



September 13, 2022

Staff Wellness, Enrichment, and Engagement Team (SWEET)

Background

Cal State East Bay will establish a new administrative committee or team that will focus on enhancing staff engagement, wellness, and belonging by sponsoring a regular schedule of educational and social activities. This new group, called SWEET, will be administered and funded by the Office of the President. The goal should be to make it simple for a large and equitable percentage of Cal State East Bay to benefit from activities and programs to increase the sense of belonging on our campus.

Proposed membership:

- 2 Student Affairs representatives
- 2 Administration and Finance representatives
- 2 Academic Affairs representatives
- 2 University Advancement representatives
- 4 Affinity group staff representative
- 1 Nonrepresented staff representative
- 1 Exempt staff representative
- 1 Non-exempt staff representative
- 2 At large representatives
- 1 Office of the President representative

Membership selection process:

Nomination and self-nomination to Office of the President that will select a representative group. Half the members will serve a 2-year term. Half will serve a three-year term, randomly selected. Members may serve two consecutive terms. Employees most recent performance appraisal must be satisfactory and supervisor approval required to be appointed to SWEET.

Approximate time-commitment for SWEET members:

One-hour planning and organizational meeting each month.

One-hour open “coffee meeting” (topic determined by SWEET) each month

Additional time to plan and implement a half-day staff development symposium per year.

Charge:

- Establish guiding principles, mission, values and high-level priorities for SWEET, in consultation with the President (in year 1)



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Office of the President

- Brainstorm an annual list of topics and internal (no-fee) speakers for monthly coffee meetings
- Survey staff for their interest in proposed topics annually, working with the Office of Institutional Research to design and implement an online survey
- Plan a “launch party” for the group (year 1)
- Plan an annual half-day staff development symposium (topics, speakers, tracks)
- Make suggestions for other staff and family events that Cal State East Bay might consider offering
- Meet twice a year for a conversation with the President about improving general staff engagement (separate from working conditions covered by collective bargaining agreements)

Funding from the Office of the President:

\$2,500 per year to fund refreshments for monthly coffee meetings

\$5,000 per year to fund the annual half-day staff development symposium

Additional funding for the “launch party” in year 1

Desired outcomes/metrics:

% of total CSUEB staff engaged in at least one SWEET activity annually

Positive evaluations (survey designed by Office of Institutional Effectiveness and Research)