



Staff Association Board Meeting

Minutes

10/17/18

I. Roll Call

Corrie West, Ryan Achor, Alejandro DeJesus, Allison, Chrissy Bailey, Paul Mendoza, Bo Kelly, Joanna Bean, Lisa Barthomey, Shonna Johnson, Mallory Barger, Stephani Smith, Tony Pitts, Heather Nicholson, Lauren Shakes, Renee Rudolph, Stephen Cucerra, Amandine Habben, Nancy

II. Guests: Joanna Bean , Lisa and Bo and Melinda Hagemann-system-wide fundraising campaign

Alumni and Development Team

Fundraising Campaign-UCCS FUELS SUCCESS

Scholarships and retention- focused on students that do not qualify for financial need, but do not have money set aside for college- 'Bridge Forward Scholarship'

Retention

Would like to launch in January or February

Faculty and staff component

- i. To build broad support by educating faculty and staff about the campaign.
- ii. Making sure people are knowledgeable about the campaign
- iii. 60-day challenge between colleges and vice chancellor divisions
- iv. Friendly challenge, competition
- v. Donation and education component
- vi. Bridge Forward Scholarship – Donor intent to different colleges
- vii. Endowment vs current use
- viii. Should we share feedback at future meetings
- ix. Working on the educational component-educating the people.
 - x. FASFA will be a big piece of determination of support
 - xi. Essay component, combination of academic and need base
 - xii. Hoping for One Million Dollars for this year
 - a. How many students does this help?
 - b. Support from faculty and staff, donations and payroll deduction.
 - c. Open for Spring 2019/ Full affect in Spring 2020
 - d. Will the scholarship just be open to Colorado Residents? Should it be open for out of state students?
 - e. SA send comments or questions to Corrie



- III. **Approval of Minutes-Sent on 10/10/18**
 - i. Stephen, Paul, Stephani, Cori, Mallory, Sarah, Ryan

- IV. **Next Meeting with the Chancellor**
 - a. CU in the community
 - b. Winter Closure consistent message
 - c. Working with Chuck and Jarred
 - i. Communication about governor's day to campus
 - d. Are departments who want to close this year going to be allowed to?
 - e. Facilities will be on campus

- V. **Treasurer's Report- voting on the budget**
 - i. Paul- budget is on the shared drive
 - ii. 31,534 is current budget
 - iii. Increased the prices for catering

- VI. **Vote on merging speed types into one and what to with any cash balance? Contributing it to SEEDs?**
 - i. Holiday project, staff recycling, ect. Can we roll them into the general fund?
 - ii. SEEDS total then would be \$1400

- VII. **Vote on what to do with the staff recycling account Cindy has been managing. It's very time consuming and doesn't generate much revenue so we need to decide if we want to continue this.**
 - a. Do we merge all the speed types into one and merge into SEEDs?
 - i. Motion to merge speed types into two speed types-
 - 1. Do we want to keep the staff recycling?
 - a. Are we obligated to keep the program?
 - b. Who will run the recycling if we keep the program?
 - c. Do we hand it off to someone else?
 - d. Do we own the responsibility?
 - e. Follow up with Cindy to find out details of the responsibility before it is assigned to our group.
 - f. The money should go with the project- where ever it lands.
 - g. Will wait to merge speed types-vote
 - ii. Motion to Merge staff recycling into seeds
 - a.
 - 2. Stephen- does it have to go into seeds?

- VIII. **Other options:**
 - a. Increasing the retreat budget to \$1k might be a good idea as it would allow us to bring in a facilitator or do a happy hour or something after if we wanted to.
 - i. We are at 30,000 after the 1k increase
 - ii.



