Engineering Staff Council Meeting Agenda
January 9, 2024; 2:00 - 3:00 p.m.
ECAD 109/Clark Conf Room or Zoom: https://cuboulder.zoom.us/j/95625674443

1. Roll Call/Check In – Welcome! 2:00-2:05 p.m.

2. General Items 2:05-2:20 p.m.
   a. Chair update – Becky/Brooke
      • Semester planning
      • 5 more ESC Meetings, June meeting is our transition meeting
      • Election activities will start in March
         1. 6-8 people will be rolling over to next year’s staff council
         2. Becky and Brooke will both be exiting their roles at the end of the year
      • Meeting schedule
         1. ESC General meeting is 1st week of the month
         2. ESC committee meetings is 2nd week of the month
         3. ESC Exec team meeting is 3rd week of the month
      • How do we want to organize the upcoming meetings? Have each committee take one meeting to lead/present to the general council
         1. We will discuss this at the next exec team meeting to finalize the schedule for the committees
      • Revive your “why” this semester!
         1. We are here to advocate for the staff that is not in the room
   b. ESC Budget Update – Brooke
      • CEAS Staff Council Budget.xlsx
      • Spent $1,000 in Fall in total
      • Other committees still have $500 for their committee
      • $993 in funds to be allocated for other endeavors
      • Professional Community week has a budget of $2,500
   c. Inclusive Culture Council update – Madison
      • Madison is assigned to the “Equitable policy, practices, and procedures committee” on ICC
      • There have not been many ESC-specific items in the ICC yet
   d. College updates – Alisha/Monique
      • Juneteenth is an official holiday in MyLeave on June 19th in 2024
      • Reminder to complete steps 1 and 2 in Cornerston. Log in and check that you have no more “tasks” to complete
      • Newsletter will be going out today
         1. Make sure to attend the January all-college meeting is January 24th 1-2 pm
      a. Winners for Staff and Faculty awards will be announced at that meeting, come support in-person your colleagues
2. Chili cook-off in February
   - CEAS Crucial Accountability was funded for the first 50 leaders. It went great and the lessons will be integrated throughout the year.
     1. The college will be rolling out the opportunity for more people in the future
   e. Engagement Survey Working Groups – Kathy/Emily
      - An action plan from the retention survey was submitted by the Engagement Survey Working Group. The main plan is going to be to gather more information through listening groups (not just another survey). Will be working with the ESC retention committee for additional data. Posted the action plan on the Engagement Survey website for all to see

3. Updates from Committees
   2:20-2:50 p.m.
   a. Community Building – Jon
      - Rowie will be joining the Community Building Committee
      - Monthly Report
        1. Committee now meets 2nd Fridays, 12pm-1pm!
      - Mental Health week next week!
        1. Look for more info in your HR newsletter TODAY!
        2. There will be a constitutional and yoga set up next week
           a. Both in-person, yoga will have a virtual option
        3. And there will be daily reminders
        4. Let’s invite Leeds Staff Council to this too!
           a. Becky will assist
      - May 20-24th will be Professional Community Week
        1. The committee will be sending out a volunteer sign-up sheet as early as possible so that everyone can volunteer
      - Feb 21st will be a Fiske Planetarium outing!
      - March 14th Pi Day celebration!
        1. 2-2:30 pm in Clark
   b. Retention – Anna and Madison
      - Monthly Report
      - Will be working with Workplace Culture & Policy committee on supervisor feedback mechanisms
      - Best practices for utilizing the college awards and cultivating a culture of appreciation
        1. This is being reviewed and the final step will be to publish it to the ESC website and send it out to the college
        2. Points that are recommended in the guide
           a. Getting leadership involved
           b. Having department policies in place
           c. Determine a budget for awards
           d. Encourage peer to peer recommendations
   c. Workplace Culture & Policy - Alana
      - Monthly Report
• Goals:
  1. Work with the Retention committee
  2. Choose at least 1 thing to create a guide/recommendation
     a. For example, supervisor training regarding culture and policy
• Meeting on second Tuesday at 1 pm
• Please speak up if there are tasks that are being worked on by a committee that Workplace Culture and Policy might be interested in
• Professional development matching funds for staff are still currently first-come-first-served (for the college). This will be discussed by HR to modify this policy to make it more equitable.

4. Other Topics
   2:50-3:00 p.m.
   • Topics from ESC members or other staff
   • Kathy Stutzman
       1. Requirements of personal cell phone use from staff. The use of Duo is required, or a security key that costs $50 and is not yet available.
          a. How does this affect staff? Their privacy and how easy it is to subpoena a phone.
          b. Use of personal phone is a larger issue that will be brought to the staff council.

5. Next meeting: Tuesday, February 6, 2 p.m.