

Staff Council Meeting
Sam Houston State University
Minutes February 8, 2017

I. Call to order

Melissa Fadler called meeting to order.

Welcome to Jesse Cogbill, Undergraduate Admissions, new Enrollment Management representative, he introduced himself to members present.

II. Guest Speaker-

Vicki Barrilleaux addressed the council about SHSU Goes Blue on March 2 for National Colon Cancer Awareness Month. Colon cancer is a preventable cancer, Ms. Vicki's number one agenda is promoting awareness. Many events will be going on in conjunction with this day a photo opportunity in the LSC Mall Area, with the possibility of a health fair and other associated activities. A flyer with more information on how to get involved is attached to the minutes for review.

Natalie Payne addressed the council about the upcoming implementation of Windows 10, this is set to roll out across campus at the end of the spring semester. If your department has an issue with rollout schedule, please let Natalie know. The benefits to Windows 10: faster log on times, enhanced security, many feature updates and a new browser. Before the rollout, please make sure your external devices (printer, label maker, scanner) and software are compatible with Windows 10. If you foresee issues, please let IT know. Natalie encouraged members to read the IT newsletter in the upcoming months for the roll out schedule, requesting testers and featured Windows 10 articles. There will be additional Windows 10 training sessions offered after Spring Break.

III. Reading/Approval Minutes

On January 13, Megan Barrett emailed all members the regular meeting minutes from the January 11 meeting. No changes were requested and a motion to approve the minutes was made by Natalie Payne. Jessica Carranza seconded the motion. All members were in favor, none opposed. Minutes approved.

Megan Barrett circulated the sign-in sheet for all present members to acknowledge attendance.

IV. Treasurers Report

Megan Hobbs-Barrett read the submitted report from Rhonda Reddoch, the balances are as follows:

E Board: \$739.55

Friends of Staff Council: \$2,170.47

Professional Development: \$1,283.99

Staff Development: \$148.08

News & Networking: \$78.20

Special Events: \$2,243.46

V. Chair's Report

Melissa Fadler met with President Hoyt on February 3, they discussed everything Staff Council has been doing to date, and plans for the Spring/Summer semesters. The President was encouraged by our outreach to new staff, and the increased Social Media presence. She did present a couple of ideas for Coffee Conversations, which were forwarded to the Staff Development Committee.

The Committees that the Chair sits on are all meeting soon: Safety Committee- February 22, Calendar Committee- Fall 2017, Staff Excellence Committee- February 9. Melissa will be attending the CHSS Wall of Honor Induction Ceremony on February 24. The Ring Ceremony is looking for 4- 5 volunteers to help the day of the event (April 4). If you are interested in helping please, let Melissa Fadler know and she will pass your name along to Charlie Vienne.

VI. Committee Reports

NEWS & NETWORKING: Megan Hobbs-Barrett on behalf of Deanna Briones & Rhonda Reddoch- Megan Burton recently updated the staff council page to reflect our respective divisions. Derrick Alexander had updated the last of the photos and removed a few people who are no longer active. Craig Jeffries is reaching out to various committee chairs to see if there is anything more we can do as a committee. Feedback will be given at next month's meeting. Event has been created for PDC. Please share the event if you can. Our February outstanding staff member is Rhonda Reddoch. Anyone who would like to surprise her as we present a basket of goodies can meet at CHSS 290 on Friday at 10:30.

NOMINATIONS & ELECTIONS: Margaret Ferguson- Committee is meeting Thursday, February 9 to discuss election timeline. They are working on filling the three (3) vacancies from Enrollment Management: Jesse Cogbill, present and Pennie Stanley, unable to attend. Working on filling third vacancy.

SPECIAL EVENTS: Megan Foley – Spring event has been scheduled, May 17 from 2-4 in the Kat Klub. A March of Dimes Staff Council team has been created for the March 1 walk, you should have received an email invite to join and fundraise.

