**Staff Council Retreat Minutes
08/07/19**

* In attendance:
	+ Full attendance (voting council members): Kai Amey, Sharon Anderson, Otha Barrow, Mike Collier, William Doe, Emily Flanagan, Kim Goho, Maria Kuntz, Victoria Lanaghan, Stephanie Morris, Kellen Short, Joanne Uleau, Kassie Pelt,
	+ Partial attendance (voting council members): Aju Jugessur, Christina Oerter
	+ Absent (voting council members): Brett Wingfield
	+ Non-voting members: Lou Rutherford, Alisha Bennett, Cherie Summers
* **To Do’s:**
	+ **Email Lou (https://www.colorado.edu/emp/l-rutherford) by Friday, 8/16/19:**
		- **Think about what committees you would like to be on. Everyone is required to participate in at least one committee**
		- **Consider joining Boulder Staff Council Committee as well. This is optional.**
		- **Think about how we will elect chairs for committees (https://www.colorado.edu/engineering-facultystaff/engineering-staff-council-2019-representatives)**
	+ **Send nominations to Lou & Alisha Bennett (**[**https://www.colorado.edu/engineering/alisha-bennett**](https://www.colorado.edu/engineering/alisha-bennett)**) for Staff Council officers by 8/16/19**
		- **Those who would like to be specifically on the Bylaws Committee, email Lou & Alisha**
	+ **Send Lou an e-mail of items you feel the budget should be set aside to pay for the remainder of the year. Please do this prior to our next meeting in September so a complete list could be provided to share with everyone.**
* **Next Steps:**
	+ **Election Process timeline**
	+ **Committees**
		- **Decide which committee you would like to join**
		- **Election Process**
	+ **Closing Comments**
		- **Please think carefully about if you are really ready to commit to this group. This means not just showing up and talking, but actually taking actions. Think about if you are really ready to give the time needed to make this group make a difference within the college.**
		- **Do not feel bad if you need to step down from this group if you’re not able to commit the time needed outside of meetings. You can still attend all the monthly meetings and provide feedback.**

**Votes Taken:**

Officer Roles/Responsibilities:

* What officer positions will we have?
	+ Chair – currently filled by Lou already
	+ Vice Chair – 12/16 (2 reps not present , 16 total) -- Yes
	+ Secretary – 13/16 (2 reps not present, 16 total) -- Yes
	+ Treasurer - 0/16 (2 reps not present, 16 total) -- No
		- This role could temporarily be assigned to the Co-Chair
	+ Parliamentarian - 11/16(2 reps not present, 16 total) – Yes
	+ Combine Parliamentarian & secretary into one role – 0/16 (2 reps not present, 16 total) – No

Final approved officer positions:

* Chair
* Vice Chair
* Secretary
* Parliamentarian
* Vote taken: Send chair or vice-chair as representative to attend Admin Staff Council meetings with the Dean – 13/16 (3 reps not present, 16 total) – Yes
	+ Next Admin Staff Council meeting is 9/16 -- 4:00 – 5:00pm (always this time, on Mondays, Clark Conference Room)
* Vote taken: Implement “Special Issues Committee” to deal with all other items and issues that do not fit within the defined committees – 12/14 (3 reps not present, 16 total) - Yes
* Final Approved Committees:
	+ - Executive
		- Bylaws & Governance
		- Communications & Outreach (Events)
		- Staff Recognition/Development/Advancement
		- Special Committee

**Motions:**

* Vote taken on nomination process: Whomever wants to be nominated or wants to nominate someone for office needs to email Lou by Friday, 8/16/19, by 5pm with names (12/16 (3 reps not present) – Yes)
* Vote taken: Alicia will help Lou monitor the election nomination process (12/16 (3 resp not present) – Yes)

**Unanswered Questions:**

* Pertaining to budget:
	+ Could we consider name tags over the t-shirts?
	+ Funding for trips? Could we establish a budget line for professional development?

Lou indicated that expenditures are not set yet for the remainder of the year and that this will be a group discussion and agreement. Send requests to Lou of items you feel funds should be set aside to pay for. Once list is complete, we can take a vote (hopefully at the September meeting).

* Can staff council create something to do with parking passes for CEAS employees who have to go over there for meetings?

