

# SA Retreat 2015

**Where:** Heller Center

**When:** Friday, July 24, 2015 - 8:00 am to 4:00 pm

## MINUTES

8:00-8:30 Continental Breakfast

Attendance:

Steve Medlin, President

Cynthia Norton, Vice President

Deborah Gillman, Treasurer

Andrea Hassler, Secretary

Kristy Hignite, Member-at-large - Classified

Alejandro De Jesus, Member-at-Large - University Staff

Jolene Schauland, Member-at-Large - University

Megan Powell, Chair of University Staff Pay & Benefits Committee

Sarah Mensch, UCSC Representative – Classified Staff

Nancy Moore, UCSC Representative – University Staff, **Holiday Service Project CC**

Anja Wynne, UCSC Representative – Staff

Sabrina Weinholtz, Ex-Officio Member

Stephanie Smith, Member-at-Large - Classified

Ali LaForce, Professional Development Committee

Renee Rudolph, Professional Development Committee

Rhea Taylor, Past President – PESA

Sheryl Botts, SEEDS

Mary Lile, Holiday Service Project Co-Chair (CC)

8:30-8:37 Welcome from the Past President – PESA Past President, Sabrina

a. Why I joined – a year of opportunity

8:37-8:53 Welcome from Homer Wesley-Vice Chancellor Student Success and Enrollment Management

9:03-10:00 Setting the Stage: Goal Setting Part I

a. 9:04-9:22 **My Druthers**

- i. Sit in a circle as a group
  - ii. Start by having one person turn to the person on his/her right and saying "I would rather \_\_\_\_\_ than \_\_\_\_\_."
  - iii. Progress around the circle until everyone has had a turn to say to the person to his/her right, "I would rather \_\_\_\_\_ than \_\_\_\_\_."
  - iv. Debrief diversity and strengths of the group
- b. 9:15-10:00 **The Defining Race**
- i. Divide into two groups
  - ii. Challenge: Define what we do as a board as simply as possible
  - iii. Allow 15 minutes for groups to write and edit ideas
  - iv. Present definitions to the whole group and debrief strengths and weaknesses
  - v. Have each person write one goal for the year based on the discussion. Compile for afternoon goal setting conversation

10:00-10:15 Break

10:15-11:58 Committee Reports and Planning

- a. Round Robin of committee reports
  - a. Blood Drive Committee – Megann Powell provided updates
    - i. Bonfies – there is a new contact (Morgan?) Megann is working with. **Next Dates: October 27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup>**
    - ii. Looking into additional dates and departments/clubs for sponsorship for specialty drives. Megann is working with them.
    - iii. Previously committee has sponsored the event and sent out an e-mail to communicate to campus staff. Bonfies works through event services for logistics, set up and planning. Typically happens twice a year (Fall and Spring – Spring coincided with Health Fair).
    - iv. Discussion: There is some concern about Bonfies soliciting departments around campus. What happens if S.A. doesn't continue to sponsor this event? Should

we continue with Bonfies or are there other opportunities in-house for a blood drive?

- v. Chairs of the committee – Matt is leaving campus soon and we are unsure if Ida wants to continue.
  - vi. **Action Items:** Talk with Ida about interest in continuing as chair. If not, need to find someone. Consider developing guidelines or bylaws for the blood drive.
- b. Hospitality/Welcome Committee – Cynthia Norton
- i. Cynthia provided a written report.
  - ii. Currently schedule a meet and greet at the person's work place. Provide some UCCS culture information such as eating, community, coffee and face time. PESA side – sent welcome email, links, info on PESA, promoting next activity. Potential to revitalize committee with staff cups or t-shirts.
  - iii. Discussion – should this be incorporated into new staff breakfast? Welcoming should happen sooner.
  - iv. Future Ideas: Provide a tour of the campus? Providing monthly or bi-monthly meet and greets for coffee or a drink. There is an availability for some “wellness related swag”. Integrate with HR on-boarding system trainings and information.
    - 1. Consider human resources and budget to support growing this program if meets the mission of the S.A.
  - v. Cynthia will continue to Chair. Jolene will co-chair. Anja wants to continue to be involved to integrate with HR on-boarding. Cynthia has a list of other names for people who are interested in getting involved.
- c. Employee of the Quarter – chairs not present nor continuing, Cynthia Norton provided updates.
- i. Carol provided a written report.

