**Admin Council Meeting Minutes**

Monday, December 14, 4:00-5:00 PM

Held Remotely Via Zoom at: <https://cuboulder.zoom.us/my/molenaar>

Agenda

* College Announcements and Updates
* Colorado Equal Pay Act
* College Inclusive Culture Committee
* Admin Council IDI and IDEA Plan Action Progress
* Incorporation of DEI in CEAS Merit Review
* Instructor Differentiated Workload Proposal

Interim Dean Keith Molenaar began the meeting at 4:00 p.m., greeted the group, and thanked them for their hard work throughout the summer.

**College Announcements and Updates**

This upcoming Wednesday, the College is hosting a virtual Zoom gathering with breakout rooms and musical interludes. Also on Wednesday, there will be a College Town Hall to help facilitate planning for spring and get feedback on the “spring pause.” The Dean’s Search candidates are interviewing with the Provost and other Deans and Chancellor’s Office currently. An offer is expected to be made to a candidate near the end of this month or beginning of next month. It usually will take a few weeks from there for negotiations. We expect the new Dean to be announced in January. Dean Molenaar is prepared to carry the College through summer if needed. The College-wide faculty search has had over 1100 applicants. The budget redesign has been an ongoing project that is expected to finish in the next year and a half. This will be an incentive-based model that will take into account student credit hours, resources, etc. If you would like to be involved, email Dean Molenaar to be a part of a committee. The communications team is being realigned (kudos to Julie Chiron) with a focus on helping reputation and advancement, recruitment of students, and retention and engagement of students. Finally, the CEAS online graduation is happening tomorrow. Please tune in to congratulate our students!

**Colorado Equal Pay Act**

Assistant Dean Cherie Summers highlights the Colorado Equal Pay Act, which becomes active on January 1. The HR team has been working very hard to ensure that everyone is trained and complaint with the new act. The law prohibits pay disparity for substantially similar work (based on skill, effort, and responsibility), and prohibits using wage history to set pay. It also requires posting all jobs with the hiring rate or range, announcing promotional opportunities, and maintaining job descriptions and salary history records. The approach is based on employee population. For faculty and research faculty, CU will be looking at the academic discipline, or even the project. For staff, jobs will be categorized within a new compensation framework. Student hourly workers will have guidelines for department hiring managers. There will be no change with graduate students, as their work is more academic related than employment. Job postings that are closing before January 1 may proceed with existing processes. Postings closing on or after January 1 must include the hiring rate or range and will be reviewed by the HR Talent Acquisition team.

**College Inclusive Culture Committee**

Assistant Dean Terri Wright introduced an idea to start a CEAS Inclusive Culture Council, which will provide strategic leadership for cultivating an inclusive, equitable, culturally component, and supportive environment in the College of Engineering & Applied Science. The membership of the council would have no more than 20 members of the college, which officers to include chair, vice chair, and secretary. The group would involve faculty, staff, students, and other representatives. The proposed timeline involves proposing the draft language to faculty by March and voting to add the council to CEAS by-laws at the April 2021 College town hall. Dean Wright implored the Admin Council for recommendations for people that want to be involved and will work on getting an ad-hoc committee together.

**Admin Council IDI and IDEA Plan Action Progress**

Amy Moreno has been putting together a CEAS Leadership DEI Development Plan and implores Admin Council members to get in touch with her to set up a meeting if they have not already done so. The main focus is making recommendations that Amy will submit on behalf of the College to the Campus by this Friday.

**Incorporation of DEI in CEAS Merit Review**

Spring 2020 FCQ responses will be shared only with the instructor and will not be available to units for the purposes of instructional evaluation. The FCQ questions have also been modified slightly.

**Instructor Differentiated Workload Proposal**

Professor Charles Musgrave moved to vote on this, and the motion was seconded by Assistant Dean JoAnn Silverstein. A poll was put up, and there were 17 in favor, and 1 abstain. The proposal was passed and will move forward.