

# Meeting Minutes – SSU Staff Council

January 10, 2019

## Call to order

A meeting of SSU Staff Council was held at Salazar Hall 2012 on January 10, 2019. Attendees included Staff Council Committee Officers: Katie Musick, Kshatriya Colet, Loriann Negri, Ash Klein, & Arcelia Sandoval. Joyce Lopes (Ex-Officio Member), via phone. Council Committee Officers not in attendance included N/A.

**Staff community attendees:** Tammy Kenbar, Susan Gutierrez, Gina Voight, Gloria Allen, Claudia Molloy, Shannon Edwards, Teresa James, Aida Humrict, Barbara Frohlech, Meghan Crall

## Approval of previous minutes

No previous minutes to approve. 1<sup>st</sup> Meeting.

## Agenda

1. Call to Order
2. Introductions - of Council members, and staff attendees
3. Approval of Agenda (Action Item)
4. Consideration of Approval of Minutes (N/A)
5. Review of Staff Council Constitution & Bylaws (Information Item).
6. Review of Executive Committee Roles and Responsibilities (Discussion Item)
7. Staff Council Executive Committee Attending the Annual Faculty Retreat (Discussion Item) Faculty Retreat Topic: "Shared Governance at the Crossroads: Building Better Definitions and Expectations from the Faculty Perspective," <http://senate.sonoma.edu/events/faculty-retreat>
8. Comments and New Matters for Future Consideration
9. Good of the Order
10. Adjournment

## Approval of Agenda (Action Item)

*Kshatriya moved that we approve the agenda as it stands. Seconded by Aracelia and approved.*

## Consideration of Approval of Minutes (N/A)

*No previous minutes to approve. 1<sup>st</sup> Meeting.*

## Review of Staff Council Constitution & Bylaws (Information Item).

*Review of Constitution & Bylaws conducted by Katie M. Typo error in Bylaws pointed out by Tammy Kenbar (action item for future meeting)*

## Review of Executive Committee Roles and Responsibilities (Discussion Item)

Katie M. read and articulated the Exec Committee roles. Each Exec. Committee member introduced themselves and spoke about their role.

(This agenda item would typically be Reports from Committee Members)

## **Staff Council Executive Committee Attending the Annual Faculty Retreat (Discussion Item)**

Staff Council Exec Committee was invited to Faculty Retreat. Katie put this out as a discussion item to see if anyone else on Council is interested in attending. She'll be attending for the full day. Katie also proposed sending a thank you note. Araceli will also be attending. Kshatriya expressed interest in attending.

## **Comments and New Matters for Future Consideration**

- a. Robert's Rules of Order - Katie did some explanation of Robert's Rules of Order at this point. (Full discussion - future Agenda item)
- b. Fix typo in Constitution and Bylaws and take vote on revised Bylaws (Future Action Item)
- c. Decide about the role of Agenda creation and distribution (Future discussion. Action item?)
- d. Tammy K. recommended several items for future agendas:
  - i. Web Presence - decide on email address, website and what the name/url will be
  - ii. Qualtrics account. (Maybe a survey to staff once established, asking "What's important to staff?" "What do you want to be involved in?")
  - iii. Committee calls for staff to serve. Should that be a standing agenda item.
- e. Ash recommended a long-term agenda setting or plan for 1st year. (Future Action Item)
- f. Review of staff members on various committees and councils on campus (Discussion item - 2 meetings from now)

Questions from the staff in attendance:

- a. Ability to have public comment (there was discussion about whether this may be provided on the web page rather than a regular agenda item)
- b. Plans for mailing list & discussion listserv
- c. Joyce mentioned that we could get reports from Cabinet. (which could be included in the Reports section of the Agenda)
- d. Guest speakers? (Stevenson Remodel, Tree removal)
- e. How often Council meets? (Katie then mentioned that while the Bylaws indicate quarterly, it would be best that we meet monthly at first. Some discussion about what day might work and doesn't conflict with faculty and senate meetings)

## **Good of the Order**

No items for the good of the order.

## **Adjournment**

Tammy motioned to adjourn the meeting at 11:45am. Kshatriya seconded.

\_\_\_\_Loriann Negri\_\_\_\_\_  
Secretary

\_\_\_\_1/10/2019\_\_\_\_\_  
Date of Approval