- ii. Sabrina provided updates from Carol Kumm regarding concerns with trouble getting nominations, process complexity and management. Carol wanted to ensure we re-evaluate the committee. Sabrina suggested a recognition committee to consolidate the various awards such as Spring Luncheon, UCSC Service, EOTQ, Chancellor May, Outstanding Staff...
  - iii. Interested members: Alejandro (potential chair), Kristy
  - iv. **Action Items:** Need to evaluate structure. Look into determining a chair and reach out to current committee members for continued involvement.
- d. Holiday Service Project – Mary Lyle
- i. Mary provided a written report.
  - ii. Changed structure the past year for food drive. 32 departments adopted families. Money collected used to purchase food donations. Athletic sports teams competed against each other which was a big hit and generated a lot of food. Work with FDC, financial aid and campus nominations to identify families in need.
  - iii. Discussion: Why the downturn in cash donations? Collection starting early for all events. Potential competition with the Clyde's cupboard. There is a desire to help more staff.
- e. UCCS Outstanding Staff Award – Steve Linhart Chair (not present)
- i. Written report provided by Steve Linhart. He is willing to continue to chair the committee.
  - ii. Discussion continued of merging this into a greater committee to help nominations.
- f. Professional Development Committee – Ali LaForce
- i. Renee and Tamara Connafox recently co-chair
  - ii. Mantra: "By Staff, For Staff"

- iii. Highlighting staff during recently established monthly meetings. July was the largest turn out with 38 participations (conflict management)
- iv. Staff enrichment: mini conference model with a keynote and focused breakout sessions. Very successful.
- v. Upcoming year: repeat staff enrichment, continue monthly meetings, adding periodic meetings to accommodate for the interest in speakers. Focus on recruitment, specifically new hires (collaboration with welcome committee) and mentorship program tie-in. Goal to spend the fund this year. Build website resource library for staff. Want to encourage networking and public speaking without scaring people away.
- vi. Discussion: How to drive relevancy and recruitment. Send topics to committee to keep relevant. Board encouraged to help send along ideas for monthly meeting conversations/presentations.
- g. School Supply Committee
  - i. Hasn't existed since 2012. Someone in the library chairs this. Committee agreed that this is okay to recommend this committee not continue.
- h. SEEDS – Sheryl Botts
  - i. Sheryl provided a written updated.
  - ii. All meetings are via e-mail for nominations and voting. All were approved and only 2 were not shared because of ineligibility. Revenues are down and so beginning balance is lower. Roughly \$4,000 more was given away this year than previously. Sabrina reported that Chancellor and Vice Chancellor are open to exploring other avenues for revenue to support staff development. Discussion continued for

- other avenues to support SEEDS such as bringing trainings to campus.
- iii. Other updates: Primarily requests are for conferences. Considering renewal of the 1 year UCCS employment considering people who have transferred from other CU system schools. This decision will likely be made for us and align with this.
  - iv. Some clarifications for payment will be made in the application. Nominations must be made by June 10<sup>th</sup> for reporting.
  - v. **Action Items:** Numbers need to be sent to the Chancellor and Vice Chancellor for needs and conversations will follow of how to continue support for this program. Operate as business-as-usual until all money has run out.
- i. Spring Luncheon – Sabrina & Steve
    - i. Provided written report.
    - ii. Bylaws: Vice Chair of S.A. is to chair the luncheon
    - iii. Updates: 2015 majority of money spent on catering and food. Susan provided an additional \$2,000 for food. Additional funding spent on awards and invitations. Attendance was good. Gallogly was good. Some updates to the agenda that seemed to flow well such as rolling awards, only calling names in attendance. Some leg work has gone in on the longevity award. Chancellor and VC reported to Steven that they enjoyed the flow, awards/door prize alternation.
    - iv. Future ideas: Sabrina would like to see the awards section go to an awards committee and luncheon committee focus is on the event.
    - v. **Next date: Spring 2016 - Tuesday, May 24<sup>th</sup>**
  - j. Other general committee updates:

- i. Suggestion of having a post-event debrief after events that would include notes, photos, etc.
- ii. Committee chair positions are limited to 3 years. This allows people to move up in their positions and cultivating a broad base of service.

b. Facilitated conversation getting at the following:

- a. Strength, weakness and opportunity analysis of existing committee structure
- b. Action items for addressing concerns

11:58-12:00 New SA Executive Board officially takes over meeting

12:00-1:00 Lunch and networking time (time for pictures also)

1:10-1:49 What do we want to accomplish this year?

