FIRST STAFF COUNCIL MEETING  
Tuesday, April 4, 2017. 8:45am-9:30am.  
Minutes

Council Members in attendance: Lyndle Toth, Mauren Piucco, Truly Hardemon, Matt Pickett, Doug Martin, Amy Ladendorf, Kristen Cason, Meghan Jacobsen, Amanda Starling, Erica Boyd (by phone)

Others in attendance: Steph McBride (as working group leader), Lorie Martin (for HR support purposes), Dean Michael Perri (to lead the charge and welcome the group)

A. Lead the Charge  
Dean Michael Perri took the first few minutes to welcome the group, congratulate them on their elected position and to explain the purpose and intent behind the staff council idea. He stated the intent was to make sure that all levels of the College felt that they were important and contributive to the greater goal and intent of the College, which is to provide a quality educational experience for our students.

B. Historical and shared information  
Steph McBride (leader of the former Staff Council working group) walked members of the council through the information in the shared drive (S Drive. Staff Council) so they would know what information had already been collected and get a sense of the background of how the council was put together. Additionally we looked through the resource folders provided, which contained a copy of the bylaws, a roster of the membership, a copy of the results from this year’s election and a list of items the staff around PHHP has suggested as topics for the council to evaluate.

C. Officer elections  
Steph McBride (leader of the former Staff Council working group) and Lorie Martin (Assoc. Director of HR) led the officer elections for the group. The outcome was:

- Chair- Lyndle Toth, Business Manager, HSRMP
- Assistant Chair- Mauren Piucco, Business Manager, EGH
- Secretary- Truly Hardemon, Instructional Designer, DO

Election information is stored in the Staff Council folder in the S Drive.

D. Bylaws
The group spent some time asking questions and identifying unknowns contained in the bylaws, including: “What happens if a job category is suddenly not represented on the council and there are more than 6 months left in the cycle?” “CAN a staff council be filled with less than 6 months in the term remaining, or does it HAVE TO remain vacant?” “Is 6 months long enough to be a member of the council and feel like they have a good enough knowledge base and understanding of the College to be valuable?” etc.
E. **Housekeeping**

Steph McBride (leader of the former Staff Council working group) will store these notes in the S Drive Staff Council folder, as well as email them to the Staff Council Membership and Jill Pease. All minutes taken from these meetings afterward will be the responsibility of Truly Hardemon (newly elected Secretary of the Staff Council).

According to the bylaws, the Council should meet monthly. It will be the responsibility of Lyndle Toth (newly elected Chair of the Staff Council) to work to coordinate that meeting. Steph McBride (leader of the former Staff Council working group) will provide any needed support to provide clear understanding as to how to do this.

Agendas for the meeting will need to be pre-sent to the membership and Jill Pease (Director of Communications) at least three days prior to the meeting. Within 3 days after the meeting, minutes should be made available in the S Drive folder as well as to Jill Pease for publishing.

Group photo taken for purposes of record keeping. This photo, along with a short article, will be sent to Mary Keramidas (Administrative Coordinator to Dean Michael Perri) to be included in the next run of PHHP’s E-newsletter.

Next meeting: TBD