Staff Association Summer Retreat  
Tuesday, June 19, 2018  
Margot Lane Studio – Ent Center for the Arts  
Minutes

8:00-11:45am – Executive Board Session – New and Old Board

- 8:00-8:30am - Breakfast
- 8:30-9:00am - Welcome, Get to Know Each Other (Stephen Cucchiara)- 8:33am
- 9:00-9:45am - Year in Review (Megann Murphy)
  - Review statement - on track
    - We believe valued and empowered staff who engage as their best self are successful personally and professionally. In everything we do, staff association creates meaningful connections, recognition and self enhancement in a fun and supportive environment; so that members of the UCCS community stay and thrive.
    - It’s good to move forward
  - Appoint web manager, check on pay and benefits members (both), appoint 3 and 1 alternate UCSC
    - Web Manager- Cindy Norton & Sarah Elsey
      - Motion – Stephen Cucchiara
      - Second – Rose Johnson
      - Passed
    - Consider making this an elected position or recruit as a volunteer position to keep flexible—keep on our radar
  - UCSC-
    - Steven will send out solicitation to Shonda Johnson, Alejandro DeJesus, Renee Rudolph, & Carol Pina (classified staff) and those not elected
    - Mark Means- member- 3 year term
      - Motion- Heather Nicholson
      - Second-Stephanie Smith
      - Passed
    - Recruit Classified Staff Person- Carol Pina
    - be 4 members:
      - 3 – three year commitments
      - 1 – alternate who serves a one year commitment at a time
    - Nancy currently has one of those slots and Mark currently has another those slots
  - Elections Officer- Rose with assistance from Sarah Elsey
    - Motion- Heather Nicholson
    - Second-Stephanie Smith
    - Passed
  - Classified Pay & Benefits- Stephanie Smith is Chair
    - Members
      - Rosemary Kelbel- yes
      - Steve Werling- maybe
      - Martin Toetz- yes
      - Rose Johnson- yes
      - Looking to recruit in classified staff departments (Facilities, Public Safety, Transportation)
Will need a list of interested folks and then we can appoint via email, will need at least 5 (chair + 4 members) voting members

- University Staff Pay & Benefits - Mallory Barger is Chair
  - Members
    - Will check with Mallory Barger about committee and need for appointing

- Review budget
  - Get budget from Paul
  - PDC Committee Proposed Events and how they will impact the budget
  - Staff Association budget was increased slightly for FY 19 as well
  - Jacqueline Gatlin will Chair SEEDs

- Decide on changes to bylaws for next year’s ballot
  - Retreat date change
    - Change By-laws to allow the retreat anytime each year
      - “shall be held after elections and no later than the start of the fall semester”
        - Motion - Cindy Norton
        - Second - Rose Johnson
        - Passed
        - Will be added to the ballot

- 2 new committees
  - Combine PD and Pro Development
    - Combine and make them one committee
    - New name and amend by-law wording to include Prof Development responsibilities- language will be drafted and presented at next board meeting
      - Motion - Stephen Cucchiara
      - Second - Sarah Elsey
      - Passed
  - Policy Committee
    - Make this an official committee
    - Add to by-laws
      - Motion - Sarah Elsey
      - Second - Shannon Cable
      - Passed
  - Colorado Combined Campaign Committee
    - Chancellor Priority
    - 4 (3+Chair - at least one faculty)
    - Add this to our first agenda when we meet with Chancellor’s Cabinet
    - Make this an official committee
      - Motion - Stephanie Smith
      - Second - Rose Johnson
      - Passed

- Formal process for electing UCSC folks
  - 3 UCCS members + 1 alternate
  - Interested members submit name, interest, and 3 year commitment
  - Update section for timing
    - “after general elections
    - Add guidelines for recruitment
Motion- Megann Murphy
Second-Corrie West
Passed

- Recognize board members cycling off
  - Shannon Cable
  - Cindy Norton
  - Nancy Stovall
  - Nick Lockwood
  - Heather Nicholson
  - Sarah Mensch

