

Staff Appreciation and Development (SAND) Committee's Annual Report 2017-2018

MESSAGE FROM THE CO-CHAIRS

As always, the Committee would like to sincerely thank President Haynes for her consistent financial and visionary support of SAND. The creation of the VP of Campus Climate role underscores the President's belief in ensuring employee satisfaction and recognition at CSUSM. With the aid of Jennifer Williams, the committee emphasized the specific activities that most resonated with staff, expanded existing activities, and also took on exciting new initiatives in our efforts to continually support staff at CSUSM. We would also like to make a special thank you to Jennifer Williams for allowing Jessica Halsey and Aubrey Hanson to assist SAND. Jessica's social media and tech savvy greatly improved the SAND website and social media presence via Instagram. Aubrey has been a bright new light on the committee. She has taken on producing the SAND newsletter and surveys. She has created a revised annual survey and a new post-event survey. Her ability to generate ideas and see areas where SAND can improve has helped make SAND a much more effective committee. She has been an invaluable asset to SAND this year and we look forward to continuing to work with her.

HIGHLIGHTS

- Lunch and Learn events continued to be well attended. SAND was able to host two Lunch and Learn events this year. The first event focused on sustainability and recycling on campus. Guest speakers were Julianna Goodlaw-Morris and Stephanie Hebert. They were able to share all that is being done on campus to make CSUSM a leader in waste diversion and recycling, and offered helpful sustainability tips to staff. The second Lunch and Learn event featured guest speaker Travis Gregory. Travis discussed human resources issues and answered staff questions. We learned that we must pay special attention in the future to the outline of the Lunch and Learn to ensure staff are benefitting from the information. In future Lunch and Learns, we plan to meet with the speaker ahead of time and also view the presentation and materials before the event to allow for adjustments.
- Social events continued to receive glowing feedback and to grow in size and length of stay. Repeated favorites were the Summer Ice Cream Social, Happy Hours, Spring Break Out the Bagels, and Summer Beat the Heat Ice Cream Grab. For some events, we tried to coordinate with holidays such as our Valentine's Day Donuts, which received positive feedback across departments.
- New events were added based on requests from staff for healthier options. SAND hosted one Step Challenge event and a Healthy Recipe Share. The Step Challenge had a low participation rate so the committee held off doing further Step Challenges until it figures out a way to increase participation. SAND is continuing to invest in healthy events in an effort to support staff as they strive to make health and wellbeing a priority in their lives. In an effort to continue this investment, SAND shared healthy recipes via daily emails to staff as part of the healthy recipe share. SAND even received a submission from a staff member that we were able to feature in one of the recipe shares.
- SAND gave out 20 copies of "Between the World and Me" by Ta-Nehisi Coates for the Common Read. This is a small but institutionalized program that staff appreciate and that supports the Library's programs.
- This spring, SAND began a bimonthly newsletter schedule, sending out a newly designed e-newsletter to staff. This newsletter highlights notable moments from the past few months, shares the names of Employees of the Month, upcoming events, and offers a way for SAND to communicate with staff directly to increase its visibility among staff members.

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- SAND helped to administer and support the President's Employee Appreciation Picnic, ensuring staff felt extremely appreciated and relaxed. SAND also contributed to the opportunity drawing with four gift cards this year and offered a table that featured Thank You submission forms for attendees to thank colleagues. We received 17 submissions by the end of the event.
- In June, the committee attended an all-day Strengths retreat on campus, led by Jennifer Williams and Katy Rees. Committee members learned more about their top five strengths and working styles, and how to effectively complement co-members' differing strengths and work needs. SAND recognizes this as a useful resource for its members, and hopes to continue to utilize the shared information.
- SAND promoted the following departments' events, as a benefit to all staff and for connectivity: Human Resources information and trainings, President's Staff Open Forums, Staff Craft Fairs, Community Service & Volunteer Fair, and President's Employee Picnic.
- This summer, SAND distributed its first Annual Survey since 2014, after the Chairs, Aubrey Hanson, and Jennifer Williams redesigned the layout and stripped down questions to ensure useful results and input from staff members. SAND received an amazing response, racking up 112 responses in just two days. SAND now has definite, clear ideas for improvement and received a useful snapshot of the interests of our staff members. For example, it is evident that SAND needs to improve the visibility of the Thank You program (at the time of this report, 80% of respondents did not know how to send a Thank You). Interests of staff members include more employee appreciation and socialization. A full report will be submitted to Jennifer Williams, and the Chairs intend to present main findings to the committee to help brainstorm programming for the upcoming year. SAND is encouraged by this response to the Annual Survey, and we look forward to implementing this tool yearly.
- SAND welcomed one new committee member, Whitney Steffler, in the beginning of the year. Six new members were welcomed at the end of the year: Cai Steffler, Eric Breier, Andrew Reed, Alex Fresh, Casey Green and Ashley Bunnell. Adrienne Tucker and Celeste Coleman retired, and their energy and expertise will be sorely missed. We know that SAND is completely volunteer based and that staff have limited time to give, but we thank everyone for the time they were able to invest in SAND this past year. We look forward to accepting new members and the diverse talents they will bring to SAND.

