

SA Executive Board Meeting Agenda

Date: December 3, 2015

Time: 2:00 PM

Place: UC116B

Call to Order

Present:

*Phillip Jones*

*Steve Medlin*

*Cindy Norton*

*Andrea Hassler*

*Kristy Hignite*

*Stephanie Smith*

*Alejandro De Jesus*

*Jolene Schauland*

*Also may attend (UCSC reps):*

*Anja Wynne*

*Nicholas Lockwood - alternate*

*Nancy Moore – University Staff rep*

*Sarah Mensch – Classified Staff rep*

*Sabrina Weinholtz – Ex Officio*

Approval of the Minutes - Kristy moved; Cindy seconded; all in favor – none opposed.

Approval of the Agenda – Cindy moved, Kirsty seconded; all in favor – non opposed

Member and Committee Reports

- Employee of The Quarter – Kristy and Alejandro
  - Draft distributed “UCCS Staff Performance Award Program”. **Committee will review and follow up via e-mail for feedback.** This should be ready to roll out in January. **There was some discussion about whether this needs to go through HR.**
- Holiday Committee – Cindy
  - Deadline is next week for the Holiday Gift Exchange.
- Pay & Benefits Committee – Steve (reporting for Megann) and Sabrina
  - One meeting has taken place so far for University staff. There was good discussion on what currently exists and other ideas. They will be talking with Pay and Benefits Services. Any ideas from the committee or others should be directed to them. **There are still no classified staff for the Classified Pay & Benefits Committee.**
- Welcoming Committee – Cindy, Jolene and Stephanie
  - This is going well though there have been some issues reaching out to Classified staff via e-mail with no reply. Many don’t read their e-mail (particularly those in Food/Dining Services, facilities, custodial and shuttle drivers). It is best going forward to connect with their supervisors and meet them in their place with a gift bag.

Announcements from the Chair

- Skipped

## Unfinished Business

- Appointment of new Treasurer
  - 3 nominees: Brynne Hamer, Justin Parker, KK
  - Discussion: Bios distributed to the committee. All nominees agreed that if not selected they would be interested in the Pay and Benefits Committee. The role of the treasurer was also discussed prior to voting.
  - Voting: Jolene motioned, Alejandro seconded.
  - Results: Brynne (2 votes) Justin (4 votes) KK (1 vote)
  - Justin has been appointed as the new Treasurer.
- Staff Association Survey – results discussion – Cindy
  - Summary dispersed to the committee with some discussion particularly related to 1-2 person offices in colleges not feeling as connected to the campus with less opportunities for growth. Cindy will continue to analyze the results – **the committee is encouraged to reach out to her to help with analysis.**
- Discussion of programming of future events
  - Tabled to next meeting.
- Appoint member to University Staff Pay and Benefits Committee to replace Deborah
  - Nominees: Brynne Hamer, KK
  - Voting: Jolene motioned, Stephanie seconded.
  - Results: Brynne (7) KK (0)
  - Brynne will now be on the University Staff Pay & Benefits Committee

## New Business

- *Added:* Future meeting length - Steve
  - Should we move the meetings to 1.5 hours or two-1 hour meetings? Discussion in regards to preferences (in general most people were open to either situation) as well as how to be more efficient during meetings (starting on time, minimizing side talk, reviewing materials prior)
- Winter Wonder Lunch - Cindy
  - Next week! RSVP has been sent out and Cindy will remind. The menu has been set. Benek from UC Counseling will do a 15 minute presentation on “Holidays & Stress”. Sabrina, Cindy and Andrea will coordinate for minute-to-win-it reindeer games. Steve will MC the event and Sabrina will lead the games. Clyde’s cupboard donations will be accepted for raffle prizes (fruit, cereal and breakfast items are in highest demand). Cindy will purchase door prizes and gift baskets. Schedule of events:
    - 10:45 AM - Decoration set-up
    - 11:30 – Lunch Starts
    - 11:50 – Benek Presentation
    - 12:15 PM – Games
    - 1:00 PM – Event end
- Rename Outstanding Staff Award for Garrett Swasey – Steve
  - Steve initiated voting for this via e-mail on Monday, 11/30. Votes: 7 for, 0 against.
  - Discussion regarding the restatement of the bylaws to change the name of the award to “Garret Swasey Outstanding Employee of the Year Award”. Cindy will make the change to the bylaws.
- Agenda items for meeting with LT next week
  - Email this to Steve
- UCSC Report – Nancy and Anja

- Service Excellent nominees will come out the next couple of weeks. Focus is on 50% service to community and 50% service to CU. The winner will receive a “cool” plaque and \$1,000 award. The application has been made easier.
- Josh Grumbly – System – Will give a “TIAA-Creff Seminar” in January on retirement investment options.
- March 30<sup>th</sup> – Diversity Summit at UCCS. Boulder has a 2 day event. Staff Association can have a booth at the event potentially to solicit input for what people think diversity and inclusion means and how to achieve this. There will be a community fair with 17 tables. Location still needs to be determined. Further discussion next week.
- Health Trust Discussion – are there any concerns on our campus? Pay and Benefits Committee discussed this – only concerns are not know how to present any concerns if they do arise. Anja will put them in touch with the proper contact.

Adjourn – Jolene motioned, Stephanie seconded; all in favor, none opposed. Adjourned 3:07 PM.