

Staff Senate Annual Reports 2019-2020

Chair Report¹

PREFACE

It is an honor to be the first staff representative to report to the Board of Trustees. Based on my eight years at the University of Puget Sound, I can attest that staff members have consistently displayed incredible dedication to the university's values. I have faith that the university will benefit from the staff represented on the Board of Trustees.

In this report, I will introduce you to the Staff Senate, highlight staff members' efforts to support the university during the COVID-19 response, and raise issues of concern for the staff.

INTRODUCTION TO STAFF SENATE

Staff Senate is a body consisting of, and elected by, staff members to organize an array of activities, centered around representation, recognition, and service. Senators represent the range of divisions, departments, and across campus.

Representation

The Human Resources Policies & Procedures Committee works with Human Resources on a variety of personnel policy and practice matters. The Staff Compensation Committee drafts annual reports proposing compensation for staff members, grounded in broader economic and industry context.

Recognition

The Staff Senate engages in two primary efforts to recognize the crucial work of staff members. The Excellence in Action award recognizes individual staff members, nominated by members of the campus community, for their work in promotion of the university's eight core values: self-expression, collegiality, courage, passion, diversity, leadership, stewardship, and environment. Our annual Staff Recognition Event is a luncheon that celebrates staff accomplishments, both individual and institutional, including the Excellence in Action winners. Leveraging a limited budget, staff use a wealth of creativity and industriousness in an effort to make this a special day.

Service

Senators fundraise for, and award the Rosa Beth Gibson Book Scholarship to staff members, their spouses, domestic partners, and dependent children working toward a degree or completion of a program at any level. In 2019 we awarded more than \$1,600 in book scholarships.

¹ This was the Staff Senate Chair report submitted to the Board of Trustees at their May 2020 meeting.

STAFF SUPPORT DURING COVID-19

Staff members have demonstrated a significant dedication to Puget Sound, continuing to support students, faculty members, administration and each other, all while adjusting to how the changing climate has affected them personally. While I would like to enumerate the wonderful crucial work that has been done by staff members to accommodate and support students, there simply isn't space in this report.

CONCERNS

Turnover

For two years in a row, (2018 and 2019) staff experienced turnover rates of at or near 20%. While a tight labor market plays a role in staff members' choice to leave the university, there are other factors. Our Spring 2019 *Great Colleges to Work For Survey* results indicate that the vast majority of staff members feel undercompensated, unrecognized, under-resourced to meet goals, and unable to progress in their careers at the University of Puget Sound. This combination of problems has lowered the morale, and contributed to issues of turnover. This churn of staff members inevitably makes it more difficult to meet institutional goals and objectives.

Representation

While there have been great strides made in the past year—increased meetings with Pres. Crawford and members of the Cabinet, and a seat at the Board of Trustees—there remains progress to be made in areas of policy and practice in order to ensure staff members' voices are heard. There remains mixed departmental support for staff members to engage with Staff Senate, town halls, committee service, and other avenues to address university issues. Staff members have the intelligence and direct experience to provide valuable input about university operations and policies if afforded the appropriate opportunities.

CLOSING

As I expressed in a memo to Pres. Crawford regarding university planning, the University of Puget Sound is a lean organization dependent on extremely committed staff members. I contend that the University should take this moment as an opportunity to invest in its staff, as this would produce a long-term return far better than any financial portfolio available.

Bet on us.

