

College of Humanities and Sciences Staff Council
Tuesday, June 6, 2017
Hibbs Hall, Conference Room 308
MINUTES

Meeting called to order at 11:15 a.m. by President, Michelle Carpenter

Members present:

Dorothy J. Booker, Michelle Carpenter, Hayley Darwin, Cyndi Finefrock, Jeannie Friedrich, Patrick Hurley, Amie Knapp, Ron Lloyd, William Moran, Monique Morton, Dae Newman (11 members)

Members absent:

Gail B. Canter, Corey Martin, Kathleen Murphy, Ginny Schmitz, Pamela Williams.....

Quorum met.

Agenda sent out to members prior to meeting

- I. **President, Vice President, Treasurer, and Secretary Remarks**
- II. **Bylaws Ad Hoc Committee “Review of new Bylaw’s” – Council input of suggested changes/Amie, Will, Cyndi**

(SEE HANDOUT – changes and edits pertain to document)

- a. Dean Fuentes has seen, read, and approved new Bylaws. Once revised and edited by council, Bylaws will go back to Dean Fuentes for final approval.
- b. Reading of Bylaws of the Staff Council by Michelle. Changes and questions for each section taken in consideration by council once read out aloud. Changes/discussions/edits to best recorded at time are below. *See handout for reference.* Final edits revealed next Staff Council Meeting, June 20, 2017.
 - i. **1.1 Article I Name and Governance**
 - ii. **1.3 Article III Membership**
 1. **1.3 E.** Lots of discussion on appointing an alternate to serve in absence of a member.
 - a. _____made motion to remove this completely. Ron seconded motion. Once voted on, it was split decision among council. Discussion continued.
 - b. Suggested: *Change wording so that each member can send alternate, approved by the President, that will have voting privileges for extended absence of member. Extended absence will be defined by the College HR policy. Michelle made motion to change wording. Seconded motion by _____. **Voted on by council – 9 total votes. New wording passed.***
 - iii. **1.4 Article IV Officers**
 1. **1.4 B.iv.** Mentions: organization chart. Need to create one for Staff Council – Dae to put on website.
 2. **1.4 F. ii.**

iv. **1.5 Article V Elections and Nominations**

1. **1.5 A. ii.**

- a. Discussed possibilities of infinite staff council staying year after year and not letting others to be voted in (with max of 20) and wanting different departments to be represented.
- b. Will motioned to table issue and discussion for now. Seconded by Michelle.

2. **1.5. B. vi.** Edited “within 1 business day,” instead of 24 hours.

v. **NEXT SECTIONS TO CONTINUE NEXT MEETING, JUNE 20, 2017**

III. **Faculty Council sit in/Hayley – any updates?**

- a. Nothing new and no updates at this time.

IV. **Staff Senate sit in/Pam, Amie – any changes?**

- a. Waiting to see if Pam has sit in yet and feedback on it.

V. **Website – Dae/Michelle**

- a. Minutes to put up now
- b. Mentoring (Ad Hoc committee)
- c. NEW: Organizational chart to be created (discussed earlier in meeting).

VI. **Mentoring Program – Status – “future discussion”**

- a. Monique represented Ad Hoc Committee
 - i. Took Minutes of meeting on May 18 @ 2pm. **SEE HANDOUT**
 - ii. In addition, committee went to different sessions at the Great HR Redesign event.
 - iii. (Ginny) found out that Staff Senate is also wanting to do a “coaching” program.
 - iv. Discussed how Staff Council is strictly for College of Humanities and Sciences. What Staff Senate does not cover, we can. Pam to sit on Staff Senate, might be able to shed light on this topic as well (next meeting).

VII. **Open Discussion – New business**

- a. **First big business for new council – Michelle received an email from Dean Monste Fuentes: Asking HAS Council for input of topics to discuss, collect issues, details, etc. She wants to have an event for ALL staff to attend in the Fall. She will make all the other arrangements, but wants council to report to her with collected concerns, comments and issues from staff.**
 - i. Discussion on having an Ad hoc Committee collect this information
 - ii. Encourage Staff to attend.
- b. Greg – get to post Bylaws for public comment on website.
 - i. Find out way to reach out to staff to make comments about Bylaws (Don/Janet/Monste – list serv?)
- c. Dorothy suggested for Will to do a write up as President to the Dean after taking over in July.

VIII. **Vote on Minutes**

- a. Minutes approved by Council
- b. Send to Dae for website

Closing and Agenda for next time:

- Find room locations! Book for meetings after August 15. (Hayley)
- Address council attendance (repeated absences)
- Don Young may be coming to next meeting, June 20.
- Finish editing Bylaws so they can be ratified and put on website by July 1st.

Meeting adjourned at 12:31pm

NEXT MEETING:

Tuesday, June 20, 2017

11:00-12:30pm

Hibbs Hall, Conference Room 308