**Engineering Staff Council Meeting Minutes**

*Dec 10, 2020, 2020 2:00 - 3:00pm*

***In Attendance****-* Mike Collier, Victoria Lanaghan, Kai Amey, Kassadi Gabriel, Kim Goho, Sharon Anderson, Kassie Van Pelt, Emily Flanagan,Cherie Summers, [Lou Rutherford](mailto:vangl@colorado.edu) , Kellen Short, [Otha Barrow](mailto:otba8411@colorado.edu) , Andres Schemel, Bill Doe, Stephanie Morris

***Not present-*** *Aju, Christina, Alisha*

***Guest****- Kyle Freeman,Dom de Vangel, John Franklin,* [*Erin Jerick*](mailto:erje0109@colorado.edu) *, Robin Elliott, Robin McClanahan*

***Meeting began****: 2:02pm*

***Meeting ended:****3:05pm*

**General Items    2:05 - 2:30pm**

* CEAS Outstanding Staff Award (Cherie)
  + Award has been created for acknowledgement of excellent staff members
  + Five staff members nominated this 2020 year:
    - [Erin Jerick](mailto:erje0109@colorado.edu)
    - [Kim Goho](mailto:kigo5965@colorado.edu)
    - Dom de Vangel
    - Robin Elliott
    - J. Franklin - recipient for 2020 award

* Boulder Staff Council update (Alisha - if in attendance)
  + Skip today due to Alisha being out
* **Google worksheet repository for committee projects, work in progress, and accomplishments** (Lou, Joanne)
  + Found on the Google Drive for Staff Council
  + Used to be transparent for all members to know what each council group is working on.
  + Each Chair of that council committee will be responsible for updating their tab.
  + <https://docs.google.com/spreadsheets/d/11GVzs0RQkY9XWVwK36l_Al2LJ1Rn4aYWORMJUGctMMQ/edit#gid=0>
* **Upcoming Council election cycle** (Victoria and Otha)
  + General term for a council member - 2yrs
    - We don’t want all members to leave at once so we will have half leave and the other half holding a 3 yr term for this first round- due to the council just starting up.
    - Summer 2021 we will need to know who would like to do what to move forward with the change.
    - 8 would need to stay and 8 would need to step down
    - Discussion about the process we should consider doing for the upcoming years to make it more transparent.
    - Suggested: all council members go up for a vote again to continue on, have some terms set up differently so all know the assignments.
    - Need to address the current bylaws while doing this.
* **Other announcements**? (All)
  + Town Hall being held next week and the College Holiday party.

**Grievance Policy (Otha)     2:35-2:45 p.m.**

* Review and discuss latest draft – see<https://docs.google.com/document/d/1u16t_CTl_-duUVZGq4tvRrfoNbbt7AQ7VHpikkPd5u4/edit> in preparation for discussion.
  + Victoria taking notes on suggestions/changes on the document
  + Once we have a statement from a staff member we will keep them in a repository, maybe a spreadsheet set up.- Committee will create it.
  + Grievances could be verbal or writing but follow up with it in writing would be needed.
  + Grievance notices will not be public
  + Should we list a time deadline for responding to staff members- suggested: reach out to the staff member to let them know we are working on it. Response will be within (1) one week to staff member.
  + Responses will come from either Chair, Vice Chair or Exec. Council team.
  + Correcting the title of Chair to be Staff Council Chair, Vice Chair.
  + If the Chair and Vice Chair could not agree they will bring it to the Executive council team.
  + Suggestion: have an anonymous button/box to allow the staff member to choose ahead of time to allow the Council team use their name or not when reaching out to discuss this issue.
* Take a vote-- need to put on hold

**Updates on Previous Action Items**   **2:45-2:50pm**

* Quote of the month e-mail/newsletter (Lou, Kellen)--did not review
* Work from home policy/proposal (Lou, Victoria) -- did not review

**Committee Updates 2:50-3:00pm--** did not review all due to the project to review below.

**Resolution for Professional Development Fund Project:**  Emily and Kai

* **Goal to better use the funds in place from college.**
* **The files are posted in the Dec 10 folder for reference.**
* [***CEAS Resolution ESCR004*** ***- Staff Professional Development Funds***](https://docs.google.com/document/d/1rZJjMrH90RnzyKQ3Ki01rAQGONUa6hKNerXDMANLSN4/edit?usp=sharing)**: Formal CEAS Staff Council Resolution**
* [***CEAS\_ProfessionalDevelopment\_Staff***](https://docs.google.com/document/d/15ejzqPVBDWIIIP_dGNwSLbldAWxV2Apc7-cFlq7ix_Y/edit?usp=sharing) **: Form that will be employee-facing on CEAS HR website**

* **CEAS Resolution ESCR004 - Staff Professional Development Funds: Formal CEAS Staff Council Resolution**
  + Suggestion to evaluate them due to the budget situation during 2020/2021.
  + HR may not have the manpower to review all apps to choose who would receive the fund.
  + Hard to do first come /first serve due to the communication and to be fair to all.
  + Suggestion: what if we said that up to half was available for use July 1-Dec 31, and then the rest Jan 1 - June 30?  Or, requests considered and awarded quarterly?
  + Alisha stated every 2 years to review the resolution.
  + Suggestion: create a deadline for 1st and/or 2nd round then the remaining funds can be used for the ad hoc requests.
  + If more requests then monies, college could review the requests and match them up with priorities that match college / university.
  + Suggestion: Regarding last minute requests and missing an opportunity:  would we allow for retroactive application of the funds say within a quarter?
  + Suggestion: create a rubric

**Council team will go back to review considering the comments that were provided.**

* **CEAS\_ProfessionalDevelopment\_Staff : Form that will be employee-facing on CEAS HR website**