Yours in service,

Benjamin Tucker

Vice Chair Report

- Update and streamline published materials, collateral, and records
 - This project was to be accomplished by an ad hoc committee, which would begin with simple updates to the website, followed by a report of recommendations for how to better manage and distribute materials.
 - The committee was formed (myself, Sabrina, and Jake). However, due to COVID related disruptions, we have not moved beyond that.
 - I would like to continue this work over the summer – get everything up to date, look over our boxes, binders, and network and Google drives, and figure out how to get it all organized and eliminate duplications.
- Making Staff Senate into a central hub of communication and daily resource for the general staff
 - This was one of the big goals that we have discussed over the year that I particularly would like to see continued focus on.
 - The goal would be to not only improve communication out to staff, but also better gather information from the staff about priorities, concerns, and ideas.
 - Executive committee discussed creating print and online directories; some type of sign or button to advertise senators (Staff Senator Here sign for office doors or pins to where); map directories to show both the campus regions and the senator locations for each; having some type of physical drop box/closet/office area where staff can leave notes, and access directories; perhaps a newsletter discussing senate activities; an email signature item.
 - We requested an office space, that would allow small meetings, one on one discussion, storage of senate materials and records, and so on, but that was rejected.
- Creating informal discussion space outside the formal Senate.
 - This request followed on several senators not feeling comfortable having back and forth discussion to develop ideas and brainstorm in the parliamentary setting.
 - Options included the creation of an online discussion board for staff concerns and allocating the initial 15-30 minutes of the monthly meetings to informal senate discussion of issues.
- Education and Advocacy training
 - Brainstormed ideas, but no formal proposal.
 - This would be training that is somewhat related to, but not necessarily in the professional development area. The topic we discussed in particular was developing a framework and language for creating proposals to alter or eliminate projects (this came out of a discussion of strategic workload reduction). Other possibilities were how to advocate for raises, job description/title changes, and so forth.
- Revising the standing committee structure.
 - Possible revised standing committees:
 - Fundraising, HR P&P and Compensation, Communication and Events, and Education & Training
 - Committees would make use of outside staff
 - We would utilize more sub committees and ad hoc committees as needed

Special Events Committee Report

Members: Bridget Janson, Erin Ruff, Francisco Perez, Greg Pfeiffer, Jenee James, Mary Powell, Theresa Giddens

Committee Meetings:

10/23 – Initial meeting and planning for the Holiday Bazaar

2/18 – Planning of Basket Raffle

3/20 – Basket Raffle – Book Scholarship

Events:

Holiday Bazaar 12/5 & 12/6

Earnings: \$594.50

This event aimed to raise money via the sale of crafts and baked goods. The event did not raise as much as we would have liked and the committee believes the main issue was the limited time available to plan and the low amount of “crafted” items donated. We did receive a good amount of great baked goods which sold well, but these items tend to bring in less money than crafted items.

Some items learned after the event was that in the past the special events committee got together and made items for purchase. This would take a small amount of funding to purchase supplies from the dollar store or other suppliers and also require someone to come up with ideas and time to hold a group meeting outside of work. Pinterest is a great source for this and we suggest this be done in the future. We also suggest that Staff Senate add more members to this committee or designate “volunteer” staff senators from other committees with less work during the fall to assist. With only a handful of committee members, the holiday bazaar is quite a large undertaking. Finally, we recommend to the next group to start advertising as soon as possible.

Basket Raffle: Cancelled due to Covid-19

Rose Beth Book Scholarship: Because the raffle will not be raising funds for the book scholarship this year, the Staff Senate approved a motion to carry over the scholarship’s current low balance for distribution next year.

Staff Recognition Committee Report

Jason Rotchstein, Chair

Due to the COVID-19 pandemic, the Annual Staff Recognition Event was cancelled for 2020. In its place a 'virtual' Staff Recognition Day was held on May 22 (the date the in-person event was scheduled to occur). A communication was sent from President Crawford thanking them for staff for their service and directing them to the Staff Recognition Day web site (<https://www.pugetsound.edu/srd2020>). An outline of the content of the virtual Staff Recognition Day can be found in Appendix A.

Plans were well underway for the in-person event when things shut down. The proposed event outline for the in-person event can be found in Appendix B. Additional details about the planned event can be found in the meeting notes in the Staff Recognition Committee folder on the Staff Senate shared drive.

Considerations for the 2021 event

Many of these suggestions were going to be implemented in the 2020 event prior to the cancellation.

- Event Program
 - Consider having a dress rehearsal with all program participants and media services to practice microphone technique, etc.
 - Start on the PowerPoint, script, and music earlier.
- Printed program
 - Adjustments were made to the survey sent to years of service honorees to make it clearer which type of recognition they are comfortable receiving.
- Set-up
 - The set-up was going to be similar to a past PDEC session that had a small stage oriented on the west side of the fieldhouse with the screen above the stage on the second floor. Seating would have consisted of six-foot tables set-up family style with 3 tables pushed together in rows.
- Cabinet
 - Cabinet have requested to sit with their divisions rather than in the front row.
 - Consider additional role for Cabinet at the entrance to the event.
- Retirees
 - Have more follow-up with invited retirees to encourage attendance.
 - During the program, acknowledge past retirees in attendance.
- Prizes
 - Encourage more follow-up with businesses and consider adding more businesses to the solicitation group.
 - Assign the prize board project earlier and increase the size to make it easier to read.
- Clean-up
 - Work out a plan for leftover supplies/décor.
- Years of service honorees

- Consider hosting a reception a few weeks prior to the event for the YOS honorees. It could be a simple dessert reception giving the YOS honorees a chance to meet each other and take a class photo which will be used in the program for the SRE.