EVENTS

- July: Ice Cream Social (about 150 attendees)
- October: Common Read Book Giveaway (free book/E-book for 20 staff members)
- October: Fall Lunch and Learn with Julianna and Stephanie (60 attendees)
- October: President's Fall Staff Open Forum
- November: Step Challenge (10 participants)
- November: Fall Happy Hour (about 25 attendees)
- December : Cookies & Cocoa (about 100 attendees)
- December: Winter Craft Fair
- February: Valentine's Day Donuts & Coffee (about 200 attendees)
- March: Spring Break Out the Bagels & Coffee (about 200 attendees)
- March: Spring Lunch and Learn with Travis Gregory (50 attendees)
- April: Healthy Recipe Share

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- May: May the 4th Happy Hour Grab (about 20 attendees)
- May: Spring Craft Fair
- June: Assistance with President's Employee Appreciation Picnic, and Thank a Colleague table (about 1000 invited)
- June: CSU Webinar on Conversational Intelligence (35 attendees)

REVIEW OF 2017-2018 GOALS

- **GOAL:** Over the 10 school-year months, hold one social event every other month and one event every other month that links thematically to the other four (for a year-long theme).
UPDATE: Rather than trying to set a theme, SAND chose instead to hold one activity every month that matched staff interest. SAND also added (2) health and wellbeing events and an additional webinar event.
- **GOAL:** Review existing events to determine if funds would be better allocated to new and/or existing activities, because staff needs may have evolved over the past year.
UPDATE: This tied in directly with the above goal, and was also a great success.
- **GOAL:** Institutionalize the Thank You program into staff common practice such that over 100 letters are given.
UPDATE: This year the Thank You program was able to rally support and over 20 Thank You's were given out. We decided to make the Thank You program more accessible to staff by offering Thank You slips at each of our events. We believe that by making it easier to send a Thank You, more staff will not only receive Thank You's, but more staff will know about the program and hopefully participate in the future.
- **GOAL:** Tie in even more closely with the Library's Common Read, in particular if that connection can be related to the SAND annual theme.
UPDATE: This was successful, with SAND distributing 20 copies of this year's Common Read book. We hope to continue to grow our collaboration with the Library.
- **GOAL:** Address gender equity as an interactive workshop, to help staff examine their relationship and understanding of their own and other's gender identities and the changes that are occurring on campus. Consider having this or a related topic as the SAND annual theme.
UPDATE: This was not offered. Instead SAND offered a CSU sponsored webinar on conversational intelligence.

GOALS FOR 2018-2019

- **GOAL:** In tandem with the below, create an annual calendar ahead of time, and market those dates, so that all staff have ample time to plan their attendance at SAND events.
- **GOAL:** In conjunction with the above, analyze current allocation of resources, and change if necessary. (Includes assessing Off-Campus Happy Hour's success/weakness, fitness events and Thank You Program.)
- **GOAL:** Modernize and continue to expand the Thank You Program.
- **GOAL:** Revamp fitness activities, including working closely with the Campus Wellness Committee and Campus Climate Task Force, in hopes that people attend. Continue to grow our relationship with Campus Rec and Clarke Field House.

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- **GOAL:** Partner with other office(s) on campus to offer gender rights, diversity/equity/inclusion training, as a professional development event since this is a civil rights issue about which students and staff are extremely passionate.
- **GOAL:** As SAND continues to grow, designate a SAND member to take on specific roles that would include monitoring and maintaining social media, marketing, website, and Thank You program.
- **GOAL:** Modernize, beautify and continue to expand our SAND webpages and better utilize social media and technology.

Respectfully submitted,

Shannon Honour & Noella Ricker

SAND Co-Chairs 2017-18