



Staff Association Board Meeting

Minutes
9/19/18

I. Call to Order

II. Roll Call

Nancy Moore, Megann Murphey, Stephan Cucchiara, Mark Means, Chuck Litchfield, Sarah Elsey, Allison, Mallory, Paul Mendoza, Alejandro, Alex Baker, Chrissy, Jackie Gatlin, Missy Sernatinger, Anja Wynn, Shonda Johnson, Stephanie Smith, Ryan Achor, Kent marsh, Corrie West, Lauren Shakes

III. Chuck Litchfield and Anja Wynne to discuss winter break closure.

- a. Kent has information on building closure.
- b. How to compensate for days we would close.
- c. How would SA feel if we took away a holiday during the year, for 2019
- d. Do we want to close for 2018 or wait for 2019
 - i. Would need to take a vacation day and chancellor would give an admin day.
 - ii. One day by chancellor and one staff vacation (on years that need 2 days)- In years of three they would look at taking away MLK or day after thanksgiving.
 - iii. Possible benefit on governors day
 - iv. Steven- this year would be one admin day and 2 vacation days given that there is not gov. day.
- e. Cost far exceeds the utility savings for cabinet to supply all admin days.
 - i. We will save \$80,000 the cost was projected at half million, but people often take leave anyhow.
 - ii. Spending a million to save \$80,000
- f. Can we do a half day each? -Shonda
 - i. problematic
- g. A week of closure is 10 days of closure-
- h. Why 2018?
 - i. People have had it before
 - ii. Everyone is off so that the way that work continues
 - iii. Spring schedule is already written,
 - iv. Pushing through this year may be bad for moral
 - v. Chuck- so for 2019 they can take MLK first, admin day second and then a vacation day. To only impact the years that we have three (for vacation day).
- i. MLK would change in 2020
- j. The savings is only a justification to get folks off campus not to save utilities
- k. What happens to the new employees that do not have vacation?

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- i. They would take the January hours rather than doc hours
 - ii. Coaching on managing vacation time through HR
- l. Chancellor, policy and how the policy will be written, the academic calendar is immutable, so for an overturn takes time
 - i. For 2019 they would be asking for one admin day and one vacation day because they cannot take MLK until 2020 due to the academic calendar.
- m. Megann- why do we want to hold off for another year?
 - i. It is about everyone being off-Kent
 - ii. Anja- addressing essential workers and defining that we are not going to plow or call people in.
 - iii. Chuck- essential is essential – the culture of closure shifts who or when we would ask folks to plow; compared to when we are open.
 - iv. Chuck- thinks we need to wait until next year, to best address the policy and all of the folks.
 - v. The last thing we want is for the university to have a negative experience.
 - vi. Anja- there may still be an admin day from the Chancellor and perhaps a governor day.
 - vii. Closure is a commitment for a week- shut down
- n. How does it help for 2 person offices and for one person running a large office?
- o. The organizational benefit for closing is tremendous. But we should not press it.
 - i. Agree now to give up MLK, ADMIN DAY and vacation day at day three.
 - ii. Taking the time to answer questions and communicate to the campus
 1. Will take MKL day from 20 and put in 19
 2. MLK in 21 will be lost and the second day in 20 will be an admin day.
 3. When its only a 2 day year you save a vacation day
 4. Pulling according to the fiscal year.
 5. We will respect MLK day Sentwali and his folks are working on something for the loss of the day.
 6. Reaching out to local organizations for MLK day
 7. Looking at Veterans day and comparing
- p. Staff Association Support of the plan.
 - i. Vote on the prioritization of the use of the days.
 - ii. Chuck will go back to the cabinet addressing the use of the days.
- q. Staff Association will attend faculty orientation- Megann and Anja
- r. Vote on prioritization of days
 - i. Two year and three year separate votes.
 - ii. Why did we shift from MLK to day after thanks giving
 1. There is no reason that we shifted.
 2. They will ask us to pick a day