1. Review/reevaluate committees for potential restructuring
2. Breaking down PESA vs. Staff Council barriers and increasing involvement with Staff Association – **creating unity across employment groups** and encouraging participation regardless of classification type.
  - a. Classification types – classified, professional non-exempt...this affects involvement where some people do not have the flexibility to get involved outside of hourly responsibilities.
  - b. S.A. sponsored activities should be considered work related – how do we message this to supervisors that community involvement does not require “clocking out”? Involvement can be largely dictated by the supervisor as it is at their discretion. Looking into divisions and departments – potentially surveys at events can help inform this and S.A. can help to tackle these issues.
  - c. Special events for specific groups – how do we handle this, where does budgeting come from, can we piggy back on existing events? For example – presenting at Chancellor’s custodial breakfast – however we may be hitting this crowd.
  - d. HR System Competency Model – Can the PDC help to serve staff growth?

3. **Getting Qualitative Information: What are the trends and challenges for involvement?** How can we get qualitative information from the people we work with?
  - a. Information to collect: Who isn't engaged (events vs. committees) and how do we target them (event registrations)? How can we help encourage staff and supervisors to attend S.A. sponsored events? What schedule adjustments can be made to encourage more attendance? What departments can we target for engagement?
  - b. This information should inform us of the barriers to participation and then the "plan of attack" for increasing participation (Item 2 and 4)
4. **Supervisor Education**
  - a. See above (Item 2) however how can we further target supervisors to encourage staff participation? Breaking down barriers beyond S.A. as the "social organization"
5. **Communication – Variety of methods**
  - a. Diversifying avenues; explore texting; productive conversations
  - b. Reaching out to supervisors and departments for participation
6. **Events – more "meat"**
  - a. Motivational speakers, relevant topics, showcase, education
  - b. Should include information collection (Item 3)
  - c. See above (Item 2d) can this help in staff development and alleviate supervisor concerns (item 4)

1:49-2:53

Budget/event discussion

1. Cynthia distributed 3 documents: Staff Council Operating, PESA/SC Operating, Summary Budgets for Governance Groups
2. Previously: Speed types for Staff Council, PESA and joint. Individual groups would make permanent/continual journal to joint ST. Year end funds from joint were journal to Staff council



3. Current ST is the joint. Reviewed past budgets and draft FY16 budget
  - a. Retreat needs to be added to this budget
4. Conversations about food management at outdoor events and how to handle this.
5. Longevity awards – this year will be weird as there will be a system change to include student and system years
6. Budget items that are set: Ice cream social, Spring Luncheon, Chancellor Awards, President's Pay.
7. March event has changed to a breakfast for costs. June joint event was added to spend remainder of funds – this can be optional.
8. Exploring events off campus, family-friendly, outside of the work day – Sky Sox, Night at the Zoo, Company BBQ
  - a. **Note to self – send adult summer camp!**

2:53-3:20 Break & Group Photo

3:20-4:00 New Pay and Benefits Committees discussion

1. Created as a directive from the Chancellor to address concerns for each employment group due to the nature of different issues.
2. Each committee will have a chair and members appointed from this board (or outside if not enough interest). Meets 4 times per year (once per quarter). Deals with anything sent from the Chancellor, bring up issues for that employment group to be elevated to leadership team.
  - a) Appoint committee members for each committee
    - a. Classified Staff
      - i. Chair was not present.
      - ii. Appointed: Stephanie Smith
        1. Cynthia moved – Jolene seconded – all in favor, none opposed.
      - iii. Committee will reach out to fill **3** open positions.
    - b. University Staff

i. Barbarah Gillman, Sabrina Weinholtz, Jolene Schauland

1. Cynthia moved – Stephanie seconded – all in favor, non opposed.

ii. Committee will reach out for open position.

b) Purpose/plans/goals

3:57 Cynthia moved to adjourn, seconded by Alejandro, All in favor – none opposed.