

SA Retreat 2016

Where: Penrose House

When: Wednesday, August 3, 2016 - 8:00 am to 4:00 pm

In Attendance:

Steve Medlin
Cynthia Norton
Stephen Cucchiara
Ashley Andersen
Stephanie Smith
Kristy Hignite
Heather Kling
Nancy Stoval
Mary Lile
Rose Johson
Scott Reardon
Sabrina Weinholtz
Sheryl Botts
Alejandro De Jesus
Paul Mendoza
Megan Murphy
Anja Wynn
Renee Rudolph
Mallory Barger

AGENDA

- 8:00-8:30 Continental Breakfast
- 8:30-8:45 Welcome from the Past President
- a. Introductions
 - b.
- 8:45-9:00 Welcome from Terry Schwartz – Interim Provost & Executive Vice Chancellor
- Gave update on accreditation, assurance argument, federal compliance report, public comment survey goes to HLC, preparing for HLC on campus visit
- 9:00-9:30 Ice breaker activity- facilitated by Stephen Cucchiara
- 9:30-9:45 Break
- 9:45-11:00 Committee Reports and Planning
- a) Round Robin of committee reports
 - b) Facilitated conversation getting at the following:

- a. Strength, weakness and opportunity analysis of existing committee structure
 - b. Action items for addressing concerns
- SEE HANDOUTS WITH INFORMATION FROM EACH COMMITTEE
 - Blood Drive: Committee to keep up with scheduling of events, possibly do a competition between colleges, departments, or other local colleges like PPCC.
 - SEEDS: going strong! 10 members, 63 awards this year which is the most ever given out. \$186 is the average amount given out. Used all money including next year's money and dining will cover deficit up to \$6,000 but unsure if that is \$6000 flat or if up to \$6000. People seem to be pretty aware of the SEEDS funding, may look into increasing funding or change limits of number of people, limit the amount given, or change criteria. *** Sheryl still looking for someone to take over chair, please let Cindy or Sheryl know if you are interested or if you can recommend someone and we will contact them!***
 - Professional Development: Successful staff enrichment event. Monthly meetings have consistent 20 members, 60+ on email list, updates on website, public speaking series running currently, plans for upcoming year are shifting model changes (per Ali) and seeing effectiveness on public speaking series. continuing outreach to staff to present throughout year. Suggestion of collab with welcome committee and prof dev committee as a way to welcome them and have prof development opportunities as a new staff member.
 - Outstanding staff award: Steve not here but see report. Renamed award, had an increase in number of award nominations.
 - Holiday service project: 30 families of gifts and meals, meals went over well, money was down this year but still helped families, starts planning in September. Issues with things happening during same time during time we run with holiday service project with lots of student groups and other organizations doing similar projects. Issue with people not adopting a small family, and it seems the population of families being helped are changing. Possibly doing it with a department doing a family and then misc gifts that are still needed as some of the ornaments were not being taken, so we need to find a way to include adopters in giving. Looking for more people to serve, maybe reaching out to students to see if they need any nominations- SLL or Krystal can send out to students. FDC is biggest referral for families.
 - Welcome committee: about 27 people on committee, continued collaboration with community in coupons for new hires
 - Employee of the quarter: Jan-March was first quarter winner, transitioned to Sabrina and heather in second quarter. Increasingly number of submissions for award. Great job with handing off role from Kristy and Alejandro!
 - Spring Luncheon: great theme, challenges of longevity awards, picked up some people that never got on the list before. We are now needing to align with system list and what they take into account with longevity (student hours, start date, type of employee, etc). Thinking of getting list together before luncheon and then send list to staff to congratulate, but also see if we are MISSING people. Should we give out these awards in fall instead of spring? What should our cutoff date, July 1 or Dec 31?

- State Liaison Council Report: State Personnel System, classified employees, meet quarterly, met last in March, compression issue to Gov. Hickenlooper. Goals are to get classified committee boards across more campuses. Draft letter before bill is drawn up, get together with other CO institutions to collaborate on what's going on at each Campus and learn from each other, supporting each other within classified staff systems. Can be a non-voting member or be a voting member for a fee.