**Agenda**

* 09:00 – 09:30 Breakfast (food provided by Front Range Catering)
* 09:00 – 10:00 Group activity
* 10:00 – 10:15 Budget discussion
* 10:15 – 11:00 Break out session to discuss the goals/objectives/mission of the Council (using feedback you all collected from staff you’ve talked to)
* 11:00 – 12:00 Presentation: Boulder Staff Council Committees and Boulder Staff Council Activities, John Kelly and Dylan West
* 12:00 – 13:00 Lunch (food provided by Flower Child)
* 13:00 – 13:30 Group activity
* 13:30 – 14:15 Break out session to discuss committees needed
* 14:15 – 14:45 Officer roles and responsibilities, and election process and procedures. See Boulder Staff Council site for information about their officers’ roles and responsibilities: [https://www.colorado.edu/staffcouncil/sites/default/files/attached-files/bylaws\_amended\_april\_2018\_final.pdf](http://r20.rs6.net/tn.jsp?f=001cRYNgX5lGwvF9gbAE16CV8OAPBqRb-K-c3m2gfd0eBwB-FBP21pcfeHJbGd__bGg_TClDzqtjtvd131aoH0_rAbpK6Y43TWpw8ftQqAz7TBOkZN6TTnIcpMbSiXj7Fv92p-iHUT2pA62doBxbHMJF96r6EHkZ5JPOiSf2F1IqB1vk122GRdkJvnYvfn2UxjQw4FshhgIXJnoWzmZFmJZCyuQ1EVcch5Cf7dXo-uMTqtsgYWMypThQgXj_82DPi7NB6qAapC4aik=&c=-bS4v9h4dkoEvYF0OfURH0FrJHuohg_5oGD1-wK72DTqiu8vrKV77g==&ch=HZGycmsalPRKHtmYCa4RUEvJudvRB_G5-hUm_J25I358O2WzyMn5Vw==)
* 14:45 – 15:00 Break
* 15:00 – 15:30 Group activity
* 15:30 – 16:00 ﻿Bylaws and governance. See BSC bylaws at [https://www.colorado.edu/staffcouncil/sites/default/files/attached-files/bylaws\_amended\_april\_2018\_final.pdf](http://r20.rs6.net/tn.jsp?f=001cRYNgX5lGwvF9gbAE16CV8OAPBqRb-K-c3m2gfd0eBwB-FBP21pcfeHJbGd__bGg_TClDzqtjtvd131aoH0_rAbpK6Y43TWpw8ftQqAz7TBOkZN6TTnIcpMbSiXj7Fv92p-iHUT2pA62doBxbHMJF96r6EHkZ5JPOiSf2F1IqB1vk122GRdkJvnYvfn2UxjQw4FshhgIXJnoWzmZFmJZCyuQ1EVcch5Cf7dXo-uMTqtsgYWMypThQgXj_82DPi7NB6qAapC4aik=&c=-bS4v9h4dkoEvYF0OfURH0FrJHuohg_5oGD1-wK72DTqiu8vrKV77g==&ch=HZGycmsalPRKHtmYCa4RUEvJudvRB_G5-hUm_J25I358O2WzyMn5Vw==)

**Activity 1: Getting to know you**

What superpower would you have?

Would you rather have a third eye or arm?

Would you rather eat a bowl of crickets or worms?

If you could be reborn into any profession, what would it be?

Would you rather be the funniest or most intelligent person in the room?

End result: Person with best response at each table received a prize.

**Budget Discussion:**

Beginning: $5880

* Known expenses
	+ Staff summer budget appreciation event: $2500
	+ June staff council meeting snacks and drinks $104
	+ August retreat food and drinks $600
	+ August retreat supplies $50
	+ Council T-shirts $600
* Current balance $2026

Other budget items to consider?

* Staff Appreciation Event:
	+ HR wants to put the responsibility of administering the staff appreciation event to staff council beginning AY 2020.
	+ According to Alisha, the summer staff appreciation event has been moved to September. It was originally going to be an ice cream social.
	+ Vote was taken to do breakfast burritos over ice cream
* Name tags or business cards?
* Could we consider name tags over the t-shirts?
* Funding for trips?
	+ Budget line for professional development?

