Staff Council Monthly Meeting Minutes Thursday, June 12, 2008 - 11 a.m. Memorial Hall

Members Present: Mike Downey, Ruby Stewart, Kennette Herndon, Barbara Melloway, Loretta Merriweather, Terry Blank, Greg Dudenhoeffer, Greg Brower, Bill O'Day, Kandy Campbell, James Howard, Becca Mickels, Stacy Phillips, Steve Rackers

Members Absent: Mark Friedman, Wanda Harper, Dan Sommerer, Kelley Sturgis, Mark Worthen, Leslie Cross, Clinton Henry

1. Call to Order

The meeting was called to order and roll call taken by Mike Downey, chair.

2. Approval of the May 29, 2008 Special Meeting Minutes

Motion to approve the minutes was made by Becca Mickels

Motion 2nd by Barb Melloway

Discussion: correct the spelling of Cynthia Washington's name in item 2, line 6

The minutes were approved with the above correction

3. Report from the Chair: Mike Downey

A. COMMITTE CHAIRS AND CHARGE

Downey announced the appointment of the following chairs for Council committees:

Ruby Stewart: Professional Development and Orientation

Terri Blank: Policies and Procedure

Greg Dudenhoeffer: Nominations and Elections

Kandy Campbell: Communications

Mark Worthen: Bylaws

Becca Mickels: Special Events

- Committee chairs were instructed to select members to fill their respective committees before our next regular meeting. Downey encouraged chairs to select the majority of their committee members from the volunteers within the general staff population, thus limiting committee members from the Council membership to 1-2 whenever possible.
- A notice will be posted on the staff listserv for all interested staff to submit their names to either the Council chair or the committee chair by June 26.
- Each Council committee is limited to six members and one ex-offico. A question arose as to the whether the Council chair is required to serve as ex-offico on all Council committees. This question will be referred to the parliamentarian, Mark Worthen.

B. SETTING THE AGENDA

Downey will meet with the officers and committee chairs one week before each regular meeting to set the agenda. Setting the agenda is the sole purpose of these meetings.

- Any issue that a staff member would like the Council to consider can be submitted by contacting any Staff Council representative. For an item to be considered for the next meeting it must be submitted to the Council secretary at least two weeks prior to the meeting.
- Generally, issues that are put on the agenda will be discussed in Council meetings and assigned to the appropriate committee for review, research and recommendation. Once the committee formulates their recommendation it will be brought back to the Council for consideration and a vote.

C. NOTES ABOUT THE ROLES OF OFFICERS

Each officer should be a committee chair. The one exception made with the current officers was for Kelley Sturgis who is currently out of the country for the summer.

- Secretary: Takes minutes and communicates Council activities to the staff
- Parliamentarian: During meetings he/she does not speak until spoken to by the chair
- Vice Chair: Fulfills the duties of the chair in his/her absence
- Chair: Primary function is to facilitate the meeting, set things in motion, and report to the President, Board of Curators and outside entities. The chair will not impose his views on the issues being considered. The chair votes on issues only in the event of a tie.

D. DISCUSSION/QUESTIONS: Downey opened the floor for questions and discussion

- Kennette Herndon reported that the Council has been allocated \$250 in the annual budget. Who is in charge of this? Do we need a treasurer?
 - This issue will be on the agenda at our next meeting and may be referred to the Bylaws Committee for review.
- Council members need to continue their efforts in getting all staff signed-up for the lustaff listserv. Two suggestions that will need to be followed-up on in committee include:
 - Organize a one-on-one canvas to contact individuals that are not signedup yet.
 - Host a "Meet and Greet" session at the Fall Faculty Staff institute where staff can sign-up.

E. CLOSING COMMENTS

As a new organization the Staff Council chair will be deliberately moving slowly. The stage is being set for the future and will benefit from a solid foundation. This is a learning process and there are going to be mistakes made, but we will learn from them and move ahead.

- The Faculty Staff Institute is scheduled for Thursday and Friday, August 14-15. This coincides with our monthly Council meeting. Therefore, our August Council meeting will be one of the sessions included in the Faculty Staff Institute schedule.
- The chair will be giving a Council report at regular Board of Curators meetings. Downey was asked to submit his first report for the June 19 Board of Curators meeting right after our elections. (Copies of this report are available from the secretary)
- Our next regular meeting is scheduled for July 10 at 11 a.m. in Memorial Hall.

Meeting adjourned at 11:50 a.m.

Submitted by Kandy Campbell Secretary Staff Council 6/16/08 Approved 7/11/08