**Staff Association Executive Board Meeting**

**Agenda for 11/02/2022**

* **Call to Order *Sarah Long***
* **Establish Quorum/Attendance *Mallory Tuhkanen***
  + Sarah Long, Past President/Acting President- Present
  + Mallory Tuhkanen, Secretary- Present
  + Mikayla Greenfield, Treasurer- Present
  + Lisa Patoka Jones, Member-at-Large- Present
  + Yvonne Weeres, Classified Staff Pay and Benefits Committee Chair- Present
  + Mike Eivins, Member-at-Large- Present
* **Approval of the Agenda**
  + Mikayla Motion
  + Lisa Second
  + Approved
* **Approval of Previous Minutes**
  + Lisa Motion
  + Mikayla Second
  + Approved
* **Voting:**
  + ***University Member at Large (Ending June 2024)***
    - Shawn Hood- 3 Votes
    - Chelle Martinez- 2 Votes
    - Deann Barrett- 2 Vote
  + ***Vice President (Ending June 2023)***
    - Matthew Beckwith- 7 votes
  + ***University Pay and Benefits Chair- University Staff***
    - Mikayla Motions
    - Mallory Seconds
    - Motion Passes- Deann- 7 votes
  + ***Bookstore Advisory Board (Jill Beauregard)***
    - Lisa Motions
    - Mikayla Seconds
    - Motion Passes- 7 votes
* **Chancellor’s Holiday Card Photo/Video Shoot**
  + Date: Monday, November 7
  + Time: 8-9 a.m.  (I expect this will only take 30 minutes but plan for the whole hour, just in case.)
  + Location: El Pomar Plaza, near the Mountain Lion Statue and the main entrance to the Library
  + Attire: The shoot is outside so please dress for the weather. The forecast says it should be in the 30’s that morning. Winter coat, hat/gloves are appropriate. Please avoid any clothing items with words or phrases, except UCCS logo apparel.
  + What to expect: You will be part of a group photo with Chancellor Reddy, our mascot Clyde and about 20 other people (faculty, staff and students). Bring your best smile and your UCCS spirit.
* **Academic Policy Committees – Call for more staff**
  + Amy may be interested but wants to know more first.
* **Goals:**
  + ***Past goals:***
    - Flexibility
    - Wellness/Mental Health
    - Burnout
    - Compensation
  + ***New Goals:***
    - Create Community
      * Snacks with Staff: Wear UCCS Gear 1X per month
      * Mountain Lion Mingle
      * Grassroots PD
      * New model for parking
    - Feedback on flexibility
    - Other
    - Discussion on Goals
      * Lisa: Would like to focus on creating community and parking. There are a lot of new staff members, and we need more community.
      * Mikayla: Agrees with Lisa. Feedback on flexibility seems like it should be something easier.
      * Sarah: The VP is supposed to be in charge of the Spring Luncheon. Post COVID we held a resource fair where staff could learn about all the different Staff Association committees. It was very successful. When things were virtual, we did virtual paint parties, Bingo, etc. There are a lot of things to do, folks have expressed that they are afraid to leave their office.
      * Lisa: Popcorn with Carlos and Kimberly was a great event. It was very casual and was a great opportunity to mingle. It was decently attended and was passive.
      * Amy: I would be interested in helping Matthew with the Spring Luncheon if that is going to be his job. I am happy to help
      * Matthew: Thank you!
      * Sarah: What is something that you would attend? What would you stop part of your day for to attend?
        + Amy: I went to the resource fair last year; it was very fun.
        + Lisa: A mid-day snack. I would go anywhere with a snack.
        + Cynthia: One of the challenges is that everyone has different schedules and some folks may be in person and some may be remote. We can’t leave our offices fully unattended.
        + Mikayla: Pre-COVID there was a lot of support from leadership who would encourage their staff to attend Staff Association events.
        + Sarah: There is usually a Spring Luncheon and a Winter Luncheon. The winter one has not happened in a while. I think having one or two big events is a good idea and maybe smaller events throughout the year.
        + John: What is the goal of our events? I did make connections at the event in the Spring, but I didn’t stay connected with them/I was already connected with them before the event.
        + Sarah: My metric of success is if I see your face this same time next year, that is a win. Staff retention is huge, we are losing tons of people all the time. A lot of times people leave because they don’t feel connected. Staff retention would be a good measurement. There are also a lot of new people so connecting with them and learning who your resources are is important.
        + John: Do you ask people periodically throughout the year how they are engaging?
        + Sarah: 60% of staff that answered the campus climate survey said they seriously considered leaving UCCS in the next 12 months. Another theme was that people felt connected to their department but not to campus. How do we change that culture too?
        + Chelle: Do you limit things to being inside workhours or do you do things outside of work hours as well? At PPCC we did things outside of workhours.
        + Lisa: We have done some after-hours programming. But in-person, after hours, we haven’t done in awhile.
        + Amy: Wasn’t the staff games through Staff Association?
        + Cynthia: Yes, it was Staff Association driven and was done in partnership with Campus Recreation.
