Meeting Minutes

Agenda
1. Call to order and approval of agenda
   Meeting called to order 10:02 by Austin.

2. Approval of minutes from January 23rd, 2019 meeting.
   Motion to approve - Stephen and Ava
   Minutes from previous meeting - check spelling of Josephine in minutes

3. Announcements
   a. Caley Barnhart- Staff Appreciation
      March is Staff Appreciation Month
      Caley asked for volunteers to help. She does this on her own. Food is involved.
      Adam Chavez offered to help
      Josie-Should this be part of this committee?
      Austin- agreed
      Josie- maybe create a sub committee to help with individual events
      Volunteer basis at first
      After the meeting concluded, the officers met with a couple of other members to discuss details. During the month of March, we will have weekly small get-togethers.

   b. Janenne Pryce-Henry- Staff Senate Participation
      (Janenne out today)
      Feb 28th at 2:30 at Hurley
      Let Austin know by the 25th of your interest
      Mainly a resource for issues that staff may have.
      We should try to get more involved with this - Austin
      We would like to have someone represent our college since there is none.
      Josie - David Denney was our rep. Since then we have not sent anyone.
      Refer to by-laws of state senate
      Austin will attend the meetings, if you would like to go along, please let him know.
4. Discussions

a. Melissa Robinson, Josi Reyna, & Tyffany Robles- Standard Operating Procedure

By-law process - needed to tell how we operate
Melissa “Standard Operating Procedure” title (SOP)
Melissa to begin discussion

Josie did a lot of research into this.
Looked at college level bylaws and staff senate, to name a few
Consensus from others they came to is:
  - Say “referring to, college level bylaws for THIS need”
  - Tiffany - we should create our own and not have a “refer to this”.
  - Josie - offered her opinion: If the official doc changes, we don’t want to be out of sync.

Suggestions, not covered by college level bylaws
  - Consistent name “staff operations committee”
  - Important sections - Officers (qualifications, term, vacancies, removal of officers-how and why,
  - Nominations/elections - Delegate at staff senate
  - Meetings - what types?
  - Settle on a corum (what percentage)

Topic of proxy voting. This is discouraged. (voting for someone else)
Are we for or against?

Committees

Any other committees (Special events) we need outlined and described. If you see a need for a committee, they
need to be outlined.

Ad Hoc committees, what will it cost us, when do they dissolve, etc.
We are required to have open records
Make sure our bylaws are
Amendment of bylaws
Process of doing so
Get a recourse set up for our bylaws.

Discussion:

Adam offered to do the web development
Josie - Recommended a sharepoint site. There is a tab within it where all meeting documentation goes.
Josie - Normally committees do not have bylaws. We are not an org, just a committee. Having some kind of
document that formalized what we are is a good thing. We should move quickly from bylaws to operation handbook.

We can discuss the name in the next meeting.
When we get to proposal stage, we can get this together for when we have the college meeting. - Austin
Austin - Officer section - what about the duties of them?
Josie - upon double checking, bylaws for the staff senate do not identify any of the officers.
Austin would like for this to be stated somewhere
Josie - this is why a handbook would be a good idea, so someone new coming in can just refer to it.
Any other ideas, Melissa, Josie or Tiffany - e-mail them.
Prep proposals, what you can produce before the next meeting, we’ll work with it.

VOTE-
Motion we call it SOP
Passed
b. Austin Hammond- Committee Goals

Opinions about what we want to do as a committee

Started as Staff development opportunities

What would you like to see happen over the next months/years

Shobhana- Training opportunities - there is a cost for this. We can reach out to the departments for funding.

Josie - Training and development are different things.

Development - Is like advisors going to an advising committee. That exposure is a development in processes. Opportunity to advance where you are.

Ericka - Approach your chair, propose what we want, get it approved for funding.

Tiffany G. - Let's advocate for each other. We could all help each other if someone needs resources.

Ava - If someone sees development opportunities, forward along

Ericka - Has a few resources for development. Reach out to her.

Trevor - create an email group for questions

Tiffany G. - A chart of who is your equivalent in another department.

Maybe we can create this in our Committee

Commodity based would be a good way to organize (who is your best resource)

Put on webpage

Tiffany G. - include all tasks for each individual.

Sarah - We know the face. A social mixer so we can all get to know each other better.

Austin - Mentoring. Maybe someone is interested in being an advisor.

Nancy - Having a connection with someone to come out to help people- university wide.

Austin - create a training packet with contact info

5. Other Business

Caley - Will send out a phone number list and keep it updated.

Austin - Trying to get a place to meet MARCH 19th in IS breakroom. 10-11am (reminder will be sent)

After survey we’ll need to tie down a meeting time.

Downstairs library room could be an option (to the left as you enter)

a. Austin Hammond- Next Meeting Date, Time, and Location Proposal

March 19th in IS breakroom 10-11am

6. Closing

Caley & Stephen second the close