**Dean Bobby Braun:**

* Feels the staff had less of a voice, so the staff council is a great way to address that. Communication is key. Make sure the CEAS staff knows there is a Staff Council. Make sure your departments know you’re a resource and representative!
* This group is a clean mechanism to bring staff issues to the college’s attention
* Need to figure out how the Dean will interact with the council
* How dean will address issues presented by the group
* Admin council (faculty governance body) is the group he primarily interacts with
	+ We are all, technically, represented by that.
	+ These are all department chairs who attend the Admin council.
	+ The staff issues don’t usually get addressed/discussed.
* Questions to the Dean:
	+ What is the goal and vision of what you want to see the staff accomplish within its first year?
		- Important that staff at large knows the council exists and that we are a channel between the staff and the dean’s office/program directors/chairs, so that the issues or concerns can be represented anonymously.
		- For us to become more knowledgeable about the college’s operations since we are now representatives to a body at large. We can then help explain why something is the way it is or will be.
		- Vision: Goal 4: Help achieve the college’s professional climate goal (this is a very long-term goal).
		- Want to add one or two staff council member(s) to the Admin Council body. This would not be a voting member, but this person could help relay information to the staff when faculty members don’t.
	+ Are minutes sent from the Admin Council?
		- There used to be, but hasn’t happened lately. This is primarily my fault (Bobby’s words). He plans to have that be better moving forward.
	+ What do you foresee the distribution of resources across the college look like moving forward?
		- We are a college on the move, and we have to be nimble. The reality is there will be some displacement, and we have to understand that.
		- We’ve been growing, and are the fastest growing unit across the CU systems.
		- Nationally, this is a fairly small program. There are real constraints preventing us from growing to the doubled size of our competitors.
		- There is public support for this college to grow.
		- We initially reduced growth when Bobby became the dean to give time to hire faculty and staff to accommodate that.
		- We are now back to 1000 incoming students.
		- There is the constant space constraint issue. We now have the east campus building to house satellite offices. The goal is to eventually move engineering to east campus. This will be decades from now, but that is where things are headed.
	+ How do we ensure staff growth is keeping up with college growth in accordance with the budget model? Can we get access to that data?
		- We have been hiring staff at a very good rate.
		- Undergraduate growth relates directly to budget growth. That extra budget goes to hiring.
		- The constraint isn’t on students, it’s on space. We can’t grow as much as we want without the capacity to house those students.
	+ Are there better mechanisms to learn more about the progress updates for the campus and/or college?
		- I present on this at town hall meetings, but I can do that here.
		- Having members of this group coming to admin council
		- Yearly overview to engineering advisory council (EAC) meeting
	+ This is a group of volunteers. Are there other groups you’d like us to make a special effort to try and reach out to?
		- No. I meet with every unit’s supervisors basically every two weeks.
		- I meet with program about once per month.
		- I feel like I get a lot of input from departments often.
		- I feel like I don’t get a lot of input from the staff, that is why I need you all to have a plan to reach out to all the units so that they know you represent them on the staff council. This should happen within the first semester.
			* Maybe assign each staff member to a unit so that they can volunteer to go those department’s meetings and let people know we are here to represent them.
	+ What is the most effective way for our information exchange?
		- Before I would hear from a department chair, there is now an additional mechanism (staff council) for resolving issues where I can go.
		- I’m happy to come to meetings (not every one of them though due to time constraint)
	+ Do you foresee this group working directly with departments as the representatives, to try and address some of the staff issues, or do you want us to solely bring it to you?
		- The challenge I think you will have is figuring out what issues are local/department issues and which ones are college issues. There are certain policies that we won’t be able to do anything about (i.e. regent law, or provost declarations, etc.)
		- I’d like to know about local issues, but those are probably best addressed by the department chairs.