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3. Jackie- the ease of the academic calendar
 4. The first day would be MLK day, the second day would be ADMIN and the third day would be a governor's day. Then vacation.
 5. Stephanie- floating the day after thanks giving.
 6. 2 people offices and the day after thanks giving
 7. Should we do more research as to what other campus's do- Shonda Johnson
 8. Will email chuck that will do research and this is what we will generally support.
 9. SA should be able to see the communication about the changes so that we can support the changes.
 - i. Talking about the tradeoff for the MLK day.
 - ii. Looking through each person's lens and representing all populations on campus.
 - iii. This is an event that people should want to and need to participate in
- s. Committee Vote 3 DAY
- i. Motion to prioritize the days for the 2019-2020 school year to be: priority of MLK1st, ADMIN day 2nd, vacation day, and with the caveat of the governor day substitutes the admin day
 - ii. All in favor 9
 - iii. All opposed-0
- t. Committee Vote 2 DAY
- i. MLK 1st, admin 2nd with the replacement of the governor day to the admin day on a 2 day year.
 - ii. Approve 9
 - iii. Appose 0
- u. Lunch meeting on Monday the 24th- 12:00-1:00 will look at budget for lunch provided
- v. Committees will send updates- those who can for the lunch meeting
- i. Will approve the letter on Monday
 - ii. Will need to nominate 2 people for university of Colorado presidential search committee

Monday, September 24, 2018-Meeting Continued

I. Roll Call

Shonda Johnson, Sarah Elsey, Robin Bredl, Jackie Gatlin, Heather Nicholson, Nancy Moore, Alejandro De Jesus, Stephani Smith, Stephen Cucchiara, Megan Murphey , Rose Johnson, Corrie West, Amandine Habben

II. Approval of Minutes

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- a. 8/8/18 Minutes- Approved on 9/17/18 by Megann, Sarah, Mallory, Rose, Corrie and Stephen

III. Next Meeting with the Chancellor

- a. September 27
- b. Winter Closure
- c. Chancellor thought on presidential search for CU- what is he looking for?
- d. Paid parental leave letter- Megann will re draft and send out.
- e. Sarah would like to present CU in community
- f. Parking code for committees and speakers- we will apply for parking code

IV. Sub Committee Updates

- A. Increase Transparency and Outreach- overall goal as a large group
 - i. Megann, Stephen, Corrie, Ryan , Lauren, Missy, Mark
 - ii. Leader Ship Academy – Anja, Megann, Tamera
 - Met with Tamera Moore – 45 minute brown bag over the lunch hour. She has offered to facilitate for free to get up and running.
 - Sustaining without an outside facilitator
 - Leadership side of supervision, how do you lead, mentor, generational experiences for first brown bag topic
 - Invitation only to keep them small and share best practices
 - Onboard to do one in October
 - In Favor-
 - Sarah likes the idea to go off of the list from last year and submitting names
 - Nancy videos open to all campuses if there is a lot of interest.
 - Alejandro says great first step and that we should defiantly go forward.
 - Can we go with non-invitation only? Maybe restricted enrollment.
 - We need to be inclusive to include classified staff
 - Megann will put together a formal proposal in October.
 - Generate names to go on the list
 - License to Steven Cubby

B. New Staff Orientation- Crystal would like to lead the sub committee

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- i. Krystal, Heather and Stephanie
- ii. Krystal is not here anymore
 1. This can turn into a rotation within the committee
 2. January 16th is the next new hire orientation
 3. If you are interested in presenting email Stephani or Heather

C. Volunteer/Service Committees

- i. Sarah, Stephen, and Lauren
 1. Paper Proposal
 2. Using admin leave to perform community service
 3. How this benefits the campus
 4. Highlighting nonprofits to volunteer with
 5. Next steps – getting approval from the cabinet
 6. Rules of the department
 7. Would like to do this by spring so that they can introduce the idea/program.
 8. Website to sign up and track with survey
 9. Has to be during the work day (not on weekends)
 10. When should we bring this to the cabinet? - How can we bring this to the chancellor?
 - a. Committee thinks that the letter Sarah passed out would be an acceptable way to present.
 11. Committee really likes the idea
 12. Sarah will turn this into a memo and coordinate with Megann.
 13. How to keep people from abusing

