

Support Staff Minutes

March 10, 2022

Microsoft Teams

I. Meeting called to order at 10:00 am

II. Roll call of officers:	Member: Zulma Morantes
President: Russell Johnson	Member: Armando Del Toro
Vice President: Kayla Wilson	Member: Janay Tweedy
Secretary/Treasurer: Yvonne Baird (ab. ex.)	Member: Lindsey Derrick
Parliamentarian: Denise Alexander	Member: Alejandro Torres
Ex-Officio: Laura Smart	Member: Noah Urban

Guests: Mr. Benito Gonzalez, and Ms. Cris Watson

III. Declare a quorum: Quorum declared by Russell Johnson

IV. Approve agenda: Motion to approve, Denise Alexander, 2nd by Noah Urban

V. Presentation of the Minutes: Motion to approve, Kayla Wilson, 2nd by Janay Tweedy

VI. Treasurer's report: not approved due to Treasurer being absent

VII. Report of the officers and/or committees:

a. Professional Senate Constitution and bylaws were approved by the Board of Regents because they had to do some updates. They are currently working on 45-2 building access policy. There were some revisions within the meeting. Cris has finished those and is getting ready to send them back out to the Support Staff to review again so that the voting can happen to get them approved.

b. No budget and planning meeting. It will be on March 23rd.

VIII. Unfinished business

a. Denise wanted to get some input on doing something for the end of the year along the lines of recruiting new members. This is depending on who is planning on staying next year. Something fun due to the fact that COVID is hopefully on the downhill slide and the weather is getting warmer. Russell said that we will put this on the agenda for the next meeting. Kayla brought up the idea of an ice cream social. Russell said that he thought that idea had been talked about a little bit before. Think about some other ideas that we can discuss for the end of the year for the next meeting.

IX. New business

a. Support Employee Senate, Amended constitution: Last meeting, member term limits were discussed. Russell sent out the form for people to extend their terms for next year due to a large number of members that would have been leaving after this year. If you haven't gotten your information into the form, please go in and let Russell know if you are planning on extending your term or if you will be leaving the Senate at the end of June. Kayla will be leaving the Senate at the end of June so we won't have a Vice-President. Russell brought up a copy of the Constitution and talked about changing the part where it talks about if the Vice-President is unable to fill the role, the President would be able to serve another term. Kayla asked if it had to be a unanimous vote or if it could be a majority vote. What is the reasoning behind unanimous? Russell didn't know and was wondering if we could change that wording. Cris said we can as long as it is a majority vote. Russell asked if there was any other wording that needed to be taken care of; Kayla said she thought it would be better to say majority votes. Russell said he would get that changed. Cris suggested putting majority votes to approve. Motion to move on adjusting the constitution to the Support Senate, Denise Alexander, 2nd Armando Del Toro

b. Benito Gonzalez – Professional Senate approached them last semester about providing some training for parliamentary procedures. Cris put together some PowerPoints on the topic.

c. Cris Watson – Parliamentary Procedures – Agenda basics are the order of business for the meeting. You don't have your agenda approved if you send it out prior to the meeting. People should be responding to Yvonne with any corrections to the agenda or addition and not adding them at the last minute during the meeting. We don't have to ask for approval for the agenda during the meeting. State the date of the minutes when doing the approval of the minutes because we are academic, and sometimes we will go four months without a meeting. Reports will cover anything that needs to be gone over from events that happen on campus. Go over unfinished or new business as raised. When you do adjournment, it is a good idea to log the time of the adjournment so you can tell how long your meeting lasted. Mr. Gonzalez asked about the order of the minute items of roll call and then declared a quorum. Is it the order that Ms. Watson recommends? Ms. Watson said yes, and asked if Mr. Gonzalez would like that added to the slide. He said no; he just wanted to clarify. Who runs the meeting varies between councils, senates, and committees. Senates elect an executive board with a President, Vice-President, Secretary, Treasurer, and Parliamentarian. The President normally runs the meeting. Secretary will be the one that keeps the minutes and sends out the information on behalf of the committee or executive board. The Parliamentarian is the one that makes sure that the example quorum is met, and everything is running properly, and procedures are being followed to make it a legal meeting. In order to declare a quorum, there should be half plus one of the voting members of the committee. So, we should have seven people in attendance to have a quorum. If you send out the minutes prior to the meeting with the agenda, it is not required that you read the minutes within the meeting itself. Everyone should have read the minutes prior to the meeting and sent in corrections to the person who sent them out. To approve minutes, you need a motion and a second. Then the chairperson is going to state that the minutes are approved. When going through the list of reports, do not interrupt the speaker. If there is a question about one of the

reports, most people will do a quick Q&A right after the report. That's when you will raise your hand and be recognized to ask your question. Unfinished business is stuff that is carried over from the last meeting or a previous meeting. The chair will ask for a vote on any changes. We need to remember to ask for all in favor, opposed, and abstentions. An abstention is that you did not read the information or you weren't in that meeting, so you don't know. Kayla asked if you have to abstain if the matter pertains to you. Ms. Watson said that is correct. The key thing to remember when you are doing new and old business is running the discussion. The Parliamentarian needs to try to help the President keep the meeting flowing properly and that people are not over-talking, interrupting, or doing the back and forth conversation because this makes it harder to do the minutes. So, people should raise their hand to address the subject and get recognized by the Chair. Everyone gets to have their point made; it gets in the minutes, and no one's questions get missed. If you don't have a quorum, you don't have a meeting. You can discuss anything you want to, but nothing can be voted on, and no minutes are taken. Always know who your officers are because these are the people you will need to help take care of problems when they arise. When you speak during a meeting, and you want to be recognized, you should always raise your hand and be recognized. Proper terms are President Johnson and Vice President Wilson for the Senate. You should always use the office that they hold and their last name. Speak clearly, concisely, and to the point. Don't bring up topics that don't need to be talked about in the meeting, wait until after the meeting to talk about outside topics.

X. Adjournment – Meeting adjourned at 10:48 am. Motion to adjourn by Denise Alexander, 2nd by Zuma Morantes.