February 13, 2020

CLAS Staff Council Meeting

Meeting Minutes

In attendance:

* Angela Beale
* Carri Boothe
* Sulastri Carr
* Sandra Quinn
* Sothary Chea
* FrancineOlivas Zarate
* Christine
* Rachel
* Laura Cuéllar Franco
* Elly Lewis
* Karen Fennell
* Sarah Thomas

**Laura - handouts and discussion**

* There has been a lack of respect between colleagues at past meeting
* Review of university policy re: respect

**Bylaws**

* Delayed pending edits from Kathleen Bollard. Depending on the extent of edits, Angie will make changes and send to Laura and Chris Puckett for approval – then we will send to JoAnn Porter and we will start the election process

**Election Process**

* Election form put together – if someone self-nominates it will use logic to direct them one way; vs nominates others
* 12 seats available advertised to all CLAS staff
* Someone independent of Council will run the elections to maintain fairness
* People may vote once for up to 12 seats
* All current members are up for election
* Asking for 1-year commitment with opportunity to serve for 4 terms

**Budget Update**

* Started with $5,000; on-budget so far
* Possibility of putting out professional development funds for 10 individuals
* 3 gift cards for individuals that completed survey will be purchased and distributed
* Cookie social spent less than $100

**Microsoft Teams Training**

* Messaging platform under Microsoft 365
* Faster route is going Office.com – all programs accessible
* Anybody can create a team – a hub of people – anyone who is invited can participate in communication via messaging, channels, documents/files, post (running conversation)
* Committees have individual channel
* Can converse with team throughout the day
* Notebook is hub for notes – can be structured formally, or informally as a reference
* For example channels: faculty, front desk, work study projects, larger group
* Training link available from Microsoft. Sothary will send out.
* Do not put FERPA info online
* Use Teams not Slack

**Survey Debrief**

* Responses - What will we do with information?
  + Shuffle responses before we send
  + Upload to website and send link in email to staff
* Reactions: Pleasant surprise at the positive results
* Standout ideas
  + Professional Development - desire for professional development growth, but sense of confusion as to where to begin
  + Job flexibility - Provost sent out message re: flexibility by department judgment – CLAS has specific guidelines that were sent out to Chairs/Supervisors – Dean’s Office is supportive, however it is ultimately up to the department
    - Will send out in next communication with a post on the website

**Spring Forum – Karen**

* Committee got together to discuss Spring Forum – draw on the results of the spring forum – how do we facilitate this?
  + Struggles
    - Potential times/days – Thursdays 9-11
    - Space
      * Q: Did we look at AHEC Space?
    - Tentative reservation for Terrace Room but $300 fee for that room: April 23rd; (possibly April 9th, but will depend on what’s available – Dean’s meeting (will change
    - please make an effort to sit with someone else
      * Facilitate with quiz
    - What does it look like?
      * Keynote speaker - future
      * Workshops - future
      * Townhall – this year
* May 7th Anschutz Spring Forum – Have workshops, keynotes – Can we coordinate with University Staff Council?
* Discussion of possibly not having spring forum -If we don’t have this – could free up funds for professional development
  + This is what we are focusing on – what else can we do? In RSVP on website?
  + If money were not an issue, what can we do?
  + Interactivity – smaller group break off
* Changed idea to a Townhall for feedback
* Sharing feedback: app: **Mentimeter** – login through phone – access code in the room- to survey the room
  + Have laptops available so folks can participate
  + Pre-set next set of questions
* Total staff numbers: 50-65 (109 total, but not everyone will come)
* Opening remarks from leadership? Dean? Kathleen Bollard? (Dean for faculty & staff)
* Update on funding to awardees
  + Presentation on ideas for Professional Development
  + Presentation of Council and what we do
* Future workshop (not this year – how to ask your chair for funding)

**Professional Development**

* Please share ideas you may have for professional development activities, events, etc. via email with Elly
* The professional development team will meet to review the 3 applications we have at the end of February
* Frequency of asking for applications – once a month, perhaps increasing later if we don’t get enough applications.
* Need for Professional development apparent from the results of the survey. Good opportunity for us to serve our colleagues within CLAS Staff.
* Future workshop (not this year – how to ask your chair for funding)

**What’s next:**

* Karen will look into AHEC space
* Sulastri will send out communication with link to survey results & also a reminder of the
* Elly will help make a silly quiz for checkin – work with Karen
* Angie will help search for space on or around April 9th
* Sothary send out communication re: flexibility policy within departments and add to website.

**PA Meetings** – should be open meetings - generally speaking, open meetings – open meetings immediately