



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 UCSC 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 Eley
 - 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 Eley
 - 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 faculty 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 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
 - i.e. what is before or after tax
 - What are benefits
 - How do I make choices
 - 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



University of Colorado
Colorado Springs

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Staff Association

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