Elections and Governance Committee Report

2019-2020 Members

- Christina (Tina) McLeod (Chair), At-Large Senator (2019-2020), Race & Pedagogy Institute
- Derek Beuning, At-Large Senator (2019-2020), Dining & Conference Services – Catering
- Emily Mullins, North Campus Area Senator (2019-2020), Institutional Research
- Kelli Delaney, North Campus Area Senator (2018-2021), Fellowships and Academic Advising
- Moe Stephens, East Campus Area Senator (2017-2020), Student Affairs – Student Involvement
- Rachel Sizer-Williams, At-Large Senator (2019-2020), Foreign Languages & Literature
- Sage Haynes, South Campus Area Senator (2019-2022), Facilities – Sustainability & Energy

Committee members and changes this year

In May 2019-2020, the committee started with Co-Chairs (Tina McLeod and Derek Beuning). Due to job/position change and demands, Derek stepped down from co-chairing (September 2019), and then Tina McLeod was Chair. Sage Haynes was added to committee when appointed to Staff Senate. Emily Mullins resigned in May 2020, coinciding with the exiting from university employment. And in June 2020, Tina McLeod resigned from Staff Senate, effective 6/30/2020, also coinciding with exiting university employment.

ELECTIONS

VACANCIES AND APPOINTMENTS

Completed:

This year much of the committee time was spend recruiting and securing staff to fill senate positions mostly created from staff exiting university employment. From September 2019 – May 2020, the following senators were appointed: Francisco Perez (At-Large), Krista Johnson (East Campus 2019-2021 seat), Mary Powell (East Campus, 2019-2022 seat), Matthew Dammes (North Campus, 2018-2021 seat), Emily Mullins (North Campus, 2017-2020 seat), Sage Haynes (South Campus, 2019-2021 seat).

Work Remaining:

The EGC paused the recruitment and appointment of new senators in February 2020 in order to focus energy on the general elections, even though we still have 4 vacant At-Large seats, one North Campus, and one West campus seat. Also, with the review of the staff numbers and locations, as required by Bylaws, it became apparent that re-apportionment needed to occur for the scheduled 2020-2021 general elections. And it would be more efficient, without loss of any sitting senator's positions, to pause the appointment process with the general election only two months away (when the decision was made).

ELECTIONS – GENERAL ELECTIONS

Completed: EGC reviewed the time lines and asked for General Elections to be held in April 2020 (approved February 11, 2020 senate meeting). Then EGC worked on the assessment of staff data and locations to determine any needed re-apportionment. See the EGC March 11, 2020 report for the reapportionment proposed for 2020-2021 General Elections: [Committee Report Elections and](#)

[Governance 2020 March 11.docx](#) NOTE: Due to outcomes of COVID pandemic, the March 11, 2020 Staff Senate meeting was cancelled. When the meeting was cancelled, EGC had already prepared the email for distribution regarding nominations and was preparing for elections. See the EGC folder on the Staff Senate drive: [..\2020 Elections](#) and on the EGC Google Drive.

Work Remaining: The General Elections did not happen. Due to COVID-19 pandemic resulting in classes online and most staff working remotely or not work, EGC made motion that was approved at April 15, 2020 Staff Senate meeting that stated:

Today (4/15/2020), the Elections & Governance Committee moves to (1) suspend Staff Senate Bylaws, Article V (Committees), Section 5 (Election and Governance Committee), Part C and E, and postpone the 2020 general election of senators; and (2) suspend Article IV (Staff Senate Organization and Governance), Section 1 (Elections and Terms of Office), Parts A, B, and G, and extend the terms of service of those senate seats which are set to expire in May 2020 for up to one year of additional service; and that said postponement and extensions will be revisited by Staff Senate during Fall 2020 semester.

Please note the language in the motion that passed “said postponement and extensions will be revisited by Staff Senate during Fall 2020 semester.” We purposely left it open and flexible.