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- b. We could add in a summer event.
- c. We currently allocate some of our budget to certain committees, but not all. What if we reserved a chunk of our base budget for special committee requests? We could create a proposal form and then if the welcome committee needed materials at the copy center they could fill out the request form and we could have a more official approval process and then the treasurer (Paul) could track these.
 - i. Money for other committees
 - 1. Holiday service
 - 2. PRIDE
 - ii. Taking a portion of the money for committees to request
 - iii. Not feeding it back into the retreat
 - iv. Extra on ice cream day for toppings
 - v. Budget is \$748 for ice cream
 - vi. Using \$ for enhancement on events like Spring Luncheon**
 - A. Motion to invest additional finds into committees for staple programs and extra reserve for other committees throughout the year and for SWAG
 - 1. Stephen Motion First
 - 2. Mallory Second
 - 7 in favor
 - 0 opposed
 - vii. Creating a pool for other committees for other programs and other initiatives**
 - A. Motion to
 - viii. New hire orientations- SWAG should it say Staff Association?**
 - A. Motion to
- d. Do we want to add into our base budget some additional funding for SEEDS. We discussed that if we are asking others to support this we may want to all budget some funds for it.
 - i. There to help people/depts who cannot go to professional development
 - ii. More meaning full awards, to \$500 from \$200
 - iii. Less people would receive, but with less awardees
 - iv. Seeds pulls in \$5100
 - v. Total of \$8600 for SEEDS
 - vi. Dining will budget 3100 to contribute to SEEDS, creating the \$8600
 - vii. Staff Association will take part of budget to enhance SEEDS.**
 - A. Motion to
- e. Additional funds for their spring enrichment to maybe bring in a keynote speaker. Is this a base budget thing or just when we have rollover?
- f. Invest in a software (probably something the campus is already using and maybe we can get access to for little cost) for our invites for events, marketing, monthly newsletter, etc. It would also be nice if the same software allowed us to



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do online check in. Corrie will have an update on what is currently available to us and a cost

- i. No need to invest in software- we are able to use Marketing Cloud and Sales Force
- ii. Corie will meet with Ryan about utilization
- iii. Will cost nothing

g. Purchasing some Staff Association swag

IX.

X. Workshop with Tamera- invite only?

- a. The 25th of October
- b. Should we target staff members who have leadership roles?
- c. First come first serve?
 - i. Nancy-kept open, Stephen open- inclusive as possible, Mallory agrees
 - ii. Alejandro- vast need, supervisor training this is a great first step but we need more trainings- Alejandro agrees that keeping it open?
 - iii. Motion to keep the workshop with Tamera open to all staff interested.
 - iv. Motion – Stephen 2nd Mallory
6 approved

XI. 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
- B. New Staff Orientation
 - i. Krystal, Heather and Stephanie
 - ii. Krystal is not here anymore
- C. Volunteer/Service Committees
 - i. Sarah, Stephen, Lauren and Sabrina
 1. Waiting to hear back from the Chancellor
- D. Work to find out what staff needs
 - i. Stephani, Missy, Mallory, Nancy, Shonda
 - ii.

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

- a. PRIDE committee
- b. Colorado Combined Campaign (CCC)**
 - i. We are up to \$10,000 and have selected the first winner of a hotel stay in downtown CS.



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- ii. We have 3 nonprofits coming to speak at staff enrichment on Friday to encourage staff to support and donate to their organization.
- iii. Business dept. is launching their jeans on Friday's where staff can donate to the fund and wear jeans.

iv.

c. Welcome Committee

d. SEEDs – Gatlin

- i. No updates, they will meet later this month.

e. Holiday Service Project

- Kick-off meeting was 10/9/18 – 23 people joined the committee
- Goal this year is to serve 40 families
- We will only place 2 cash boxes this year based on receipts last year – UC Sanatorium Grounds and Café 65
- Holi-drop boxes will be located behind counters or in offices this year to provide more security
- Important dates:
 - 10/26/18 – deadline to nominate project recipients
 - 11/14/18 – deadline to volunteer to “adopt” a family
 - 11/16/18 – giving trees and boxes are placed, family wish lists are sent to adopters
 - 12/6/18 – Sort day – all gifts collected from adopting departments and boxes
 - 12/7/18 – Distribution Day – Receiving families pick-up gifts

