

Staff Senate Meeting
November 22, 2011
Presidents Conference Room
Minutes

1. **Call to order** - Meeting was called to order at 10:35
2. **Roll Call**

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

Absent: Dawn Martinez

Others Present: Donna Castro & staff (refer to sign in sheet).
3. **Approval of Minutes from meetings on October 24, and November 15, 2011** – Doris motioned to approve the October 24, minutes as reads. Motion was seconded and carried. Darlene motioned to approve the November 15, minutes as reads. Rick seconded and carried.
4. **Approval of Agenda November 22, 2011** –Alexis motioned to add Dr. Fries to the Agenda. Motion was seconded and carried. Dr. Fries will report under new business.
5. **Old Business:**
 - a. **ByLaws Article II, Section II. (Discussion Item)** - Chair Gonzales asked that we discuss this at the next meeting.
 - b. **Voting Rules and Regulations (Possible Action Item)** – The new nomination form was reviewed and discussed by the Senate. JaneEllen said that ITS was opposed to having a candidate receive a percentage of votes by their classification group in order to win an election. She said this would not be conducive to those who wanted to be part of the group. Darlene asked that we include windows into the campaigning guidelines as to where candidates should not post their materials. Lou Ann asked if the computer can be used to campaign. JaneEllen will check into it. Chair Gonzales motioned to table the vote on this item until we learn more about the IT policy on using computers to campaign.
6. **New Business:**
 - a. **Dr. Fries** – Dr. Fries asked the Senate for their input on DOTs (department of transportation) request to move the Park & Ride to our Highlands Campus. The staff thought it would be beneficial for the students to have access to it being so close. The Wilson parking lot was discussed as a possible location. Others brought up the concern around parking and if there would be room especially during games. He then gave a brief update on the new student center.
 - b. **Staff Satisfaction Survey (Discussion Item)** – Chair Gonzales tabled until the Senate has had more time to review the results.
 - c. **HR Policies/Procedures** – Donna C. had no new updates. They are however, working on the ID machine.
 - d. **Classification/Compensation Study (Discussion Item)** – Chair Gonzales tabled discussion on this subject until the next meeting to give her time to compile information.
 - e. **Budget** – Chair Gonzales suggested recorder be purchased to use for taking minutes. The group thought this was a good idea.
 - f. **Staff Ambassadors (Discussion Item)** – Chair Gonzales tabled the discussion on this item due to time.
7. **Committee Reports**
 - a. Newsletter – Darlene said a copy of the Newsletter would be out in January.
 - b. Suggestion Boxes – Rick did not have any new information to report.
 - c. Web Page – Thomasinia met with Sean Weaver from University Relations. The new webpage will go live over Christmas break.

8. **Persons Wishing to Address the Senate** – JaneEllen brought up the time clocks for those employees who are required to use them. Evidently not all employees are using them. Chair Gonzales said this will be addressed at our next regularly scheduled meeting.
9. **Next Regular Meeting** – Monday December 19, 2011. Location TBA.
10. **Adjournment** – Lou Ann motioned to adjourn and was seconded. Meeting ended at 12:05

Submitted By:
Lou Ann Romero
Secretary
12/15/11