- 9:45-10:00am - Comfort Break
- 10:00-10:30am – Board positions (Stephen Cucchiara)
  - Review bylaws
  - Breakout to old and new positions
    - Roles, Expectations, Discussion
  - FAQ – how to access all the information on M drive, etc.
    - Introduction to the shared drive- SAEB(\columbia\dept)
    - President FAQs
      - Chancellor’s office will send a lot of communications
      - Aaron from policy will send a lot of communications
      - UBAC representation
      - Will get many requests from all across campus
    - Vice-President FAQs
      - Host spring luncheon
      - Meet with Secretary, President, Past President meet to plan agendas prior to monthly board meetings
  - Secretary
    - Agenda/Minute creation
    - Newsletters- share HR type of format as an idea
    - Committee transition reports- get word doc into shared drive and to Ryan
  - Members-at-Large
    - Are able to help with everything if you want to
    - Stay active on board but catch a break
    - Elections Chair
      - Everything is in the folder on the share drive
      - Get in touch with Rebecca Marshall early when it time to get the survey going

- 10:30-11:15am - Small Group Discussion for Next Year - Association Initiatives (Shannon Cable)
  - Accomplishments from this year
    - PERA out 2x for classified staff
    - CS Pay & Benefits pursuing quartile system for raises
    - Increased attendance at all events
    - Started the monthly newsletter
    - Recognizing staff for what they do
      - Send out anniversary letters for staff
    - Program committee did better at all things, ROCK STARS
- Staff Association presents at each monthly new staff orientation
- Competitive elections
  - Set up polling points
  - 3% increase in US staff who voted
  - 6% increase in classified staff who voted
  - Overall 4% increase in votes
- Consistent internal planning occurred
- Active voice in holiday leave adjustment
- Family Leave recommendation and support

○ Meetings with the Chancellor
  - Advanced agendas that go to Chancellor
  - Intentional/Purposeful
  - Do not be afraid to cancel if we have nothing
  - Create a template for the CC to complete ahead of time
  - Get scheduled - Megann Murphy

○ Leadership Academy
  - Committee dedicated to this or make a part of programming
  - Workshop Idea - “How to be a great supervisor”
    - Perhaps bring in Tamara Moore, maybe Nina will still offer Leadership Academy
      - Check with Garrett Gatlin or perhaps Andrea Herrera to see if they have information on this or like programs
    - Or is there a different need
      - Evaluations, how to do this successfully
    - Look to generate another survey about what staff want, but would need to be intentional
    - Stephen Cucchiara has volunteered to take the lead on this initiative
      - Megann Murphy and Lauren Shakes have volunteered to be a part as well

○ Working with faculty assembly
  - Transparency, information sharing, what do we want out of this?
  - How do we make connections?
    - Go and introduce ourselves at their first meeting, how do we secure a once a semester invite
    - Invite them to one of our meetings (Megann Murphy and Corrie West)
    - For 1 staff member offices how do we help get support from the faculty in those departments
    - Ryan work on strengthening relationships
    - Get support from faulty to participate
    - Get into directors meetings

○ New Staff Orientation Presentation Goals
  - ½ hour time block
    - 15 minutes to Welcome Committee
    - 15 minutes then split between general SA, and pay and benefits for classified/university staff benefits
• Need to have a plan for back up support for those who would present and back-up for the back-ups (an array of presenters)
  ○ First array
    ▪ Stephen Cucchiara
    ▪ Heather Nicholson
    ▪ Stephanie Smith
    ▪ Mallory Barger
    ▪ Alex Baker
    ▪ Krystal Schiffelbein

• Train and determine what information needs to be presented
  ○ What do we really want to present - what is our CONTENT

• Idea to have tabling at these events

• Usually on Tuesdays once per month, usually 9-9:30 am
  ○ Get schedule ahead of time

