**Staff Association Executive Board Meeting**

Agenda for 10/6/21

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| **Name of member** | **Role** | **Attendance** | **Vote** |
| Sarah Long | President |  |  |
| Missy Sernatinger | Vice President | Y |  |
| Anna Squires | Communications Manager | Y |  |
| Danny Pape | University Staff Member-At-Large | Y |  |
| Brad Bailey | Treasurer |  |  |
| Valerie Carricato | Chair, University Staff Salary and Benefits Committee |  |  |
| Martin Toetz | Chair, Classified Staff Salary and Benefits Committee |  |  |
| Lisa Potoka | University Staff Member-At-Large | Y |  |
| Shonda Johnson | Member-At-Large, University Staff Pay and Benefits Committee |  |  |
| Laura Mancini |  | Y |  |
| Nicole Simmons-Rochon |  | Y |  |
| Erica Allgood |  | Y |  |
| Molly Cammell |  | Y |  |
| Jennifer Newcomb |  | Y |  |
| Stephanie Stephen |  | Y |  |
| Chrissie Bailey |  | Y |  |
| Gabrielle Dunn |  | Y |  |
| Liz Bunkers |  | Y |  |
| Beckie Pyles-Munoz |  | Y |  |
| Matthew Roesemann |  | Y |  |
| Jesse Perez |  | Y |  |
| Kaley Espindola |  | Y |  |
| Brett Garman |  | Y |  |
| Pauline Hoyte |  | Y |  |
| Carolynn Rupp |  | Y |  |
| Dean Barrett |  | Y |  |
| Valerie McClinton |  | Y |  |
| Cody Parish |  | Y |  |
| Cynthia Norton |  | Y |  |
| Lily Cosgrave |  | Y |  |

