**Meeting adjourned at 10:35 p.m.**

**Meeting ended at 12:30 p.m.**

**Attendance**:

Council members present: Kai Amey, Sharon Anderson, Mike Collier, Bill Doe, Emily Flanagan, Kim Goho, Aju Jugessar, Victoria Lanaghan, Christina Oerter, Kellen Short, Kassie Van Pelt, Brett Wingfield, Maria Kuntz, Stephanie Morris, Otha Barrow, Alisha Bennett, Cherie Summers, Kyle Freeman

Council members on Zoom: Joanne Uleau

Council members absent: Stephanie Morris

Guests: Crystal Mikes, Amy Moreno

[**Agenda**](https://docs.google.com/document/d/1TRwcmkE0cGQ660j2-TKM3Zba6M7gVfXYmPcMMzILvzE/edit)

**General Updates**

* Boulder Staff Council Announcements (Alisha Bennet)
  + Great first event with ice cream social
  + Engineering employee appreciation event was 182 people at 2 locations with burritos and breakfast
  + Boulder staff council looking to increase budget
  + LinkedIn Learning is launched, but too much content; central system is looking to improve understanding of what is helpful.
  + Save a Life Blood Drive is November 5-7, 2019
* Admin Council Announcements (Lou Rutherford)
  + Kellen Short will send out Admin Council minutes monthly in the Engineering Digest
    - Kellen will also be posting the minutes from CEAS Staff meetings each month on website
  + Cherie Summers gave an update to Admin Council about what CEAS Staff Council is doing including that we now have committees and that Victoria or Lou will attend Admin Council meetings
* Main Highlights:
  + Student mental health and wellness is a major concern. Dean started a new committee led by Rhonda Hoenigman. They are welcoming faculty and staff feedback
  + Dean announced the Aerospace campaign was very successful; it was completed before schedule and all the money for the building was raised (capital, multidisciplinary approach). It’s the first full-funded building project in CU Boulder history and it was finished ahead of schedule.
  + Accommodations room in ECCE dedicated for students who need ECAE 104 for extended testing or to meet a student’s accommodation needs
  + News from Dean Braun: Dean is departing in January.
  + Cherie Summers says nothing will change for us. The Strategic Vision is the college’s vision, not his vision that dissipates when he leaves.
  + Provost will assign interim dean; they are already discussing it with someone on leadership team. Hopefully announced by Friday, October 4. Then a search committee will be assigned for the year ahead. Interim will serve until the new dean is selected and on-campus, ideally in place for the next academic year
* Committee Updates:
  + **Bylaws**:
    - We’ve worked on article 1-3 and 10; then we’ll work on the rest of them. Next will be election codes and other governance codes.
    - We will vote section by section on bylaws to make them official
  + **Staff advancement**:
    - We have a few initial goals
    - Reviewing what awards are available, documentation is spread out, want to consolidate information so that awards can be distributed/applied for/given out more easily
  + **Communications**:
    - Had first meeting and talked about main goals and roles
    - See ourselves as an internal resource for communicating to and among staff council and for college at large
    - How can we approve communication for staff generally
    - Working on website updates for CEAS Staff Council
    - Discussed ideas for the future and ideas to improve comms
      * Online, in person and other channels
  + **Special Committee**
    - Have not had first committee meeting yet
    - Will work on charter template for other committees to use
* **Engineering Staff Council Email Distribution List**: ​*ceas-dl-ceasstaffcouncil@colorado.edu*
  + This is our email distribution list and it’s active with all members. If you use it, everyone on council will get email.
* **Shirts and Name Tags**
  + Show shirt styles: male and female versions, long and short sleeve were passed around and set on tables
  + Complete survey for shirt size and name
  + Voted for short sleeve polos

**Review Staff Council Mission**

* Breakout groups to discuss mission (10 mins)
* Each group report out on questions, concerns, proposed changes (15 mins)
* Vote on new Engineering Staff Council mission (5 mins)

***Staff Council Mission prior to 10.3.19 meeting****: ​The Engineering Staff Council (ESC) strives to create a nurturing and safe environment for all staff members within the College of Engineering and Applied Science (CEAS), making it a better place to work. It is dedicated to fostering a sense of community within the College, and facilitating communication of staff issues and concerns among all sectors of the College in order to work with the leadership on matters that impact the staff. Staff Council plays an important role in shaping the policies and procedures of the College as they relate to the staff - we are your voice!*

***Updated****: Engineering Staff Council strives to create a welcoming, equitable environment for all staff members within the College of Engineering and Applied Science in order to foster a more inclusive and collaborative workplace. It is dedicated to strengthening community and communication within the college to support staff. Engineering Staff Council works with leadership in shaping the policies and procedures of the college as they relate to the staff—we are your voice!*

**Committee Mission Statements**

* Council broke into groups with each group having members from each committee to discuss the various committee purposes or missions.
* Committees will receive input from groups to utilize as they design their mission or purpose statements

**Bylaws**

* Review Section I (5 mins)
  + Does Engineering encompass everything? Do we need to say Engineering and Applied Science or can we say Engineering Staff Council
* Review Section II (5 mins)
  + Rich conversation about membership, representatives and elected or appointed membership.
  + This was a chance to review initial documents and give feedback on possible changes for the bylaw committee to address.
  + Don’t have election code yet, but 2 years has been proposed
  + Have to be re-elected after 2 years, no limit to the number of terms
  + Should we limit the number of elected members? Needs discussion - but perhaps a maximum number of members to decide upon to sustain us after start up phase
  + Want to keep elected and appointed members so that we can fill council if need more members
  + How can new staff be integrated into council? Ex. If someone joins CEAS, how can they participate if elections just happened? They can participate as a committee member and member at large, but not a voting member
  + How will we appoint ex-officio members in the future?

We did not complete the agenda as proposed. We ended the bylaws conversation a bit early to take a vote on which shirts to order.

**Next Meeting:** Thursday, November 7, 2019; 10:30 a.m.–12:30 p.m. in DLC 1B70