• Include Heather for veteran and LGBTQ

○ Could it be our role to promote a social aspect outside of work to build friendly culture

○ UCCS Staff Appreciation day ideas
  ▪ Get % off at restaurants etc.
  ▪ Pilot once in fall and spring and see what attendance is like
  ▪ Point Person- Programming Committee, Megann Murphy, Ryan Achor, and Lauren Shakes will work to get off the ground

○ Volunteer/Service Committees- Sarah Elsey leading
  ▪ CU in the Community ideas - - UCCS in the Community
    ○ You can use admin leave to do service in your community
  ▪ Cereal drive, spring event- Stephen Cucchiara & Lauren Shakes & Krystal Schiffelbein
  ▪ Vet outside organizations/initiatives that want to be involved with us
  ▪ Maybe have something at a basketball or other school event

• 11:15-11:45am - Report Out - see above per area
• 11:45am-12pm - Transition, Committee Chairs Arrive
• 12:00-1:00pm - Lunch, Names and Welcome-12:32 pm
• 1:00-1:15pm - Year in Review (Cindy Norton)
  ○ Brief from each committee
    ▪ CCC- Shonda Johnson presented
      ● $18,000+ raised in FY 18
      ● Looking for new ways to get folks involved
      ● Hoping to have a small kick-off event where organizations could come to campus
      ● Looking for committee members
    ▪ Welcome Committee
      ● Co-Chairs Alex Baker and Krystal Schiffelbein presented
      ● Doubled committee members
      ● Have consistent greeters
      ● New and improved welcome guide/resource guide
      ● Working to get staff connected sooner and feel a part of the team
      ● Present in New Employee Orientation
      ● Want to create Welcome Committee buttons to wear throughout the year at events and making connections at those events
      ● Created a script for greeters
• Post the Welcome guide on the Staff Association website
• Mug will be given to all new employees in an effort with Sustainability, HR, Finance, Staff Association

- Holiday Service Project- Mary Lile Presented
  • Served 32 families
  • Athletics collected over 700 items of food
  • Money donations have been down so far so that only $7.50 was given to each family for perishable items
  • Idea will be to have some of the cash registers be able to round up at purchase
  • 37 adopters participated this past year
  • Mary will no longer be chair

- Employee of the Quarter (EOQ)- Sabrina Wienholtz and Heather Nicholson presented
  • 2nd quarter nominations are being taken
  • The rubric has an ethics component that was added this year
  • All four quarters have had a winner
  • It is well attended and new chairs will be needed for the upcoming year

- Garrett Swasey Outstanding Award
  • Will have a new chair
  • Idea to have a common nomination form across many committees

- Classified Pay & Benefits- Rose Johnson presented
  • PERA has visited 2x
  • Working with HR to see about using a quartile pay system that works
  • Stephanie Smith is the new chair

- University Pay & Benefits- Mallory Barger presented
  • Filled committee
  • Part of New Hire Orientation
  • Reviewing benefits research to see what we can start to capture
  • Can options be included during benefits enrollment
  • Wellness Center and HR to collaborate at the Wellness Fair in September
  • Benchmarking research for HR on paid parental leave
  • Goal is to solidify committee goals and outcomes to work more efficiently
  • Idea could be a training for entry level employees
    o i.e. what is before or after tax
    o What are benefits
    o How do I make choices
    o Benefits choices
  • How can UCCS do something in place of BeColorado going away

- Policy Review Committee- Missy Sernatinger and Tony Pitts presented
  • On the ballot to be permanent next year
  • Will remain temporary this year
  • Committee has 5 consistent members
  • Goal for next year is learning what is driving the policy changes
  • Working on a way to review them, developing a matrix for review
  • What is policy vs practice and how do we maintain the procedures consistently

- SEEDS
  • Can request $200 reimbursement
  • Sheryl Botts is stepping down as chair and Jacque Gatlin is the new chair
• Vending machine revue supports the program and so the funds are down
• MOU with DHS will contribute $6000 to the SEEDs fund