        + Amy: That was super fun, I don’t know if we want to look into that again. We used to also do things through GOCA, maybe we could do something with the Ent Center?
        + Chelle: PPCC would ask downtown businesses to do free giveaways to staff. For example, you could win a night at the Broadmor.
        + Mikayla: We did that at the Spring Luncheon and that was a big hit.
        + Sarah: I won Colorado-opoly. I gave it to Stephen for Christmas.
        + Chelle: I like the idea of Olympics too. If you picked a day that was really dead and do something like the Olympics, it could be departments v. departments.
        + Lisa: We are understaffed, people can’t come, people can’t leave their desks, etc. Is it possible to shift back to the glory days of UCCS where we can understand that it’s okay to leave your desk for 30 minutes.
        + Cynthia: It is important to strategize when you are doing these things. We used to hold Staff Games during the end of Spring term and the start of Summer term. We did it when student population was lower. You can do popcorn things throughout the year, but anything that is going to take them away from their desk should be when campus is more settled. We always do the spring luncheon after graduation.
        + Chelle: Does any of this align with leadership’s strategic goals? Would leadership be willing to shut down offices/departments for two hours?
        + Sarah: We have somewhat of a structure for that. We don’t have meetings on Monday mornings and Friday afternoons.
        + Chelle: I think you could pitch it as a way to get folks more involved.
        + Sarah: For spring break, should we host some sort of Olympics? Would you want to host a Spring Luncheon after graduation?
        + Mickayla: I think that is a great idea. You have something mid semester and then a celebration after.
        + Sarah: I’m sure we could get the Chancellor’s office to pitch in some money for that too.
        + Lisa: I heard it was a little intense at the last Staff Games.
        + Amy: It was intense, I remember it. Maybe it shouldn’t be as involved as that was.
        + Mikayla: Maybe it is team building games. Like having easier stuff/silly/lighthearted stuff. We could also do competition for best department costume.
        + Amy: We did dress up for both spring luncheon and staff games. We had great giveaways at the events too. I think something like that would be great. We used to have ice cream events as well. Everyone loves ice cream.
        + Sarah: So we have the Olympics during Spring Break, I like Spring Luncheon with Resource Fair and we can theme it Outer Space.
        + Cynitha: There is a list of themes that have been done in the past in the Teams channel.
        + Sarah: It is November 2nd. Should we do a Winter Luncheon? Or should we do some more passive programming.
        + Mikayla: Polly put something in the chat that would be a good winter one.
        + Polly: We could do a happy hour and s’mores.
        + Cynitha: That may be good to do the week after finals. Most people are a little less busy after then. I think you could do a Tuesday, Wednesday, Thursday.
        + Lisa: We won’t be able to please everyone.
        + Mikayla: I think the 20th, or the 15th would be good.
        + Sarah: This would be an after-hours event.
        + Mikayla: We could have a cute movie playing or a talent show.
        + Sarah: I think that a movie would be cute, but I don’t know what the movie rights would look like.
        + John: I just walked through this process. We would likely have to purchase rights.
        + Mallory: You can go through the library and see what movies they have to offer.
        + Sarah: What is our budget? Mikayla, do you want to show it?
        + Mikayla: Sure. (See budget discussion section to see overview of budget)
        + Amy: Is it too late to be planning these events?
        + Sarah: I think it is totally do-able to do the happy hour and s’mores. I think it is too late to do a Winter Luncheon, but we can start planning the Spring Luncheon/ Olympics thing.
        + John: How do we usually plan these things? Is there a committee?
        + Sarah: Yes. There is a committee, the PDPC? I think it is a pretty dormant committee right now. But having someone that wants to spearhead these events is important. If you decide that you want to take charge of these events, we can rally around you. We could revive that committee, but what I have found is that if we have meetings and someone is very confident and wants to take on the events, that works better.
        + Cynthia: It is the VPs job however, to plan the Spring Luncheon. The biggest piece of the Spring Luncheon is getting it on the Event Planning calendar. We need to get a date set for that ASAP.
        + Sarah: I mean, yeah. Does anyone know when it was last year?
        + Lisa: I want to say the first week of June. On a Thursday.
        + Cynthia: It was the first full week of June.
        + John: It was the 7th of June. Which was a Tuesday.
        + Sarah: We could do June 6th?
        + Cynthia: I think that you should just talk to Event Services and see what they have available.
        + Matt: At this point in time, we are just looking for an event between the end of the semester and the start of summer, correct?
        + Mikayla: Yes.
        + Cynthia: Because you’re going to need Berger or Gallogly.
        + Sarah: We did some grilling outside as well. Do we move forward with these three events:

