

Engineering Staff Council Meeting Agenda **November 7, 2019 10:30am - 12:30pm**

Minutes taken by Christina Oerter

Role Call:

Present: Kai Amey, Sharon Anderson, Otha Barrow, , Mike Collier, Bill Doe, Emily Flanagan, Kim Goho, Aju Jugessur, Maria Kuntz, Victoria Lanaghan, Stephanie Morris, Christina Oerter, Lou Rutherford, Joanne Uleau, Cherie Summers

Absent: Kellen Short, Kassie Van Pelt, Alisha Bennett

General Announcements

EAC Announcements (Cherie)

- Cherie and Victoria did a presentation to the EAC about the CES Staff Council, **EAC in full support of the Council**. Staff council here to stay with full support!
- **Anonymous feedback:** has been hit or miss with faculty/staff meeting up with EAC to give feedback, some people don't think it is anonymous-> in future will look to this group(ESC) and faculty council for representatives to voice concerns to EAC to make more anonymous (around April: Cherie/EAC will reach out to staff council to gather anonymous feedback and then have ESC representative share with EAC to give staff more of a voice moving forward- larger role for ESC in EAC)
 - Staff council anonymous form- review before next EAC meeting to present before next meeting? Sharing trends and concerns from data we already gather
- New College of Engineering **Value Statement** (see below): meant as a goal- where we want to be, not where we are.
 - Review and give feedback- we have a voice in shaping this. Hold people accountable to what we want our culture to look like- values and expectations set forth in CEAS
- **Search Committee for new dean:** open until end of week for people to sign up- would be wonderful to have member of Staff Council on search committee. To sign up go to campus website type "college of engineering dean search". People will be notified if on the committee next week.
 - Search committee chosen next week. Hoping to hire by July 1 2020, but may not be possible. Likely start of Fall 2020: Dean may need summer to transition.
 - They will have candidates come and meet with Staff Council so ESC members can meet the candidates.

Admin Council Announcements

- CEAS Value Statement (see below) came from group of Health and Wellness Committee- lots of disconnect with folks who have been here long time around health and wellness- people think it is not their problem and shouldn't have to deal with it. This would make health and wellness central to all CEAS members. CEAS will expect

people to be human beings and realize that this is the world we are living in, so the need to have openness and awareness.

- **Value statement feedback/notes from Council members:** Add “wellness” value statement or something to imply that this addresses a certain issue, not all of CEAS values?
- Idea of being inclusive: but still lacking equity piece. What will we put in place to help people get to the point where they embrace this value statement? Not everyone coming from the same place, may not be as able to support others
 - How do you hold people accountable to this? How do you make people think about this? Ideas: put this in faculty evaluations as part of metric score; put in staff evaluations.
 - How do we help people get to where they can do this when they haven't before: There will be trainings, etc. to help people achieve this. Could make this more clear in the statement. We want you to do this, we will help you get there. Make time for people to do it, don't simply add another responsibility without allowing the space/time to do so
 - Red Folder: resource of where to go when you need help- can at least direct people there.
- Right now about getting it out there and bringing awareness to it.
- **Admin Council other notes:** college level committee to help folks when reviewing proposals/grants to get a higher rate of success. Change instructor titles to assistant teaching professor, associate, etc. Simple title change that would not change roles of job.

Administrative Items -

- **Meetings**
 - Moved date of January Meeting to January 9th, 10-12: originally scheduled week of New Years: Changing back to original time 10-12 instead of 10:30-12:30 to allow for people to get their lunch hour
 - Does first Thursday of the month at 10:00am work for spring semester?
 - Yes! Move meeting time back to 10-12 (original meeting time)
- **Update on polo/nametag orders**
 - Polos in, can be picked up
 - nametags , getting etched
- **ESC Secretary Position - three council members were nominated but all three declined; therefore, opened up the position to anyone on the Council:**
 - Roles and Responsibilities: taking notes at monthly meetings, taking notes at executive, making room reservations, ordering food/supplies, assisting Lou and Victoria on any administrative items.
 - *Joann agreed to take on Secretary role: Council approved by unanimous consent!*
- **Process and procedures:** have been discussing in executive committee

- All Committees will keep minutes in GoogleDrive (CEAS staff council drive). Will be implementing going forward
- ESC Committee purchases must be approved by the Executive Committee: **Budget process**, if think something needs to be spent, approach appropriate committee. Committee will then bring to executive committee. If more that \$200, will go to a vote of the whole council. Will provide regular report back to council about budget (has not changed since retreat)
- **Communication**: working on how to communicate within and outside of the council.