NOTE: Some senators, whose terms would have expired in May/June 2020 without a postponement indicated a willingness to stay, but some that willingness was limited. See:

<https://docs.google.com/spreadsheets/d/1IcdPLYaYXWY9WqZgHmweAOVyG-02Y2gM/edit#gid=1707098443>

And, since May 2020, additional staff have exited the university increasing Staff Senate vacancies by at least two (Emily Mullins and Tina McLeod); and other vacancy of West Campus senate seat (2017-2020) held by Ben Tucker as he was unable to extend his term due to agreement with his supervisors.

ELECTIONS – EXECUTIVES POSITIONS

Completed: EGC completed two sets of elections for Staff Senate Executive Positions – one in September 2020 and one in May 2020. The September 2020 election was due to vacancies created when the Secretary of Staff Senate left the university during summer 2019 and then when Anna Coy, Staff Senate Chair, left university employment in September 2020. The Fall 2019 Executive Committee elections included Frank McNeilly as Secretary, Sarah Johnson as Vice Chair, and Ben Tucker as Chair (previously Vice Chair). And then in May 2020, still during virtual meetings, Staff Senate elected Emily Holloway as Chairperson and Landon Wade as Secretary, joining already seated Vice Chair Sarah Johnson and Treasurer Heather Bailey. Please see [EGC May 2020 report](#) for term dates.

Remaining work: N/A

BYLAWS

Completed: N/A

Remaining Work:

Although EGC individual reviewed the Bylaws, general discussions were had, and EGC Chair McLeod and Staff Senate Chair Ben Tucker and Vice Chair Sarah Johnson met with VP/University Counsel JoAnna Carey-Cleveland about the Bylaws, the review of the Bylaws was not completed. As with much at the University during Spring 2020, best laid plans were changed due to coronavirus pandemic.

Please see EGC meeting notes: [..\Elections & Governance Committee Meetings and Agenda](#) for additional information.

Suggestions:

- Recruit/Appoint Ad-Hoc committee to work on ByLaws review. Weekly meetings to assess current Bylaws in order to determine possible Bylaw changes reflecting want and needs of Staff Senate.
- This year's EGC suggests bylaw changes specifically in the areas of:
 - Apportionment and representation of senators
 - Consider the number of senators needs to govern
 - At minimum, the At-Large Senator calculations need not be the same calculations of area senators. Current ByLaws have the nearly the same number of At-Large Senators as Area Senators.
 - Reducing the number of senators may make it more efficient to govern and less time spent recruiting an appointing new senators to fill vacancies
 - Committees – Revisit Standing Committees and their descriptions and remove standard operational procedure language from Bylaws (ie: like Elections & Governance dates and times for elections). Bylaws need to address overall running of Staff Senate not the date details of committee work.
 - Revisit current standing committees for overlap and timeliness. Are there committees that do duplicate work, could committees be combined, and what committees could be ad-hoc committees as needed versus standing committees?

Compensation Committee Report

Members of Committee: Jessica Hartenstine, Jake Nelko, Sarah Johnson, Carol Odland (chair), Lee Ann Packard

Summary

The Compensation Committee completed our regular charges of

- Researching and writing a compensation pool increase proposal to BTF in the fall
- Presenting our proposal to BTF in late fall
- Researching and writing a recommendation on how to distribute the compensation pool increase among staff in the spring

We did not complete the following task because the SRE in-person event schedule to occur in May was cancelled due to the COVID pandemic

- Managing and distributing door prizes for SRE in the spring

BTF Proposal and Presentation

Our committee met numerous times during September – November 2019 to research data related to the proposal, discuss our options, decide on our approach, and then write the proposal.

We requested a 4.1% increase, consisting of a 2.6% CPI increase and an additional 1.5% pool for market and equity. We asked for a larger market and equity increase in anticipation of the compensation study planned for 2020. The hope was there would be money available when the results came in, but we were told the study would take at least a year and so there would be no results to act on in the 2021 fiscal year.

We first presented our proposal to Staff Senate at the November 14th meeting where we got feedback from various senators and staff. We modified our proposal according to some of the feedback, and presented again to Staff Senate by email for electronic voting approval. It was approved the morning of November 20th, 2019, and submitted to BTF that afternoon.

