1. **Call to order** - Meeting was called to order at 10:40

2. **Roll Call**  
   - **Present:** Margaret Gonzales, Darlene Tapia, Thomasinia Ortiz-Gallegos, Alexis Duran and Lou Ann Romero.  
   - **Absent:** Rick Griego and Doris Gallegos.  
   - **Others Present:** Donna Castro & staff (refer to sign in sheet).

3. **Approval of Minutes for January 23, 2012 Meeting** – Thomasinia moved to approve the minutes and was seconded. Motion carried.

4. **Approval of Agenda for February 27, 2012 Meeting** – Darlene moved to approve the agenda and was seconded. Motion carried.

5. **Old Business:**  
   a. **By-Laws Article II, Section II. (update)** - Chair Gonzales reported that the proposed changes were given to the Board of Regents and were approved. The changes will be updated in the current By-Laws.  
   b. **Voting Rules and Regulations (discussion)** – Chair Gonzales reported that the voting rules and regulations will be posted on the web. She will follow-up with University Relations regarding that.  
   c. **Nomination Form** – Chair Gonzales reported the Nomination Form will also be posted to the webpage.  
   d. **Date of Elections – (discussions)** A date to begin promoting nominations was discussed. In March an email will be sent to all staff promoting elections. Absentee voting will take place on 4/30, 5/1 and 5/2. Regular voting on-campus will take place on 5/3 and 5/4 in the Human Resource Office. Nominations will commence on 4/16 by 5:00 p.m.  
   e. **Staff Satisfaction Survey – (discussion item)** The survey was not given to the President or the Board of Regents yet because the President had pending questions regarding the number of staff per classification.  
   f. **Classification/Compensation Study-(discussion item)** Donna reported that HR will be conducting a compensation study per the President and will look into hiring an outside agency to conduct it. A timeframe was not given.  
   g. **Staff Ambassadors – (discussion item)** Chair Gonzales tabled this discussion until she learns more about what the expectations are.

6. **Committee Reports**  
   a. **Terms of committee service, resignation(s)** – Darlene has requested to resign as committee chair of the newsletter once the March issue has been released. The position will then be open for replacement.  
   b. **Newsletter** – Chair Gonzales said they will continue to collect information for the next issue.  
   c. **Suggestion Boxes** – Rick did not attend the meeting to give report.  
   d. **Web Page** – Chair Gonzales said once University Relations finishes the webpage, she will submit the forms to them needed for election and nominations.

7. **Persons Wishing to Address the Senate** – No one addressed the Board.

8. **Next Regular Meeting** – Monday, March 26, 2012. Location TBA.

9. **Adjournment** – Thomasinia motioned to adjourn and was seconded. Meeting ended at 11:40.

Submitted By:

Lou Ann Romero, Secretary

3/23/12