**CEAS Staff Council Meeting Agenda**

**April 2, 2020**

**Present- Cherie, Aju, Lou, Stephanie, Victoria, Kim, Bill, Sharon, Kellen, Kassie, Christina, Kai, Mike, Otha, Emily**

**Not present- Maria**

**Meeting began:**  10:00AM

**Meeting ended**: 11:10AM all went into group sessions

**10 a.m. – 11 a.m. (everyone)**

**Check-in to see how everyone is doing (all)** -

* Working from home vs working during the pandemic-  A bit difficult and not the same
* Hoping all are reaching out to your units for a health/wellness check in
* Focus on positive points
* Working on how to support students with the transition
* More busy than when on campus
* Learning Zoom a challenge
* Holding zoom chats with department
* Peace and focus to get work done
* Having children at home challenging
* Happy to have a job during these times

**Updates**

o   Assigning departments to committees (Christina)

* Made a list of every department that is not covered by a member on Staff Council.
* Checking if members have a connection with any department before just assigning
* Christina will send out the list of assignments to us
* Drop in hours topic came up - it was suggested at the Executive Committee meeting that the Council sets up drop-in hours to be available for CEAS staff to discuss anything with the Council. Kai suggested we incorporate the drop-in sessions to  tie in with Alisha’s Lunchtime Connections Group T/R 12-1:30pm. Lou recommends that once the committees are assigned departments to connect with, that we encourage as much staff as possible to participate in the CEAS Lunchtime Connections Group and the Staff Council drop in hour.
* Cherie encourages us to use this set up time to hold our drop in hours
  + Can be a fun topic just wanting to connect people
  + It’s set up to have people to come and go
    - Victoria offered to set up Google sheet to sign up for our members to attend the CU Connections Group/Drop-in hours.
    - Lou will follow up with Alisha to let her know we’d like to do this, if possible.

o   Giveaways (Christina)

* Not ordered yet but the flashlights and pens are set
* Once we are back on campus we will have them

    o   Committees (Chairs)

Kai- Staff Recog, Development and Ad Committee

* Birthday Leave Policy- will vote on today
  + 14 votes Yay  0 - Nay 0- Abstained == Passes

A minor edit needs to be made to the policy then the policy needs to be sent to Lou to sign and sent to Keith to approve/sign. Kai will do this.

* EE of Month - submitted to Alisha and Keith requesting 6000.00
  + It was approved per Cherie
* Professional Development Week is postponed to fall 2020

  Mike - Events and outreach

* Working on Charter

Kellen - Communication

* Working on website
* Working on Birthday Policy to send messages to staff
  + Request to send message to Supervisors first then staff
  + Will list it under Policies on website
  + Still needs to get approved by Keith
  + Staff Council should be the ones to announce to all
* Passed the Charter to Lou to discuss

  Christina - Bylaws

* Working election codes
* Grievance policy- how to bring topics up to Staff council
* Bylaws are all set - keep in PDF

  Feedback to Keith about management training needs for faculty chairs and supervisors (Lou)

* Lou reached out to Keith he still wants us to provide feedback
* Ideas to gather info:
  + Qualtrics Survey providing some examples,
  + Look at the Exit Surveys
  + Keith needs info by end of April
  + Lou will work with Kellen on survey and send out draft to everyone to review before sending it out to the CEAS staff.
  + Question was asked if the faculty themselves have been asked about what kind of training it is that they want/need. . It is assumed that Keith has asked the faculty, but Lou will follow up to confirm.

·      **11 a.m. – 12 p.m. (committee workgroups):** Council members broke up and  participated in Zoom discussion for workgroup of choice: Outreach & Events or Bylaws and Governance. Purpose of workgroup is to come up with 2-3 tangible/measurable goals for each committee, and to determine a plan to carry out the goals.

