

Staff Senate Special Meeting
May 16, 2013
New Student Center Room 321
Minutes

1. **Call to order** - Meeting was called to order at 10:38 a.m.
2. **Roll Call**
 - A. Present: Margaret Gonzales, Kimberly Valdez-Blea, Alexis Duran, Darlene Tapia, Rick Griego, Doris Gallegos, and Tina Clayton (arrived at 10:55 p.m.).
 - B. Absent: Dominic Chavez and Laura LaCour-Johnson
 - C. Guests: No Guests
3. **Approval of Agenda for May 16, 2013 Meeting** – Darlene Tapia motioned to approve agenda and Alexis Duran seconded.
4. **Approval of Minutes** -
 - A. Approval of Minutes for March 12, 2013 Meeting - Tabled
 - B. Approval of Minutes for March 26, 2013 Meeting – Tabled
 - C. Approval of Minutes of April 30, 2013 - Tabled
5. **Persons wishing to address the Senate** – No one wishing to address Senate.
6. **Old Business**
 - A. Hay Group – No updates
 - B. HR Concerns From Last Meeting
 - a. Concerns from Rio Rancho
 1. When will staff get up dated job descriptions?
 - a. HR is currently working on updating job description. They have to be completed by June 30, 2013.
 - b. There will be some job title changes. HR is considering having a forum for the different classifications to discuss title changes and determine the different levels.
 2. If staff member does not agree with new job description can it be appealed?
 3. Is there going to be a 1% raise in July?
 4. Communication needs to improve campus wide.
 5. Centers feel disassociated from main campus.
 - C. Time Capsule – Staff Senate members will sign group picture to be put in time capsule. A note will be made on the picture for members no in the picture.
 - D. Homecoming Week (Active Shooter Lecture) – Alexis Duran is contacting the Presenter to see if he can come provide and Active Shooter Lecture. Waiting to hear back to see if he can fit NMHU in his schedule.
 - E. SAS Elections – Alexis Duran motioned and Doris Gallegos seconded that current Staff Senate members will stay in office until June 2014. If any of the 3 open positions are filled they will serve a 2 year term. A new election will take place in 2014. Motion approved.
 - F. Senator Appointments
 - a. Service/Maintenance – No interested individuals.
 - b. Technical/Skilled – No interested individuals.
 - c. Clerical – Debbie Aragon submitted a letter expressing her interest in serving on Staff Senate. Margaret Gonzales will invite Debbie Aragon to the next meeting.

7. New Business

A. Committee Reports

- a. Website (Update from Meeting that Alexis Duran & Dominic Chavez had with Sean Weaver.)– Sean Weaver from University Relations is asking for a detailed list what problems people are having with the website.
 1. Website is not user friendly.
 2. Prospective students, students, staff and faculty have trouble searching for information.
 3. Cannot find on-line documents
 4. Need to set-up quick links.
 5. Need a parent link.
 6. Students/Parents need general information on how to travel to Las Vegas (Amtrak, Park & Ride, Shuttles, Bus, etc.).
 7. Need quick link to make payments.
 8. University Relations should consult the different departments when changes are being made to the website, when it affects the department.
 9. Need a full-time Web Master.
 10. It was recommended for University Relations talk to student and parents for feedback on the website.
- b. Minutes/Updating – Alexis Duran is updating minutes to send to University Relations to post.
- c. Parking Concerns – No updates.
 1. Tina Clayton asked what the process is to request assigned parking for Dean and Directors. Donna Castro indicated that she had to request assigned parking for an employee. She contacted Facilities and was told that she would have to get approval from the appropriate Vice President and President. Tina Clayton will follow-up with Facilities on what the process/procedure is for requesting an assigned process.
 2. The parking plan that was developed by Scott Yarbrough was never implemented. Chief Sena indicated that he does not have enough personnel to follow through on the prior parking plan.

- B. Search Process/Procedure Update – Donna Castro had a meeting with Dr. Fries, members from Faculty Senate, Kimberly Valdez-Blea and Tina Clayton. After that meeting Donna developed a new Search Procedures. She is currently testing it with 3 different searches. The time of the searches have been cut down almost 50%. The Search Committees are using Share Point to alleviate high print costs and the time it takes to review applications. Donna went updated the President and will send and update to the Committee that initial met.

8. **Next Regular Meeting** – Meeting will be scheduled for June

9. **Adjournment** – Kimberly Valdez-Blea motion to adjourn meeting and Tina Clayton seconded. Motion approved and meeting adjourned.