▪ Spring Luncheon Committee- Megann Murphy presented
  • Luncheon went well
  • Mixed feedback on the food
  • If we want something specific from catering we need to give them the specifics vs “be creative” or we will not know what we will get
  • Picking a theme has worked well
  • The Chancellor’s Cabinet was there and involved
  • Commencement is a week later in May 2019 which bumps us into Memorial Day
  • Tentatively scheduled for May 23rd, 2019
  • Need a committee dedicated to door prizes

▪ Professional Development & Programming Committee- Renee Rudolph, Robin Bredl, and Alejandro DeJesus presented
  • Took this year as an assessment year
  • Programming committee was headed up by Robin Bredl
  • Looking to have less events but bigger events
  • Renee is cycling off as Co-Chair
  • There is also a push at system level for Prof Development

▪ Committee Chairs Appointments
  • Motion- Corrie West
  • Second-Rose Johnson
  • Passed
    ○ Shonda Johnson- CCC
    ○ Alex Baker and Krystal Schiffelbein - Welcome
    ○ Missy Sernatinger and Tony Pitts - Policy
    ○ Jacque Gatlin- SEEDs
    ○ Robin Bredl and Alejandro DeJesus- Program/Professional Development
    ○ Laura Chandler- Garrett Swasey
    ○ Chrissie Bailey and Allison Milam-Holiday Service Project
    ○ Scott Reardon -Blood Drive
    ○ Sabrina Wienholtz & Heather Nicholson- EOQ

• 1:15-2:00pm - Small Group Discussion for Next Year - Committee Initiatives (Megann Murphy)
  ○ Transition plans and timelines for committees
  ○ PRIDE Committee proposal, will need to go to vote on ballot– Heather Nicholson, Jesse Perez, Claire Ami
    ▪ Written proposal attached
    ▪ In the past staff have participated on the Faculty Pride committee but were not allowed to vote etc.
    ▪ Invited everyone to come out to the parade/celebrate July 14-15 for Colorado Springs PRIDE
    ▪ Potential area for important support information to be held/disseminated
    ▪ Goals development and social support
    ▪ Lots of input from members voicing support
  ○ Programming and PD plan - combined
    ▪ Big events – 5 – two events less than last year

• 2:00-2:15pm - Report out - record
• 2:15-3:15pm - Goals - Committees and Group
○ Consider access to training and events and how do we arrange our events with this in mind – Welcome Committee will look to work with Programming Committee on these topics
  ▪ How do we make sure we get to everyone
  ▪ How can we be creative to provide access to all
  ▪ How are each of us personally spreading the word
  ▪ How do we get more in person connections
○ Increase transparency of what we do, be educated and be able to tell our story
  ▪ Use our newsletters as outreach for this
  ▪ Outreach to supervisor to allow their staff to attend events
○ Work to find out what staff want and need through outreach or change culture to advocacy
  ▪ Data ideas- Policy Committee has agreed to be a part of this
  ▪ Surveys at events
  ▪ Email surveys
    ○ What do we ask
    ○ How do we frame the questions to find actionable items
    ○ We need to be sure we use the data we collect
  ▪ Think about using data points to create focus groups prior to surveys
○ Are there hard issues we can work to solve
○ We WANT TO DO SOMETHING!
  ○ Remember we need to be advocates and also have fun for our staff
● 3:15-3:30pm - Report out on Action Items - Committees and Group - record
● 3:30-4:00pm - Closing, final thoughts, etc. (Megann Murphy)
  ○ At next board meeting we will get these items vetted and organized so that we can present to CC and have clear ideas/paths
  ○ Emphasis on voting on PRIDE committee
  ○ Action Items for each goal
    ▪ Then prioritize goals
We believe valued and empowered staff who engage as their best self are successful personally and professionally. In everything we do, staff association creates meaningful connections, recognition and self enhancement in a fun and supportive environment; so that members of the UCCS community stay and thrive.