**9:02 AM Call to Order**

* Roll Call- Kayle Lingo, Stacy Gomez, Grace Shattuck, Dave Korman, Bethany Highfill, Kit Barwick, Katie Princo, Ashley Eschler, Tara Dressler, Amy Arnold, Phillip Curry, Christina Beck, Mayank Mittal
* Approval of Agenda- 9:02am
* Approval of Minutes- Next meeting

**9:05 AM Icebreaker** – Kit Barwick- Choosing one thing that you have in common and one thing that makes you different from others in the group.

**9:10 AM Chair / Vice Chair Report – Katie Princo and Bethany Highfill**

* 9:11am- Leadership liaison meeting update (Bethany) Katie and Bethany met with Leonard Sr. VP and Chief of Staff, Felicity O’Herron Assoc. VP and CHRO Aug. 18-They stated that they are aiming for 2-5 firms to interview for presidential search.
* - policy C3, focused on how they would like to conduct this search right.
* UCSC- mixed messages regarding covid protocols.
  + Particularly- regarding the campuses. – question- CDC guidelines.
  + SSC member question. What are the protocols for people that are exposed to covid when working in the office? When to test, how soon should you test it would be nice to have a link to see guidelines.
    - If they test positive where do, we go from there? What to do if you are exposed to someone at work COVID. Guidance was requested from leadership- Looking to CUAnschutz and CDC guidelines.
      * It is believed that if you test positive it is best to reach out to your HR department to inform them.
        + Link: https://www.cu.edu/covid-19.
        + Staff recognition- open to both Virtual event and possible event held at Tivoli. Dates have not been discussed.
      * 30 Days’ notice before we are to go back to the office. Most likely will go back in Jan. If it isn’t Oct. it will most likely be back in Jan. Jan/Feb. could also be an issue because of flu season. Flu shots are now available, maybe add to the newsletter
* **Regents Presidential Search feedback (Katie) 9:23am**
  + Regents reached out to UCSC.
  + Bethany is working to get that schedule to give feedback that would meet with us.
    - This is a great opportunity to provide feedback
* **UCSC Staff Excellence Awards Call for Nominations (Katie) 9:24am**
  + Tara forwarded- also was shown in CU Connections. System wide notice going out 9/9 at 10am. Deadline Sept. 17th.
* **Holiday days roundtable (Katie) 9:26am**
* CU gets 10 Holidays.
  + Juneteenth- is being discussed as being added but in order to do so we need to swap another holiday.
  + Consensus around system- would be given 5 days (required) and then you pick the other 5 holidays.
  + Another option give NYE could possibly be swapped out. Another- give up Martin Luther King Day.
  + Most want to keep all the holiday that we currently have. Floating holidays seems to have come up several times. Some campuses already do this.
  + Some departments are not allowed to have all members on holiday- they are given the opportunity to take that time at a different time. Service centers can not all be gone.
  + Swapping holidays- flexibility. Many think that we should just get an extra holiday (making it 11).
  + Conversations are ongoing on all campuses. Juneteenth/ MLK-
  + Have a day of recognition of these two days- across all campuses/ system
  + Strongest idea- floating holiday model
  + Swapping days possibilities- we didn’t find a strong consensus as to what day could be swapped. Not enough to bring forward to leadership.
  + Please continue to provide feedback as it comes in

**Roundtable / check-in 9:37am- No roundtable discussion points brought up**

**Treasurer’s Update 9:37am – Grace Shattuck**

* SSC budget is located in T: drive.
* 11,730.00
* split between 2 ST 51088136 and 52694931
* We will access this each quarter
  + Re-allocate if necessary
  + Sent Grace receipt if you have an expense.
  + Tara/Katie will be putting together a cheat sheet on how to submit expenses.

**9:41 AM UCSC Update – Tara Dressler and Christina Beck**

* UCSC resolution regarding presidential search-
  + Feedback from all campuses.
    - Given to administration and Regents
    - Governance meeting- motion to adopt 2 representatives instead of one.
      * This motion failed to gain acceptance.
      * Ryan Untisz, Chair of University of Colorado Staff Council (UCSC) reached out and it will be brought up again and the outlook looks good to be passes.
      * Visit the Board of Regents page if you would like to attend meeting.
      * Question: Aren’t the faculty representatives required to be from their governance groups?
        + It is required that faculty be part of governance group
        + Students have 2 undergrad and 2 graduate students on the committee.
* UCW Union outreach response and considerations-
  + Received email from Union of staff- gaining momentum 300-400 members. They felt that UCSC were not committing to fair budget priorities
  + Tara Dressler/Ryan Untisz (Co-Chair/Chair of UCSC) discussed, and they would like to continue to work as shared governance.
    - Funnels up through campuses to UCSC and then brought to Regents.
* Campus and Workplace Culture survey- will be discussed later in the meeting
  + Retreat – August 19-20 at the Marriott in Breckenridge- There was much accomplished.
  + As soon as goals are finalized- they will bring up in next report
  + Revamp of website this summer

