

# HUMBOLDT STATE UNIVERSITY

*The mission of Staff Council is to provide staff with an effective process of selection for participation in campus governance, and to facilitate communication and cooperation across the campus on issues of interest and concern to staff.*

## Staff Council Meeting Agenda 11/30/17

**Date:** Thursday, November 30, 2017 from 1pm – 2:30pm

**Location:** Library Fishbowl, 2nd Floor

### I. Call to Order/Welcome (5 minutes)

1.1 Check for Quorum (11 members)

### II. Announcements - Overview (15 minutes)

2.1 Open Announcements

- University Senate Meeting - Tues., Dec. 5th, 3-5 PM Goodwin Forum
- Budget Reductions Phase 2 Open Forum - Fri., Dec. 8th, 1-3 PM Goodwin Forum
- HSU Faculty & Staff Holiday Party - Thurs., Dec. 14th, 4:30-6:30 PM KBR

### III. Staff Council Officer Reports (10 Minutes) - Overview

3.1 President - Terri

- University Policy Committee - Alex Gradine, Staff Representative
- Informal Vote: [Staff Service Participation Program Proposal](#) by Jyll Jackson

3.2 Vice-President - Pam

3.3 Secretary - Marguerite

3.4 Treasurer - Samantha (Terri will proxy)

I. Reimbursement Procedure

A. Follow standard University guidelines

1. Obtain pre-approval for purchases from Treasurer - ensures that purchases made are within budget
2. Complete [Payment Request Form](#) and attach:
  - a) Original itemized receipt
  - b) Copy of event flyer
  - c) Copy of event sign-in sheet
3. Obtain authorized signature on Form (Treasurer or President)
4. Submit documents to Accounts Payable

II. Meeting with SFS

A. Cash Handling Procedure - FUNDRAISING, not Donations

1. Obtain deposit bag from SFS (not mandatory, but helpful)
2. Log of cash received (perhaps on sign-in sheet, add fundraising amount column?) - log should be sealed in deposit bag with cash.
3. Less than \$300, 1 person can deliver funds to SFS; more than \$300, 2 people deliver.
4. Prefer same day delivery - allowed up to 1 week
5. Each year, SFS will re-authorize "Acknowledgement of Departments Receiving Payments Form" to permit all Staff Council members to collect cash.

B. CashNet link for Gnomes, etc...

**IV. Staff Council Standing Committee Reports (15 Minutes)**

- 4.1 Fundraising Committee (Mona & Alma)
  - Friends Day Fundraiser
    - Lumberjack Rubber Duckies
- 4.2 Governance Committee (Alex)
- 4.3 Service Projects Committee (Suzan & Vickie)
  - Spring Potluck
  - Spring into Green & Gold - Date?
    - Ideas to jazz it up - new theme? New location? Off campus? After work?
- 4.4 The Recruitment Committee (Rob)

**V. Discussion/Action Items (25 Minutes)**

- 5.1 December meeting - vote for potluck
- 5.2 Thank you cards - donors
- 5.3 [Calendar of Events](#) - Spring Planning

**VI. Adjournment**

- 6.1 Motion from the floor to adjourn meeting (Pam)

**VII. Committees Meet/Plan (20 Minutes)**