

Staff Council Standing Committee Minutes

Committee Name: Executive



Meeting Date and Place: 06/02/15, Faculty Staff Club

Members Present: Joaquin Baca, Mary Clark, Crystal Davis, Jodi Perry, Carla Sakiestewa, Jasmine Torres and Katherine Turner

Members Excused: Renee Delgado-Riley

Members Absent: Danelle Callan

Minutes submitted by: Kathy Meadows

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved.	
2	Approve Minutes from 5/13/15	Approved.	
3	Administrative Officer's Report	<p>Meadows presented Monthly Committee Reports from the following Committees: Communications & Marketing, Employee Life, and Events.</p> <p>On behalf of the HSCS Committee, Meadows presented an Event Debrief Form for the HSC Book Exchange. On behalf of the Events Committee, Meadows presented an Event Debrief Form for the Time Capsule.</p> <p>On behalf of the Rewards & Recognition Committee, Meadows presented a Funding Request Form (FRF) for the purchase of certificate frames in the amount of \$25. This expense was approved. On behalf of the Student Success Committee, Meadows presented a FRF in the amount of \$10,000 for the LOBORitto Breakfast. This expense was approved.</p> <p>Meadows stated that the SC Parliamentarian would like to conduct training on Robert's Rules for the Councilors. The Committee agreed to have the Parliamentarian conduct one-topic, focused trainings addressing one aspect of Robert's Rules each month during the Council meeting.</p>	Meadows will make arrangement with Adam Hathaway.
5	President's Report	<p>Davis discussed the Engagement Survey results and asked for feedback, which was provided by Committee members.</p> <p>Davis discussed the role of an Executive Committee member and stated that business discussed during meetings should not be shared with other Committees or Councilors because sometimes discussions and information shared during Executive Committee meetings are confidential in nature.</p>	
6	President Elect's Report	No report.	
7	Speaker's Report	<p>Clark is in the process of reviewing all Staff Council Committee Chairs/members.</p> <p>Clark discussed transitioning the role of the facilitator of the Committee Chairs Group from Jodi Perry to herself. It was suggested that the Group meet quarterly instead of monthly from now on. Clark would like to provide the Councilors with targeted professional development.</p>	