



PROCEDURAL SUBCOMMITTEE MINUTES

Monday, June 25, 2018

8:30-9:30 a.m.

Conference Call: (877) 336-1828, public access code 8478084 (listen only)

Subcommittee Members Present by Phone: Lindsey Capps, Anthony Rosilez, Michele Oakes, Laura Scruggs, Jenna Schadler, Jessica Nguyen-Ventura (Colt Gill surrogate)

Subcommittee Members Not Present: none

Administrative Agent Staff Present by Phone: Cheryl Myers, EAC Transition Director; Debbie Green, Executive Support

1.0 Preliminary Business

1.1 Welcome, Remarks, Introductions, Agenda Review/Outcomes

EAC Transition Director Cheryl Myers opened the meeting and outlined proposed meeting considerations to determine: a subcommittee chair, future meeting logistics, and prioritize recommendations for the full EAC consideration. The minimum quorum is two standing directors and two rotating directors.

1.2 Roll Call

Lindsey Capps - present
Anthony Rosilez - present
Jessica Nguyen-Ventura (Colt Gill surrogate)
Michele Oakes - present
Laura Scruggs – present
Jenna Schadler - present

1.3 Determine Chair

Director Scruggs volunteered to serve as chair; there were no other nominations or volunteers. Director Rosilez moved to approve Director Scruggs as the Procedural Subcommittee Chair, seconded by Director Capps; unanimous consensus to approve. Chair Scruggs conducted the remainder of the meeting.

This subcommittee's charge includes drafting rules and bylaws for recommendation to the full Educator Advancement Council.

2.0 Public comment

No public comment submissions.

3.0 Draft Policies and Procedures Discussion

3.1 Discussion: approach, priorities

Chair Scruggs requested feedback from the Subcommittee on priorities. Chair Oakes requested the travel reimbursement policy be prioritized discussion. She appreciated the comprehensive nature of the document Cheryl Myers drafted; no additional feedback. Chair Scruggs and Cheryl

Myers requested committee members utilize the track changes function on the Policies and Procedures document to edit and comment; the members indicated this was a good next step.

3.2 Establish timeline

Individual edits and comments are due to Cheryl Myers by July 9, 2018.

4.0 Meeting Logistics

4.1 Calendar, meeting mode

The next Subcommittee meeting will be July 18, 2018, from 8:30 – 11:30am by phone conference; Debbie will send out a calendar invitation.

5.0 Wrap Up

5.1 Staff requests

Chair Scruggs requested Cheryl Myers compile an aggregated updated draft Policies and Procedures document for review in advance of the next meeting.

5.2 Other

A draft of the ODE travel reimbursement document was provided for Subcommittee review.

Also included in the meeting materials was an example of a public participation document for use at Council meetings. Chair Oakes appreciated the inviting nature of the document and recommended adding language to provide an e-mail option for the public to address Council. Staff will add an e-mail link draft to include this option.

Director Rosilez inquired about when the EAC mission, vision, and values would be created to guide the Council with future decisions and choices. These guiding principles will be included on the EAC October retreat agenda.

6.0 Adjourned at 9:12 a.m.