**Staff Senate Executive Committee Meeting**

Date: July 13, 2021 / Location: Russell 318

1. Call to Order
2. Roll Call
3. Approval of the minutes from June 8, 2021
4. Officer Reports
	1. Chair (Bryanna A.): Absent
		1. Working on getting email, Teams, etc. updated with new officers and senators. If you get weird emails from Help Desk, Teams, etc. it’s probably me adding and removing people.
		2. Next Executive meeting is August 10th. This will be our Robert’s Rules of Order training with all officers and senators. Please make every effort to be there.
	2. Chair Elect (Jeni M.):
	3. Past Chair (Alisha R.):
	4. Parliamentarian (Jennifer M.):
	5. Secretary (Kelly H.):
	6. Treasurer (Ami T.):
	7. Archivist (Samantha R.):
5. Committee Reports
	1. Ad hoc: Committee Implementation Committee
		1. Chair (Stacey E.):
6. Old Business-see June 8, 2021 Executive Committee minutes for details
	1. Officer bios/pictures for announcement and webpage
	2. Templates for agendas, minutes, etc.
	3. Committee survey
	4. Quarterly newsletter
	5. Committee on Committees selection
	6. Final draft of Constitution
	7. Officer transition time
7. New Business
	1. Annual Faculty Staff Meeting table