

Staff Appreciation and Development (SAND) Committee's Annual Report 2018-2019

MESSAGE FROM THE CO-CHAIRS

With bittersweet sincerity and appreciation, the Committee would like to sincerely thank President Haynes for her consistent financial and visionary support of SAND over the years. 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 Aubrey Hanson to assist SAND again this year. Aubrey continues to be a bright light on the committee and a true maximizer. 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 accomplishing your goals both personally and professionally. Our guest speaker was Vance Kekoa from Safety, Health and Sustainability. Vance was able to share experiences that helped highlight how we can use the attributes that we are passionate about to fuse personal and professional life into a singular purpose to make a difference. The second Lunch and Learn event featured guest speaker Ashley Fennel and the Cougar Pantry Specialists. Ashley discussed food insecurity issues on campus and highlighted CSU Basic Needs Initiative and the history of the Cougar Pantry. Cougar Pantry Specialists were able to discuss the day-to-day operations of the pantry and the community partners that support CSUSM.
- Social events continued to receive glowing feedback and grew in size and length of stay. Repeated favorites were the Summer Ice Cream Social, Spring Break Out the Bagels, Recipe Shares 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 along with our Holiday Recipe Share that highlighted employee's favorite holiday food traditions.
- New events were added based on requests from staff for healthier options. SAND offered a new event where staff could create their own yogurt parfait in an effort to provide a healthier appreciation gathering. In addition, SAND hosted a Holiday Healthy Recipe Share in December in which we shared healthy recipes via daily emails to staff. SAND even received submissions from staff members we were able to feature in one of the recipe shares. SAND is continuing to invest in healthy events to support staff as they strive to make health and wellbeing a priority in their lives.
- Capitalizing on the CSU's Got Talent webinar series, SAND has hosted three group webinar viewings featuring a variety of topics. We simply provide a place for camaraderie, a light breakfast, and a chance for colleagues to speak with others about the topic presented. Attendance has slowly grown over the past year, and we hope to continue to provide this program.
- SAND gave out 13 copies of "Book of Joy" by Dalai Lama and Desmond Tutu for the Common Read. We received 86 entrants to receive a free copy of the book. This is by far a record amount of entrants. Common Read is a small but institutionalized program that staff appreciate and that supports the Library's programs.

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- 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. We believe the increased attendance at events and staff feedback to the committee can be directly credited to the material provided to staff in these newsletters. We continue to envision ways to further utilize the platform to appreciate and help inform staff members.
- 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 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.
- At all events, we encourage all attendees to help us be more sustainable, and ask that they bring their own bowls and mugs to food events. We have received positive feedback for this endeavor and hope that the trend catches on across other events on campus.
- 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.
- SAND welcomed one new/renewed committee member, Adrienne Tucker, this year. Seven members from last year returned: Whitney Steffler, Cai Steffler, Eric Breier, Andrew Reed, Alex Fresh, Casey Green and Ashley Bunnell. 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.
- As of summer 2019, the leadership of SAND will change. Noella Richer will be stepping down as Chair after 4 years of service. Shannon Honour will assume the Chair position, and SAND member Whitney Steffler will become the Vice Chair. Both will serve two-year terms with the chance to renew their positions in 2021.

EVENTS

- July: Ice Cream Social (about 150 attendees)
- August: CSUs Got Talent Webinar (Courage Goes to Work)
- September: Yogurt Parfait Bar (100 attendees)
- October: Common Read Book Giveaway (free book/E-book for 20 staff members)
- October: Fall Lunch and Learn with Vance Kekoa (60 attendees)
- November: President's Fall Staff Open Forum
- November: Let's Clear the Air Together with SH&S (100 participants)
- December: Holiday Recipe Share
- December: Winter Craft Fair
- December: Cookies & Cocoa (100 attendees)
- February: Valentine's Day Donuts & Coffee (about 200 attendees)
- February: President's Spring Staff Open Forum
- April: Spring Lunch and Learn with Ashley Fennell (50 attendees)

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- May: CSUs Got Talent Webinar (Working with Difficult People)
- May: Spring Craft Fair
- June: Assistance with President's Employee Appreciation Picnic, and Thank a Colleague table (about 1000 invited)

REVIEW OF 2018-2019 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 35 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 webinars on courage in the workplace and working with difficult people.

GOALS FOR 2019-2020

- **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.

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- **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.
- **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, streamline and continue to expand our SAND webpages and better utilize social media and technology.

Respectfully submitted,

Shannon Honour & Noella Richer, SAND Co-Chairs 2018-2019