Our committee met with the BTF on November 28th, 2019, at 1 pm. There were good questions from BTF task members and good discussion was had.

Compensation pool increase

On January 24th, 2019, the BTF recommendations were published to campus, with a 2.0% increase proposed for the staff compensation pool. We were happy we got an increase, but disappointed it was not the full percentage we requested and did not even match CPI for the previous year. The budget was approved by the Board at their February meeting. A couple additional decisions were made by the BTF to fund this increase:

- The president, provost, and vice presidents agreed to forego salary increases for 2020-21 and the BTF's recommendation includes \$0 increase for their positions.
- The open tuition scholarship was increased from \$10,800 to \$11,500, and release of the remaining savings from tuition benefit plan utilization helped balance the overall budget.

- The BTF recommendation included a temporary reduction in faculty and exempt (salaried) staff retirement contributions in 2020-21 from 12% to 10%, which matches the contribution level for our non-exempt (hourly) staff, creating greater equity.

The retirement contribution change caused a lot of concern among faculty and exempt staff across campus. For them, the 2% salary increase is offset by the 2% retirement contribution decrease, resulting in no compensation increase at all. We do not take issue with the equity argument, but there are different ways to accomplish that. There was also concern whether it would truly be a temporary change. We agree that when cuts need to be made, it is better to cut retirement than salary, because individual employees then have the flexibility to use their compensation dollars where they need them most.

The committee met several times in February and March to discuss our recommendation for distributing the compensation pool increase, including a meeting with HR staff where Cindy Matern explained compensation issues and considerations and answered our questions. We requested staff grade/salary data from HR to help inform our recommendation, and we received most of the data we requested in aggregate form, minus actual salary amounts. We decided an across the board increase was the fairest choice this year, considering the low salary pool and retirement contribution cut. We wrote a memo to Cindy Matern on April 1, 2020, with our recommendation, including multiple reasons justifying our choice. The memo was merely a formality, because of what happened next.

The COVID pandemic hit in March 2020, and that threw all these plans out the window. Students were sent home during spring break, and classes went online. Staff who could work remotely went remote full-time, and are still remote at the time of this memo.

The university experienced immediate revenue losses by having to refund room/board for many students, but also worried about additional revenue losses in the coming year, with those impacts lasting for four years or more. With this in mind, the president created the Budget Adjustment Group in April, including faculty, staff and student representation, to recommend budget adjustments for 3 scenarios: 10% revenue loss, 20% revenue loss and 30% revenue loss.

The Budget Adjustment Group report was released to campus on June 2, 2020, with a wide variety of changes depending on the severity of the revenue loss. The president solicited feedback and questions on the recommendations, presented a revised budget to the Board that same month, and then sent an email to campus on June 24, 2020 with the following information and changes, one of which cancelled the salary pool increase that had previously been approved:

- The new approved budget is \$8.9 million less than the original budget approved in February, which is a 9.5% reduction
- Staffing reduction of 25 staff positions and 19 FTE faculty positions
- There will be no salary or pay reductions for faculty and staff members (who retain the same FTE level)
- Effective July 1, the president's salary will be reduced by 10% and the provost's/vice presidents' salaries by 5%.
- Salary increases will be limited to: 1) faculty promoted to associate or full professor this year, 2) any staff member appointed to a different position that represents a promotion, and 3) staff members who will receive minimum wage adjustments in January 2021.

- To minimize the reduction of faculty and staff positions and preserve salaries, the retirement contribution for all faculty and staff members, including the president and Cabinet members, will be reduced to 6% (from 10% in the budget originally approved and 12% in the previous year for faculty and exempt staff members). This reduction will be in effect as of July 1 for the foreseeable future due to the sustained revenue pressure the university will experience as a result of the nationwide reduction in the numbers of undergraduate students and the economic repercussions of the pandemic. We understand how important the retirement benefit is to our faculty and staff members and did not arrive at this decision easily.

Since the pandemic is still going on, the university's finances are still in flux. I don't know what the BTF process will look like this next year, but there probably isn't much hope of getting a salary pool increase. The compensation study we were hoping to start this year has been put on indefinite hold, confirmed by Cindy Matern in July 2020.

