

CEAS Staff Council Meeting Minutes

June 11, 2019; 8:30 a.m. – 10 a.m.; CASE Bldg, room W311

Council Members Present: Kai Amey, Sharon Anderson, Mike Collier, William Doe, Emily Flanagan, Kim Goho, Aju Jugessur, Maria Kuntz, Victoria Lanaghan, Stephanie Morris, Christian Oerter, Joanne Uleau, Kassie Van Pelt, Brett Wingfield, Lou Rutherford

Council Members Absent: Otha Barrow, Kellen Short

Guest members:

- Alisha Bennett – present as council advisor, member of CU Boulder Staff Council
- Cherie Summers – present as council advisor, CEAS Dean's Office
- Kyle Freeman – present as assistant to the Chair (Lou Rutherford)

Official Start Time: 8:35am

Welcome and Introductions:

- Meeting opened with the Chair (Lou) thanking everyone for attending and for their participation in playing an important role in making the College a great place to work for all staff members
- Council Member Introductions

Housekeeping items:

- Set up recurring meetings – what dates/times work best for everyone for monthly meetings?
 - Plan is to meet once a month starting in September. Suggested starting off with having 2-hour meetings until things get settled and then we can shorten it as needed in the future.
 - All agreed the first working Thursday of the month, 10 a.m. – 12 p.m. will work
- Use of Outlook meeting invites/calendars
 - All agree that using Outlook is easiest to get meeting onto everyone's calendars. Therefore; future meetings will be set up using Outlook meeting invites.
- Settle on an August retreat date/time
 - Original plan was to have the retreat in July, but it did not work out for everybody. Therefore, date was settled for **August 7, 2019**. Plan for a whole-day retreat. Location TBD.
 - **Since we are moving the retreat to August instead of July – we will have a meeting on July 11, 2019, 10 a.m. – 12 p.m., to keep the momentum going and set up the agenda for the retreat.** Meeting invite will be sent out as soon as a location is established.

Discussion and Concurrence on CEAS Staff Council Mission and Goals:

Currently:

The Engineering Staff Council (ESC) strives to create a nurturing and safe environment for all staff members within the College of Engineering and Applied Science (CEAS), making it a better place to work. It is dedicated to fostering a sense of community within the College, and facilitating communication of staff issues and concerns among all sectors of the College in order to work with

the leadership on matters that impact the staff. Staff Council plays an important role in shaping the policies and procedures of the College as they relate to the staff - we are your voice!

- The above mission statement is not set in stone – looking for comments about wording and message. Goal is to have this completely nailed down and ready to be posted around the College by the end of the retreat in August. Please send any thought, comments, suggestions to Lou.
- Questions:
 - Can you please clarify who are staff? Answer: Those that are permanently employed by the college – both part-time (at least 50%) and full-time. Excludes: faculty and student employees
 - Are there faculty who fall into the staff category? Answer: No – all faculty are considered faculty regardless of administrative roles they may hold, i.e. directorships, etc.
 - Will Staff Council have a seat at CEAS Admin Council? Answer: Potentially, but at this time we do not know for sure as there are possible changes taking place with the CEAS Admin Council. Cherie will keep us posted and has offered to represent us at the Admin Council.
 - Will there be a representative from Boulder Staff Council at our meetings? Answer: Yes, Alisha Bennett will be that representative at this time and willing to be a liaison for initiatives at the University level. The Dean is also very interested in the workings of this group and will be meeting with the Staff Council on a regular basis to hear the concerns and voices of this group.
- Suggestion was made that we create a way to have the Staff Council be accessible to other units that may not be represented so they will know who to approach and how to voice their thoughts, concerns and/or issues.
 - Suggestion was made that we could assign certain unit(s) to members of the Council so all areas are represented.
 - Suggestion was made to create a way for anyone to provide anonymous feedback to the Council.
 - Other thoughts:
 - All meeting agendas, notes, minutes, etc. will be posted on the Staff Council website for full transparency with CEAS.
 - All meeting times and location will be posted on the Staff Council website. All staff members are welcome to attend any meetings.

Committees Discussion:

- What committees are needed in order to accomplish mission and goals? Below are some committees that the CU Boulder Staff Council and other universities have:
 - Executive
 - Communications
 - Outreach and Events
 - Policies and Procedures
 - Staff Recognition/Work-life/Development
 - Community Relations
 - Others?
 - Alisha spoke to how Boulder Staff Council divides their group into committees – they have 5 committees that they split between their 34 members. There is one officer (chairperson) per committee who then comprise as part of the Executive Committee.

- Question: Alisha, how are the committees structured with the Boulder Staff Council?
Answer: Council members are asked to serve on at least one committee and then let the individual committees decide on their meeting times, agendas, etc.
- Suggestions from Council members:
 - Combine some of the suggested groups into one group so that there are not so many committees and doesn't create a scenario where one person may need to participate in multiple committees.
 - We should first determine what the Council would like to achieve and address look before determining what committees will be needed.
 - Alisha suggested that she could ask Beth Myers to share data on the CEAS staff engagement survey at our July meeting. This could provide us more insight into what staff members are looking for. In addition, if a feedback mechanism can be implemented for additional feedback (anonymous or not) from staff, this would provide us more feedback. Lou will look into this.
 - We can address the committees question again at the retreat in August after we have sufficient data from the staff engagement survey and additional staff feedback that will be embedded on the Council website.
 - Have our Executive Committee (if there will be one) be more interactive with the faculty.
 - Look at the Equity, Diversity and Inclusion level and see how we might be able to push CEAS to the next level.
 - Don't get too specialized at the beginning while we are figuring out how the council will be structured and then once we get established then we address the various committees at a later date.

Action Items:

1. All Council members: Send your thoughts, ideas and goals for the retreat to Lou. Also, provide any other feedback you may have about Council mission and goals.
2. Lou: Create a way for staff members to provide anonymous feedback. Maybe create a form that can be housed on our website to provide said feedback.
3. Lou: Get a list of departments and teams that are not represented on this Council.
4. Alisha: Invite Beth Myers to come and speak at the July meeting and talk to the most recent Staff Engagement survey (from two years ago) and what they are saying they are needing and wanting from CEAS and then can compare that to what the staff are saying presently.

Meeting adjourned: 10:07am