·   **Preparation for workgroup discussion prior to the meeting:**

o   Review the CEAS Staff Council Mission Statement (approved November 7, 2019):

*Engineering Staff Council Mission:  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. We are dedicated to strengthening community, wellness, and communication within the college. Engineering Staff Council works with leadership in shaping staff-related policies and procedures of the college – we are your voice!*

o   Review charters for the Outreach and Events Committee and the Bylaws and Governance Committee.

***Breakout Group Notes:***

***Group 1 -Outreach and Events Workgroup Notes***

*Thursday, April 2, 2020; 11 a.m. – 12 p.m.*

*In attendance: Mike Collier, Kim Goho, JoAnne Uleau, Aju Jugessur, Kassie Van Pelt, Lou Rutherford, Sharon Anderson*

***Purpose:***

*·       Work on 2-3 tangible/measureable goals*

*·       Determine a plan to carry out the goals*

*Use the Outreach & Events Charter as a guideline to create goals:*

***Mission Purpose***

*The Outreach and Events Committee’s purpose is to arrange year-round events*

*designed to honor Boulder Engineering staff. We host free community-building activities*

*to engage and energize staff members each year including the Staff Appreciation*

*Breakfast and more to come. There are lots of opportunities for collecting feedback*

*and connecting more closely with our constituents. While the committee plans the*

*events, all Staff Council members are requested to participate in all events to help make*

*them a success.*

***Goals***

*Assist other committees as needed when applicable with resources that are available*

*Can take on other items in a proactive manner*

*Ensure that events are fully staffed and successful*

*Procure and organize all resources for events*

***Discussions***

*1)*  Drop in meetings (via Zoom) CEAS staff members to talk to Council members

a.     Support the weekly CEAS Lunchtime Connections

            i. Integrate Council’s drop in time with the Lunchtime Connections timeframe (T and Th, 12 – 1:30 p.m.)

             ii. More details will need to be determined later

1.     Task: Lou will reach out to Alisha to confirm that it’s OK for us to incorporate this drop-in time into her Lunchtime Connections.

a.     If yes, how much time can we get?

b.     If no, we will implement a separate drop-in session. Once we get this info, we can plan how to proceed.

2)    **Staff Professional Development Week**

a.     Kim put a lot of time and effort into this already for the session that was canceled this spring, so she now has a plan/template to follow. However, there will be a lot of work to do to coordinate and pull everything together again. Will need help from everyone on Council. Side note: Main campus had suggested that CEAS integrate our professional development training series with campus in December, but Kim more leaning toward just doing this for CEAS. Lou agrees with this – would be more specific and beneficial for CEAS if we cater our development to CEAS staff, in addition to holding it within CEAS locations (easier for CEAS staff to access/attend).

b.     Determine Timeline

                                         i. Early to mid-October

1.     Kim would like to check with Council to find best timeframe

2.     If in Oct, start planning in August (but start discussions in summer)

c.     Tasklist

                                         i. Kim will work with Outreach Comm to create a complete task list by XXX date.[LR1]

d.     Communication

                                         i. Work with Communication Committee to come up with appropriate messaging) – early August

                                       ii. Put announcement on Council web site

                                      iii. Lou send e-mail to staff on behalf of Staff Council[LR2]

                                      iv. Start letting staff know at “Meet & Greet” session planned for August (see below)

**Group 2- Bylaws and Governance Committee**

Attendees: Otha Barrow, Victoria Lanaghan, Bill Doe, Christina Oerter, Kellen Short, Kai Amey

·       Elections summer 2020 vs summer 2021- leaning towards 2021(need ESC approval)

o   Everybody will serve 2 or 3 years (but can go up for re-election)

o   Want to get all bylaws written and in place before adding new council members

§  Don’t want just one year term, want to have election stuff fully finalized before going through election process

o   Action Item: Write proposal for transition of members and voting

§  Proposal for 1st elections: Have for May meeting. Not vote this summer, but vote summer 2021

**Goals:**

·       Create election and term documents before 2021 elections (Aim for posted by December 2020)

·       Finish and post bylaws, resolution charter, and greviance procedure

·       Determine who stays for the first term, who doesn’t

·       Having document on mechanism for voting- as clear and planned as it can be