**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?