



# Staff Council Standing Committee Minutes

**Committee Name:** Ethics

**Meeting Date and Place:** 1000 on 17 June 2021, via Zoom

**Members Present:** Lisa Beauchene-Lawson, Stephen Murillo, Ignacio Ortiz, Brian Vineyard

**Members Excused:** Kristina Rucker

**Members Absent:** None

**Guests Present:** None

**Minutes submitted by** Ignacio Ortiz

	Subject	Notes	Follow-Up
1	Opening Comments	Stephen Murillo was welcomed to the Committee. Brian gave a brief history/overview of the Ethics Committee activities over the last couple of years.	N/A
2	Approval of agenda	Agenda was approved by unanimous consent	N/A
3	Approval of prior minutes	There were no prior minutes to approve at this time	N/A
4	Chair	Committee approved Brian as Chair for 2021-22	N/A
5	Prior Business	No unfinished prior business to conclude	N/A
6	Future meetings	<ol style="list-style-type: none"> <li>1. Group discussed a virtual meeting for July and the possibility of in-person and/or hybrid meetings starting in August. The group discussed rescheduling the July meeting to the 22<sup>nd</sup> at 10am.</li> <li>2. Brian will bring up virtual and hybrid meetings at the Technology Committee meeting later today.</li> <li>3. We may change the day/time of future meetings as well.</li> <li>4. Brian will send out meeting invitations.</li> </ol>	Brian as noted
7	Ethics Committee Listserv	The group discussed the appropriateness of having Amy Hawkins as a subscriber to the to the Ethics Committee listserv, given that sometimes there is sensitive information that needs to be discussed that may not be appropriate to share beyond the group. The group discussed the pros and cons of having Amy on the listserv vs having her removed. It was agreed that Amy should remain subscribed to the list. The Speaker should also have the ability to send messages to the listserv, but would not receive messages. In the event that sensitive subjects need to be discussed via email, a separate email thread could be started, if appropriate.	Brian to contact Amy
8	Confidential minutes format	The group discussed the best approach to record minutes when the Ethics Committee reviews confidential or sensitive matters. It was agreed that identifying information should not be recorded in the official minutes.	N/A
9	Code of Ethics	The group briefly discussed the need to review the Code of Ethics. They reviewed the website and discussed the most appropriate location for the Code of Ethics, that may need to be added to "Governing Documents" or another more prevalent area of the website.	Continue discussion at July meeting
10	Charge of the group	The group discussed our overall charge and the function of the committee. This should continue to be discussed going forward. We may want to do a 10-minute tid-bit presentation at a future business meeting. We may also want to invite the Speaker, President and/or other members of Exec to a future meeting to discuss.	Continue discussion at July/August meetings
	Next Meeting	Thursday 22 July 2021	Adjourned at 10:57 AM