

---

## Staff Association Board Meeting

*Minutes*  
7/18/2018

---

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes**
  - a. SA Retreat – 6/19/18 – send out one more time
- IV. Next Meeting with the Chancellor**
  - a. September 27
  - b. Specific requests for pay and benefits?
  - c. Staff Association for representation in the President’s search
  - d. Paid Parental Leave for classified staff
- V. Committee Updates**
  - a. Vote on PRIDE committee – temporary and then add to spring ballot
    - i. Temporary committee
      1. Motion – Corrie, Second – Sarah – passed
    - ii. Spring ballot
      1. Motion – Stephanie, Second – Sarah - passed
  - b. CCC – Shonda do you have people to assist for this year?
    - i. Heather will assist
    - ii. August kickoff - meeting
  - c. Welcome Committee
    - i. Working on lingering spring new hires
    - ii. Secured new mugs from bookstore and sustainability
    - iii. Quarterly meetings
    - iv. Updating newsletter to include any new information and officer highlights are correct
  - d. SEEDs – need a better process, were over budget this last year
    - i. Jacqueline needs access to the drive
    - ii. Do we need to drop it down to a lower amount?
    - iii. Add some more structure to process/criteria
  - e. HSP –
  - f. Employee of the Quarter
    - i. Selection for 2<sup>nd</sup> quarter next week – put in newsletter
    - ii. HR reviewing rubric changes, probably have it in place for next quarter
      1. Will message this out
  - g. Garrett Swazy Award – Laura Chandler – add to invite
  - h. Classified Pay and Benefits
    - i. Steve Werling cannot continue

- ii. Added Carol Pina
- iii. Carol Pina, Rose Johnson, Rosemary Kelbel, Martin Toetz
  - 1. Motion: Stephanie, Second: Corrie - passed
  - 2. Monthly before monthly board meeting
  - 3. Goals, who we are, what are we for
    - a. Looking at other campuses, only campus that's separate
    - b. Education for leadership and staff – resources, purpose, structure
- i. University Pay and Benefits
  - i. Webinar about wellness programs and HR (turned out to be Rec Center)
  - ii. Health and Wellness Fair – things that would interest staff
  - iii. Discussed purpose – Chancellor used to come to the committees asking about pay and benefits issues
  - iv. Look back at previous surveys to see if there are any outstanding issues
  - v. Will work on joint meeting between the two committees
  - vi. Nancy can provide information based on the climate survey from UCSC
- j. Policy Review
  - i. Missy has met with Aaron Burton to discuss purpose and use of the committee
  - ii. Meet with board leadership
- k. Program Committee
  - i. Renee will send email to Robin and Alejandro
- l. Spring Lunch
- m. Spring enrichment date conflicts with this meeting – move board meeting

**VI. Treasurer's Report**

- a. Budget status

**VII. Parental Leave**

- a. Classified staff – state denied benefit
- b. System still working with state personnel board to see what's allowable
  - i. Parent academic leave – 18 hours a year for academic leave for children
  - ii. Megann to ask the parental leave committee for information
  - iii. Nancy to reach out to Kathy Nesbitt

**VIII. Elections-**

- a. UCSC representatives – Mark, Alejandro, Renee, Nancy (alternate/chair)

**IX. Monthly Newsletter**

- a. August
  - i. Dates for next year

- ii. New board with pictures
- iii. Feature basic goals
- iv. Announce PRIDE committee
- v. Employee of the Quarter if timing works out
- vi. Support of campus events like Bike Jam, etc.

**X. Partnership with Leadership Academy Update**

- a. MM update
- b. Stephen (POC), Megann, Lauren to meet
- c. Do we want to work on a survey to go out for the start of spring semester?

**XI. Longevity Letters**

- a. Corrie can assume this responsibility.
- b. July is done and Megann has signed

**XII. Retreat Follow Up**

- a. Goals at the end of the document
- b. Review and prioritize

**XIII. Upcoming events**

- a. August 15 meeting – Convocation – week before or after?
- b. August ice cream social – August 8, 2018
  - i. Plan for this?

**XIV. UCSC Updates**

- a. Survey data available on website
- b. Retreat August 2<sup>nd</sup> and 3<sup>rd</sup>

**XV. Open Discussions**

- a. Thank you from Heather for PRIDE Parade!

**XVI. Close**

- a. Motion: Stephen
- b. Second: Corrie

## I. GOALS

- a. Working with faculty assembly
  - i. Decide what we are hoping for: transparency, information sharing?
  - ii. How do we make connections?
    1. Go and introduce ourselves at their first meeting, how do we secure a once a semester invite
    2. Invite them to one of our meetings (Megann Murphy and Corrie West)
    3. For 1 staff member offices how do we help get support from the faculty in those departments
    4. Ryan work on strengthening relationships
    5. Get support from faculty to participate
    6. Get into directors meetings
- b. New Staff Orientation Presentation Goals
  - i. ½ hour time block
    1. 15 minutes to Welcome Committee
    2. 15 minutes then split between general SA, and pay and benefits for classified/university staff benefits
    3. 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)
      - a. First array
        - i. Stephen Cucchiara
        - ii. Heather Nicholson
        - iii. Stephanie Smith
        - iv. Mallory Barger
        - v. Alex Baker
        - vi. Krystal Schiffelbein
    4. Train and determine what information needs to be presented
      - a. What do we really we really want to present- what is our CONTENT
    5. Idea to have tabling at these events
    6. Usually on Tuesdays once per month, usually 9-9:30 am
      - a. Get schedule ahead of time
    7. Include Heather for veteran and LGBTQ
- c. Could it be our role to promote a social aspect outside of work to build friendly culture
- d. UCCS Staff Appreciation day ideas
  - i. Get % off at restaurants etc.
  - ii. Pilot once in fall and spring and see what attendance is like
  - iii. Point Person- Programming Committee, Megann Murphy, Ryan Achor, and Lauren Shakes will work to get off the ground
- e. Volunteer/Service Committees- Sarah Elsey leading
  - i. CU in the Community ideas - - UCCS in the Community
    1. You can use admin leave to do service in your community
  - ii. Cereal drive, spring event- Stephen Cucchiara & Lauren Shakes & Krystal Schiffelbein

- iii. Vet outside organizations/initiatives that want to be involved with us
- iv. Maybe have something at a basketball or other school event
- f. 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
  - i. How do we make sure we get to everyone
  - ii. How can we be creative to provide access to all
  - iii. How are each of us personally spreading the word
  - iv. How do we get more in person connections
- g. Increase transparency of what we do, be educated and be able to tell our story
  - i. Use our newsletters as outreach for this
  - ii. Outreach to supervisor to allow their staff to attend events
- h. Work to find out what staff want and need through outreach or change culture to advocacy
  - i. Data ideas- Policy Committee has agreed to be a part of this
    - 1. Surveys at events
    - 2. Email surveys
      - a. What do we ask
      - b. How do we frame the questions to find actionable items
      - c. We need to be sure we use the data we collect
    - 3. Think about using data points to create focus groups prior to surveys