Committee Updates

- What each committee is working on
 - Staff recognition, development, advancement: split committee between 3 areas
 - recognition/awards: gathering what awards/recognitions the college has in place. Put a line item in the budget augmentation to change monthly department award from department paid to college paid. Get some changes made on the website in January
 - Development: HR line item for \$5K for staff development- not being used. Look into how to better utilize, what it's meant for, etc.
 - Advancement: how people advance, why, when, etc. is it different in different departments, etc.
 - Meeting bi-weekly.
 - Line a bit blurred between ESC and HR. Working with Alisha to determine what HR should own, versus ESC should take responsibility for. Determining HR vs ESC for advancement will take longer to decide/distinguish
 - Ad Hoc committee: working on charter, hoping to finalize in the next meeting
 - Have draft of mission statement, posted on google drive.
 - Bylaws committee: Next week doing final review.
 - Final proposal will be sent to EC meeting.
 - Will determine the best way to get feedback from full counsel
 - Will work on mission state
 - Will work on election code
 - Communications: have met several times. Have charter drafted and mission state drafted. List of things communications committee work with. Would handle the big ticket items, outside of staff council. If just within group, anyone can email group. Kellen will be back for meeting next week

Review of Staff Council Mission

Get voted on today? YES!

- Thoughts from Engineering Staff Council mission statement discussion

- Do people who have not discussed this statement in depth understand the underlying intent. How do we do any of this? Is it not definitive enough? -> Purpose statement
 - Purpose statement: unanimous vote yes to have one. Have this with some more information, maybe goals of committee
- Mission. Values. Purpose. Mission should be succinct- everything else goes elsewhere. Could also have values statement
 - Values statement: statement, chose a few values/words? Table for now, discuss after the committee mission statements.

Have quorum: *moved to pass mission statement by unanimous consent: passed!*

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!

Committee Mission Statements

Include attendance in committee expectations- attendance, participation, etc.

Notes on mission statements taken by individual committees. Will be presenting final versions at next ESC meeting

Proposal was made by a council member that the Council should be more proactive in being out there and doing something or some activities to build awareness about the Council while also setting up groups and procedures?

Ideas presented:

- Have coffee and donuts when the new semester starts (on both main and east campus)?
- Ask each department to pitch in \$20 to support? Ask for more money?
- Go to people, don't make them come to us: go to the departments with donuts or information and let them know we are their representatives.
- Lou will send out list of departments- can sign up/ discuss before or at next ESC meeting- departments would have personal interaction and someone they could come to with concerns.

Lou and Victoria indicated that we still have money left for things- will do a budget update next meeting.

Action Item agreed upon: Outreach Event (donuts and coffee with CEAS staff):

Communication and Ad Hoc committees will work together and come up with a rough plan for the next executive committee- work on general, basic plan.

Communication or Communication and Outreach: do events fall under outreach and communications or some other committee?

Who does events? Need a team/committee in charge of events?

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Proposed CEAS Values Statement

We here at the College of Engineering and Applied Science (CEAS) value one another as human beings first and embrace practices to support the health, wellness, and success of all CEAS community members. We prioritize the well-being of all members of our community — students, faculty, and staff. Community wellness begins with respect, empathy, and inclusion, and we strive to develop well-balanced healthy individuals. We promote supportive conversations around mental health and health-seeking practices.

Engineering is a demanding curriculum where trial and error, taking risks, making mistakes, revising, correcting, and persisting is essential to learning. We help our community members find healthy and connected ways to learn from challenges and to productively integrate challenging experiences into their lives.

Recognizing that all students come from diverse backgrounds and follow different paths to get to CU, we strive to adopt academic policies and best practices for flexibility at both the course and program levels to support student well-being. We expect students to follow their own path at CU by taking ownership of their education, believing that personal responsibility is key to healthy living.

As faculty and staff, we strive to model the characteristics that we want to see in our students by being ethical, resilient, and creative educators and technologists, and prioritizing both our own health and well-being and the health and well-being of those around us. We share strategies with our students to grow intellectually, professionally, collaboratively, and personally.

We Hear You, We Value You, We C U!

We are Here for You.