**Staff Council Action Items**

June 14, 2017

*Present: (I didn’t record attendance but can do so beginning at the next meeting.)*

*Absent:*

**CSU Memorandum**

**Freer** advised that per the CSU and pursuant to the 1998 PERB ruling, MPPs and Confidential staff members can participate in Staff Councils but are not allowed to hold an official seat. While the bylaws are being drafted, Stevenson and Hunsaker will continue to serve as Co-Chairs. Once the bylaws are enacted the Staff Council will re-elect new Co-Chairs.

**Bylaw Review**

**Stevenson** opened the discussion to begin drafting the Staff Council Bylaws using the Bylaws from CSU Stanislaus as a guide.

Section One (1) outlines who is eligible and who is not eligible to become a member of the Staff Council. Council members agreed that no students nor faculty should be allowed membership. Regarding individuals who serve in multiple capacities, only those whose primary role is Staff will be allowed to participate. The Council would like to obtain more information as it relates to the number of active non-State employees (i.e. UEC/Auxiliary employees) before making a final determination on defining “Staff”. **Barnier** will provide the requested data as soon as possible.

Section Four (4) establishes one-year as the amount of time a council member must serve before they can run for an “Executive Committee” seat. The inaugural “Executive Committee” would be excluded from this rule. Staff Council will revisit this discussion at the next meeting.

Section Five (5) sets the amount of time during work hours that a member can dedicate to Staff Council duties. The Council discussed eliminating a set number of hours and establishing a more general statement. For example, “The expectation of members is to attend bi-weekly meetings and to participate in the planning of all Staff Council events.” Further discussion will take place at the next meeting.

**Stevenson** asked the group to review Section Six (6).

**One Minute Items**

**Stevenson** and **Hunsaker** will email which sections of the Stanislaus Bylaws to review for the next meeting. **Rouch** noted that in between meetings the group can discuss Bylaws and any other necessary topics utilizing the Office 365 Group.

For those that are not familiar with using Office 365 and would like to take a quick tutorial, ITS does offer training on a walk in basis.

**Hunsaker** will research other CSUs to see what their “staff” consisted of with respect to Auxiliary members.

**Johnston** alerted the Council to the upcoming Coyote First-Step and/or Orientation opportunities for Staff to volunteer and assist with our new incoming students. Emails/Posts to the listservs will be forthcoming.