Engineering Staff Council Meeting Agenda
February 7, 2023; 2:00 - 3:00 p.m.
ECNW 150A or Zoom: https://cuboulder.zoom.us/j/92879788192
Link to Meeting Notes

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

General Items 2:05-2:20 p.m.
- Chair Update - Becky
  - Inquired about Strategic Planning for Staff w/ leadership (1/31)
    - Emailed Keith and Medford to see how this is being prioritized across units and departments
      - Medford and the dean have been encouraging Admin Council members to make sure to consider staff in their unit process.
      - Medford- goal is equal engagement in the process just as faculty are. Don’t be afraid to speak up! They are looking for and really value staff feedback
      - Statement Drafts and give feedback here.
    - An email went out to Dean’s office members on how staff can get involved with the upcoming feedback sessions in Feb.
    - Basic info went out in Saturday email
  - Participated in interviews for Asst. Dean for Organizational Development, Culture, and Equity (attended 2 of 4)
- Leeds Staff Council event - April 12, noon-1, Power of Empathy, FSAP
- ESC Drive migration - check both Google Drive and OneDrive
- Professional Community Week- May 23-26 theme is Wellness!! Planning document linked here
- ESC Budget Update - Carolyn
- HR mid-year performance review check-ins (recommended for univ. Staff; required for classified)
- College updates - Alisha
  - Valentine Card Decorating, Weds, 2/8, 3-5, Clark Conf room
  - Implementing new awards for the college
- Updates from Inclusive Culture Council - Dana
  - Part of interview process for new Asst.Dean as well
  - Working on a DEI impact grant to fully fund BOLD society students to attend undergraduate conferences for development

Policy Committee - Gabriel and Kayla 2:20-2:35 p.m.
- Employee Recognition Award
  - Proposed changes to the Employee Recognition Award
  - Who should outreach to the units?
HR wants to hear from ESC, but they want to ensure the award is a priority. Consistency is most important for HR. They don’t want the award to fall to the wayside when terms overturn.

This award should be viewed as a college effort and eliminating HR from the process changes the message to staff.

ESC can coordinate the event to recognize the award winners and this could be a place where the council can support this award.

○ How is the award rotated? Is it an open call or is it a monthly award.
  ■ It was difficult to decide how equitable the cadence was to different sized units.
  ■ Suggested larger units to nominate more than one person for the award rather than change cadence of the award.
  ■ Would it be helpful to change the number of people nominated in larger units? Should there be a cap or no cap? HR suggests recommending a number rather than vague language like ‘multiple’ to make this a meaningful award.

○ How is the nomination/selection process transparent? Recommend adding language in award ‘requiring’ department chairs involve staff and faculty in units. Maybe add reminders from HR to department chair.
  ■ We can build out a webpage with more transparency about the award criteria, schedule, etc.

○ If anyone has suggestions on policies to explore please reach out.
  ■ People like idea of raising awareness of existing policies (e.g., Birth leave policy).

○ Feedback form

Monthly report

Updates from Working Groups 2:35-2:50 p.m.

● Improve Staff Retention - Brooke
  ○ Working on getting two-pager on the website and weekly newsletter with Comms Team.
  ○ Monthly report

● Build Community - Emily
  ○ Professional Community Week
    ■ May 23-26 theme is Wellness!!
    ■ Two events per day (staff appreciation with breakfast burritos, therapy dogs, etc)
    ■ Exploring additional events, one in partnership with Leeds and one in partnership with Engineering (e.g., Idea Forge).
    ■ Need one more idea for an event - let Task Force know if you have anything you’d like to see.
    ■ Events, outside of Monday kick-off, will be during business hours and some will be hybrid.
    ■ Reach out if you are interested in joining the task force. But, the task force will delegate responsibilities to the full ESC.
    ■ Pi Day is Mar 14, 2023 . More details to follow!
2:30 pm in ECAD 109 Clark Conference Room

- Monthly report

Other Topics 2:50-3:00 p.m.

- Topics from ESC members or other staff