I. Attendance:

Executive Board: Laura Eldredge, Chair; Ben Ide, Vice-Chair; Christina Lapierre, Recording Secretary; Rachel Yacouby, Treasurer; Ellen Levasseur, Membership Director; Linda Zigmont, Member-at-Large – Exempt

Staff Members:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Office</th>
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<tr>
<td>Kelly Anderson</td>
<td>ENHP Deans Office</td>
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<td>Brittany Ankiewicz</td>
<td>Hart Technical Theater</td>
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<td>Donna Clarke</td>
<td>ENHP</td>
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<tr>
<td>Lisa Costa</td>
<td>Barney Manager, Graduate Services, CIGNA</td>
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<td>Barbara Dessureau</td>
<td>Harrison Libraries</td>
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<td>Jennifer Ellenberger</td>
<td>Hart Technical Theater</td>
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<td>Carla Fuller</td>
<td>ENHP Nursing Programs</td>
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<td>Lynn Galvin</td>
<td>A&amp;S Deans Office</td>
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<td>Valerie Gilleran</td>
<td>ENHP Deans Office</td>
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<td>Tim Milligan</td>
<td>Hart Technical Theater</td>
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<td>Dina Morris</td>
<td>Women’s Advancement</td>
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<td>Cyndi Norrie</td>
<td>Barney Marketing Manager</td>
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<td>Cindy Oppenheim</td>
<td>A&amp;S Psychology GIPP</td>
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<td>Sean Parke</td>
<td>Library</td>
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<td>Kate Sheely</td>
<td>Hart Community Division</td>
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<td>Marti Simmons</td>
<td>Hart Technical Theater</td>
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<td>Dave Stender</td>
<td>Student Affairs Dean of Students</td>
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<td>Bonny Taylor</td>
<td>Hillyer College</td>
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<td>Lisa Wollenberg</td>
<td>Allen Library</td>
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<td>Linda Zigmont</td>
<td>Marketing/Comm</td>
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II. Discussion and Approval of Minutes:

A motion was made to approve the minutes from the June 13, 2018 meeting and second. All members agreed on minutes.

III. University Committee Reports:

- **Budget Advisory Team:** (Reps: Randi Ashton-Pritting & Valerie Gilleran). This team has not met again nor have they received information about future meetings. Meeting dates will come from Arosha Jayawickrema, VP of Finance & Administration.

- **Wellness Committee** (Reps: Lindsey McKeegan & Barbara Dessureau). On Hiatus
III. University Committee Reports (continued)

- **Benefits Taskforce** (Reps: Cindy Oppenheimer & Lynn Galvin). Upcoming meetings scheduled in August to review medical plans. The broker is currently obtaining bids.

- **Presidential Commission for the Status of Women** (Rep: Donna Clarke). Team has not met.

- **Diversity, Equity & Inclusion Task Force** (Rep: Christina Lapierre): Next meeting is 7/19.

IV. Staff Association Reports:

- **Web Advisory Committee** (Rep: Barbara Dessureau). The WACs did not meet this month because of the new redesign in progress. Site maps on schedule with redesign.

- **Faculty Senate** (Rep: Ben Ide) No Report.

- **Treasurer’s Report** (Rep: Rachel Yacouby) $765.33 for budget. No changes.

- **Membership Director Report** (Rep: Ellen Levasseur). No change.

- **Fundraising Committee** (Rep: Valerie Gilleran). Committee is on hold until the new structure is complete.

V. Old Business:

Presentation given by Ben Ide, Vice Chair.

**Constitution:**

- Defines who we are, what our mission is
- Officers and representatives, meetings, elections and recalls
- Amendments

**Bylaws:**

- Duties of officers
- Procedures for meetings, elections, and recalls
- Grievance Officer

**What will stay the same?**

- We will continue to have representatives to BAT, BTF, Faculty Senate, Web Advisory, Wellness Committee, and Presidential Commission on the Status of Women.
- Still regularly meet with upper level administration.
- Can still amend the Constitution and Bylaws (two-thirds vote).
- Communication roles of Community Representatives unchanged.
- Any staff member can attend and speak.
- Will resume Fundraising Committee after transition.
V. Old Business:

What will look different?
- Staff Council represents all non-union staff (currently an opt-in membership group).
- Only for the purposes of voting, one Community Representative will be sent from the 20 areas.
- Greater dissemination of information via Community Representatives (CR).
- Four At-Large Representatives: two non-exempt, two exempt (currently just have one of each).
- Membership Director becomes Communications Director.

Vote/guidance:
1. **Should the four At-Large Representatives be part of the Executive Board?** It was discussed as a whole group that the Community Rep (CR) and At-Large Reps should share/inform the e-Board if any issues need to be discussed and present this info to the e-Board before the large community meeting. Decision was made that the At-Large Reps would not be part of the e-board, but could be invited to attend an e-Board meeting if they had an issue to present.

2. **Do Executive Board members need to be representatives on the Staff Council, or should they be elected like At-Large representatives?** It was discussed as a whole group that the E-board should be voted in with a general election, like At-Large Reps. Everyone should have a voice and opportunity to vote as to who is on e-board and be elected. EB members should be elected from the entire population of staff in general. Those up for election need to include a picture, bio and brief statement of who they are so the general population of staff are informed of who they are voting for, and who is representing them on the executive board as a whole.

3. **How involved should the executive board be in the selection of Community Representatives (CR)?** It was discussed as a whole group that no involvement by the e-board to select CRs should happen. Instead, the CR should be selected amongst his/her colleagues that he/she is representing by one of the 20 areas. E-board will support the CR after transition of CR is in place. If the CR isn’t doing his/her job, the community area should look to find another rep, or report the CR to the e-board and the e-board will assist.
VI. New Business:
It was discussed that we as a whole group should look at the % of having to vote within the current group. Structured currently as 10% of voting members which would mean 20 people would have to show up and vote. Need to determine what percentage would be a quorum in a new Staff Council structure.

Do we look at more non-exempt voting members to represent that group in a new Staff Council structure based on population? There was concern that exempt outweighs non-exempt staff in regards to voting as a whole. E-Board will look into this.

Hartt is a good example of staff who currently conduct monthly staff meetings to discuss concerns/issues/areas that need help. Good model to follow for the other colleges/departments for functionality.

It was discussed that in order for a new Staff Council structure to work effectively and give staff a stronger voice on campus; we would need support from President Woodward by way of communication to Deans and Department Heads to allow CRs and staff members to attend Staff Council meetings without being penalized.

Open Position of Member-at-Large – Exempt remains open.

VII. 2018-2019 Meeting Dates:
All meetings are held from 1:00-2:00 p.m. in GSU, Room 335
August: No Meeting
September 12, 2018
October 10, 2018
November 14, 2018
December 12, 2018

Respectfully Submitted by: Christina Lapierre, Recording Secretary