There will a video sent out here soon to help with year-end conversations, and training will be held to help with the transition.
 - The Values Project was presented to Felicity, and they will be talking to Leonard and Todd about the timeline.
 - The team is also working on the Skillssoft upgrade to Percipio in the coming

months.

- The next Town Hall will be in June, and there will be an ice cream truck from 3:30 – 4:30 p.m. Ashley is asking if the time of the truck is too late.
 - Most were thinking that traffic would be too bad, especially if there is a Rockies Game going on.
 - It may be moved to before the Town Hall, so have it be after lunch.
 - Rick liked the idea of most of these things happening earlier in the day so that everyone could go home and work after the event.
 - Sarah was curious if there could be a compromise to have it overlap with the Town Hall. Ashley is unsure if that would discourage folks from going to the Town Hall.
 - Katie said that networking would be happening, but most folks grab their ice cream and go. Maybe push to just 30 minutes?
 - Gwen mentioned if this alone would be a draw for folks to go into office. Are there other events going on for people to be in the office? Or would this be only a few people. Most people would just watch from home anyways.
 - Juneteenth is also the next day, so many people may be calling out for the week.
 - Katie mentioned that this is a good thing to do. Ashley mentioned they could include language encouraging folks to go in person.
 - Sarah mentioned if SSC could pay for half of the ice cream truck or offer snacks & drinks for folks to complement that work.
 - They are exploring ways for more people to connect in the chat during the Town Hall.

9:58 AM Treasurer's Updates – Grace Shattuck

- \$2,898 left to spend for the fiscal year.
- \$1,000 is saved for the Diwali event
 - They are working through the Small Dollar Contract process.
 - Heather has been the point person for the contract and if it is coming through in time.
- \$100 for snacks for the volunteering event.
- For Staff Council SWAG, they won't be ordering any new items. We are going to spend all that money to prove we need more money.
 - Look into purchasing décor and more that we can get ahead of time for events in the future.
 - Could there be funds for the culture and engagement committee.
- Jessica asked if these are the funds we must spend before June 30. That is correct.
- Rick asked if we could save funds or something in the future for a bigger event to not seem like we are not spending our money wisely. Grace is unsure about a reserve, but they believe that can't work because it might encourage folks to hoard money. We could ask Nora about having a reserve. Kelly mentioned we'd have to create a plan, present that etc.
- Sarah mentioned that Events can spend money, it's just a matter of how we spend that money. The first would be supporting the Town Hall. The second would be spending on decorations and preparations for upcoming events that could be pre-purchased. The third would be deviating a little bit. PEOYA winners get a check and a plaque. Nominees get a certificate. We could possibly look at giving nominees something a bit bigger like those double-sided coins for those nominees for the next three years or so.
- Reminder that Grace is rolling off, and if anyone is interested in serving as Treasurer,

that would be great!!

10:16 AM Break

10:22 AM Committee Reports

- Events – Sarah Wallace
 - Getting ready for the PEOYA/YOS ceremony. It's difficult to get everyone on the same page for dates. October 2nd seems to be the best day so far. Sarah will put a hold on everyone's calendar.
 - With Todd's limited availability, our distance is limited for having him for only an hour. It will need to be worked through.
 - If we want to support the Town Hall, we need to give a heads-up now. Do we feel strongly at putting that \$1,000 towards the Town Hall or toward gathering awards?
 - Katie and Gwen lean more towards the coins and see that people like them etc. to help form budgetary decisions.
 - Elizabeth is already prepared for the Town Hall, but we could purchase some seltzers/waters as a small little contribution.
 - Sarah thinks we could set up those meeting rooms for folks to watch the Town Hall as a watch party or have conference rooms on each floor with online support.
 - Rick asked if we could take out the tables of the fifth floor to increase the capacity within that room.
 - The issue is that the tables are wide, and it might be hard to fit them through the doors.
 - Heather has volunteered to be the speaker at PEOYA/YOS on Gwen's behalf.
- Diversity, Inclusion and Outreach – Heather Thorwald & Turner Rafter
 - Volunteer Days is coming up! Turner shared some copy to share with departments. 18 spots are open out of the 77 spots we had. Spots are now open to the public, so please register if you want to join the Food Bank.
 - Katie asked if family members could join now that it's open to the public. Turner said yes.
- Communications – Kayle Prilliman
 - Comms committee will be shrinking down to 2-3 people due to the new SharePoint coming out and due to lack of access to Marketing Cloud by most members.
 - Sarah asked if we could revamp our newsletters or websites. We will hold off as we see the incoming SharePoint and how that will work.
- Health and Wellness – Katie Princo, Jessica Tharp & Grace Shattuck
 - In the last one, Kadie plugged in a survey on behalf of H&W. They got 16 responses.
 - Most seem to lean toward virtual with a focus on holistic classes like yoga and mobility training.
 - They are looking more at June during lunch.
 - Sarah asked about possibly paying for virtual workouts or something, and CU Denver mentioned offering those classes. We could also reach out to those who already do virtual classes in the future. We will see in the future.

10:56 AM Adjourn

Next Meeting – June 13

