**Engineering Staff Council Meeting Minutes**

February 11, 2021; 2-3 p.m.

**Attended:** Joanne Uleau, Stephanie Morris, Lou Rutherford, Kassadi Gabriel , Sharon Anderson, Mike Collier, Kellen Short, Andres Schemel, Alisha Bennett Stewart, Kai Amey , Emily Flanagan,  Kassie Van Pelt, Bill Doe , Aju Jugessur , Otha Barrow

**Absent**:Kim Goho, Cherie Summers, Christina Oerter, Victoria Lanaghan,

**Guests:** Andraa Von Boeslager, Laura Vanzelis Ward,Erin Judge , Joshua Firestone

**Time began: 2:04pm**

**Adjourned: 3:10pm**

**General Items 2:05-2:20 p.m.**

* **BSC Update** (Alisha)
	+ Hosting Blood drive open through Feb 14th
	+ Shoe, Coat or Food Drive - drop off at Runner’s Roost for the entire month of March, more info to come in a newsletter
	+ Elections close tomorrow voting runs into March
	+ Hosting lots of exciting events February - April, virtual games, gardening how to’s coming up, etc.
* **College Updates** (Cherie - if in attendance)-- not here to report
* **Dean’s Search**
	+ Candidate did not accept position the search will continue per Provost Moore’s email
	+ Could be up to a year before we have a new one
	+ Candidate changed their mind per Provost’s email
	+ Questions:
	+ Why was the second candidate not considered- we don’t have answers

Currently.

* Did the finalist decline b/c of something that CU/the College did - cumbersome process, other things?
	+ Alisha said based on what she heard/knows, this was not the case at all. It was the candidate’s personal situation.
* Since Keith is going to be here for one more year, questions are up in the air to learn more about how he will plan to make any changes for the upcoming year. What is his strategic plan? Will he follow what Bobby implemented, or will he change things?Will there be a Town Hall
	+ Lou indicated that Keith mentioned he will have a townhall to discuss budget cuts/planning. Given the dean search situation, not sure if this townhall will be just for budget or if he will also open it up for the dean’s search situation.
* Suggest a TH for ideas and plans for the coming year.
* Other Announcements
	+ **Ad Hoc Inclusive Culture Committee** Update (Kassadi)
		- This is college level and in place for the end of the semester and then they will see if the college will have it carried on by voting to continue it as a Council.
		- The decision of how the council membership will be created will come soon.
		- No changes will be made this semester due to the fact it is Ad Hoc
		- The membership of the council shall consist of no greater than 20 members of the college. Officers include: Chair, Vice Chair, and Secretary. The following shall comprise the membership of the council:
		- CEAS Dean (Sponsor)
		- 7 Faculty members
		- 3 Staff members
		- 4 Students (2 undergraduate and 2 graduate)
		- Director of Inclusive Culture (Ex-officio)
		- Representatives to IDEA Council (Ex-officio)
		- Multiple staff members on the Ad Hoc Committee pushed back  to  have more than just 3 staff reps...ESC Council members agree as well, so Kassidy will let Ad Hoc Committee know.
		- Faculty members suggested to be broken down to levels
		- Near 17 members currently
		- Is Kassidy being asked to provide feedback from Staff Council?- Not at the moment, but they will reach out later on  - no formal person in charge of gathering it.

* Open (all)
	+ Admin Council updates from Lou
		- Keith is trying to push College to do more online classes and programs
		- Budget reduction plan process and will try to get a TH soon
		- RAP program proposal to be located at Williams Village- still in the talks

**New ESC Outreach Event (Mike and Outreach and Events Committee) 2:20-2:25 p.m.**

* LEEDS college has a Social Event - using this as a guide to create our own for our ENG College they have done this for years. About 20% staff show up standardly.
* LEEDS- have a Google Sheet to allow all staff to use to add Shout Outs and they give awards using it.
* 30 mins once a month for Social time start with zoom and move to in person when able
* Suggested date : every 3rd Wed. on the month at 8:30am -9am
* Outline of meeting:
	+ Welcome
	+ Breakout rooms for small groups
	+ Come back with recognitions and staff awards with gift cards
* Suggesting for a sign up sheet for all Staff Council Members to run a meeting once a year, and sign up for leading breakout sessions.
* Lou asked to have members send  any feedback/suggestions to Mike and we will decide how to proceed at the next meeting. Would be good if this event could start sooner rather than later since summer is coming.

**Vote on Professional Development Resolution (Kai and SRDA Committee) 2:25-2:30 p.m.**

* Suggestion was made to use a grading rubric- team did not implement this as they didn’t want to add too much to create a roadblock for staff to use, and to delay this process further.
* Funds are not being used up currently, but if funds start to run out then they will add a rubric to use.
* Funds have been $5000.00 total not certain what the bottom line will be with the newly budget cuts coming.

Please review the following documents in preparation for a vote:

[CEAS Resolution ESCR004 - Staff Professional Development Funds](https://drive.google.com/drive/folders/1-BafBICQ8IiWrpdsnjgHKk_TsodT1TDo?usp=sharing)

[*CEAS Resolution ESCR004* *- Staff Professional Development Funds*](https://docs.google.com/document/d/1rZJjMrH90RnzyKQ3Ki01rAQGONUa6hKNerXDMANLSN4/edit?usp=sharing): Formal CEAS Staff Council Resolution

**\*\* Vote:  Yay:  12   Nay: 0 Vote approved**

[*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

* After vote was completed to approve the resolution, a request was put out to amend the signatures needed on the staff application form. Instead of requiring both supervisor and chair/director signatures, just require the supervisor’s signature.The reason to do this is to not have as many steps for the employee to take and therefore less confusion about who else other than the supervisor should sign the form. It is reasonable to expect that the supervisor will already be getting permission for funding from the chair/director.

\*\* Vote: **Yay: 7  Nay: 5  Vote approved**

**Elections Codes, Cycle, Process (Bill and Otha)             2:30-3 p.m.**

Please review the elections code document in preparation for the meeting:

<https://drive.google.com/file/d/17gHuiUoiThlxcuCwoAPBgYBy4ZjmqrrH/view?usp=sharing>

* We have next month to complete this if needed
* The spring 2021 to start a formal election process
* All current members were surveyed to either stay or leave intent to remove half of current members
* We have the half that will leave and half that will stay
* Still need to clarify amount of members are officers or not
* No increase in number of representatives this time around
* A1- secret ballot will be created fairly
* A1-3 - type of nominations - self is fine as well
* The Bylaws Committee will essentially be the “Elections Committee.” Planned to have a set committee to calculate new members. Suggestion was made to allow other members outside of Bylaws Committee to participate in the Elections Commit This is acceptable and language will be added to clarify this.
* Min of 3 members- if others want to it should be fine
* B- conduct membership first then conduct the officer elections
* April May would be timeframe for elections.
* Officer election will follow sometime in May.
	+ Suggestion was made to make clear what roles are considered officers (Chair, Vice Chair, Secretary, etc.)
* Elections of reps and officers should be completed by July.
* Next steps:
	+ Bylaws Committee will make discussed updates/changes to elections code document and send to everyone to review.
	+ If have any other thoughts, please let Bylaws Committee know before next monthly meeting
	+ Plan to vote in March meeting