**9:56 AM Committee Reports**

* 9:56am Diversity, Inclusion and Outreach– Kit Barwick, Phillip Curry, and Mayank Mittal
  + Reaching out to CU Staff Council Diversity Groups-checking in to see if there is something missing.
  + Budget was discussed with committee
  + Ongoing review of our SSC/DIO website
  + Researching which non-profit to support for Holiday Drive
    - Need info Oct/Nov at the latest- Some type of drive- please bring ideas to committee chairs.
    - Will have final vote at next meeting
  + Colfax Marathon – potential collaboration with Health & Wellness if volunteers are needed for outreach/booth
* 9:58am Communications– Kayle Lingo and Kit Barwick
  + Content due September 28- put info in teams
  + Flu-shot mention in next newsletter
  + Newsletter sends September 30
* 9:59am Events – Dave Korman, Tara Dressler, and Christina Beck
  + YOS- virtually, came up with the date with Nov.11- gave to Bethany.
    - * September 30th - Call for nominations - newsletter
      * October 7th - Call for nominations – email
      * October 13th -Scoring matrix to SSC - email
      * October 14th -Nomination window closes – SSC reviews open
      * October 21st -SSC reviews close –
      * October 21st - Award notification and event invite – email
      * October 28th - Award notification and event invite – newsletter
      * November 11th Event 10:00 – 11:00
* PEOYA hybrid- to be held in FEB.
  + - * Question- Can you make it clear for timeline on whether it is just for one year or is it for a body of work over their time at CU.
      * This is for last year’s work only/ we will make clear in the call
* 10:05am Brown Bag – Stacy Gomez and Grace Shattuck-
  + Tara has found Megan E. Welsh, Associate Professor, Interdisciplinary Arts and Humanities Librarian to give Brown Bag’s November meeting on the History of Halloween.
  + A doodle poll was sent to set up an initial conversation regarding this topic with Ms. Welsh and her associates.
* 10:06am Health and Wellness – Phillip Curry and Bethany Highfill
  + Colfax marathon sponsorship- Sponsored by Presidents Office- Trying to get a meeting with Elizabeth Collins, Office of the President.
    - possible swag to give away
  + Bike to Work – September- it was decided that we would not have a table since we are not going to be back in the office. The routes were sent out and have asked others to provide pics of them participating. Possible prizes
  + Virtual workout classes-
    - attendance has dropped off.
    - Trying to come up with ideas to improve attendance.
    - Possible Cooking Class in the works
      * Fall?

**10:10am- 5 Minute Break**

10:16am Special Guests

Emily Osan, Diversity, Equity & Inclusion Specialist, and Ryan Allred, Director, Institutional Research and Data Analysis and Ashley Eschler, Training & Org Dev Program Director

* CWC Survey update- opportunities to collaborate
  + CWC vision- to gather information from the University of Colorado students, staff and faculty about their academic workplace and residential environment.
    - Stressing Culture survey
      * Goal-Inclusive culture at CU
        + Will measure strong points and weak areas
        + Ashley- Discussed how the survey will be conducted.

You will be provided a link

Time needed can vary 10-20 minutes

Systems is getting staff version. Take on computer

Employees will be asked a series of question on Culture, negative

Belonging Dept. culture norm’s identity incivility. Problematic behaviors they have experienced.

Response will not create a report

* + - * + Privacy is their first duty- Ryan Allred

Confidential survey with anonymized results

Office of Institutional Research is working with IT security and Employee Data Management group to ensure alignment with best practices.

Aggregated data- there will need to be at least 10 similar responses will not be recorded to aid in keeping responses private.

Goal is 75% response rate

Previous years have only had 40%

If response rate is too low they will not be able to share results.

Incentivizing Participation- competitions between departments.

Raffles will be conducted- 1st,2nd ,3rd prizes

If all departments meet goals, there will be a food type treat once we are back in the office.

* Timelines- Survey opens at system on October 15, 2021and closes on November 12, 2021
* Winter 2022- Results for strategic plan aligned questions and presented at the Board of Regents Meeting in Feb
* Full results are hoped to be available spring/summer of 2022
* After the survey- system resp. team- late fall 2021
* System DEI training- virtual Module’s winter 2022 launch
* System DEI ambassadors- train the trainer program spring/summer 2022 launch.
* Why the survey matters?
  + Important opportunity for System Employees
  + Update self-identification information, take the survey and encourage your colleagues to participate in survey
  + How to update self-identification info- before oct 1
  + Ethnic groups, disability, and veteran status.
  + Questions? [systemdei@cu.edu](mailto:systemdei@cu.edu)
    - Groupings: Total employees- 602 FT- 542 Pt-60
      * Advancement- 84
      * Budget and Finance-73
      * Employee Servies-92
      * ODE-52
      * Office of President-45
      * PSC -50
      * UIS-152
      * University of counsel and internal audit-54
    - How to help:
      * put info in newsletters
      * word of mouth.
      * Email signature banner
      * Virtual backgrounds

**10:43 AM HR Updates – Ashley Eschler**

* Sent all info about performance cycle to leadership
  + Extend cycle for this year (most likely)
  + Starting new one on the fiscal year possibly going forward
    - May cause problems because of departments closing out the year
      * Vacancy- on HR team- please allow a little extra time for requests
      * EPA- initial data review is complete- there will be a phase 2 dealing with policy and processes
        + Grievances process update

**10:47 AM**

* Upcoming special guests
  + Todd Saliman, president, Leonard Dinegar, senior vice president and chief of staff, and Felicity O’Herron, chief human resources officer – Attending our **November meeting**
  + Theodosia Cook, chief diversity officer, Michael Sandler, vice president for communication, and Felicity O’Herron, chief human resources officer – **Invited to December meeting for panel**
  + TBD, Regent representatives to discuss presidential search process

**10:49 Adjourn – Motion & Vote-unanimous consent**

**Next Meeting – October 14th.**