

# Staff Council Standing Committee Minutes

**Committee Name:** Executive



**Meeting Date and Place:** 05/13/15

**Members Present:** Joaquin Baca, Mary Clark, Crystal Davis, Renee Delgado-Riley, Gene Henley, Joseph Lane, and Gina Urias-Sandoval

**Members Excused:** Cindy Mason and Deanna Sanchez-Mulcahy

**Minutes submitted by:** Kathy Meadows

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved with changes.	
2	Approve Minutes from 4/8/15	Approved.	
3	Review of SC Meeting Agenda for May	Approved with changes.	
4	Administrative Officer's Report	<p>Meadows presented Monthly Committee Reports from the following Committees: Communications &amp; Marketing, Employee Life, Events, HSCS, Rewards &amp; Recognition, Rules &amp; Elections and Student Success.</p> <p>On behalf of the Events Committee, Meadows presented an Event Debrief Form for the Book Exchange and the Time Capsule. On behalf of the Student Success Committee, Meadows presented an Event Debrief Form for the Read to Me Donation Drive.</p> <p>On behalf of the Administrative Office, Meadows presented a Funding Request Form (FRF) for the purchase of boxed lunches for the New Councilor Orientation in the amount of \$200, a FRF in the amount of \$25 for the purchase of 2 Robert's Rules, 11<sup>th</sup> edition books. These expenses were approved. On behalf of the Administrative Office, Meadows presented a FRF in the amount of \$176 for the purchase of 2 A-Frame Boards. This expense was not approved pending further information on logistics of the signs. On behalf of the Rewards &amp; Recognition Committee, Meadows presented a FRF in the amount of \$26,853 for the Staff Appreciation Luncheon. This expense was approved.</p>	The Committee would like Jodi Perry to review the forms and processes and procedures with the Committee Chairs group.
5	President's Report	Delgado-Riley stated that the following projects are still in process and need to be followed up on by the next Executive Committee: Supervisor's Award, Community Engagement Policy, and Tuition Remission for CNM classes.	
6	President Elect's Report	No report.	
7	Speaker's Report	No report.	