**The committee would like to make a proposal to the SA board to change the committee/project name to “Winter Giving Project” starting in 2019

f. Employee of the Quarter

g. Garrett Swasey Award

h. Classified Pay and Benefits

- i. Stephanie updated the committee about the winter closure issue, including 2018, and the outcome from the SAEB meetings.
- ii. Stephanie raised the idea again with the committee to brainstorm ideas around 2019 being the Year of Classified Staff where the Classified staff could be celebrated throughout the year. She mentioned that the idea seemed to be received favorably by the Executive Board. The staff newsletter could be an outlet for information and other ideas for information, education, and recognition were discussed. This will be an ongoing discussion at each meeting and the committee was encouraged to share any and all ideas.

i. University Pay and Benefits

- i. Pay and Benefits Committee is recruiting 2 members:

- We would like to extend an invitation to any current Staff Association members to join the Pay and Benefits Committee. Email to current SA members will be sent out by end of the week. If no current members are



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interested by the end of next week we will send out an email to the Campus Staff.

ii. Parental Leave Benefit Updates:

- It just passed that effective November 1st classified staff are approved for getting the paid parental leave benefits along with University Staff
- Official word and memo will come out soon
- HR is working to honor all employees this may effect since the start of the leave benefit (parental leave can be used for 12 months from birth/adoption, etc.)
- Employee relations and morale booster

iii. Campus Closure Discussion:

- Pay and Benefits Committee would like to be included on the work team for the policy review and building. When Staff Association is sent the invitation of who can serve on the policy review committee can one of the Pay and Benefits Committee members be included in the meeting opportunities and the whole committee be included in the draft revisions and provide feedback?
- For this year Leadership is working to decide if departments would like to shut down are they allowed to? No update at this time but there are discussions
- This year we will most likely get an admin day from the Governor, not yet sure if we will receive an Admin day from the Chancellor this year.
- After the policy is final can it be a priority to do sessions with departments to review the policy and what that means for saving leave or working with HR for new hires or those employees who will not have the necessary leave.
- New Employee Orientation will also incorporate new policy for campus closure so that new employees are informed of saving vacation leave.

iv. New PBC initiatives

- We will work on Campus Staff Wellness initiatives. This could include any number of the following and we will be setting up initial meetings with campus and system resources as we decide what to move forward with:
 - Mental Health First Aid training for all Staff and potentially Faculty
 - Staff helping staff, also staff helping students
 - Resources on campus for employee Wellness
 - Me Too training and education on campus
 - Benefit plan offering a ROTH IRA in addition to the regular IRA
 - Ability to enroll in the Recreation Center during employee open enrollment time
- We will set up to meet with Stephanie Hannenberg and Benek Altayli to further research on potential Staff Wellness training, resources and initiatives
- We will also set up to talk to system on the ROTH IRA as well as Recreation Center enrollment choice options.

j. Policy Review



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- i. 2 members left leaving a total of 4 members
- k. Program Committee
- l. Spring Lunch
- m. Professional Development Committee**
 - i. Fall Enrichment 10/19
 - 1. Registration: 145

Agenda

8:30 - 9:00 Continental Breakfast in Berger Hall

9:10 – 10:10 Session 1 with Dan Lemack on Communications in Berger Hall

(CANCELLED)

10:20 – 11:20 Session 2 with Holly Murdock on Marketing on Campus in Berger Hall

1:30 – 1:00 Lunch in Berger Hall Keynote speaker Andrea Herrera

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. Winter Luncheon 12/11

Keynote: Dana Haygood, USAA Bank- the value of staff, mission impact. Snowball theme.

- iii. Spring Enrichment 3/20

Topic: Community Engagement.

Inviting off campus folks non-profits to have vendor tables.

Setup: 25 rounds of 8 for 200 people, how many vendor tables can we put on the outside? Where should we put catering?

Coat drive is alive and well ends next weds. - Renee Ruldolph
Staff meal plan? Paul- would anyone be interested in?-payroll deduction, per semester, working on one web where you can load cash on your account.

E. Monthly Newsletter

October-working with Jared on release date, coinciding with the Communique

Add diversity summit- take out winter closure

Rene will follow up with registration link

Nancy will check with Boulder on details



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F. Upcoming events

- a. Oct. 19th Fall Enrichment Day