**Boulder Campus Staff Council Presentation (Area 5), Dylan West & John Kelly:**

* John Kelly, 1 of 3 co-chairs (4-5 years on staff council)
* Dylan West (2nd year of council)
* Council representatives run for 3-year terms
* What is Staff Council?
	+ Shared Governance
		- Represent Staff Concerns
		- Raise Issues and Propose Solutions
		- Serve on a Committee (*not just within our Staff Council*)
		- Volunteer with other Committees
* Staff Council Events
	+ Ice Cream Social
	+ Staff Appreciation Breakfast
	+ Field Day
	+ Blood Drive
	+ PERA
	+ Speaker Series
	+ *It’s fine to be known for your events, but we should think about for what we want to be known. We don’t just need to be events-oriented.*
	+ *We need to make sure as we think about what we do that we keep in mind who works on campus and when.*
* Staff Council Committees
	+ Awards & Staff Recognition (ASR)
	+ Blood Drive
	+ Communications
		- This one is crucial. They work with all other committees because what’s the point of doing all the things we do if no one knows about the events?
	+ Elections
		- We should make sure we make it very clear to EVERYONE what we are doing and what they are voting on. How can we make this easier for our constituents?
	+ Outreach and Events
	+ Payroll, Benefits, Retirement, and Legislative (PBRL)
* Outside Committees
	+ University not Multi-versity (Basically, try to have cross-college/department collaboration)
		- Diversity Summit Planning Committee
		- DACA Working Group
		- Chancellor’s Accessibility Committee
		- Campus Use of University Facilities (CUUF)
		- Shared Governance
		- Boulder Faculty Assembly
		- Chancellor’s Committees
		- CU Advocates
* How to be an Effective Staff Council Member
	+ Attend multiple committee meetings
	+ Understand the Staff Council “Tapestry”
	+ Read and Understand the Bylaws
	+ Review Agenda and share insights during meeting
	+ Ask questions
	+ ***Change the Conversation***
		- *Question things. Ask we are we doing things this way.*
	+ Inclusion constantly at the forefront
		- Create partnerships across campus
		- Write resolution, make suggestions for SC improvements
			* *If there are issues that come up for the college, we need to bring it up and address it. It’s not about us. If there is something that causes pause, we need to consider it by bringing it to the council’s attention.*
		- Volunteer
		- Invite others to attend SC meetings
		- Ask your team to volunteer at SC events
			* *We are allowed to have a table at EVERY/ANY event*
	+ Staff Council alone CANNOT:
		- Implement new benefits
		- Change campus policy
		- Build necessary infrastructure
		- Provide budge for changes
	+ Staff Council CAN:
		- Change the conversation
		- Raise issues
		- Advocate on behalf of others
* Resolution Overview
	+ Who can write a resolution?
		- Any campus community member
	+ Who can submit a resolution?
		- Staff Council Representative
	+ Submit to EC before monthly meeting
		- 1st Wednesday of every month
* Questions:
	+ What are some big issues you were able to resolve and what structures did you use?
		- Employee Tuition Benefit: Collect surveys, town halls, white papers
		- Paid parental leave: Worked across campus, with chancellor’s studies, showing how it attributed to gender pay gap
	+ Boulder staff council is larger than the CEAS council, but can you give us a general idea of how much time and work goes into this?
		- Two full meetings a month
		- One executive council meeting per month
		- Committee meetings
		- Send out request to staff council member’s supervisors asking for an allotment of time for those individuals to contribute to the body
	+ Does CU Staff council have an active voice in CU Parking for staff?
* BSC would love to have a representative from CEAS on their committee

**Discuss College Staff Feedback Collected by Council Members:**

* Recurring themes from staff feedback:
	+ Work/life balance -> flex time
		- The possibility of extending business hours to address space issues? (i.e. from 9am – 5pm to 7am – 9pm over shifts?)
	+ Relationship with faculty
	+ Transportation & parking
	+ Recognition/awards/advancement
	+ Communication/staff & faculty climate & culture
	+ Staffing & salary inequities

**Office Bylaws:**

* We will establish a committee to begin building our bylaws.
* Bylaws committee should create a resolutions process for presenting ideas to the Dean

**Committees (3:30 – 3:45pm)**

* Committees Needed and Votes Taken: (Items highlighted in blue below was presented by Lou to be the most crucial at this point to get started on)
	+ Executive – 12/14 (16 total, Yes)
	+ Bylaws and Governance – 12/14 (16 total, Yes)
		- (Elections, & Policies, Processes and Procedures)
	+ Staff Recognition/Development/Advancement – 12/14 (16 total, Yes)
	+ Community Relations
	+ Communications/Outreach (Events) – 12/14 (16 total, Yes)
	+ Others?
* Committee Participation Required of Each Representative
* Questions: How are issues addressed with relation to committees? What do we do with those issues that don’t fall into any specific category?
	+ Issues should be assigned to some sort of committee to be worked through. Vote was taken to create an additional “Special Committee” to deal with all other issues/items that do not fit within the three committees that were voted upon above.
* Final approved committees:
	+ Executive
	+ Bylaws and Governance
	+ Staff Recongition, Development, and Advancement
	+ Communications and Outreach
	+ Special Committee

**Other Special Notes:**

* A big thank you to Kyle Freeman (who works with Lou in the EMP) for all his help in setting up the retreat. He took care of reserving the room, getting all the food and drinks, and supplies!
* Closing statement by Lou: There’s a lot of work to do! Will need everyone to chip in to get all the work that is needed to be done to get the Council up and going. If you cannot commit to doing work outside of just attending the monthly meetings, you may want to consider stepping down as a Council member. You’re still more than welcome to attend the monthly meetings and provide feedback. Let Lou know if you are not going to be able to commit to the workload.