

Staff Senate Meeting
October 15, 2009
3:00, LS Science Annex Rm 337 – NMHU
Minutes

1. **Call to Order** – The meeting was called to order at 3:10.
2. **Pledge of Allegiance** – Noted
3. **Staff Advisory Senate Credo Recited** - Noted
4. **Present:** Maxine Salas, Rick Loffredo, Amanda Ortiz, Lou Ann Romero, Margaret Gonzales, Brenda Quezada, Mario Romero, Rick Griego, Alex Duran, David Whorton.
Absent: Raul Valdez.
Others Present: Donna Castro, Geri Baca and JaneEllen Mallette.
5. **Approval of agenda** – Agenda was unanimously approved with no changes.
6. **Approval of Minutes** - Approval of the minutes for September 15th meeting were approved with the following changes: #6 The date should reflect September 3rd meeting and strike out September 15. #8 Remove the first sentence and insert “Alex feels having a time clock is compromising productivity by taking away from the workers time to check in during the noon hour specifically”. Margaret motioned to approve with changes and was seconded. The September 15th minutes will be corrected and resent to members.
7. **Appoint new members to Special Committee** – Secretary Romero motioned to add a few more members to the Subcommittee reviewing the policy changes since two original members are no longer involved. Motioned seconded and approved. Chair Salas appointed Alexis Duran and Amanda Ortiz to the Subcommittee with Rick Loffredo to serve as an alternate.
8. **Proposed Personnel Policies and Procedures** – Chair Mario R. and Lou Ann R. presented the following policy changes per the staff’s feedback for the first 14 of 28 policies. Motion was made to approve with changes as follows and seconded. Motion carried. See attached document of changes.

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|----------------|---------------------------------|
| 100.2 | Approved as read |
| 300 | Approved with no changes |
| 350.2.A | Approved as read |
| 350.2.B | Approved as read |

400.3.2	Approved as read
475	Approved with no changes
500	Approved with no changes
600.2.9	Approved to remove. The recommendation was inaccurate.
600.9.1	Approved as read
600.b.2.5	Approved as read
600.2.8.2	Approved as read
600.2.4.1	Approved as read
625	Approve with recommended changes. Delete 625.4.1.7 because it's a repeat and insert 4.1.7 as a bullet under 4.1.2.
630	Approved with no changes
650	Approved with a recommendation to include Monday following Easter without taking away any other holidays.
650 5.1.5	Approved as read
900.7	Approved as read

General Recommendations to HR for follow-up. Approved as read.

1. **Nepotism Policy Question: Should anyone related to the President and VPs be allowed to work at the University?**
2. **400.2.2.4 Question: when an employee gets demoted should they be demoted to the lower or higher end of the salary band?**
3. **700 Include FERPA and HIPPA laws throughout this policy as it applies to each category.**
4. **900.2 lockers need to be furnished for maintenance to house their tools or some type of accountability system be set up since the employee is responsible for replacing all tools and equipment that is stolen/lost.**
5. **7.2 needs to be amended to read: those employees who have a serious illness may use their remaining annual leave after their sick leave has been exhausted.**
6. **500.4.4 Interim: An employee hired on an emergency basis, for a period of up to but not to exceed (1) year. Recommendation: anyone who exceeds (1) as interim status automatically roles into full-time regular status.**
7. **Recommendation: Prepare a glossary of terms to be included in the policy manual.**

8. **Recommendation: Include a Bullying Policy in the manual.**
9. **Recommendation: Add Easter Monday into the holiday schedule as time off without taking away from other holidays.**

9. **Next Meeting Time** – The next meeting is set for October 21, 2009 at 1:30 in Science Annex, Social Work Bldg., Rm 328.

10. **Adjournment** – Meeting adjourned at 4:40.

Respectfully Submitted By:
Lou Ann Romero, Secretary