

Staff Senate Special Meeting
April 12, 2012
Felix Martinez Conference Room
Minutes

1. **Call to order** - Meeting was called to order at 8:35
2. **Roll Call**
Present: Margaret Gonzales, Darlene Tapia, Alexis Duran and Lou Ann Romero and Doris Gallegos.
Absent: Rick Griego, Thomasina Ortiz–Gallegos and Donna Castro
Others Present: (refer to sign in sheet).
3. **Minutes** – No Minutes were presented for approval at this meeting.
4. **Old Business – Upcoming Elections**
 - a. **Schedule** - The upcoming elections were discussed. Nomination forms will be collected April 16-23. An announcement will go out to Staff by Friday 5:00.
 - b. **Posting on the Web** - Alexis will send the election packet to Sean for posting.
 - c. **Nominations for off/on campus.** All nominations will go to the Secretary.
 - d. **Absentee voting** will take place on April 30-May 2.
5. **Miscellaneous**
 - a. Based on calculations and the employee numbers provided by Human Resources, the number allotted to run for Staff Senate by classification are as follows: 6 Administrative Professional, 3 Clerical, 2 Maintenance and 1 Technical Service. IPED data was used as the basis for employee numbers. The first formula was used 4.75×12 to calculate the number allowed for each classification.
 - b. As per discussion and agreement, the staff supports a committee being assigned to assist with the webpage. This recommendation will be given to the Faculty Senate by letter.
6. **Adjournment** – Lou Ann motioned to adjourn at 10:40. Motion was seconded.

Submitted By: Lou Ann Romero, Secretary 4/24/12