Human Resources Policies and Practices Committee Report

Members

Deborah Hope (*ASUPS*) Fred Creek (*Security*) Landon Wade (*chair, Advising and Fellowships*)

Neva Topolski (*Physics, resigned senate in October '19*) Sabrina Shepherd (*Facilities*)

Keith Woody (*HR liaison, left university in October '19*)

Meetings

September 16, 2019 October 14, 2019 November 11, 2019 January 28, 2020

March 5, 2020 April 29, 2020 May 6, 2020

Summary

The committee is interesting in that it does not create, craft, or edit policies or practices, but rather collects items of concerns, interests, or misunderstanding from staff members, and presents the policy/practice in question to HR for review. If HR adjusts the policy, then this change in policy is presented to Cabinet members. If supported at Cabinet, it goes back to Staff Senate for review, and then back to Cabinet to approve the new policy change. If the Staff Senate request is regarding additional benefits, that would need to be presented to the Board. We know that not all staff do not and cannot take advantage of all university benefits based upon the staff member's personal situation (i.e. no dependents means no dependent benefits like tuition or dependent care FSA usage), but the committee strongly encourages staff to take advantage of all opportunities and that the staff member should be supported by the institution in pursuing those benefits. All in all, the committee works to highlight policy confusions, discrepancies, and unmet needs on behalf of and for the improvement of the staff community.

The committee was composed of all new members, which we do not recommend moving forward. This would require a change in bylaws, as it is stated that all committee appointments are one year. While we had Keith as HR liaison, it was for only our first meeting. We chose not to keep an HR liaison in keeping with Senate bylaws not calling nor requiring such a position.

The committee discussed several items to review – benefits availability; essential personnel in regards to campus closure; institutional definitions for “emergency” in Emergency Response Pay; sick leave abuse; consistent time and pay during campus closure for those required to report to work; sick leave donation; retired staff benefits; complaint line; smoking, marijuana, and vaping policies upon recommendation of Human Resources; supervisory training and development to ensure consistent implementation and support of policies.

Policies and Practices Reviewed

Complaint line: staffed by 3rd party, which forwards to office concerned to be investigated and remedied

Essential personnel/campus closure: “essential personnel” changed to “key response staff” which put the decision making on individual departments and eliminated the committee's concern

Sick leave pattern of abuse: limits on what supervisors/institution can request from staff on why out for sick leave, new Washington state law went into effect January 1, 2020 that might address concerns for ongoing sick leave concerns

Retired staff benefits: emeritus faculty have more benefits (email, computer/tech access, wellness center) than retired staff and retired non-emeritus faculty, “emeritus” is more than length of employment, could there be an “emeritus” staff created?, concerns about number of staff who would qualify compared with return on investment of time and energy to create such a thing

Excellence in Action awards: solicited nominations and chose recipients for EIA, much thanks to Jason Rotchstein for history and guidance

Fair and consistent policies across campus weighed against types of work (Security 24/7, Facilities on call, DCS, ASUPS) are ongoing, complicated situations

Committee structures, senator numbers, term length discussed in response to Senate executive committee

Recommendations for Next Year's Committee

Supervisors, with maybe a bit more focused on faculty who serve as supervisors, need more training and support for policies and implementation of those policies

Essential personnel, campus closure, and emergency reporting and pay are complicated and there may be nothing more to do, but the committee was not fully satisfied with the work on this front

Appendix A: Staff Recognition Day Virtual Content Outline,

46th Annual Staff Recognition Day, May 22, 2020

Event Purpose: The purpose of the Staff Recognition Day is to celebrate and recognize staff for their service to University of Puget Sound.

Key elements:

Message from President Crawford (Video)

Message from Board of Trustees

Celebration of Retirees

Message from Staff Senate Chair

Recognition of Years of Service Honorees

Announcement of Excellence in Action Awards

Message from Cabinet

Message from Rev. Dave Wright '96

Memoriam

Staff Stories – might hold this idea or find another vehicle due to time/resource constraints

Staff that have had to work on campus during this crisis

Staff that haven't been able to work

Staff helping out the community

How teams are connecting during this time (professionally and socially)

Format:

Email – Jason will draft and send to the group for review.

Thank you to the staff

Link to web page

Michaela will build the page.

Web page

Video message from President Crawford (video has been recorded)

Celebration of retirees

Erin is reaching out to the supervisors for comments.

Liz will reach out to the retirees giving them the heads-up about the day.

