

RUTGERS UNIVERSITY - NEWARK STAFF COUNCIL
Meeting Minutes
August 14, 2019

1 Washington Place, Room 508, 1:45 p.m.

Attendees

Representatives Present (21): Kandi Berryman, Jasmine Bundy, Virginia Caputo, Melissa Dones, Sonia Espinet, Lucille Foster, Monica Giron, Deseray Graham, Vasiliki Hadjikonstantinou, Twyla Hardy, Melissa Hartland, Shyeka Hopkins, J. Jason Jordan, Alyssa King, Joy McDonald, Georgia Mellos, Josephine Nagle, Rabeya Rahman, Kim Raynor, Henry Rodriguez, Permelia Toney-Boss

Representatives Absent (4): Mark DeGuzman, Crystal Grant, Benjamin McCardell, Deirdre White

Guests (3): RU-N Human Resources representatives – Arleska Castillo, Lenese Jean, Tekoa Belle (Shy's student volunteer)

Quorum: Yes

Documents Distributed via Email on August 7, 2019

1. Retreat agenda
2. Regular meeting agenda
3. Minutes, 5/15/19
4. Minutes, 6/12/19
5. Amendment to amendment
6. Bylaws
7. Standing committee information

Call to Order | Shy Hopkins

Shy Hopkins, co-chair, opened the meeting and welcomed the new co-chair, Melissa Hartland, and secretary, Josephine Nagle

Approval of Agenda

Approval of Previous Minutes

- A motion to accept the minutes of the May 15, 2019 meeting as written was made by Joy McDonald, seconded by Rabeya Rahman, and approved unanimously.
- A motion to accept the minutes of the June 12, 2019 meeting as written was made by Twyla Bartlett, seconded by Henry Rodriguez, and approved unanimously.

Overview of Connect group | Addition to Agenda

The SC uses a Connect group for communication. All SC representatives, the ex officio immediate past co-chair, and designated RU-N HR representatives are members of the group. Joy McDonald gave an overview and demonstration of the Connect group features.

- Can mark as favorite to bring group to the top
- Can follow group to receive messages in your primary inbox
- File system for shared group files
- Can view on mobile phone with Outlook app
- Can follow group calendar

Old Business

Amendment to bylaws Article IX. Amendments

At the May 15, 2019 meeting, the bylaws committee shared their proposal to amend Article IX, the amendment article of the bylaws. The proposal was shared in both hard copy and digital formats with SC and RU-N HR representatives, and discussed at both the May 15, 2019 and June 12, 2019 meetings.

Motion: Moved by Joy McDonald and seconded by Sonia Espinet. The motion carried with all in favor, none against, and none abstaining.

Action items:

Long-term goal	Draft standing rules as a guide for general policies and procedures for the SC
Short-term action	Draft outline of standing rules that pertain to amendments to the SC bylaws
Who	Bylaws committee and executive board
When	October 17, 2019

New Business

Standing Committees | Henry Rodriguez

- Review of the Staff Council Formation Committee proposal (document 7) regarding standing committees, which incorporate the acting committees as subcommittees and streamlines the reporting structure.
- One person will be elected by the members of the corresponding subcommittees to be the head of the overall standing committee.
- The standing committee heads will serve on the executive board, which also consists of the two co-chairpersons, the secretary, the parliamentarian, and the immediate past co-chair for a total of nine people.
- Human Resources-Newark participates in both regular and executive board meetings in an advisory capacity and as a designee of the chancellor's office, similar to their role with the Newark Faculty Council and the Student Government Association.
- The SC will continue with existing committees and past committee heads will continue to serve on the executive board until a standing committee structure is finalized.

Administrative Committee

- Bylaws
- Elections
- Finance

Engagement and Outreach

- Collaboration
- Recognition

Communications Committee

- Communications
- Sound Board

Professional and Personal Development

- Professional Development

Action items:

Action	Send Qualtrics survey on committee choices
Who	Elections committee (Joy McDonald)
When	ASAP

Action	Complete Qualtrics survey on committee choices. Returning representative may re-commit or select new committee(s)
Who	All
When	ASAP or by September 4, 2019

Action	Review committee survey results to ensure balance and finalize committee membership
Who	Executive board
When	September 5, 2019

Action	Inform all representatives of committee membership
Who	Secretary
When	September 12, 2019

Action	Review formation committee description of standing committees and submit recommendations in writing to co-chairs or secretary one week before September 19 regular meeting
Who	All with past committee or individually
When	September 12, 2019

Action	Review and discuss standing committee recommendations from subcommittees
Who	All
When	September 19, 2019

Action	Committees elect standing committee head
Who	All
When	September 19, 2019

Action	Draft and share amendment to bylaws to create standing committees and standing rules to define committees' reporting structure
Who	Bylaws committee, executive board
When	October 10, 2019
Action	Discuss amendment to bylaws to create standing committees and standing rules to define committees' reporting structure
Who	All
When	October 17, 2019

Action	Introduce amendment to bylaws to create standing committees
Who	Bylaws committee
When	October 17, 2019

Housekeeping | Lucy Foster and Melissa Hartland

- Everyone has an equal voice. No one should feel intimidated or less important. All are equal. We are entitled to voice our opinions, but respectfully and without anger.
- Robert's Rules Cheat Sheet included in folder as a guide for meeting protocol.
- Attendance – bylaws say that more than 2 absences the group can vote on removal. Need people to attend and show up on time. Email the co-chairs or secretary if you are running late or cannot attend.

Announcements

- Thanks to Takoa, Shy Hopkin's intern who took pictures.
- Farewell and thanks to Arleska Castillo for her service to Rutgers.

Committee Reports

Communications | Sonia Espinet

- Newsletter update. Should be going out in next 24 hours.
- Newsletter format:
 - Changing column
 - Feature article

Permanent columns

Did You Know? – tools, how-to tips, discounts, promotions
We R Staff – 3 questions: Who inspires you? What is your favorite Newark lunch spot? Who is your favorite cartoon or animated character?
PantryRun – donation of the month suggestion

Collaboration | Alyssa King

- Donation of the month is school supplies for September meeting
- Alyssa King will coordinate pick up of pantryRUN donations

Action items:

Short-term action	Bring school supplies to September meeting Ask co-workers to contribute
Who	All
When	September

Meeting Adjournment

3:12 p.m.

Prepared by: J. Nagle

Accepted: September 19, 2019