STAFF DEVELOPMENT: Megan Hobbs-Barrett- PDC registration opened on January 23, will remain open until February 28. Encourage everyone to register. The general volunteer sheet was passed around, if you are interested in helping out during the conference. A cloud-based document was emailed to members requesting Moderators for the conference from Sarah Goines. The PDC committee meets on Monday, February 13 at 10am.

STAFF AFFAIRS: Natalie Payne- There have been a few concerns presented to the committee, two were in regards to the RSC hours and one was in reference to tuition waivers for dependents of staff members. After minimal discussion, it was noted that some divisions or department/programs offer scholarships for dependents, but the University does not currently offer waivers for dependents. The committee is waiting for official response, before responding to the staff member.

VII. Old Business: Updates, Discussion or Action

Melissa Fadler updated the committee on the previously approved Staff Council shirt purchase. A link will be emailed to all members, for the purchase of polo (men and women cut) or a quarter-zip pull over (men and women cut). The purchase portal will be open for a two (2) week period. The cost is \$26.00 for polos, \$32.00 quarter zip male and \$39.00 quarter zip female. Members previewed images of the polos and quarter- zip. A minimum of 12 units per item will be required for each item; if there are not enough purchased the E-board will have to make a decision.

No additional old business was presented.

VIII. New Business: Updates, Discuss or Action

Robert's Rules of Order handout was handed to members present. Melissa expressed a desire to follow parliamentary procedure as much as possible, especially when we are deciding or voting on items.

Natalie Payne, Staff Affairs Committee Chair, addressed the council about the concerns from numerous staff regarding the reduction of Recreational Student Center (RSC) hours. The Council was presented a drafted memo that would be submitted to the President, Frank Parker and Keith Jenkins regarding this issue. Discussion amongst the Council body, and revisions to the presented memo were made. A motion to approve the memo with revisions was made by Rachel Erickson and David Arriola seconded the motion. Majority of members were in favor of sending the letter, one opposed. Memo submission approved.

Melissa Fadler addressed the Council about the opening on the Campus Art Review committee in the absence of Jessica Collier. Derrick Alexander volunteered to serve on the Campus Art Review Committee. A motion to appoint Derrick Alexander as the Staff Council representative for the Campus Art Review Committee, was approved by a majority vote. Motion carries.

Melissa Fadler addressed the Council about the opening on the newly created Sustainability Committee. Lisa Clarskson volunteered to serve on the Sustainability Committee. A motion to appoint Lisa Clarkson as the Staff Council representative for the Sustainability Committee, was approved by a majority vote. Motion carries.

No additional new business was presented.

IX. Upcoming/ Future Events

- Spotlight on Staff, Rhonda Reddoch, Friday at 10:30 CHSS 290
- March of Dimes Walk, The Woodlands Saturday, April 1
- Huntsville State Park Cleanup, Huntsville, Saturday, April 22
- Professional Development Conference, March 14
- Next Staff Council Meeting Wednesday, March 8 in LSC 315
- Next Spotlight on Staff Wednesday, March 8 immediately following meeting

X. Adjournment

Kimberly Johnson motioned to close the meeting and Margaret Ferguson seconded the motion.

Meeting was adjourned.

Minutes submitted by: Megan Hobbs-Barrett



COLON CANCER ALLIANCE

SHSU Goes Blue for Colon Cancer Awareness Month

Did you know colon cancer is the second leading cause of overall cancer deaths in the United States? But it doesn't have to stay this way. Early detection through screening can dramatically reduce your risk.

March is Colon Cancer Awareness Month and Thursday March 2nd is National *Dress in Blue Day* at Sam Houston State University. Additional details about this event will be emailed to Staff Council Members. Help slash these stats by joining the SHSU Goes Blue Event. Through this national campaign to promote awareness, we can knock colon cancer out of the top three cancer killers for good.

Visit www.ccalliance.org to learn more about colon cancer and how you can get involved. Do not forget, screening saves lives! For any questions, please contact Vicki Barrilleaux by calling (936)294-1054 or email adm_vbb@shsu.edu

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion or I second it or second.*
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote