**Staff Association Executive Board Meeting**

Meeting Minutes for 1/5/2022

*Microsoft Teams*

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| --- | --- | --- | --- |
| **Name of member** | **Role** | **Attendance** | **Vote** |
| Sarah Long | President | Y |  |
| Missy Sernatinger | Vice President | Y |  |
| Anna Squires | Communications Manager | Y |  |
| Danny Pape | University Staff Member-At-Large | Y |  |
| Brad Bailey | Treasurer | Y |  |
| Valerie Carricato | Chair, University Staff Salary and Benefits Committee | Y |  |
| 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 | Y |  |
| Laura Mancini |  | Y |  |
| Nicole Simmons-Rochon |  | Y |  |
| Gabrielle Dunn |  | Y |  |
| Molly Cammell |  | Y |  |
| Jennifer Newcomb |  |  |  |
| Stephanie Stephen |  |  |  |
| Chrissie Bailey |  | Y |  |
| Gabrielle Dunn |  | Y |  |
| Liz Bunkers |  | Y |  |
| Beckie Pyles-Munoz |  | Y |  |
| Matthew Roesemann |  | Y |  |
| Jesse Perez |  |  |  |
| Kaley Espindola |  | Y |  |
| Brett Garman |  | Y |  |
| Pauline Hoyte |  |  |  |
| Carolynn Rupp |  |  |  |
| Dean Barrett |  |  |  |
| Valerie McClinton |  | Y |  |
| Cody Parish |  |  |  |
| Cynthia Norton |  | Y |  |
| Lily Cosgrave |  | Y |  |
| Alex Baker |  | Y |  |
| Cindy Rhoads |  | Y |  |
| Becky Gundrum |  | Y |  |
| Debi O’Connor |  | Y |  |
| Maria O’Connell |  | Y |  |
| Laura Chandler |  | Y |  |
| Chance Vasquz |  | Y |  |
| Rose Walker |  | Y |  |

Sarah – Welcome everyone and happy new year. Hope you all had a great break! We don’t have a lot to go over today. As you know there have been a lot of changes. I spoke with Venkat this morning, he actually just called me before this meeting.

1. Approval of the agenda
   1. Motion to approve the agenda with amended item (Rose Walker HireVue chat)
      1. Sarah long approves and Danny seconds
      2. Sarah – is there any descent? No.
      3. Agenda is approved
2. Rose Walker – HireVue
   1. Rose Walker – Thank you for inviting me this morning. HireVue is an interview platform that we have been using for about 8 months. We have received positive reviews from candidates and committees.
      1. HireVue provides one-way, on-demand interview processes.
      2. Committees woud go through candidates and then once selected, interviewees are contacted with a link to their on-demand interview.
         1. We typically like to have 5-6 questions ready for the interview.
            1. We like to have committee members record themselves asking the questions.
         2. Candidates can complete the interviews anytime, anywhere, and on any device with a front-facing camera. Most candidates have been recording their interviews late in the evening around 6pm which shows that candidates are most likely fully employed.
         3. The interviews can be completed, and evaluations done quicker, within 5 business days because of the fairness and objective process HireVue provides. This helps because of being able to have interviews be more flexible for candidates that are currently employed.
   2. Missy – would a candidate be able to select a preference for pre-recorded interview or to do a live interview?
      1. Rose – there isn’t an option for them to choose.
   3. Brad Bailey – We have had committees say that they prefer spontaneous answers rather than giving the candidates time to think of their question in order to record.
      1. Rose – You can certainly change the amount of time that a candidate is given to respond, from 30 seconds to a couple minutes. This platform is mainly for the pre-screening interviews, and committees
   4. Cynthia Norton – Just to clarify, candidates do not know the questions before the interview time? If we use this method for one candidate, we need to use for all correct?
      1. Rose – Correct, candidates are given 30 seconds to prepare and then need to respond. And yes, correct, the interview method needs to be consistent across all candidates.
   5. Danny Pape – A quick comment in the career space – providing questions before the interview is becoming more of a trend in searches to provide equity and give people the opportunity to research their response. But I also see value in not knowing the questions beforehand. We also use this for students to practice their interview skills on the platform.
      1. Rose – Great! Yes, it is available for students to practice through the Career Center and boost their skills.
   6. Sarah – Does this take the place of phone interviews?
      1. Rose – Yes, it does replace the initial screening phone interviews.
      2. Sarah – Is it set up to be consistent across campus?
         1. Rose – yes! It is used the same across the campus.
   7. Missy – For security purposes, what happens to the recordings after the search process is completed?
      1. Rose – The recordings are saved in the HireVue platform which is completely secure and only three admins have access to the platform and that archive. Willow, Andy and myself.
   8. Rose – Thank you all and if you have further questions, please feel free to email me and we can chat offline.
3. Return to Work Taskforce Update: Stephen Cucchiara
   1. Stephen – Hi everyone, good morning. We don’t have any updates. The only update I have is that the report should be coming out.
   2. Missy – Is there a replacement for Claire or is a replacement going to be considered if needed?
   3. Stephen – I think Claire was representing the DEI office on the task force, I don’t think she was SA representation but I’m not sure. Valid question.
4. Updates from New Budget Model Work Group: Danny Pape
   1. Danny – no updates, we haven’t met in a couple months. The budget office has been pulled in other directions. I will keep you all updated when we meet in 2022.
   2. Sarah – this would be a great time for members to bring up questions beforehand and put them in the chat.
5. UBAC Updates: Brad Bailey
   1. Brad – no new updates since last meeting. I know Enid is talking about more trainings to be offered and the lunch chats to ask questions etc. She said that there have only been a couple people showing up to those, so individuals are getting great one-on-one information. They’re still open to visit and ask questions. UBAC meetings are also open to all and if you have any feedback that you want to be reported back, please let me know.
   2. Sarah – I can personally attest that the lunch and learns are great. You have the opportunity to ask as many random questions as you want. When is the next UBAC meeting?
      1. Debi O’Connor provides schedule.
6. Staff Programming updates
   1. MLK Day Service Project (Lisa Potoka)
      1. Lisa – Me, Liz and Stephen are on the committee for this. Friday and Saturday January 21-22, there will be opportunities to attend workshops and guest speakers and service opportunities. More information to come out – alumni, students and campus community are invited.
   2. Staff Association Resource Fair 1/10 (Sarah Long on behalf of Planning Committee) (Volunteers/Backup plan)
      1. Sarah – The SA Resource Fair has been postponed. Thank you to Liz and team for spearheading this event. Venkat is excited about the event and hopes it’s rescheduled.
   3. New ideas for spring events
      1. Sarah – We are looking to planning new spring events. We had bingo and paint parties etc last semester, and we know people are looking for more opportunities like this for spring. Probably virtual will be best just because we don’t know what things will be like. If anyone has ideas for events or want to spearhead this initiative, please let us know.
7. Free Sanitary Napkin Initiative: Sarah Long and WISC
   1. Sarah – This is still in the works. One thing I haven’t looked into was dealing with things going remote. I don’t want to say that this will be postponed, but I’m not sure. I know that a speedtype has been created and a purchase order has been created. I will let everyone know when this will be actualized.
   2. Debi – My daughter was letting me know that at her university that tampons and sanitary napkins to students. We could probably reach out to UNC to ask how their process works.
      1. Sarah – Thank you! We have a list of other institutions that are already doing this. We also have to make sure that the machines are ADA compliant. Some changes need to happen to the locations, such as recessed areas in walls to hold the machines. Everyone is for it, we are just trying to figure out how to get this done without losing momentum.
8. Voting: Chance Vasquez as co-Chair of the Professional Development Planning Committee
   1. Chance – I’m a budget analyst and new to UCCS. I held three different positions in my fraternity and have experience with event planning and fundraising. I have experience with leadership, and my supervisor Suzanne Scott recommended getting involved with SA to get more involved in the campus community.
   2. Sarah – Can we put to a vote to move to have Chance be co-chair of the Professional Development and Planning Committee?
      1. Missy – moves
