Humboldt State University
Staff Council Meeting Minutes
2018/19:10 05/29/2019

Wednesday, May 29, 2019, 11:00am, LIB 317

Call to Order

Staff Council President Alex Gradine called the meeting to order at 11:00am on Wednesday, May 29, 2019; Library, Room 317; a quorum was present.

Members Present

Anthony Baker, Sulaina Banks, Deserie Donae-Janousek, Andrew Goetz, Alex Gradine, Cortney Koors, Brandon McMillin, Jasmine Nunley, Casey Park, Grant Scott-Goforth, Mary Watson, Jessica Welch

Members Absent

Sue Armitage, Kim Coughlin-Lamphear, Kailyn Doyle, Rob Keever, Lauren Lynch, Steven Margell, Gabby Pelayo, Molly Pucillo, Sasha Wallace, Amelia Wright

Guests

No guests were in attendance.

Open Announcements

Councilor Park reported Associated Students is advertising for an Office Manager/ASC.

Staff Council Officer Reports

President

- President Gradine welcomed the incoming Councilors in attendance

Vice President

- No report

Treasurer

- No report

Secretary

- No report

Staff Council Standing Committees Reports

Service Projects Committee:

- Councilor Nunley reported that in-kind match forms and thank you notes are forthcoming to those who donated prizes for the Staff Appreciation event last week; she reported she will email a template to Councilors who secured donations. Email addresses collected from guests will be used to send thank you notes for attending.

Recruitment Committee:

- Councilor Welch reported that there are three welcome bags left to deliver.

Promote Gender Equity & Refine Staff Recognition Awards Working Group:

- Councilor Welch reported that she and Councilor Armitage are continuing work on their proposal for the Staff Recognition Awards 2.0, and they hope to finish by July 1 to submit to the new HSU President Dr. Tom Jackson, Jr. If the revamped procedures are not approved, they will continue to revise until Dr. Jackson approves.

Action Item: Staff Council Executive Officer and Committee Chair Elections

President Gradine solicited nominations for the office of Staff Council President, first noting his copy of the guiding documents are missing relevant information from the Bylaws revisions from April, which lays out duties of officers and chairs.

M/S (Welch/Baker) to nominate Councilor Welch as 2019/2020 Staff Council President

Councilor Welch briefly described some goals she has for her presidency; these include but aren't limited to attempting to affect the way Staff Council is viewed on campus, and how Councilors work with University Governance bodies, as well as the local community.

President Gradine noted Elliot Baker (non-MPP staff in the Recreation and Wellness Center) has accepted Councilor Donae-Janousek's nomination for 2019/2020 Staff Council President.

Council vote to elect Elliot Baker as Staff Council President for 2019/2020 **failed**

Council vote to elect Councilor Welch as Staff Council President for 2019/2020 **passed without dissent**

President Gradine solicited nominations for the office of Chair of the Staff Service Committee

M/S (Banks/Nunley) to nominate Councilor Banks as Staff Service Committee Chair

Council vote to elect Councilor Banks as Staff Service Committee Chair for 2019/2020 **passed unanimously**

Councilor Banks nominated incoming Councilor Pelayo to serve as Co-Chair of Staff Service Committee.

Pending acceptance of Councilor Pelayo's nomination, Council will solicit further nominations and vote to affirm/deny appointment(s) at the first meeting of 2019/20.

President Gradine solicited nominations for the office of Chair of the Governance Committee

No nominations were forthcoming; Council will solicit further nominations and vote to affirm/deny appointment(s) at the first meeting of 2019/20.

President Gradine solicited nominations for the office of Chair of the Recognition Committee

Councilor Donae-Janousek nominated incoming Councilor Wright to serve as Chair of the Staff Service Committee.

Pending acceptance of Councilor Wright's nomination, Council will solicit further nominations and vote to affirm/deny appointment(s) at the first meeting of 2019/20.

Action Item: Disposal of the Promote Gender Equity & Refine the Staff Recognition Award Working Group (PGE&SRA)

President Gradine explained the Council must vote to either: charge the working group to continue their work; disband the group; or table the vote until the first meeting of 2019/20

M/S (Welch/Parker) to charge the PGE&SRA to continue their work

Council vote to charge the PGE&SRA to continue their work **passed unanimously**

Ayes: Baker, Banks, Donae-Janousek, Goetz, Gradine, Koors, McMillin, Nunley, Park, Scott-Goforth, Watson, Welch

Nays: 0

Abstentions: 0

Councilors Park, Baker, and Nunley indicated interest in serving on the working group; pending the Chair election, self-nominations for membership in the PGE&SRA will be solicited and affirmed/denied at the first meeting of 2019/20.