Messages from:

Board of Trustees, will be recorded next week, Liz is coordinating

Cabinet, Liz will coordinate with format left up to Cabinet

Rev. Dave Wright '96, Jason will follow up with Dave

Memoriam

Staff Senate Chair Ben Tucker

Years of Service Honorees

Erin has sent out the survey. Everyone has been asked if they want to be listed on the website and to submit a photo. For the 30 year and up honorees, they were

given some questions about their time themselves and their time at Puget Sound so we can draft comments about them. Sarah will help draft write-ups of 30 year+ service honorees.

Announcement of Excellence in Action Awards

The group decided on having envelopes on the page that will reveal the winners.

Michaela will work out mechanics, and Jason will work with HR committee to draft text and get photos.

Staff Stories (see above) – tabled.

Other activities:

Online social media push recognizing the hard work of Puget Sound Staff.

Supervisors will be encouraged to personally acknowledge their staff that week.

Draft email for EIA and lead up. This is your opportunity to share appreciation for staff.

Appendix B: Outline of cancelled in-person event plan

Staff Recognition Committee
46th Annual Staff Recognition Event
Friday, May 22, 2020
11 a.m. – 2 p.m.
Event Outline
~Draft~

Event Purpose: The purpose of the Staff Recognition event is to celebrate and recognize staff for their service to University of Puget Sound.

Theme: Game Night!

Location: Memorial Fieldhouse

Key elements: Program: Welcome from Staff Senate Chair
Recognition and Moment of Silence
President's Address
Celebration of Retirees
Recognition of Years of Service Honorees
Announcement of Excellence in Action Awards

Event: Door prizes
Activities
Meal
Food drive
Early dismissal

Program Timeline:

10:45 a.m. **Honorees arrive.**
Retirees and service award honorees and guests are invited to arrive early, receive nametags, and select seats in Memorial Fieldhouse. Staff who require accommodations or assistance are also invited to arrive early.

11:00 a.m. **Event start time.**
Staff arrive and find their seats.

11:15 a.m. **Welcome.** (2 minutes)
Staff Recognition Committee Chair Jason Rotchstein '99 welcomes the audience, frames the program, and introduces University Chaplain and Director of Spiritual Life and Civic Engagement Dave Wright '96.

11:17 a.m. **Moment of Reflection and Silence.** (3 minutes)
Reverend Dave Wright '96 leads a moment of reflection and silence.

- 11:20 a.m.** **Staff Senate Chair Remarks.** (3 minutes)
Staff Senate Chair Ben Tucker thanks staff for their service, shares message from ASUPS [TBD], and introduces President Crawford.
- 11:23 a.m.** **President's Address.** (7-10 minutes)
President Crawford acknowledges staff and thanks them for their work over the past year.
- 11:33 a.m.** **Celebration of Retirees by President Crawford and Cabinet.** (20 minutes)
President Crawford and Cabinet members celebrate retirees.
- 11:53 a.m.** **Recognition of years of service honorees begins.**
5 years of service and 10 years of service (5 minutes)
Presented by Staff Senator [TBD] and Staff Senator [TBD].
- 11:58 a.m.** **15 years of service** (3 minutes)
Presented by Staff Senator [TBD] and Staff Senator [TBD].
- 12:01 p.m.** **20 years of service** (3 minutes)
Presented by Staff Senator [TBD] and Staff Senator [TBD].
- 12:04 p.m.** **25 years of service and 30 years of service** (6 minutes)
Presented by Staff Senator [TBD] and Staff Senator [TBD].
- 12:10 p.m.** **35 years of service** (3 minutes)
Presented by Staff Senator [TBD] and Staff Senator [TBD].
- 12:13 p.m.** **Excellence in Action.** (10 minutes)
Excellence in Action awards are presented.
- 12:23 p.m.** **Closing remarks.** (2 minutes)
Staff Senate Chair Ben Tucker and Staff Recognition Chair Jason Rotchstein '99 close the program, announce the amount raised for the Emergency Food Network and invite staff to enjoy the festivities.
- 12:25 p.m.** **Program ends.**
Staff are free to participate in activities, mingle, and have lunch.
- 12:30 p.m.** **Lunch begins.**
Activities and prize drawings will take place throughout the lunch.
- 2 p.m.** **Event end time.**
Staff are dismissed for the day.