**Engineering Staff Council Meeting Agenda**

*February 6th, 2020 10:00am - 12:00pm*

**Roll Call -- In session: 10:04am**

**Adjourned meeting - Victoria moved, second Christina  11:32am**

**Attended**: Maria, Otha, Christina, Kellen, Sharon, Kassie, Victoria, Lou, Kim, Kai, Jo, Cherie, Bill, Emily, Deb P

**Not in Attendance:** Aju, Stephanie, Mike (Vacation), Alisha (Cherie and Alisha will now rotate meetings)

**Recognized for work they have done: Victoria, Jo, Kassie, Kellen**

**10:00 - 10:05am**

**General Announcements 10:05 - 10:15am**

- Boulder Staff Council Update (Alisha)- Cherie and Alisha will rotate meetings

o   Nominations are open

o   Blood drive last day- high need

o   Performance evaluations - due to Alisha by Feb. 28th

o   Knowledge hour rescheduled

o   Campus Engagement survey going out- all encouraged to complete and share to others to complete

- Admin Council Announcements (Victoria/Cherie)

o   Keith’s first meeting- Swing Dance event

o   Keith is preparing new info for new Dean coming in- working with chairs on risks, etc.

o   Working on making a smooth transition

o   Admin Council meetings will be now qter’ly vs monthly

- Dean’s Search Committee Update (Lou/Victoria)

o   Two forums- east campus was small with 5 staff members great voices heard

o   Want transparency, communication, business, understanding student role

o   Main campus- 15-20 staff attended

o   Appreciates experts in area and uses them wisely

o   CEAS Staff Council members met with Scott Adler, Chair of Dean’s Search Committee, and representatives from the recruiting firm (Korn Ferry).

* Provided them with a lot of  feedback that we got from the forums and the survey. They indicated that this was the most comprehensive collected feedback they have ever received

o   Will be having more follow up meetings, info to come

- Other announcements from Council members

- Budget update (Victoria)

o   Balance- $1300.00 left

o   Meet & Greet held in Jan 2020- $300.00 a bit less

o   Kellen purchased tablecloths and such

Since we have funds left, the Council may want to consider using it to purchase swags to give away for future events.

- Giveaways (Christina)

**Ideas presented**:

* Pens
* Pencils
* Notebooks
* Flashlights
* Webcam covers
* Lip balm
* Clips
* Bandages
* Wellness packs
* Poncho
* Can lids
* Bag
* Stickers

Action item: Christina will provide a list of the above items to the Council to vote on what items we should purchase.

**Task for all** : Provide Cherie with what we want to give out at Staff Breakfast- Events committee come up with ideas and budget

**Deb Prestianni, Boulder Staff Council 10:15 - 10:20am**

Co-Chair & At-Large Representative

o   Accepting nominations until Feb 14th

o   Since there is now a CEAS Staff Council as well, it’s important to make sure it’s clear that the nominations are for the Boulder Staff Council and not the CEAS Staff Council.

o   Full council meetings are open to public

o   Have over 4000 staff at flagship campus

o   6 committees – meet once a month – once a month is the full meeting

o   We can encourage others to attend their events – see website- if any match up with them

o   She is open to helping us and attending our meetings when wanted

**Committee Updates 10:20-10:35am**

**Communications-**

o   More talk about what goes in the newsletter, who sends it out etc.

o   **Task for them** - Who sends it out- put together a list and will get feedback

o   Kim G is stepping down from committee

**Staff advancement-**

o   EE recog award- requesting changes- Alicia will request $6000.00

o   So the award is funded by dean’s office not departments

o   Team is going through each department to give each a month - to make it fair

o   Changing wording and updating before going on website

o   Birthday’s off – working on it

o   Professional funds – $5000/yr to use it properly- seeing what it can be used for etc

o   Professional Development week- was in March now going to be in April- Kim working on it

o   She is working on ideas to see what staff want to hear to get speakers

o   Kim emailed the list of ideas she has come up with to the Staff Council members to review.

**Task for all** – staff council all ask to get two ideas from staff and send to Kim next week

**Events Committee-**

o   Meet and Greet- went well overall, good attendance

o   Staff liked us on East campus as well

o   Need to move around to buildings on east campus- three buildings

o   May need to look at outside events

o   Help from council- ok

o   Signage needs to be higher for event tables so all need to know what we are doing

o   Pop up banner- Kellen’s idea maybe near $300/each

o   **Ideas**: doing it before semester was ok, but doing it reg semester would get more staff to attend

o   **Task for next event** -Counting attendees- do for future

o   261 staff in building- Kellen gave idea to give every staff member some type of token

o   Kai – look at different units break up to have members all reach out to them so we hit all

o   Kai can get a full list of staff members so we can be assigned

o   Kim- buffalo sign with our staff council site on it go visit and bring

o   Dividing this to all committees

**By-laws**

o   Vote on them today

o   Review section by section today to make corrections and suggestions as a group

o   Overall, By-Laws have been updated as a group-

o   Move to accept By-Laws as is with updates from today- except Article IV- voting as is –

§  Yay-  12

§  Nay- 0

**Task for all – will do an online vote for Resolutions all should lookout for the email.**

**Jo will work with Victoria – spreadsheet to track Resolutions and all changes put you site**

- What each committee is working on

- Questions and/or action items for group?

**Staff Incentive Award Program** (Alisha) **10:35 -10:40am**

o   Dean’s office working – SIAP how do we award very top performers

o   Can’t give all salary increases

o   This year – all staff will be awarded have the same raise for the same rating

o   How can we do a bit more-program the staff can choose what they want

o   Cherie – list what do you value most- rank and sit to chat with supervisor

o   What does an EE value- ex. $2000.00 award,$ 2000.00 to professional develop, one week off, high touch program to visit Prospective program, Leadership program- mentoring to work toward a  goal.

o   **Ideas –** breakdown monies award to share others, provide free classes for staff to degrees, get a new chair, desk

o   **Task for all** – provide feedback to Cherie- what is valued by staff – how can we incorporate it

o   Think outside the box – don’t put limitations on suggestions