1. Approve the agenda
	1. “Can I get someone to move to approve our agenda?” - MS
		1. Anna moves – Danny seconds (vote by acclamation)
		2. Motion passes unanimously
2. Return to Work Taskforce Update: Claire Ami and guests
	1. Claire could not make it today but we have Carolynn Rupp to go over updates
	2. Follow up with SA about the questionnaire that will be looked over on Monday to consolidate information and have report submitted to Carlos
		1. <https://surveyuccs.co1.qualtrics.com/jfe/form/SV_4Or4TlqJD4DRKMS>
		2. Please complete by this week – end of day Friday 10/8
		3. Next steps after assessing information – different groups will complete a draft report and provide to Carlos – unsure on how the information will be compiled. Once reports are drafted, the groups will be given back revisions to review and then provided to Cabinet once approved.
3. Updates from New Budget Model Work Group: Danny Pape
	1. Danny – conversations are about recommendations for the budget governing structure. Latest conversations have surrounded the BI program and the shared revenue and costs. Very in-the-weeds kind of group – meet two days a month (3 hours total). Any questions can be sent to Danny.
	2. SA Cabinet meeting – feedback from staff that the presentations are very high level.
	3. Offer from Suzanne Scott for November Meeting – what does this budget model actually mean for staff and what should we be thinking about etc. Opportunity to ask Suzanne Scott questions without judgment and better understand the theoretical, overarching meaning of the new model.
	4. Lindsay Coppa – Is the timeline still set? I believe that next year is meant to implement the new BAM correct?
	5. Danny – yes, that sounds correct. If you have additional information, please reach out.
4. Use of residual funds for staff programming before end of October
	1. Request vote for use of funds up to $5,000
	2. Missy – we still want to have one more staff appreciation moment this year. We have talked with the professional development committee about one more relaxing event with their families. Alex has volunteered to start doing some scouting on what this could look like.
	3. Could I entertain a motion that the Professional Development Committee utilize 5k of the budget for an October staff and family event
		1. I am going to request a majority vote rather than role call vote
		2. Voting members – Anna-aye, Alex-aye, Kayla-aye, Lisa-aye, Danny-aye, Missy-aye **(Passing vote!)**
			1. Lisa – is Alex in charge of selecting the event?
				1. Missy – the Professional Development Planning Committee will be in charge of planning etc – most likely a movie night.
				2. Alex will let everyone know how to submit feedback.
5. Revisiting SA Executive Board
	1. Appointment of UCSC representatives
		1. Missy – we currently have 2 people who are running for the two available positions – one of the positions is an alternate so not obligated/required to attend all meetings. The positions would be for the remaining of this academic year. One year commitment and can be renewed during elections in the spring. We need to decide who will be offered the representative position and the alternate. We can have an open discussion for 5 minutes regarding this and you may decide to ask to just go to a vote if motivated to do so.
		2. Alex – I can start – since Nicole is at the SAEB meeting today, I would recommend that she be offered the full representative position.
			1. Beckie Pyles Munoz – agrees with Alex.
		3. Lisa stepped away – this impacted our ability to vote due to Quorum not being met.
		4. Anna – is there a substantial difference between a rep and an alternate?
		5. I motion to have Nicole represent USCS as a representative and the other person be an alternate. – Alex
			1. Kayla – I second
			2. All those in favor type Aye
				1. Anna, Danny, Alex, Missy, Kayla
				2. **Motion passes**
6. State of the Staff Presentation in late October or early November
	1. Considering method- town hall?
	2. Sarah has been thinking about this and wanted to get everyone’s feedback/thoughts about the idea
		1. Missy – is everyone comfortable with a townhall setup?
		2. Danny – were there any other modes being considered?
			1. Missy – a letter, or a post on our website, or whatever the best way for providing an update to the campus and what we’re planning on working on this year. Do we want this to be in print or in-person? Any particular preferences?
			2. Valerie McClinton – seems reasonable
			3. Cynthia Norton – I think that if you do a town hall format rather than print it is more likely to be attended
			4. Valerie McClinton – I like town tall, that will encourage other staff to attend
			5. Lindsay Coppa – would there be an option to ask questions with a town hall?
				1. Missy – we want to wait and see how the state of the campus goes and go along with a complimentary format
			6. Laura Mancini – Can there also be a print option?
			7. Anna Squires – The Chancellor’s State of the Campus will be a formal address with pre-submitted questions answered and live questions submitted via chat and in-person
7. Request for funds for new tablecloths ($400)
	1. The current SA tablecloths are nowhere to be found and we are wanting to request funds to get new tablecloths made.
	2. Missy - Motion of using up to $400 to order two new tablecloths?
		1. Alex motions, Danny seconds
		2. Vote by acclamation – if anyone has any dissent, they have the next 10 seconds to do so.
		3. Cynthia Norton – I might also suggest that we create one of the pull-up banners?
			1. We have the frames for the banners which takes care of one of the more expensive parts of ordering those.
8. CU President Search
	1. Nominations for Committee
		1. Need 2-3 nominations by Oct 19th. Preferably a mix of classified and staff
			1. The lists of applicants will be cross referenced with applicants and those who appear on both lists will be priority candidates for the search committee
			2. We are going to request that these candidates can be connected and willing to get feedback
		2. Will need to devote time to process and connecting with staff governance
			1. Executive level searches are high commitments and will be a lot of working hours – working with supervisor to understand the impact on your work will be recommended as well as understanding NDA’s and what you can and cannot say.
	2. Regents will connect to get our feedback November 3. We will use Zoom instead of Teams to allow for their participation. Zoom link will be in UCCS Staff Association Teams.
		* 1. November 3 meeting will be on Zoom to include the Regents and get our feedback. What are we looking for in a new president of CU?
		1. Missy – We can create a Qualtrics to nominate someone? Deadline of October 14 for nominations. Missy and Sarah will reach out to see if nominees are interested and then a Qualtrics survey vote on who we want to nominate.
			1. Keep an eye on SA Teams for links to Qualtrics surveys.
			2. Will need university staff and at least one classified staff member
9. Consideration of a Constitutional Convention next semester/summer
	1. Missy - SA has been running on a similar format for a while now, and I would like to form a temporary committee to review current organization and by-laws to see if they match and reflect what we need right now as a staff association.
		* 1. Example, by-laws don’t reflect what we are allowed to do right now.
			2. Do current roles need to be adjusted etc?
			3. Create a more formal document with standing rules for understanding how the organization should work.
			4. Hoping this is helpful for future iterations of the board.
		1. Cynthia – as someone who helped create the by-laws, I agree that the by-laws and other items are a good idea to look over and review. Remembering that anything we decide to do, it would need to be in a ballot vote.
			1. Missy – hoping that we can have it done by spring for elections.
		2. Missy – I motion to approve an ad-hoc tasked with the assessment and possible restructuring of our governing documents.
		3. Cody Parish seconds, Danny-aye, Anna-aye, Cody-aye, Kayla-aye, Missy-aye. **(Motion passes!)**
10. Committee Significant Updates and Needs (all reports in designated Team’s folder)

