**CEAS Staff Meeting Minutes**

**August 6, 2020**

**Present:** Victoria, Lou, Bill, Stephanie, Emily, Mike, Sharon, Otha, Kassie, Jo, Christina, Aju, Kai, Kim

**Guests:** Laura Vaznelis Ward, Brett Wingfield

**Not present:** Alisha, Cherie, Kellen

**Meeting began: 10:04am**

**Meeting Adjourned: 11:10am**

**General Items 10:05 - 10:20am**

* Boulder Staff Council Update (Alisha- Victoria read updates as Alisha was absent)
	+ Retreat today- Alisha was attending
	+ Selected new leadership for next year
	+ Will host typical events just differently
	+ Talking about increasing staff council members
* College Updates (Cherie)- Victoria also read as Cherie was absent
	+ Detail on 5% budget cut request from Chancellor
		- From Rory - eliminated 4 staff members- will request names so our council members can stop reaching out - Bill took care of this.
		- Travel reduction of 75%
		- Official functions ~75% reduction
		- Incentive retirements
		- Program consolidation (primarily TCP, which has already been done)
		- Boulder Staff council will be giving out face masks- Aug 17th booths more info to come

**Advancement Request** (Brett/Lou) **10:40-10:55am**

* **Brett Wingfield leading discussion**
	+ Engineering Staff Survey-- What we know about Advancement
	+ Advancement = Fundraising for Engineering
	+ Do Faculty and Staff know about us and what they know about our work and support?
	+ Survey to find out where the gaps are and what Fac and Staff know
	+ Survey is currently 90-99% done
	+ Question / help for Staff Council - help to distribute to staff
	+ Are we willing to help send out surveys and what feedback do we have?
	+ Set up of Advancement - no longer do they have a certain person assigned to each department.  They now have areas assigned to each.
	+ Survey will take nearly 3 mins.
	+ Concerns: none
	+ Should be ready to go within 1-2 weeks before August 24th
	+ Brett will follow up with Victoria and Lou to get out the link for council to send to contact staff

**Committee Updates 10:55-11:10am**

* Kai --
	+ Meet in July reviewed topics
	+ Staff development waiting for funds, etc.
* Mike -- Event and Outreach
	+ Met last month worked on message to send out to staff members, etc. song, quote.  Will send out monthly.
	+ Communications template to put the quote, etc so council members and get it from there and send out to their list.
	+ Need to know where we are with template from communication team
		- Communications team has not met yet to discuss they hope to have it soon.  When to begin -- by next month.
* Aju - Communication - no updates
* Christina - Bylaws
	+ Elections hope for summer 2021

**Staff Request** (Lou/Victoria) **11:10-11:25am**

* Implicit/Explicit Bias Training (see info on second page)
	+ Already was sent out
	+ Requesting for all engineering  staff to have this training
	+ Request was to begin by fall semester- not possible to implement
	+ Concern- only having it required by staff and not faculty, as faculty is not under our “control”.
	+ Timeline is not possible
	+ Having only required training for our college only is not reasonable need to move to campus level.
	+ Speak to Alisha how to implement at college level or bring it to campus. Action for Lou and Victoria.
	+ Thought to see if we can get something for spring semester
	+ Mike’s team will work on develop a communications template since in today’s staff council meeting the verbage for communicating mandatory trainings would like to be added the template we develop.
	+ Kai - Five trainings exist at the college level, Suggest we look at making these mandatory or a strong suggestion (at least the first two in the Unconscious Bias Series)
	+ Outwitting Your Cognitive Bias
	+ Understanding Unconscious Bias
	+ Overcoming Unconscious Bias in the Workplace
	+ Compliance short: Unconscious Bias
	+ Overcoming Your Own Unconscious Biases
	+

**New ESC Nominees** (Bill) **10:20-10:40am**

* Discussion of each nominee
* Voting
* Reviewed nominees
* Vote:  13 council members present
	+ Vote top two: Andres Schemel and Kassadi Gabriel
	+ Invite will go out to them

**Notes from chat during zoom session:**

From Victoria Lanaghan to Everyone:  10:03 AM

<https://docs.google.com/document/d/1Qc5ThTrTIhms1DKwRuXIhALEmVXmoH6WJ_prcTczqX4/edit?usp=sharing>

From Kai Amey to Everyone:  10:41 AM

<https://www.colorado.edu/odece/diversity-plan/resources/implicit-bias-discrimination>

The five I mentioned can be found here.

From Me to Everyone:  10:41 AM

Kai could you please write those in here for me?