



University of Colorado System Staff Council

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

MEETING MINUTES
Friday, September 20th, 2024
9:00 AM – 11:00 AM
See Zoom Invite

SSC Member Attendees: Kayle Prilliman, Jen Dekker, Kathy Spanski, Kristen Parker, Kelly Richter, Amanda Gordon, Roxann Elliott, Liz Fagerness, Heather Thorwald, AJ Petersen, Laura Leonard, Sarah Wallace, Turner Rafter

Excused: Gwen D'Elia, Justin Arico

Participants: Kristin Turner, Caitlin Smedly, Meg Tully, Amber McDonnell, Kadie Goodman

9:01 AM Call to Order – Jen Dekker

- Roll Call
- Approval of Agenda and Minutes
Gwen had her baby!!!

9:03 AM Treasurer's Updates – Kelly Richter

- Nothing new to share from last month. We have \$8,773.25 left of our budget this year.
- In the last quarter, we spent around \$3,000.
- Continue to look to spend your budget amounts. We may have an increase of \$2,000 at the beginning of 2025 that we had asked for, but it still needs to be approved.

9:09 AM Chair / Vice Chair Report – Jen Dekker

- General Updates
 - It is an all-hands on deck for PEOYA/YOS ceremony & reception. We need everyone to be there and support.
 - UCSC will be providing a psychological safety training for SSC in October. Be on the lookout for that invite.
 - CU System Connect is running along and updating! Sarah brought up creating a private SharePoint for SSC to have all the documents live there rather than the Shared Drive to make it easier for new folks to get access to important documents without the need for UIS to grant access.
 - We will be adding Board of Regents Committee meetings & retreats to the calendar.
 - Employee Recognition within departments Some departments use Motivosity, but it's hard to share that cross team and cross-department. Jen and Kayle meet with Director of HR at UCCS and chair of UCCS Staff Council to talk about Clyde's Kudos. It's not tied to any type of monetary awards. An employee fills out a form to thank an employee, and the council shares an email monthly with all of the kudos.
 - Jen is thinking of creating a task force to pursue this initiative to develop our own recognition program. It would be an hour once a month to commit to this.
 - If you are interested, let Jen know after the meeting to get the conversation kicked off.
- Leadership Liaison Meeting update
 - Met with Felicity about that budget increase.

- Jen and Gwen asked about using admin leave for a group hike. Felicity said that it is up to the supervisor's discretion for flexibility. She suggested having it on a Saturday morning to be more inclusive.
- Discussion / Roundtable
 - Laura asked the difference between the UIS Engagement Committee and SSC. We advocate for all SSC employees, while the UIS Engagement Committee only focuses on events within the UIS group.
 - We have had former members bridge the gap between the committee and the council. We are helping Diwali with the Engagement Committee to help with their events.
 - Laura offered to continue to bridge that gap.
 - Heather mentioned that Advancement has specific events as well. Sometimes it makes sense to coordinate, but other times it doesn't.

9:39 AM HR Updates –Kristin Turner

- We are heading to the end of goal-setting, so visit the HR website to learn more. Goals must be approved by Sept. 27.
- Reviews were completed, and HR has been following up with employees.
- A survey will be sent to see how the new performance cycle has worked and areas to improve.
- HR has been working on Supervisor Development with compensation, hiring, performance work etc. for training.
- Percipio launched last week! It's still under Skillsoft, but it is an upgraded version. With that, you can access all available training under one tile in the portal. If you want to do a journey or certification, Percipio has it all.
- ERGs launched to CU System, including the CU Foundation.

9:45 AM Break

10:00 AM Committee Reports

- Events – Sarah Wallace & Kelly Richter
 - In a pretty good spot for the PEOYA/YOS ceremony & reception.
 - The cash award will be awarded at the end of the month. All the SWAG has been ordered and/or secured.
 - Certificates have all been signed and will be assembled here soon.
 - Heather sent out a calendar invite for name pronunciations, so please hop on if you can.
 - We are doing a walk-through on Wednesday. If you'd like to participate in that, let Sarah know.
 - Adam is the winner and is remote. He will not be travelling in, so Sarah is looking into ideas of how to make sure he's involved.
 - It is all-hands on deck for the ceremony, and Sarah will send out slots to sign up for the day before and day-of.
 - Heather recommended bringing cleaning supplies the day-of to clean off any chairs.
 - Once we get out of the dust, we will work to draft a communication about having to re-print a certificate if they'd like for next year.
 - Heather asked about stage directions for Todd when Adam is being recognized.
 - Jen asked about the gift card notifications
 - The Graphic Designer from the CRM team will be creating a YOS recipient

- signature item that folks can add to their email.
- Diversity, Inclusion and Outreach – Heather Thorwald
 - She met with Victoria Watson at CU Denver at the Pantry to learn about their capacity. They can handle anything we throw their way. They are expanding! We are working for a food drive and hygiene drive in the spring during the Employee Appreciation Lunch since folks will be in the office. They really need like gluten free, vegan etc. types of food.
 - They will promote the CU Food Fight Fundraiser this fall to go with annual giving.
 - Thanh gave an update about ERGs, and there are programs coming up this fall. DIO will cross-promote those programs.
 - May 28 – June 4 is clocked out for the 2025 Volunteer Days. They want to offer some variety this year at different sites, cause variety and geographical variety.
 - They will work with A Precious Child in Broomfield (led by Amanda), and looking for a place in the Denver area.
- Communications – Kayle Prilliman
 - Submissions are due by the end of the day today for the September newsletter.
- Culture & Engagement – Kayle Prilliman & Turner Rafter
 - Laura, Justin and Kayle will be running Family Feud: Tentatively in December
 - Turner will be leading the 2025 cookbook charge. Start gathering early. Give people heads up about call-out for recipes & submission form. We will launch in January /February.
- Health and Wellness – Kristen Parker & Kadie Goodman
 - They were talking about a cookbook, and they will work with the Culture & Engagement committee on the cookbook
 - They will be hosting an online Yin Yoga class in November
 - They will be hosting a walking challenge January 14 – Feb. 14 called the Heart Healthy Habits Challenge. It will then end with hosting a lunch and learn on wellness and a wellness wheel.
 - Looking at a spring virtual Pilates or Zumba class in March or April

10:35 AM UCSC Updates –Turner Rafter

- Two Regents are up for re-election.
- They are actively looking for a part-time [Staff Council administrator](#).
- Tentatively planning UCSC Staff Excellence Award in April
- Looking for a half-day professional development day in the spring for staff council members across the campuses.
- They are going through a voting proposal to change the meeting schedule to potentially require one person from each campus to be in-person.
 - Heather asked about mileage reimbursement. That will be given out by UCSC for those miles.
- Lisa Landis and Felicity provided an HR org structure at System and what they do. They also presented on the performance development change System has begun.
- The CU Denver Chancellor search is ongoing and hoping to have them start Feb. 1.
- Awareness is key about Staff Council, and please continue to share what is going on with UCSC when possible.

10:47 AM Adjourn

Next Meeting – October 17th