

**Southeast Missouri State University
Professional Staff Council**

June Meeting Minutes

-- June 19, 2019 --

QUORUM AND CALL TO ORDER

The Council was called to order at 10:00 am in the Catapult Creative House Conference Room by Chairperson-Elect, Egbar Ozenkoski.

Members in attendance: Kris Baranovic, Paul Belvin, Angela Birk, Randyn Heisserer-Miller, Lisa Howe, Katie Krodinger, Chelsea McNeely, Egbar Ozenkoski, and Joanna Shaver.

REPORTS

No reports were given in lieu of reviewing the current bylaws.

BYLAWS

The following topics and questions were considered when addressing changes to the Bylaws.

- **Purpose**
 - Do we still report to the Vice President through Human Resource Director?
 - A: We report to University Leadership through the Human Resource Director as needed.
 - What is our purpose? Forum? Advocacy?
 - A: Advocacy added to purpose statement.
 - Revise and strengthen.
- **Representation**
 - Do we represent Administrative Staff?
 - A: Yes, they are currently not allowed to vote, run for the council, or officer positions.
 - Should Administrative Staff be allow to vote? Run for office?
 - A: Administrative council should be allowed to vote, but not run for council or officer positions.
- **Membership Structure**
 - General representation vs by area or division.
 - Membership term limits.
 - Removal of councilmembers. How do we know if they are attending?
 - A: Council members must not missed more than 2 or more meetings in a row or 4 within a year. Vote to remove will occur at 3rd missed meeting. Secretary/Treasurer keeps track.
- **Officers**
 - Term appointments for officers.
- **Voting Process**
 - Update that ballots are through portal.
 - What constitutes an affirmative response to being nominated?
 - A: No response is a decline.

- **Committee Make-up**
Automatic appointments vs. elected appointments.
Budget Review and Academic Council charters specify Chair and Chair-elect as representatives to said councils.
- **Formality**
Should we approve minutes?
A. Yes. Minutes disseminated after a majority vote of the Council.
Ranking Alternates based on vote percentage to clarify who steps into Council vacancies.

Wording and final draft will be worked on by the Council's Officers.

All proposed changes will be presented at the July 17, 2019 Council meeting.

Ratification of changes requires a vote of the entire professional staff body at Southeast Missouri State University.

ADJOURNMENT & NEXT MEETING

There being no further discussion, the Council adjourned at 12:00 pm.

The next meeting is scheduled for Wednesday, July 17, 2019, at 10:00 am in the University Center Heritage Room.

Minutes respectfully submitted by **Randyn Heisserer-Miller, Secretary-Treasurer.**