

Staff Senate Meeting
January 23, 2012
Presidents Conference Room
Minutes

1. **Call to order** - Meeting was called to order at 10:37
2. **Roll Call**

Present: Margaret Gonzales, Darlene Tapia, Thomasinia Ortiz-Gallegos, Doris Gallegos, Alexis Duran and Lou Ann Romero.

Absent: Dawn Martinez and Rick Griego.

Others Present: Donna Castro & staff (refer to sign in sheet).
3. **Approval of Minutes from meeting on November 22, 2012** – Thomasinia motioned to approve the November minutes as reads. Motion was seconded and carried. There were no minutes for the December 19th meeting. Meeting was canceled due to inclement weather.
4. **Approval of Agenda for January 23, 2012** –Darlene moved to approve as reads. Motion was seconded and carried.
5. **Old Business:**
 - a. **By-Laws Article II, Section II. (Possible Action Item)** – No discussion was held on this. However, the Senate decided that computers should not be used to lobby or campaign for oneself.
 - b. **Voting Rules and Regulations (Possible Action Item)** – Thomasinia motioned to approve current document on voting guidelines and should be given to Dr. Fries for review and approval. Motion was seconded and carried. This document will be forwarded to the President.
 - c. **Nomination Form (Action Item)** – Thomasinia motioned to amend the nomination form to include a statement under the guidelines to let staff know that they can nominate themselves. Motioned was seconded and carried. This statement will be added to the nomination form.
6. **New Business:**
 - a. **Staff Satisfaction Survey (Discussion Item)** – Chair Gonzales said 95% of the Facilities staff did not participate in the survey. Discussion was held around other ways to get Facilities staff to participate.
 - b. **Classification/Compensation Study (Discussion Item)** – Chair Gonzales will get a copy of the study from HR and forward to Senate members to review and discuss at the next meeting.
 - c. **Staff Ambassadors (Discussion Item)** – President Fries mentioned having a Staff Ambassador program for the University. Darlene offered to spearhead this effort as it materializes.
 - d. **Committee Reports**
 - Term of the Chair and committee members – The Senate discussed the length of time someone should chair a committee or serve on a committee. The Senate decided that staff should be allowed to move in and out of committee positions relevant to their term with the Senate.
 - e. **Absences** – Chair Gonzales reminded members that anyone who exhausts over the required three absences will have to relinquish their position on the Senate per the Constitution. All excused absences will be determined by the Executive Staff.

- f. **Newsletter (Discussion Item)** –No discussion was held.
 - g. **Suggestion Boxes** – Rick was not present to give the report.
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- 7. **Persons Wishing to Address the Senate** – Arlene from Facilities asked if anyone from the Senate ever addressed the time clock issue regarding facilities employees. Alexis explained this had been taken care of already.
 - 8. **Next Regular Meeting** – Monday February 27, 2012. Felix Martinez Bldg.
 - 9. **Adjournment** – Thomasinia motioned to adjourn and was seconded. Meeting ended at 11:35

Submitted By:
Lou Ann Romero
Secretary
2/23/12