

Staff Senate Meeting
September 15, 2009
11:00, LS Science Annex Rm 335 – NMHU
Minutes

1. **Call to Order** – The meeting was called to order at 11:10.
2. **Pledge of Allegiance** – Noted
3. **Staff Advisory Senate Credo Recited** - Noted
4. **Present:** Maxine Salas, Rick Loffredo (late), Amanda Ortiz, Lou Ann Romero, Margaret Gonzales, Brenda Quezada, Mario Romero, Rick Griego, Alex Duran, David Whorton, Alex Montoya.
Absent: Raul Valdez.
Others Present: Donna Castro and Joanne Martinez.
5. **Approval of agenda** – Alex M. motioned to change #8 (facilities time clock) to a discussion item instead of an action item. Motion seconded and was carried.
6. **Approval of Minutes** - Approval of the minutes for September 15th meeting were unanimously approved with no changes.
7. **Unit Specific Action Plan** – Secretary Romero. made a motion to have the assembly resolve itself in a committee of the whole to take under consideration the completion of the Unit Specific Action Plan that is due back to the Strategic Planning Committee by September 25th. Motioned was seconded. Chair Maxine S. specified the guidelines for completing the action plan and turned over this task to VP Gonzales. to chair. The Senate members broke into a work session and completed the unit plan. VP Gonzales announced the completion of the action plan and motioned that the committee accept the completed Unit Specific Action Plan. Motioned was seconded and carried. This task was completed in time for the September 25th deadline put forth by the HU Strategic Planning Committee.
8. **Facilities Services Time Clock** – Alex M. said that back in July 2009, a time clock was implemented at Facilities for staff members to clock in and out of work. He feels it is compromising productivity by taking away from the workers time to check in during the noon hour specifically. He requested HR to research what other schools are doing. Donna Castro recommended that it would be more appropriate for facilities do a study on time clock usage and share their findings with HR. Chair Maxine S. will put on the agenda for the next meeting.

9. **Update on Personnel Policies & Procedures** – Donna Castro said there are 28 policies and 15 of them would be ready by today to send out to staff. A forum will be set up to address Q & A from Staff as questions begin to rise. Forums will be coordinated by Mario R. as Chair of this special committee.

10. **Staff Satisfaction Survey** – VP Gonzales motioned to refer the staff satisfaction survey to a special committee. VP Gonzales will chair this committee with Richard G., Alexis D. and Donna C. to serve on it. Parliamentarian Loffredo recommended that this task be completed by the December meeting. Motions and recommendations carried. Members will work on the Staff Satisfaction Survey and have it completed by December.

11. **Persons Wishing to Address the Board** – No comments made.

12. **Next Meeting Time** – The next meeting is set for October 19, 2009 at 11:00. A location will be determined.

13. **Adjournment** – Meeting adjourned at 1:00.

Respectfully Submitted By:
Lou Ann Romero, Secretary