D. Work to find out what staff needs

- i. Stephani, Missy, Mallory, Nancy, Shonda

After reviewing the statistical data from the UCSC Working Climate Survey, we identified the top three areas of interest/concern:

- paid parental leave for all UCCS staff employees
- expect Board of Regents to actively pursue a change in state policy on behalf of classified staff
- written letter of support from UCCS SA (similar to Boulder letter)
- receiving new or revised policy information BEFORE change goes into effect

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- suggested working with Missy (Policy chair) and Erin (Pay & Benefits chair)
- opportunities/time for professional development
- noted that many employees have work schedules that don't allow for PD
- (is this an indication that we are understaffed? can we address this?)

Actions:

- 1) Keep paid parental leave in front of administration
- 2) Follow up with Missy/Erin - noted above.
- 3) Work with PD committee; chancellor support of PD; supervisors are key to promoting PD

Note - Survey results were not broken out by classified/university staff.

V. Committee Updates- send committee reports and agenda together prior to meeting, will send the reports to Ryan

- a. PRIDE committee
 - i. Will be tabling on OCT 11TH
- b. Colorado Combined Campaign (CCC)
 - i. We have \$1100 and are working on prizes
 - ii. COB is fundraising a \$5.00 donation to wear jeans on Fridays
 - iii. Going to the general fund in the COB
 - iv. 15 minute window on professional development day to choose the organizations to donate to or to the general fund.
- c. Welcome Committee
 - i. Amandine Habben is the new co-chair
 - ii. Mugs in welcome bags are generating a lot of positive feedback
 - iii. Welcome packets are updated
- d. SEEDs - Gatlin
 - i. Talked about restructuring the budgeting
 - ii. Thinking of how to move forward
 - iii. Got MOU from Carlos
 - iv. Is the \$200 meaningful? Talked about \$500 being more meaningful to departments.
 - v. They have \$8600
 - vi. Will have small and large awards
 - vii. Transition point is JAN 1, 2019

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- viii. What do people think? When should we implement the change?
 - ix. Application process and procedure, deadlines and voting on the applications
 - x. Stephen thinks it should start in Jan. because of the highest volume Jan-march. Making the process clear
 - xi. Getting out the message in October
 - xii. Right now they can apply for SEEDS retroactively- re visiting the guidelines of the application process.
 - xiii. Application should be submitted in advance
 - xiv. 2 different applications between the \$200 and the \$500 awards
 - xv. Marketing for SEEDS- including in newsletter at the beginning of the year
 - xvi. Tracking information, requests and awards
- e. Holiday Service Project
- i. Chuck Litchfield, VCAF has given approval to proceed with the project for 2018. Authorization has been sent to Carolyn Rupp, University Controller to satisfy waiver requirements to University Policy 4027.
 - ii. Co-chairs have established a time line for the project.
 - iii. First committee meeting is scheduled for 10/9/18.
 - iv. Requests have been sent out asking for nominations for recipient families.
- f. Employee of the Quarter
- i. Will meet next week
 - ii. Still accepting nominations for third quarter
 - iii. Will announce the awardee at the next meeting
 - iv. One robust nomination with letters of support
- g. Garrett Swasey Award
- i. absent
- h. Classified Pay and Benefits
- i. Stephani, would like to generate a positive conversation with classified staff.
 - ii. Bringing that to light and educating about classified staff
 - iii. Highlight positive impacts of CS
- i. University Pay and Benefits
- i. Talked about holiday leave
 - ii. New university policies- how they can work with pay and benefits
 - iii. Working on the evaluation process of the university with different departments, direction from the chancellor to
- j. Policy Review

