**ESC Meeting Minutes**

September 10, 2020

**Present: Christina, Lou, Victoria, Aju, Alisha, Andres, Kassadi, Kellen, Kim, Mike, Stephanie,      Sharon, Emily, Bill, Kia, Kassie**

**Guest:  Vanessa Luna, Julie Chiron**

**Not present: Otha, Cherie (off month)**

**Meeting began: 10:03am**

**Meeting ended:** **11:00am**

**Role Call/Check-in**

* New member introductions (Victoria)
  + Kassadi Gabriel
  + Andres Schemel

**General Items**

* Boulder Staff Council Update (Alisha)
  + Budget - across campus - 5% cut
  + Reduce budget for BCSC for the year
  + Engagement Survey reviewed
  + Outreach Committee doing Bingo 4x in the month of September, encouraged to attend
  + Campus HR- COVID testing getting expanded - no new info yet
  + Unemployment Claims Fraud on campus on the rise- if impacted call police to report
  + Campus leadership meeting about inclusion- Alisha will send out slides about it, presented at recent staff council meeting
  + PBRL team working on child care survey to be launched this fall
  + Employees that hit milestones will be recognized via Zoom this spring semester, peer to peer recognition program in works for campus
  + Pulse- units across campus to share information
  + If the communications committee has info/events/etc to highlight please share with BCSC to make it into a potential upcoming newsletter/communication
* Admin Council Briefing (Lou)
  + College working on how to incorporate methods for merits for faculty
  + FCQ’s should not be the only review method for faculty
  + Dean working on budget transparent - will speak in Manifesto
  + Actions- 1. Request Adhoc team to talk about the budget cuts
  + 2. Instructor workload policy- faculty one course release review
* CEAS Announcement (Lou)
  + Doodle poll Second Thursday 2-3pm for meetings this fall
* Quote of the day template (Kellen and Mike)
  + Finalized template in the Google Drive for all to find
  + Every month new quote will be listed for all to send out to staff list that has been assigned to them
  + Members should use this template to send a message to all staff they are assigned to monthly.
  + Suggestion to send this email note with an update from the Staff Council as to what we have been working on the past month.
  + Should we have a uniform message to send out to all staff members ?
    - Who will be in charge of creating it?  Events team will do it, bring it to the Ex team to review.
  + Andres and Kassadi- Christina will reach out to get them set up with a team
  + Lou and Victoria will meet with Andres and Kassadi to see what council teams they will join.
  + First note will / should go out in October.

**Manifesto Discussion**

Overview and actions for ESC (Victoria)

* + Background - small group of faculty working on budget cuts needed to invite help from other staff and faculty to write it.
  + This is a starting point for a meeting with the Dean to see how diversity and equity are part of it.
  + Request to all council members to read this form before Monday’s meeting with the Dean.
  + Our council needs to focus on staff not the instructor or faculty sections
  + **What do we as a team want to discuss with the Dean on Monday?**
    - Can staff members be part of the faculty ad hoc group regarding budget?
    - How can we keep budget talks stay transparent? What is the process going to be?
    - Transparency about who can be laid off and who can’t be. What categories can be considered?
    - Which departments/programs will have what kind of budget cuts?
    - Should all staff council be part of this action or should we create a task force for the short term?  - we will discuss this later after the first meeting on Monday.
    - Should we set up a meeting after this Monday meeting with the Dean
      * We will send out a doodle form to set it up.

**Additional Topics**

Working remotely post-COVID (Otha)-- waiting for next meeting to discuss

* Budget status (Victoria)
  + Requesting info what our budget will be- waiting for Rory to answer
  + Updated budget info: $1341.83 remaining out of our $5850.00 total budget
* Others?
  + Andres requesting to review his letter that was sent out and we will discuss it later

**Committee Updates- will discuss next month due to time**

* Provide a general description of what each committee’s roles/responsibilities are
* What each committee is working on