



# Staff Council Standing Committee Minutes

**Committee Name:** Ethics  
**Meeting Date and Place:** 1000 on 9 September 2021 via zoom  
**Members Present:** Lisa Beauchene-Lawson, Stephen Murillo, Ignacio Ortiz, Brian Vineyard, Kristina Rucker  
**Members Excused:** None  
**Members Absent:** None  
**Guests Present:** None  
**Minutes submitted by** Ignacio Ortiz

	Subject	Notes	Follow-Up
1	Opening Comments	Meeting called to order at 10:04am.	
2	Approval of agenda	Agenda was approved by unanimous consent.	
3	Approval of prior minutes	Minutes from August meeting was approved by unanimous consent.	
4	Discuss/Prepare September “Nuts and Bolts” presentation	<p>The group reviewed the request for the Nuts and Bolts presentation and how best to relate the request to the Ethics Committee charge. The group agreed to use a Teams folder to draft and edit the slides. Lisa agreed to start the draft of the slides. The group discussed the outline of the slides that would include a summary of the charge of the Ethics committee, an overview of the Code of Ethics, discussion about respectful interactions among councilors during meetings, when Ethics committee should/can be involved/consulted, referral to the Ethics resources on the SC website, and list each member and their emails to submit potential concerns. We will also include a slide about constituent emails and how best to handle and respond to them. In relation to constituent emails, we also want to share other resources, like the marketing and communication handbook that has tips and resources.</p> <p>The group discussed how to divide up the presentation. A Teams folder was created to allow edits and comments on the draft slides. Once the initial draft is posted, we can decide who wants to present each slides/section.</p> <p>The group agreed to meet to do a presentation prep discussion at 3:00pm on September 20 to finalize presentation and the order of presenters. This will not be a formal committee meeting.</p>	<p>Group will access Teams folder. Lisa will upload draft of slides and group will add additional edits/comments.</p> <p>Decide who will present what content.</p>
6	Review Rules & Elections feedback regarding quorum	The group briefly discussed the feedback and the timing of any potential action that we would present to the full SC for consideration. This will be on the agenda for the October meeting to discuss further and decide on next steps. Rules and Elections also provided feedback on other things the committee could propose changes on.	
9	Adjourn	Adjourned at 10:55am.	

Next Meeting: October 14, 2021 at 1000 via Zoom.