Staff Association Board Meeting

Wednesday, October 7, 2020

Virtual Teams Meeting

**Roll Call:** Alex Baker, Sarah Long, Corrie West, Brad Bailey, Anna Squires, Rachel Heckler, Lindsey Coppa, Carol Piña, Melissa Baglio, Shonda Johnson, Samantha Carty-Gall, Mathew Roesemann, Andrew Lane, Laura Chandler, Molly Cammell, Deborah O’Connor, Chrissie Bailey, Stephen Cucchiara, Brett Garman, and Missy Sernatinger

**Opening Remarks:**

* Alex askes those in attendance to share one word that describes how you are taking care of yourself
* Responses given include the following: sleep, baking, setting boundaries, oatmeal, Pilates, evening hikes, walking the dogs, running, crying, and biking
* Alex encourages everyone to make sure you are taking care of yourself during this time and let him know if he can help with anything

**Approval of September Meeting Minutes:**

* Motioned by Anna, seconded by Laura, and approved

**Treasurer’s Update:**

* Brad states the budget is looking good due to an overall reduction in spending
* We may explore hosting some professional development type of events (working with Brett and Melissa who co-chair the Professional Development/Program Committee)
* Alex would like us to earmark in the budget that we are having a challenging time with getting the parking spot covered for the Employee of the Quarter
  + Anna and Debi will reach out to Brad concerning the parking spot
* Brad does not anticipate the spring luncheon will occur
* Alex asked if any committees have budget needs
* Missy says the Diversity Committee may potentially need funding as they are looking into sponsoring a book/article read through event. They do not quite have this planned for fall and would be looking to do this during the spring semester
* Let Brad know of any additional committee needs

**UCSC Update:**

* Missy says they discussed at the most recent executive meeting on 10/6 that staff morale may be an issue on the horizon
* We have many staff that we want to acknowledge the burden that they have taken on from furloughs, etc.
* Stress, trauma, etc. is wearing on staff
* Also mentions that across all four campuses staff are being told that furloughs are being maintained but it is the prospect of no promotions that is also adding to the burden
* Would it be beneficial to have an “Employee Burnout” survey (a survey to access how staff is feeling)?
* Theodosia Cook (CU Chief Diversity Officer) was in attendance and also seeks ways that we can develop more inclusive practices. Missy spoke very highly of Theodosia and would possibly like to invite her to speak at a monthly meeting
* They also worked on writing a letter to Regent Heidi Ganahl. Ganahl had made comments about the administrative costs going up that made staff members in attendance very uncomfortable. The letter addresses the concern surrounding the comments made but does not address comments directly
* Still looking for a Classified Staff Member who is interested
  + Laura Chandler offers to help
    - Motioned, seconded, and approved to have Laura serve as the Classified Member from UCCS for UCSC
      * Missy will reach out to Laura and provide more information to them

**Snow Days:**

* Chancellor Reddy would like to know our input
* Alex let him know that he has a strong feeling staff will still want their snow days
* Stephen – it is important to keep snow days especially for parents dealing with childcare, etc.
* Sam – wonders if we know what the academic side of the house is doing regarding snow days
* Anna believes David Weiss stated previously that faculty should decide what is appropriate to do for each of their courses – confirmed by Alex but he will see if anything has changed
* Consensus = keep snow days

**Performance Management Training – Andrew Lane:**

* Andrew shared his PowerPoint presentation on Performance Management Training
  + This training will be for supervisors and staff. A couple of goal sets will not be pursed at this time (new quarterly check-in form and new annual evaluation in OnBase)
  + Anticipates this training will take about two hours to complete once it is rolled out
  + Send any input/suggestions to Andrew
* Andrew is also working on the following:
  + Reminders for mandatory training will be send out multiple times so that an evaluation cannot happen prior to completion
  + Memo of Expectations and Notice of Concern implemented so staff cannot be outright terminated
  + Job competencies and there differences of University and Classified Staff will be addressed
  + “Career Pathing” and encouraging that amongst supervisors
  + Increasing supervisors valuing employees who may not be driven to “go other places”
  + Managing in a remote environment
  + Rating Calibration (this will be new to the campus and it has cabinet support) and seeks to bring consistency to evaluations. Example given is inequity that can occur when one particular supervisor typically gives 5s on an evaluation whereas another supervisor would only give 3s

**Establishing Norms When Remote:**

* Is this something we should explore by determining best practices and send out an email to staff about?
  + Examples: keeping video on during meetings
  + Put any ideas you have in Teams prior to next meeting
  + Andrew mentions that prior to a meeting, supervisors can dictate their wants (all videos on, etc.) but believes that most supervisors would not be on board with an established set of “rules”

