SSC Member Attendees: Jen D’Angelo, Grace Shattuck, Katie Princo, Gwen D’Elia, Ashley Eschler, Elisha Garza, Heather Thorwald, Jessica Tharp, Kayle Lingo, Minna Briscoe, Rick Rowcotsky, Sarah Wallace, Turner Rafter

Excused: Amber McDonnell, Christina Beck, Dave Korman

9:02 AM Call to Order – Gwen D’Elia

* Meeting was called to order by Gwen at 9:02 AM
* Katie took roll call
* Gwen motioned for unanimous consent to approve the agenda and minutes. None were opposed.

9:03 AM Icebreaker – Jen D’Angelo

* Jen led an icebreaker asking what everyone’s favorite toy was growing up and why?

9:10 AM UCSC Updates – Elisha Garza, Minna Briscoe

* They had a successful professional development day and hosted a speaker from UCCS. They had low attendance for their happy hour compared to RSVPs
* They just hosted elections
* They are in the process of reviewing Regent Policy VI, which will be submitted and confirmed in the fall. This policy is worth reviewing for SSC members if we aren’t familiar and also helps assert the importance of shared governance for staff
* Felicity was a guess speaker at a recent meeting. She confirmed a stipend for staff council members, noting that Boulder approved one. System has approved a stipend for UCSC participation
* Starting in July, anyone with continuous care drugs will need to receive them via CVS Caremark instead of via UCHealth pharmacy
* Gwen forwarded an email asking for SSC participation in the planning committee for CU Day at Elitches

9:21 AM Chair / Vice Chair Report – Gwen D’Elia

* Elections updates
	+ Thanks to Sarah for helping with communications around elections
	+ We have two new members who are being contacted by Ashley Eschler
* Annual retreat updates
	+ Gwen sent out a save the date and calendar hold for July 27 for the annual SSC retreat
	+ The theme is connectedness. They are in the process of scoping out fun things such as swag and the agenda
	+ If anyone has suggestions or feedback for the retreat please let Gwen and Jen know. They do want the day to be fun given how long the day is. Also please let them know if you would like to be involved in planning. More information will be coming later
* Leadership Liaison Meeting update
	+ There have been a number of scheduling conflicts. The most recent meeting got rescheduled many times. A meeting is scheduled for next week
	+ The EOC is coming back; their next meeting is happening later today. EOC includes leadership across system departments. The agenda item for today’s EOC meeting is the inclement weather policy, which was Gwen’s biggest update for the leadership liaison meeting also. Gwen will keep the group updated on this discussion
	+ Gwen asked for additional feedback re: inclement weather policies prior to the discussion
		- It was noted that if there are widespread power or internet outages then an inclement weather day could be appropriate given that staff would be unable to work anyhow
		- Further clarification is also needed re: flexibility and what that means, including direction for supervisors as well as notes on what flexibility or comp time means for those who have to work on a declared snow day
	+ It was noted that per the 1800 Grant sharepoint site parking is slated to be free for staff until June 30, 2023; will parking continue to be free after this? Gwen will bring this question to Felicity
	+ There was also a question from UCSC where UCSC members had heard that all System employees use Fridays for professional development. There was discussion that this was a misunderstanding. Employee services, in response to their department’s CWC survey results, established Focus Fridays where once a month the department has a designated Friday afternoon for professional development or wellness. SSC’s UCSC reps will correct this misunderstanding in an upcoming meeting. This brought up a broader discussion about admin leave and appropriate usages across departments. Gwen will be asking Felicity about admin leave and whether there could be more guidance around it and usages across the departments
	+ There was also discussion around professional development and the usage of time for it, including when staff pursue CU-sponsored professional development on their own time and how that translates to their career
* Website updates
	+ None were given due to above discussion time
* Discussion / Roundtable
	+ Discussion items included above

10:08 AM Break

10:13 AM

* Gwen received an update re: stipends for serving on SSC that they are approved for members and more details and logistics will be coming

10:14 AM Committee Reports

* Events – Sarah Wallace
	+ The staff appreciation breakfast was a success. There were an estimated 150 attendees
	+ There was a suggestion that in the future we could have to-go boxes available for after events for leftovers so extra food wouldn’t go to waste
	+ There was feedback around timing, especially regarding employees fasting for religious purposes. The scheduling ended up being challenging because of spring break and other events happening at System, plus they wanted to coordinate a time when President Saliman could attend
	+ There was discussion around graduating students and whether we could contact them after their final day of work to send them student appreciation gifts. It was discussed that many students would have contact info that could be used
	+ The group is also hoping to hold Years of Service awards earlier, and it could be possible to host it earlier this year because we could receive the data on years of service closer to the July 1 date that we use for calculations. Possible timelines were discussed and late September was a potentiality. Gwen said she would ask Felicity about timing via email and then events will reach out to discuss scheduling
		- Later in the meeting Felicity responded and gave the committee permission to schedule this earlier in the year; events will reach out about scheduling
* Lunch n Learn
	+ There hasn’t been a recent meeting and there are no updates
	+ Gwen will check in with this committee given changes in committee membership
* Diversity, Inclusion and Outreach – Amber McDonnell & Turner Rafter
	+ Dora Frias, the new Director of DEI Strategic Initiatives, joined the most recent meeting
	+ Pride Fest is coming up and many leadership and committee members are out for the event, so they are asking for help with volunteering and planning. In particular they need a system staff member who could help with picking up and taking back swag and booth items from Grant street, though they are asking for additional help from the campuses so this volunteer would have help at the event with set-up and take-down
	+ The group will be working with the Denver Department of Health and Human Services on a school supply drive in late June. There will also be opportunity for remote staff to participate via an online wish list. More information will come
* Communications – Katie Princo & Elisha Garza
	+ Shout out to Sarah for great work getting our emails out, in particular around elections, and also to Elisha for helping organize information for the newsletter
	+ Elisha offered to Dora that we could help get information about Pride Fest and other DEI initiatives out to system staff more broadly
* Health and Wellness – Grace Shattuck
	+ No updates from health and wellness
	+ There was information about the Furry Scurry in the newsletter. A report will be coming from the Furry Scurry team about how many folks we will be reimbursing for half of their registration

10:45 AM Treasurer’s Update – Grace Shattuck

* By the end of the year some expenses will be going into this year’s budget and some staff appreciation expenses still need to hit
* Gwen asked the group about swag for Years of Service and whether we want to place an order for swag this fiscal year. There was discussion around how some swag items would not be relevant in a few years. There was also discussion that other campuses use gift cards for years of service, but there are challenges around taxation around that. We could connect with UCD if we were curious about this process. There was also discussion around vendors that give employees the opportunity to choose their own swag and have it shipped to them, though there are challenges around approved vendors and making this work. It was mentioned that this idea could be useful for remote employees. Nothing will be a perfect solution for everyone

10:49 AM HR Updates – Ashley Eschler

* We held elections and have two new SSC members! Ashley is reaching out to supervisors and the employers to verify that these employees will be serving. Kristen Parker from the Procurement Service Center and Amanda from the Board of Regents Office will be joining SSC upon final approval
* With Dora now hired in the DEI office their team has renewed energy and support around initiatives including DEI
* The HR team is working on more professional development resources
* Ashley has taken on a new role focused on people development and culture and overseeing the executive leadership program

10:55 AM Adjourn

**Next Meeting – June 8th**