**Engineering Staff Council Meeting Agenda**

*March 5th, 2020 10:00am - 12:00pm*

***In Attendance****- Lou, Victoria, Kassie, Sharon, Stephanie, Kim, Kellen, Christina, Bill, Alisha, Aju, Joanne, Emily, Mike, Keith*

***Not present-*** *Kai, Otha, Maria*

***Meeting began****: 10:03*

***Meeting ended:*** *11:15*

**General Items                                                                                              10:05 - 10:20am**

-        Boulder Staff Council Update (Alisha)

-        Elections are open for BSC 10-31st of March to vote

-        Family care survey going out in April

-        Engagement survey live now

-        April blood drive March 7-9

-        Field day in Farrand field June 3rd 2-4pm

-        Red Folder Resource<https://www.colorado.edu/redfolder/> (Victoria)

-        FYI on Red Folder site- used for student help one stop shop

-        Should be on all computers of Faculty and staff

-        Interim Dean Keith Molenaar

-        Dean Search app’s closed March 1st doing zoom interviews currently

-        Will have open forums soon – we should learn if all will be able to attend

-        Virus issues- deferring everything to university experts watch the website they meet often to do updates

-        Looking at work at home options- more sessions will be offered, watch travel, use zoom, wash hands

-        Working with department chairs – working on providing supervisory training to  faculty who have management roles/positions, but don’t have a lot of experience or skills in this area– working on training for chairs- EE review policies

-        **TASK**- what would we like chairs to know about staff, management, ideas for training them. Alisha will send a survey to collect ideas from us.

-        Ok for us to tell faculty they don’t have the experience as we do with staff issues and/or student processes.  Say it nicely.

-        Professional Development Week Update (Kim)

-        Collected feedback from meet and greet

-        Sign up sheet for PDW on google drive April 6-10th

-        Helpers please arrive a few minutes early – introduce yourself, be a point person, welcome the presenter, etc.

-        Kim gave overview of all different sessions on schedule

-        We will share the Google sign up sheet to have all sign up

-        Communication committee will be planning the communication of the event in their committee meeting next week.

-        Budget request- have $1500 from Dean. May need $250.00 from our Staff committee- it will be formally voted by the Executive Committee..

-        BSC Delegate (Victoria)

-        Boulder Staff Council is strongly encouraging our team to have one member to attend- Wed’s 12-2 once a month. If anyone is interested, please let Lou/Victoria know.

-        Budget Updates and Status (Lou)

-        Right now, we have about $1300 left

-        Will use some funds to order 2 large banners (about $500)

-        $250 for Staff Professional Week

-        Swag will be ordered by Christina for the remaining balance

-        We may be down to even after we purchase the pens, etc

-        Budget next year- we have a new continuing budget  of $5850 that will be available to us as of July 1 —; however, $2500 is lated for a staff appreciation event; therefore, we will have $3350 left for next year to use- it has been suggested to use this money to do things for the staff, and not for our council members in order to save money—Lou encourages everyone to think about how we can best use the funds we have.

-        **TASK-** Have chairs of committees speak to their respective committee members to see what they may need to accomplish their goals or planned events during next year so we can start thinking about where the funds will need to be spent. Another thought is that we will need more t-shirts for new council members. Etc.

-        Give-away purchases (Christina)

-        14 people voted so far

-        Pens,$177 flashlights,$175 poncho $209 were top three

-        **Votes were taken**- pens – 100% - will be ordered

-        Flashlights- will be ordered

**Bylaws Approval** (B&G Committee)- Christina                                                                                        **10:20-10:40am**

-        Section 4 Discussion

-        Committee went over all notes that were provided before

-        Section 4 Vote

-        **Vote on officer area** – yay - 15   nay – 0

-        **Vote on Passing section  4 and all of By Laws** – yay -  12 nay -0   abstain – 1 **Passed**

**Resolution:  Birthday Leave Policy** (SRDA Committee) Stephanie                                                                                      **10:40-11:00am**

-        Discussion

-        Stephanie sent info around other colleges no one has this policy right now.

-        Birthday leave policy – feedback – Alisha suggests to have a “why are we doing it?” section in order to meet the need of the state guidelines – how is it showing  proof of good use of taxpayer money.

-        **TASK** – need to add a section for the above in **resolution area. Send resolution to Lou for final signature before sending it to Keith.**

**Awards – EE Recognition** – every unit in ENG is able to have one month to nominate a staff member-  they are proposing 12 mns for $500.00/each = $6000.00 total of funds needed.

o   Reasons:

§  Units can’t afford it so they don’t do it

§  We want to request the funding to come from the Dean’s office.

§  The breakdown of units will come later to break down more fairly.

**Votes** - Yay- 11 nay – 0 abstain – 1 **Passed**

-        **TASK** -We will send an electronic vote once the document is reviewed by Commuunications Committee for wording.

**Committee Updates                                                                                        11:00-11:10am**

-        What each committee is working on

-        By laws- finished by-laws now working on voting doc, how to approach staff council, grievance process.  Provide Christina will any ideas for additional documents that would be helpful

-        Kim – working on the PDW for now

-        Communication team  – pop up banners- PDW promote it, website updates

-        Events – helping PDW – Kassie buying donuts, Kim doing lunch- no events scheduled need info on budget before we move on.

**Looking forward** (Lou and Victoria)                                                                                         **11:10-11:25am**

-        Setting measurable goals for each committee, and the Council as a whole

-        Action Item:  Committee Goal Planning

-        TASK

-        April Meeting - 2 hour “Mini Retreat”

-        Goal:  set up goals for the Council and each committee

-        **Action Item**:  bring short list of potential goals to meeting

-        Ideas on how to connect better with departments and get staff feedback

-      Suggestion was made to assign each committee to specific departments  so we can start connecting with the staff in those departments.

-        Christina offered to create a list of departments to assign to members

-        Have members go to departmental meetings and introduce ourselves and invite all to  attend our meetings.

-        Website

-        Survey - caution was made that too many surveys are being sent out to staff  already...we need to be judicious on this.

-        Suggestion: we need to finalize our overall mission statement as a large group staff council before the individual committees can create their goals.

-         Lou- wants to ensure our mission statement is met with measurable goals and do  action items

-        Some committees may need to help others if they are in a slow period

-        Potential Monthly ESC Meeting Changes

-        Shorter meetings?

-        Idea- maybe only need one hour and a half meeting but meet monthly

-        Use meeting time for training/guest speakers if there are no urgent items to discuss?

-        Add regular training/guest speakers?