*What is needed from the Executive Board to support you all?*

* + 1. PRIDE Committee (Jesse Perez & Chris Duval)
		2. Professional Development/Program (Brett Garman)
		3. Welcome Committee (Molly Cammell and Liz Bunkers)
			1. Fall meeting on Oct 20 at 9am. Trying to reengage all committee members due to member melt and lack of participation in greeting events.
			2. Approval last month for button supplies – haven’t gotten to that yet but will be working on that soon so buttons will be available for those members who want to participate in welcoming.
		4. Women Identifying Staff Committee (Valerie McClinton & Maria O’Connell)
		5. SEEDs (Cindy Norton)
		6. Blood Drive Committee (Matthew Roesemann & Brad Bailey)
			1. There is a blood drive happening right now – happening via a mobile bus.
			2. Oct 26-28 from 9-530 each day in UC 122 for traditional blood drive in-person.
		7. Winter Giving Project (Chrissy Bailey and Alison Milan)
			1. Chrissie Bailey - The project is starting. Kickoff meeting is happening next week for the committee. This will be the 32nd year of the project where the campus community comes together to collect gifts and meals for family during the holiday season.
			2. Referrals are welcomed from the campus community for families/people who would be positively impacted by the project.
			3. Question for Anna – should the announcements be going through Anna for polished communications?
				1. Anna – best practices - keep comms to a minimum under the SA letterhead. Send information to Anna so the comms can be put into a content calendar. Spreading the comms across the month instead of high volume.
		8. Employee of the Quarter (Debi O’Connor and Anna Squires)
			1. Anna – we met on Monday to discuss the Fall 2021 employee of the quarter and working on figuring out the celebration for them etc.
		9. Garrett Swasey Award (Laura Chandler) Nothing to report currently.
		10. Classified Pay & Benefits (Clair Ami- If approved)
		11. University Pay & Benefits (Shonda Johnson and Martin Toetz)
		12. Policy Review Committee (Bill Moorman)
		13. Diversity Committee – Missy will be posting links to the calendar invites for the DEI search. We want to get staff voice during shared governance group interviews.
1. Chancellor and Cabinet Meeting Agenda Topics
	1. Missy – last meeting topics: connect with better communication with supervisors and work with HR later to make sure when we are finding any sort of barriers to communication what are the best ways to get support for that. Well received by the cabinet. Also talked about how we are considering ways to get more defined feedback on how staff morale is going throughout the year. Chancellor will not be doing any in-person feedback forums this semester but may be happening in the spring of 2022. We also want to work more with some of these higher-level processes that are presented at the 40,000-foot level such as vaccine mandates, budget model etc. We want to work with Cabinet that when these larger decisions come out and conversations are happening but want to be able to describe and discuss the higher-level topics with staff in a way that’s more digestible. What is the why? How can we best give feedback and how can we help some misinformation that’s going on?
	2. Do we have any suggested topics for the next Cabinet meeting later this month?
		* 1. Anna - Sustainability on campus – received an anonymous submission about this topic.
2. HR Meeting Agenda Topics
	1. No comments. Missy said that she and Sarah will post asking for feedback in the near future.
3. Open Discussion
	1. Does anyone have anything that they would like to bring up?
		* 1. Liz – a lot of staff members that reached out and wanted to be part of the Teams channel.
				1. Missy – we’re considering having an open teams channel for all staff and having one just for the executive board. The worry is having all staff accessing our current teams and our discussions etc. What are thoughts on the separate public teams channel?
				2. Liz – you can create different tags within a teams channel to segment the information/posts.
				3. Cynthia – within a teams channel, you can adjust who can access what channel within a larger team.
				4. Missy – trying to avoid the headache of maintaining a complex teams channel. We also don’t want the channel to be more of a forum rather than something that can turn into a faculty-l type of model. But we do want to have more of an open connection with staff across campus.