Staff Association Board Meeting

Wednesday, August 5, 2020

Virtual Teams Meeting

**Roll Call:** Not conducted

**Approval of June Meeting Minutes:** None

**Chancellor and Cabinet Meeting Agenda Topics:**

* Return to Campus Feedback
  + None given
* Missy comments that at the UCSC meeting Return to Work plans were mentioned and there was some lack of detail in some of the Return to Work plans. Missy suggests continuing to push for a work culture where explicit details are required and provided to staff
  + Melissa asks if employees are responsible for enforcing the Return to Campus guidelines (social distancing, mask, etc.)
    - Alex answers that in those situations of a student not complying staff members are to handle the situation as they would with a disruptive student
* Mark Means – PPE can be requested through work order. Current shortage in nitrile gloves and Purell hand sanitizer. Wipe stands have been orders. Face shields can be requested through Deans

**HR Meeting Agenda Topics:**

* Anna asks if HR is working on hiring an individual to conduct supervisor training
  + Andrew Lane responds with yes. He is currently working on performance maintenance for employees, and plans on initiating supervisor and staff training on a number of topics
* Stephen mentions vacation hour swipe and wonders if system needs to updated and if any other individuals have experienced a loss in vacation hours
* Missy asks (1) what happens to staff member’s medical records if an individual has to request remote work if they are at risk/high risk of contracting COVID-19 and how those are secure? (2) How would an employee track unofficial job duties they may have taken on in the absence of a colleague being gone due to quarantine, etc.? (3) Can some reduce hours if they need to in order to provide childcare/home schooling to their children?
  + 1.) Andrew responds that any attached document is housed in OnBase and is not shared/accessible by other departments – it will stay with HR
  + 2.) Andrew recommends documenting your additional duties on a word document
  + 3.) Andrew mentions that employees can work different work hours (with supervisor approval) if they need to accommodate childcare, etc. He will look into this more with his team and follow up at the HR meeting held the week of 8/10/2020

**Ice Cream Social:**

* Should we move forward with the Ice Cream Social?
  + No response given as anticipated
  + To brainstorm – how can we get creative and involve those working remotely as well

**Votes Needed:**

* Chair of Blood Drive – Matthew Rosenbaum
  + Scott has found Matthew as the replacement for the Blood Drive Chair and feels he is a good candidate. Matthew has previously served as the Blood Drive Chair
    - Motioned and APPROVED. Scott will notify Matthew

**Committee Needs:**

* Any additional committee needs
  + Missy suggests a reorganization of the Policy Committee
    - The Policy Committee was to be a group of individuals that would be a part of policy review and/or there after a policy had been implemented. Suggestion made for a more proactive power when it comes to policy creation
      * If the function of the committee is not serving its best purpose Alex recommends we type up our thoughts about where it can go, if the function of the committee needs changed, etc. Missy is willing to start a working group to work on this

**Email to Campus:**

* Alex and Anna will work with Corrie on this

**New Hire Orientation Replacement:**

* Each month there is a New Hire Orientation that Staff Association is able to present at. Thanks to Alex and Stephen for doing that each month during 2019-2020. Alex can do the next couple but seeks individuals who are interested as representation is needed. Interested individuals can email Alex

**Treasurer’s Update:**

* PPE Discussion/Reserves
  + Scott will be connecting with Robin on monies that were moved from reserves for PPE – Susan can earmark those monies so that it specifically goes to staff for benefit
* Under the Employee of the Quarter your get a free parking space. Last year it was mentioned that SA funds could potentially be used for this. Anna will check on price of this and Scott will see if it is feasible. Be prepared to talk about this next meeting as we need to determine who is paying for this

**Website Redesign**

* Anna has been documenting the desires people have voiced for the website but has not received information on what can and cannot be removed. Feedback is that more information on website about how staff members can get involved is needed, a way for staff to share accomplishments, and the ability for staff members to report concerns (possible anonymously)
* Request for bylaws and policies to be very visible on site and not just a document to download
* Request to explain who representatives are and what they do so that staff know who to talk to for what
* Request to include an event calendar
* Update to current representatives needed

**Book Club with Colorado Spring Rising Professionals**

* This quarter’s book is *Blindspot: Hidden Biases of Good People.* Alex is co-facilitating this and there will be one book per quarter

**Temporary Committee Update**

* EDI Standing Committee/Diversity Committee
  + UCSC is testing out a temporary charter. Missy will post charter in Teams within the next two weeks for review, questions, etc. Missy is currently working with Andrea Herrera to figure out how to inform staff with what their office has in the works

**Goals Follow Up**

* Alex requests that committee chairs and co-chairs think on how to get these ideas going now and asks everyone to think on what we can be doing specifically in these areas to reach them with possible benchmarks
  + Improve our website to make our activities, etc. more clear
  + Host another listening session – if anyone is interested let Alex know
  + Campus Climate – working with HR, need HR to listen to staff issues, etc., strengthening communication with HR
  + Ideas for boosting moral
  + Commitment to Diversity
  + Women’s Committee

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

* Alex has requested that committees send this information in one week prior to monthly meetings.

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 (Scott Reardon)
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 (Missy Sernatinger)

**Open Discussion:**

* Missy mentions that on 9/27/2020 the UCSC is doing a virtual recognition. Nomination are open until the end of August – they encourage all to create a nomination for individuals on campus

*We believe valued and empoweredstaff 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 – August 2020

1. PRIDE Committee (Claire Ami & Chris Duval)
2. Meetings to resume next week.
3. Professional Development/Program (Melissa Baglio & Brett Garman)
4. No update received

1. Welcome Committee (Amandine Habben & Molly Cammell)
2. No new updates.
3. SEEDs (Jacqi Gatlin)
4. We have only received 2 requests to date.
5. We are planning lower than normal revenues this year due to vending revenues being down.
6. We will continue to award on first come, first served basis until funds are exhausted.
7. Blood Drive (Scott Reardon)
8. Vitalant Blood recenter reached out regarding the status of scheduled drives on campus August 27-28 and October 27-29, scheduled before the Covid-19 situation started.
9. Megann looking into spacing
10. Hoping to have an abbreviated blood drive

1. Winter Giving Project (Chrissy Bailey and Alison Milan)
2. No update received

1. Employee of the Quarter (Debi O’Connor and Anna Squires)
2. We are thrilled to name Corrie West as the Employee of the Quarter! Corrie has received her award packet and I am working on her Communique feature. Once we have published the feature, I’ll send the news to campus and notify the other nominees that they are in the running.
3. The free parking space awarded to recipients is currently on hold until we return to more normal operations. Both Jackie Crouch and Corrie West have not yet been able to claim theirs.
4. We are unsure of the future of the free parking space, due to budget constraints. Robin Bredl mentioned that it may be possible to use the Staff Association budget to subsidize it. Should we bring this up to the group?

1. Garrett Swasey Award (Laura Chandler)
2. No new updates
3. Classified Pay & Benefits (Martin Toetz)
4. No update received
5. University Pay & Benefits (Shonda Johnson)
6. No update received

1. Policy Review Committee (Missy Sernatinger)
2. No update received