**Go Through President For Chancellor:**

* If you have feedback, please let Alex know and he will get that information to the Chancellor
* Missy would like to see if the Chancellor would be on board with setting up a brown bag lunch, daily walks, etc. for staff who are on campus. This could help them to feel more connected to the campus community

**Listening Session Follow-up/Recap:**

* Sam – did not get to listen to full listening session but felt it was meaningful and felt having this moment to connect to campus was helpful since she is working entirely remote
* Anna – was able to attend, felt session was very illuminating. One item mentioned was establishing working groups for issues that arose but they have not seen a communication on that since – Alex askes that Anna reach out to him in about a week for more on that as they (Alex, Andrea Herrera, David Weiss) are working on group leads for that currently

**New Hire Orientation Replacements:**

* Alex will no longer be attending these
* Missy is willing to help with orientation if they are aware of the time in advance
* Alex will put date and time of next NHO in Teams – give it a like if you can help

**Website Redesign Update:**

* Anna is still working on updating critically out of date information

**HR Meeting Update:**

* Meetings will be reduced to once a quarter
* Missy askes for more information and transparency from HR on Colorado’s Equal Pay for Equal Work Act (EPEWA) that was recently passed

**Chancellor and Cabinet Agenda:**

* Snow days will be addressed
* Support for on campus staff (such as the brown bag lunch meetup/daily walks) will be addressed
* Anna – curious to know how staff can support Chancellor and Cabinet with new EDI efforts and what their perspective on this is
* Missy – University Budget Advisory Committee (UBAC) – want to make sure shared governance has a part in this
  + Lindsay was at the recent UBAC meeting and will put update in Teams

**Temporary Committee Updates:**

* Women’s Committee - No updates provided
* Diversity Committee – No updates provided

**Committee Significant Updates and Needs (Reports sent in advance)- Reports attached next page:**

1. PRIDE Committee (Claire Ami & Chris Duval)
2. Professional Development/Program (Melissa Baglio & Brett Garman)
3. Welcome Committee (Amandine Habben & Molly Cammell)
4. SEEDs (Jacqui Gatlin)
5. Blood Drive Committee (Mathew Roesemann)
6. Winter Giving Project (Chrissy Bailey and Alison Milan)
7. Employee of the Quarter (Debi O’Connor and Anna Squires)
8. Garrett Swasey Award (Laura Chandler)
9. Classified Pay & Benefits (Martin Toetz)
10. University Pay & Benefits (Shonda Johnson)
11. Policy Review Committee (Vacant)

**Open Discussion:**

* To consider – If we go remote, how are furloughs impacted?

*We believe valued and empowered staff who engage as their best selves 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.*

Committee Reports – October 2020

* 1. PRIDE Committee (Claire Ami & Chris Duval)
     1. No update received
  2. Professional Development/Program (Melissa Baglio & Brett Garman)
     1. No current update
  3. Welcome Committee (Amandine Habben & Molly Cammell)
     1. Monthly bag pick up on-campus for new staff, scheduled October 27th 3-5pm
  4. SEEDs (Jacqui Gatlin)-
     1. No current update
  5. Blood Drive (Mathew Roesemann)
     1. No update received
  6. Winter Giving Project (Chrissy Bailey and Alison Milan)
     1. Committee met on 10/1/20 to discuss possibilities for WGP 2020
        1. Initial brainstorming ideas
           1. Amazon wish lists for families – all shopping online and gifts delivered to recipient family homes
           2. Gift cards – could be mailed to families
           3. Have FDC children make cards that can be mailed to families instead of making ornaments
           4. Reach out to Barnes & Noble to inquire about alternatives for book drive
        2. Next steps
           1. Committee co-chairs will meet 10/9/20 to create a plan/proposal for the project
           2. Co-chairs will present proposal to VCAF and VCSA and request approval
           3. Committee will meet again in early November to review plan and designate duties
  7. Employee of the Quarter (Debi O’Connor and Anna Squires)
     1. No new updates
  8. Garrett Swasey Award (Laura Chandler)
     1. No new updates
  9. Classified Pay & Benefits (Martin Toetz)
     1. No update received
  10. University Pay & Benefits (Shonda Johnson)
* On September 22nd Gov Polis announced there would be furloughs for state employees making $50k or more. Our committee did some research to find out if our campus would be effected and discovered  for CU this decision has been deferred to the presidents office. Our most recent update indicates there is not a current plan to furlough classified employees and if a decision is made it will start at those who make $50k plus.
* Our committee did some research on the upcoming Equal Pay Act that will be in place January 2021. Currently our campus is in the process of doing an external review of our pay equity and practices. Once this is complete more information about the upcoming EPA will be communicated. Curiosity is rising throughout our system and people are wanting to know what this will entail. Boulder has the most information on their website but it is very vague and hasn’t been updated in quite some time.
  1. Policy Review Committee (Vacant)
     1. No update received