**ESC Meeting Agenda**

July 9, 10 a.m. - 11:30 a.m.

**Present:**  Lou, Kellen, Bill, Alisha, Mike, Stephanie, Aju, Kai, Cherie, Otha,  Kim,  Kassie,  Amy Moreno

**Not present:**  Victoria, Emily, Christina,Sharon

**Meeting began:** 10:04am

**Meeting ended:** 11:31

**10:10 - 10:30 am**

Administrative

* Cherie- Update on campus info
  + cleaning / sanitation - working groups are waiting for approvals - reason why not much information sent out.  Look for updates next week.
  + Forum next week for sanitation crew
  + Staff - all staff that can work remote will need to continue to do so
  + Faculty - should not use the offices but attend classes- still working it out due to needs.only if they need internet services
  + Business need only -needs approval by Dean if wanting to work on campus.
  + Signage is being developed
  + All must wear a mask in buildings and outside if on campus.
  + How will face mask wearing be enforced- individuals can ask each other or call CUPD if they do not follow up.
  + CUPD is creating protocol if people are in violation of not following social distancing.
  + Restrooms cleaning- plan to clean twice per day  We need to put in arm pulls to help less contact, there will not be reduction of stall usage.
  + Faculty working in office-- still not approved to go in to work for a few hours, do not hold office hours in office.
  + Campus has control of all conference rooms but it may be possible to hold office hours in a conference room.  We have a college level working group working on this.
  + Daily Health Questionnaire - Campus COVID website- required for all as of July 1st to go on Campus at all.  Supervisor will get an email that you filled it out. <https://www.colorado.edu/daily-health-form>
  + Safety Video is required first before going on campus as well.
  + The campus Medical Services team is hosting a Q&A session about the Daily Health Questionnaire . Learn more about the use and purpose of the questionnaire and gain a better understanding about why this is being used as a safety measure for the campus. Please click this URL to join. <https://cuboulder.zoom.us/w/93451935779?tk=Ppqo-Uxx2Zn77ZwzeIZgqvRgecqW5KkTO0KEN7-Wr-I.DQIAAAAVwitgIxZ4eUplb1lELVQ1eUl3Uk9lMVlDOEtnAAAAAAAAAAAAAAAAAAAAAAAAAAAA&uuid=WN_2QxiHc7aS72AFWBQOr2NFQ>
  + Fall semester- as of now staff / faculty members do not need to be reapproved to be on campus.  It is encouraged to have them update approval to ease the process.
* Alisha- Staff Council
  + Committees just now meeting
  + Retreat will be first week in August
  + Pop up Produce happening every Wednesday
  + Newsletter goes out every other month
  + Blood Drive numbers- still waiting for final count
* Lou / Cherie Admin Council Updates
  + Reviewed all questions, etc of fall schedule and classrooms
  + Keith M- stated to let the departments decide how to handle furlough days
  + R.O. working hard on class schedules
* Check in on department outreach
  + Be sure to reach out multiple times and complete the spreadsheet
  + Encourage them to attend the Thursday lunch with Alisha
* Files/documentation organization - thank you Kassie
  + Google Drive folders updated
  + Feedback welcome
  + Needs to add or asked for help to add extra agenda that were missing
* Meeting Length
  + Should meetings be 2 hours still
  + Vote to shorten meetings to 1 hr until further notice

**10:30 - 10:40 a.m.**

* Vote on Elections Resolution - Bill
  + Proposed resolution
    - Over the next 2 years of process moving people off to open it up to allowing others to be on council.
    - Nothing done this spring 2020 no new members for July 1st 2020
    - Suggestion: query current membership to see who will withdrawal for the next year 2021.  Put out an election code for new members.
    - Repeat process over 2 years
    - Amendment- election will be held spring 2021
    - Should we consider replacing Maria’s seat?
    - Do we need to go through a formal process or just accept a person that has already expressed interest?
    - By-Laws committee can write up a proposal- question how to choose who to pick.
    - Alisha- campus council has interested members write a paragraph why they are interested in joining the committee.  Then they read all aloud and all vote on the order they would like to bring people on.
    - Do we need a process to add people in half way through year.
    - Alisha- if no one is on the list of having been interested then they ask the current council for suggestions to nominate people to join.
    - Our plan for this round: will send out an announcement and see if we have interested parties to join.  May add note that this would only be for one year and then they would go through the normal process to join.  Suggestion to add the councils that are in need of a member.
    - By laws will create an email to get approved- requesting for staff to sign up if interested and at next Staff Council meeting August will have ability to review.

Vote on current Elections Resolution  to begin fiscal year 2021 according to proposed resolution - **Yay - 10**

**Nay -  0**

**10:40 - 10:50 am**

How do we support staff who work from out-of-state?

*As an employee that works out-of-state I'm not able to attend most of the events and meetings that happen only f2f and don't have a way to connect from remote locations. I think now that we've had to use Zoom to hold meetings, it might be easier to keep a Zoom option for gatherings that are mostly f2f so those of us working remotely can be included too.*

*I'm also unable to take advantage of some staff benefits for health care based on my location. I can't get mail-order medications in [other state] unless the most recent changes do allow that when they begin in the new year in July.*

*I guess I'm just responding to your request for input to say that there are some people who don't come to campus to work and as remote employees we have some limitations in how we can be involved in staff events and other f2f meetings. Can you keep as part of your planning, how will those not on campus be able to participate?*

* This is pertaining to 4 staff members out of 200 +
* Lou will reach out to see if she can gain more information in order to help in a better way.

**10:50 - 11:20 am**

Committee Updates & Workgroup Discussion Updates;  share proposed goals/plans

* **By Laws**- Bill - no addition up date
* **Communication** Kai - no updates for funding - Kim is working on Professional Development
* **Outreach**- Mike- no updates just needing to replace Maria
  + Appreciation for Employees- not aware of the budget to mail out things
  + Waiting for the spring to hand out swag
  + Suggestions to email songs, videos, positive quotes, etc.
  + We need to create timeline and content to begin process above