      2. Brad Bailey – second
      3. Sarah – all in favor, please put aye in the chat. Any votes no please put in chat.
      4. Votes of aye – Brad Bailey, Kayla Gronseth Boyer, Cindy Rhoads, Shonda Johnson, Alex Baker, Lisa Potoka, Anna Squires, Missy Sernatinger, Danny Pape
9. CU Boulder Assistance (Missy Sernatinger)
   1. Missy – So, as you all know, we had fires hit and impact CU Boulder community and employees at Denver campuses. Sarah and I will be reaching out to see if they are looking for any types of support, short-term and long-term for fellow employees who have lost things during the wildfires. I will be bringing this to UCSC to figure out what is needed and find ways to support and show that we care. If you’re interested, I or myself will be providing updates in the Teams channel. Stay tuned!
10. Staff Needs for Remote Work
    1. Sarah – I would like to spend the majority of our time discussing this and the next topic. I’m not sure how things are going in your respective departments. How is everyone feeling and how is everyone doing with the latest updates?
       1. Brad – The library is open. Kudos to our circulation staff who are considered essential services staff, and they have to come in despite the COVID regulations. The rest of the staff will be working remote per Venkat’s recommendations.
       2. Lisa Potoka – There are people that can’t work from home now. For those who have to go in, is there anything we can do? Coffee and donuts etc. Other than that, I personally am okay.
       3. Sarah – I like this idea. Especially for our facilities and custodians etc.
       4. Maria O’Connell – One thing I thought about would be making the preferred types of masks available for those who have to come in. Maybe publishing where those items will be available and if they are going to be available to anyone who wants them.
       5. Debi O’Connor – Wearing the 95 masks is one thing, and they actually have to be fit-tested or they are not as effective. Cindy Norton, do you have tips for where to find these? I only know this because I worked in hospitals for years.
       6. Cindy Norton – Venkat talked about surgical masks and the N95 masks are being reserved for nursing students who are working clinicals. KN95 masks are not certified but are great. To some degree, these masks are not effective if they’re not fit-tested. The guidelines for fit can be found online, most likely. Your other option is to double your mask – making sure you’re using cotton masks. I use the Hanes brand that are three-layers thick and 100% cotton.
       7. Sarah – Do KN95 masks need to be fitted? Will it cause craziness if we provide this type of feedback?
          1. Cindy Norton – Yes, I think this would cause hysteria. We need people to just understand how to properly wear a mask, such as over your nose and over your mouth etc.
          2. Debi O’Connor – At the beginning of COVID, we had marketing go out that discussed how to properly wear a mask. Is this something we can bring back?
          3. Missy – Are there other opportunities to educate people without causing an issue?
       8. Sarah – Venkat recently also said that the peak is happening this week and next week for the spread of the new variant. El Paso County is at the highest amongst other counties. Going remote is a good option for a lot of us right now, and once we go back in-person, I did ask him about chances of going remote again. His response was “slim to none”. I didn’t get a chance to ask him about spring break. How’s everyone doing in their departments and what is this looking like for all of you?
          1. Lisa Potoka – Just yesterday, we had three employees that are impacted by covid. I’m concerned that we are going to have enough staffing to open the university for when students come back to campus for the semester.
          2. Cindy Rhoads – HR had a surge of people requesting COVID leave. I think we are going to be seeing a surge here for a while.
          3. Debi O’Connor – We should probably add the HR information to our communications too.
          4. Lisa Potoka – The rules right now are confusing, and I don’t know if there’s someone from UCCS that could provide clarification for returning to work after having COVID etc.
          5. Debi O’Connor – I will work on this today and see if we can get this updated on the informative website regarding what to do when ill or exposed.
          6. Gabrielle Dunn – I work in IT for classrooms and our team has been taking turns being on campus for programming in rooms, and our supervisor has been understanding about this. There hasn’t been an issue for us if we all have to go remote because a lot of classes are going hybrid or remote anyway. Rotation has worked well for us.
          7. Danny – I was scrambling the last day of break if we should be remote or still in-person so it seemed like people were stressed about what to do after break. Lack of communication made it a little frustrating to know what to do in regard to being physically open or not etc.
          8. Sarah – Do you think it would be helpful if there was a repository for resources for physical offices on campus being open etc? Or would this be more confusing?
11. HR /Cabinet Meeting Agenda Topics
    1. Missy – We’re going to be looking at the mission, vision and governing documents of the SA and one of the questions that we talk about is what we’re responsible for and what we’re collaborating on. What does Cabinet and HR think of the collaboration between us and them?
    2. Lily Cosgrave – If we could try as a university to come out with more restrictive and conservative COVID measures per semester. For the spring semester we will do xxxx and for summer we will do xxxx. If we could at least chunk out the requirements per semester instead of as things happen.
12. 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)
4. Women Identifying Staff Committee (Valerie McClinton & Maria O’Connell)
5. SEEDs (Cindy Norton)
6. Blood Drive Committee (Matthew Roesemann & Brad Bailey)
7. Winter Giving Project (Chrissie Bailey and Alison Milan)
8. Employee of the Quarter (Debi O’Connor and Anna Squires)
9. Garrett Swasey Award (Laura Chandler) Nomination process begins in January. 2021 EOQ to be added to nomination pool.

[10:20 AM] Laura Chandler

I do not have webcam or microphone - Swasey Committee: I am working with Liz Bunkers on recruiting alumni volunteers for the selection committee. The call for nominations will go out this month with materials to be submitted in February. We should know the winner in March. I will need the 2021 EOQ winners’ materials to add to the nomination pool. Thank you!

1. Classified Pay & Benefits (Martin Toetz)
2. University Pay & Benefits (Shonda Johnson)
3. Policy Review Committee (Bill Moorman)
4. Open Discussion
   1. Sarah – I know remote work is not easy for anyone, and I have a hard time separating work and home when working remote. So thank you for everyone for showing up and being here and doing their best.
   2. [10:25 AM] Gabrielle Dunn

Revisions were officially approved and some official policy statements were put forth in relation to the Equal Pay Act this past December - <https://connections.cu.edu/stories/revisions-two-systemwide-administrative-policy-statements-relating-equal-pay-approved>