11:00-11:30 Setting the Stage: Goal Setting-Part 1

- a) First Year as Staff Association: What were our goals and did we accomplish them?
- b) Review/evaluate committees for restructuring
 - Good restructuring of Employee of the Quarter and Professional Development Committees. Eliminated school supplies committee. Vibrant committees, people are active within it, many members and increasing numbers and participation from staff on campus.
 - Clyde's Cupboard was started by students and for students, questions about our role or participation within it. At the moment, staying student focused but in the future it could change.
- c) Break down barriers & increase involvement in SA
 - Recognizing food service folks at spring luncheon was a positive.
- d) Getting Qualitative Information
 - Survey helped to get data but we need to use the data, turn it into information and do something with the results. Could refer data to committees as it may help them in future planning.
- e) Supervisor training
 - This means: participation from staff and working with supervisors to get staff involved in our events. Conversations being had in Pay and Benefits committee about compliance, FLSA, and support for staff in participating in our events. We see a need for supervisor training around this issue. See if we can use Skillport for some things instead of in-person type training. Look at what's required with classified staff as they have their own training and see how to require it? Can HR help do this? Should it be required? What about the people that don't want to be trained?
- f) Communication
 - Reminder of shared-drive access! Look for more information from today if you have questions. Committee chairs have access, but members can have access if requested. Keep using it so that we can provide continuity within SA.
 - Good in advertising events, are members of SA communicating with our own departments? Any committee who wants a website/page can get one, just ask!
- g) More "meat" to our events

- Meaning, increasing programming or speaking-type activities at events. What we did this year went really well.

11:30-1:00 Lunch and networking time (time for pictures also)

- Let Cindy know if you want a new picture on the website

1:00-1:45 What do we want to accomplish this year?

Goals for 2016-2017

1. Create and continue quality outcomes within our committees
 - Recruitment of staff, link welcome committee, expand digital means, communication between committees of constant flow of information, quarterly meetings with committee heads
2. Keep the "meat" to our programs to keep people engaged and keep coming
 - Market our future events and SAB at each event we host. Tightening event planning process, with details of length of event time and materials (i.e. Ice cream social time and toppings). Be sure to review all details and logistics for future SA events.
3. Utilize data collected to informed decision making to guide SA direction.
4. Marketing to staff that they can attend SA meetings.
5. Supervisor trainings
 - Start with Pay and Benefits committee. Preparing supervisors to support our staff in time management, participation of SA programming, and getting HR rep as speaker. Almost a norms and policies we follow as supervisors for employees. Giving toolbox for supervisors on how to be supervisors. How to manage: leadership academy, working towards inclusion, managing employees who are exempt or non-exempt, and thinking about supervisors who are faculty- not staff. Pay and benefits Committee to start this, and connect the dots (ie Knapsack Institute, Leadership Academy) with support from HR. How to train on "the rules" and navigating our system. **** Ask Chancellor to endorse, especially at Staff enrichment Day. Understand that staff can attend a few sessions or whole day. Then needs to trickle down to Leadership team, other admin, directors, and down. Could we get Faculty assembly, Deans counsel---- how do we use our audience and our meetings with the Chancellor to our advantage? They are a captured audience.
6. Classified Staff Pay and Benefits Committee up and running during fiscal year
 - We currently have a strong chair, but we need more individuals to be part of the committee.
7. Explore methods and ideas on how to distribute and gain staff feedback for policies
 - To review policies coming down from all levels. Example: create a panel to review policies

1:45-2:45. Budget/event discussion

- Updated schedule online on SA website with dates, times, locations---- add events and meetings on your calendar if you haven't already!
- Educational Meet and Greet: a new event, snacks provided but no meal

- Last year's budget: under budget and will carry over (about \$2800)
- This year's budget: assuming no base budget increase, about \$24,700 about
- Adapted ice cream social, no toppings to increase number of servings
Plaques and plates for chairs come out of our budget
- Recycling money coming in from recycling ink cartridges-- earn about 300\$ a year..... Encourage others to put their cartridges in boxes across campus!
- We are under budget about \$300 but allows flexibility for catering
- For future: lots of our monies are from the Chancellor so re-look at carryover tax
- In ordering food from catering: keep in mind to limit options: if giving two choices for meat, people will take both. Less variety and more of it.
- Thanks for being so detailed with items on the budget Cindy! :)

2:45-3:00. Break

3:00-4:00. Pay and Benefits Committees discussion

- a) Appoint committee members for each committee
 - b) Purpose/plans/goals
- Focusing on FLSA updates and plan in their upcoming meetings
 - Meeting with HR on Friday to talk about FLSA things and updates, what that means for staff, get answers on some things, and talk about trainings for supervisors (talked about today) if able to
 - Will send survey to staff to get feedback from staff on topics want to hear from Employee Services during the staff educational meet and greet event
 - benefits and wellness deviation: not all staff are insured from CU. Can the wellness be something that they can purchase on their own?
 - Needs to fill another spot for a committee member: Heather Kling appointed.
 - Kristy motions, Steve seconds: all in favor.
 - Look at merit and compensation, what criteria or who did they use to comparison for our higher education staff members in the under compensation
 - Stephanie Smith will be part of classified Staff Committee, but still looking for 3 people to be on committee. Looking for another person for UBAC

3:00 Adjourn

Great retreat all!