M/S (Watson/Park) motion to adjourn

Meeting adjourned at 11:36 am

Action Item 1
August 23, 2019 Meeting
Proposed Committee Structure

The Service Projects Committee Responsibilities

1. Coordinate at least two events with University President, one each semester
2. Coordinate two staff potlucks, one each semester. A community service project will be assigned to each potluck. Coordinates with the Treasurer on funding questions.
3. Coordinate all aspects, such as room reservations and catering, for the Staff Appreciation Event. Coordinates with Staff Council and the Office of the President when executing event details.
4. Coordinate all Event Feedback surveys/online forms and collect the associated data immediately following all events.
5. Other matters as assigned by the Staff Council.

The Governance Committee Responsibilities

1. Recommend any needed amendments to the Bylaws, on an as needed base only.
2. Publicize and supervise the election process, tally ballots and announce the selection of members and officers of Staff Council in the spring.
3. As part of the election procedures, the Governance Committee Chair shall inform the nominees and runners-up of the election results.
    a. When Staff Members are appointed to either the University Senate or any Standing Committee of the University Senate, the Governance Chair shall inform the nominees and runners-up of the election results, as well as the University Senate Appointments and Elections Committee membership, the Staff Council membership, and the elected persons' immediate supervisor or direct lead.
4. Rule on any selection disputes, in collaboration with the Staff Council Executive Committee.
5. Be intentional with inclusive representation when approaching recruitment of staff on Staff Council and the University Senate and Campus Committee open seats.
6. Other matters as assigned by the Staff Council.

The Recruitment & Recognition Committee

1. Lead in the recruitment of new members, such as tabling, flyers, etc.
2. Coordinate monthly Staff Spotlight, coordinates with Marketing Committee to upload online.
3. Develop and implement strategies to improve recruitment for inclusive representation of staff on Staff Council.
4. Coordinate the delivery of Welcome Bags for newly hired employees.
5. Other matters as assigned by the Staff Council.

Marketing Committee

1. Generate a social media presence highlighting the success of staff and Staff Council, including platforms such as Facebook, Instagram and the Staff Council website, with the expectation that social media is ever evolving and periodically review other platforms to use as an outreach tool.
2. Coordinate advertising and on-campus outreach efforts for all Staff Council events.
3. Develop and maintain appropriate campus partnerships and outreach.
4. Provide marketing of new pilot: Make a Connection.
5. Maintain social media content, and collect Staff suggestions pertaining to Staff Council itself and relay information to Council.
6. Other matters as assigned by the Staff Council.

*Fundraising efforts will be as needed throughout the year.

Action Item 3
August 23, 2019 Meeting
Current Committee Structure

<u>The Staff Service Committee Responsibilities</u>

A. Coordinate at least two events with University President, at least one each semester.
B. Coordinate two staff gatherings (one each semester). A community service project shall be assigned to each gathering.
C. Develop and maintain appropriate campus partnerships and outreach, including social media content and Staff Council Newsletters.
D. Develop and implement strategies to improve recruitment for inclusive representation of staff on Staff Council and to University Senate Committee open staff seats.
E. Coordinate advertising and on-campus outreach efforts for the Staff Appreciation Event.
F. Other matters referred to it by the Staff Council.

<u>The Governance Committee Responsibilities</u>

A. Recommend any needed amendments to the Constitution and Bylaws as needed.
B. Publicize and supervise the election process, tally ballots and announce the selection of members and officers of Staff Council in Spring.
C. As part of election procedures, the Governance Committee Chair shall inform the nominee and runners-up of the election results.
    a. When Staff Members are appointed to either the University Senate or any Standing Committee of the University Senate, the Governance Chair shall inform the nominee and runners-up of the election results, as well as the University Senate Appointments and Elections Committee membership, the Staff Council membership, and the elected persons' immediate supervisor or direct lead.
D. Lead in the recruitment of new members, such as tabling, flyers, etc.
E. Rule on any selection disputes.
F. Develop and implement strategies to improve recruitment for inclusive representation of staff on Staff Council and to University Senate and Campus Committee open staff seats.
G. Coordinate all logistics (such room reservation and catering) for the Staff Appreciation Event
H. Other matters as may be referred to it by Staff Council.

<u>The Recognition Committee Responsibilities</u>

A. Coordinate all staff Awards, including the Staff Member of the Year Awards in conjunction with the President's Office
B. Coordinate delivery of Welcome Baskets.
C. Coordinate Staff Spotlight features to be uploaded to the website and distributed through social media and newsletters.
D. Coordinate the solicitation of donations and prizes for the Staff Appreciation Event.

E. Other matters as may be referred to it by Staff Council.