



Staff Association Summer Retreat  
Wednesday, June 17, 2019  
Virtual Teams Meeting

**9:00-11:00am – Executive Board Session – New and Old Board**

**Roll Call:** Corrie West, Rose Johnson, Alex Baker, Shonda Johnson, Melissa Baglio, Missy Sernatinger, Sarah Long, Anna Squires, Lauren Shakes, Robin Bredl, Carol Pina, Rachel Heckler, Lindsay Coppa, Scott Reardon, Stephen Cucchiara, Martin Toetz, Megann Murphy

- 9:00am-9:20am –Welcome, brief introductions, board positions and expectations (Corrie)
- 9:20am -10:00am– Year in Review and Business (Corrie)
  - **Answer any bylaw questions**
    - TO DO: Update bylaws to include new items voted in by 2020 election
    - Done (Corrie): Members have been requested to gain access to SAEB drive
  - Article II, Section 2 -  
Members of the SAEB must be staff who are employed 50% of full-time or more at UCCS. **Suspend bylaw for AY21 and consider on case by case basis unique circumstances and allow a member to step back if they don't feel they can fulfill their duties.**
    - Alex Baker motion, Robin Bredl second- APPROVED by Executive Board
  - **Budget**
    - Scott and Robin will work together in transition
    - Robin suggests-- look at what your current base is, plan for next year, and offer up to campus savings This would demonstrate that Staff Governance is doing their part to help the campus and it also allows you make sure that you can cover those events/tasks that are high priority for Staff Governance
  - **19/20 Work Group Goals and Outcomes**
    - Goal to build relationship with the new CU President
      - Will continue to work on this through UCSC
    - Campus Climate
      - Listening Sessions accomplished and results
      - Clyde's Kudos
        - Cards were created but not sent out this year due to COVID and ordering
      - Were able to communicate needs to Cabinet
    - Working on relationship with Faculty Assembly
      - Continue this relationship building



- Goal was to partner on Health and Wellness, system was also working on this
- Staff Wellness
  - Work group was led by Stephanie Hanenberg and Paige Whitney because they were working on this for the system. Have not heard updates on this since March due to COVID. Would want to talk about this again when the right time comes.
- Programming and other accomplishments
  - Were able to move some on campus spring events to a remote environment
  - Addition of a Communication Manager position
  - Used Salesforce for platform, allows for professional way of communication with the campus brand
    - Created email for staff association to collect feedback and tie to our Cvent emails
  - Brown Bag lunches with HR
    - Megann Murphy is working on Executive Summary
- 10:00-11:00am - Group Discussion for Next Year - Association Initiatives (Alex and Corrie)
  - Improve website to make our activities more clear
    - Anna will take this on
    - Add ways to people to get involved
    - Share accomplishments
    - Share how we work with System Staff Council
  - Host another listening sessions (Alex)
    - This year more than ever it will be important to hear staff concerns.
    - Allow for Q&A and be interactive
  - Campus climate
    - Work closely with HR
    - Be sure not to take on too much as a board in this area. What small things can be accomplished?
    - Need HR to listen to Classified Staff issues
    - Set time aside in monthly meetings to talk about goals for the year
    - Set aside time each monthly meeting to revisit listening sessions, plan new session and as a group identify specific issues we want to tackle moving forward as a whole board.



- Ask for reports and topics for discussion a week in advance of each meeting
  - Use Teams Channel
- Strengthening communication with Human Resources
  - New staff member of HR will join our board meetings in the future
  - Do we want a stand-alone meeting with them separate from our monthly board meetings?
    - Yes, to start then could possibly incorporate into our monthly meeting. Just need to decide timing of these meetings.
- Ideas for boosting morale
  - Add a form/tab to the website that can be anonymous for feedback opportunities
  - Highlight our email address in all communications that can serve as our “open door”
  - Outwardly communicate our initiatives for the year ahead and report out what we have done (year in Review and a Looking Forward communication piece).
- Diversity commitment
  - Recap of meeting with Dr. Herrera from 6/16. Creation of a EDI working group
    - Add an EDI Standing Temporary Committee- Motioned by Alex Baker, Rose second. APPROVED. Will revisit prior to elections in 2021
  - Women’s Committee would follow this process as well to be a temporary committee
    - Need purpose statement and need to follow bylaws
    - Or do they not want a formal committee and just do brown bag type gatherings?
    - Motion to add this as a temp committee- APPROVED
  - Feedback form on website- shows that we are available to staff (Alex Baker has examples)
  - This should be work of all committees not just one (Sarah Long)

**11:00am-1:00pm – Lunch Break for Executive Board**

**1:00pm-3pm –Committee Chairs/Co-Chairs and Executive Board (new and old)**

**Attendees in addition to the mornings group: Debi OConnor, Laura Chandler, Jacqueline Gatlin, Molly Cammell, Amandine Habben, Brett Garman, Chris DuVal, Claire Ami**

- 1:00pm-1:20pm—Welcome and recap of the Executive Board morning session
  - Approved 2 temporary committees: Diversity, Equity and Inclusion working committee and Women’s Committee



- Website Review and Improvements (Anna)
- Continue to strengthen relationship with HR (separate meetings with HR from monthly board meeting)
- 1:20pm-1:40pm – Committees needing co-chairs and members
  - Blood Drive- Scott mentioned Mathew Roesemann would possibly co-chair
  - EOQ- Good to go
  - Winter Giving Project- not in attendance
  - Garrett Swasey Outstanding Staff Award- Needs co-chair
  - PDPC- All good
  - Colorado Combined Campaign- Shonda rolling off, needs 2 co-chairs
    - Need by end of July to attend to training in August
  - Staff Pay and Benefits Committee- 6 members, good to go
  - Classified Staff Pay and Benefits committee- Marin and Rose
  - SEEDS- good to go
  - Welcome Committee-always open to new members
  - Policy Review committee- Missy rolling off, need new chairs
  - PRIDE committee- good to go
  - DEI (new committee)- Missy will start work with Andrea on committee charter
- \*make sure bylaws state term limits and update website accordingly
- 1:40pm-2:44pm - 20/21 Planning and Discussion
  - Return to campus feedback
    - Decision tree for who and how to return
    - Things to consider: Childcare needs, personal safety, parking fee alternative, who is making the determination about who is coming back and who isn't, resources and guidance for supervisors, appeal process, guidelines for visitors
  - Budget
    - How should we prioritize spending, base budget may be lower (\$27,000)?
    - Likely won't have carry forward
    - El Paso county got a variance but not sure how that applies to campus
    - Explore options for tech investments



- Priority items in the budget: Longevity awards, SEEDS, Employee of the Quarter (May need to purchase a parking pass with our budget)
- Association initiatives
  - HR Meetings (Include history and solutions we have for each idea below)
    - Furloughs and layoffs communication process
    - Hiring Process
    - Ombuds person
    - Supervisor training (Remote and On Campus supervision)
      - Evaluations
      - Department Chair training
    - Job Titles and relevancy to the work being done
    - ADA for employees
    - Affirmative Action
    - Classified staff conversation
- 2:45-3:00pm – Recap, closing and final thoughts

*We believe values 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.*