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- i. First meeting on Friday
- ii. How can we best prepare for the review process
- iii. Having a voice, speaking with Erin Burton
- iv. When we are in the review process, suggestions are considerations for the next policy review, would like to get themselves on the policies.
- v. Bridging and bringing in the Staff Association
- vi. Getting the staff voice there
- k. Program Committee
- l. Spring Lunch
 - i. Last year's committee volunteering again
- m. Professional Development Committee
 - i. Fall Enrichment 10/19/18**
 1. Agenda
 - 8:30 - 9:00 Continental Breakfast in Berger Hall
 - 9:10 - 10:10 Session 1 with **Dan Lemack** on Communications in Berger Hall
 - 10:20 - 11:20 Session 2 with **Holly Murdock** on Marketing on Campus in Berger Hall
 - 11:30 - 1:00 Lunch in Berger Hall Keynote speaker **Andrea Herrera** on???
 - 1:15 - 2:15 Session 3 with **Robin Bredl** on Excelling with Excel in EPC 239
 - 2:30 - 3:30 Session 4 with **Phillip Morris** on Data Visualization and Reporting either in EPC 239 or Columbine 231A (still waiting for event services to confirm)
 - ii. Format: 1st 2 sessions in Berger, PM break in EPC. Winter Luncheon - 12/11/18**
 - iii. Keynote: **Dana Haygood, USAA Bank**- the value of staff, mission impact.
 - iv. **Snowball theme.**
 - v. **Spring Enrichment - 3/20/19**
 - vi. Topic: Community Engagement. How do we engage with our community? Inviting off campus folks non-profits to have vendor tables.
 - vii. Setup: 25 rounds of 8 for 200 people, How many vendor tables can we put on the outside? Where should we put

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catering?

viii. Logistics

1. Sessions - Encourage presentations tied into topic.
Breakfast and Lunch.

ix. Action Items

1. Do we have a parking code that we are allowed to give for community members who attend/speak at our Staff Association events?

VI. Treasurer's Report

- a. Increase budget for summer retreat to \$1,000
- b. SEEDS
- c. Key note- For Staff enrichment days
- d. Subcommittee for request according to initiatives- \$1,000
- e. Purchasing swag for SA
- f. Budget status
- g. Merging all speed types to one except for seeds-vote
 1. Transfer cash balance-vote

f. Vote on Staff Recycling

VIII.

Presenting what we voted on last week Thursday and give final recommendation in October so that the cabinet can move forward. Will not tell them what the initial vote was and will have a further discussion. Have another separate meeting to discuss the original vote to determine if a re-vote is needed. We are setting another meeting.

Shonda- researched 45 institutions across the US and what they do during winter break.

- Staff is required to take leave
- Some institutions pay for the closure
- Some take the day after thanksgiving
- Some will take MLK but they started school a week later for employees to celebrate
- Shonda would like to discuss other days other than MLK
- Starting the following Monday because of MLK
- Would love to see different options
- We need to go back and think about the proposal and our options/pros and cons/come to the table with different options and our opinions
- Be prepared to talk about how you feel about each of the options that could be used.
- Or looking at not taking any holiday and mandating vacation
- Discuss pros and cons, to come up with the recommendations.

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- Talking to others on campus
- How can we get the voice of the campus – should we come up with two choices and survey?
- What about taking the 4th of July
- Looking through other lenses
- Representing the campus- going through each holiday and considering them
- Think about underrepresented communities while considering which day to take
- Taking the day after thanks giving- which is not even a holiday
MLK means too much

VII. Boulder Staff Council Letter/Classified Staff

- a. Letter re-wright- volunteer
 - i. Print letter and discuss

VIII. Monthly Newsletter

September-no news letter
October-will go out by 10/10/18
Adding Stephanie's content
Items for newsletter

IX. Longevity Letters

- a. Corrie update

X. Upcoming events

- a. Oct. 19th Fall Enrichment Day

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