Happy Hour/S’mores

Spring Luncheon

Olympics

* + - * + Mikayla: Yes, I think we should move forward quick.
        + Sarah: It can get pricy quick. We can do Swag if we want. The polos were a big hit. Is there anyone who is interested in taking charge for the Olympics?
        + Lisa: I am, I can do that.
        + Cynthia: Are you going to have a Professional Development Day? We used to do it pre-COVID where staff taught courses? I know Stephen taught one about Generational Differences in students. It was designed to give staff different skills who couldn’t go off campus to attend events. Staff/faculty taught about dealing with difficult people.
        + Mikayla: It goes back to grassroots professional development. We would ask staff if they wanted to present on a topic and they would submit a topic to us and we would set up workshops. It was a whole day set aside with Keynote speakers, and then staff could pick sessions they wanted to go to. It was kind of like a mini conference set up with staff. We would have to reach out and see if there is anyone who is willing to present. We could also see if there is a certain theme we want like burnout or hiring practices.
        + Cynitha: It was well attended and traditionally held in the Spring.
        + Lisa: I feel a lot of these are already happening on campus. Is it possible for now, that we encourage staff to attend the already existing professional development on campus.
        + Sarah: I think rallying around things that the DEI office is doing is a great idea. My personal agenda is to help staff learn how to negotiate their salary. The other thing that I would like to see is a new staff mingle. Anyone who is new/hired in years of COVID would be cool. Once we have a new AVCHR we could have them come speak to the Staff Association. Let’s table to Staff Enrichment Day for now. For now, let’s put out marketing for already existing opportunities on campus.
        + Mikayla: I think that is a good idea so that we don’t flood everyone. We should highlight the already existing events.
        + Sarah: Agreed, I like that a lot.
        + Lisa: Is someone championing happy hour?
        + Sarah: I’m looking at John?
        + John: Sure!
        + Lisa: I can help you, John.
        + John: Great!
* **Budget Discussion (Mikayla Greenfield)**
  + Executive Summary
    - Base budget: $25,440
    - Money in there for Employee of the Quarter and the President that gets paid a stipend.
  + What was done in the past?
    - There are past event amounts in there, as well as raffle prices, November movie night out, Bingo cards, new employee swag/gifts, shirts for staff, tickets to the zoo
    - Winter Luncheon/Spring Staff Enrichment have their own budget
  + What do we want to continue?
  + New ideas?
  + Questions:
    - Chelle: How does that budget get replenished?
    - Mikayla: The university replenishes our budget each year. We also have the SEEDs committee that gives money for staff professional development. The Chancellor has also offered to help pay for special events.
    - Chelle: Is there a faculty association?
    - Sarah: Yes.
* **Executive Board Pay (Sarah Long)**
* **Cabinet Meeting:**
  + Updates on AVC of HR
    - We did get an email with updates on the search.
  + Recruitment strategies for hiring staff
    - Who are we attracting? What is the pool?
    - Open dialogue about salary ranges (Hidden Agenda: Whose narrative directs the conversation?)
  + Discussion on other topics:
    - Mikayla: challenging that we should hire at minimum and not the mid-range. We want to know more about where that is coming from and how we can shift that.
    - Sarah: Yes. I feel like that has been common practice here. Does anyone have anything else that we want to bring up to cabinet?
    - Lisa: Is Staff Association going to be invited to interviews for AVC of HR?
    - Cynthia: I don’t know, I am on the committee. I know there is an open campus forum.
    - Sarah: Maybe because I was so feisty with the VC of Finance and Administration one.
    - Cynthia: I think working in HR and being on the committee we really need someone that we can go to other than our baselevel positions. I am hoping these positions will do that.
    - Mikayla: We also have the AVC of Facilities coming up. Just know that is coming, it just hasn’t gotten the same attention as the HR one.
    - Sarah: I highly encourage that if we are invited, we should absolutely attend. I went to the campus planning thing last night and it was awesome. They talked about moving leadership out of Main Hall and into University Hall.
    - Polly: Is there an update about the new budget model and how it’s working?
    - Sarah: What I would ask for all of you is to go back to your department and ask how the budget model is working so that we can get great data to give back to Cabinet.
* **Executive Board Reports -** What is needed from the Executive Board to support you all?
  + PRIDE Committee
  + Professional Development/Programming
  + Welcome Committee
  + Women Identifying Staff Committee
  + SEEDs
  + Blood Drive Committee
  + Winter Giving Project
  + Employee of the Quarter
  + Garrett Swasey Award
    - There is nothing to report yet, but I wanted to mention that the UCSC initiative is coming up. The co-chairs for UCSC will be joining us on campus tomorrow in UC 307. The presentation that they will be presenting will be reports from other CU campuses. We are all kind of in the same position with our topics. So if you do have a chance to meet in person and see what UCSC can do for us, they would love to meet with any of you that can join. I will also add a Zoom link in the chat as well. Some of the things that we have been talking about are goals for UCSC as well. We have been narrowing down to 1-2 things that we focus on. That tends to get more movement. We are all going through the same thing. Everyone has a chance to meet with the co-chairs and bring new topics up to them.
  + Classified Pay & Benefits
  + University Pay & Benefits
  + Policy Review Committee
* **HR Meeting Agenda Topics**
* **Open Discussion**
  + Retail Committee: for the 23-24 academic year, students will be able to pay for books per credit hour. It’s not a fee but students will be charged $20/credit hour to get their books. I don’t know how it is going to work out but they are going to come talk to us. I guess Boulder is going that way and so are a lot of other schools.
* **Meeting Adjourned**
  + 10:32 AM