

**Staff Senate Meeting**  
**December 14, 2009**  
**Senate Chambers**  
**Minutes**

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1. **Call to Order** – The meeting was called to order at 11:05.
2. **Pledge of Allegiance** – Noted
3. **Staff Advisory Senate Credo Recited** - Noted
4. **Roll Call - Present:** Maxine Salas, Rick Loffredo, Amanda Ortiz, Lou Ann Romero, Margaret Gonzales, Mario Romero, Rick Griego, Alexis Duran, David Whorton, Lisa Duran, Raul Valdez.  
**Absent:** Brenda Quezada  
**Others Present:** Donna Castro (had to leave early)
5. **Approval of agenda** – Agenda was approved with no changes.
6. **Approval of Minutes** – The Minutes for November 16, 2009 were approved unanimously.
7. **Reports:**
  - **Staff Satisfaction Survey Committee** – Chair Salas recommended a few changes. VP Gonzales will update the survey and try and send out on 1/4/10 to staff. Facilities will be given hard copies due to their lack of computer access. Completed surveys will be sent to Institutional Research who will aggregate the data.
  - **Proposed Personnel Policies Committee** – Chair M. Romero asked Donna C. if any new policies had been released. Donna said the first batch of policies is still under review and the second batch of policies will not be released until they have been approved.
  - **Time Clock Committee**- Alexis reported that a survey was sent out to facilities staff to see if there is even an issue clocking in at noon. Alexis will put a report together and submit to the Senate and HR.
  - **Presidents Report** – President Salas reported on the construction of the Felix Martinez and Mortimer Hall. HU now has its own license plates with the HU logo.
8. **Committee Appointments:**
  - **Student Senate** – VP Gonzales said graduate senate will post their minutes on the web. The undergraduate students said they will try to do the same thing.
  - **Master Planning Committee** – Chair Salas said this committee has not officially formed yet. The President will let the Staff Senate know when it is established.

- **Loss and Prevention Control Committee** – This committee looks at safety issues for campus employees. David W. will serve on it. Someone will contact him in January 2010.
- **Membership Group Committee** – Chair Salas suggested each membership group solicit the support of their constituents and meet with them on a regular basis regarding campus issues. Members felt this would be too overwhelming to meet with the general staff in their respective areas more than they already do. The idea was rejected.

9. **Old Business :**

- Changes/Additions to the By-Laws – Alexis D. motioned to hold off on any changes to the By-laws until the Senate has been in existence for at least one year. Motioned carried.
- Staff Development Week – A chair will be assigned to coordinate this. In the meantime the members were asked to come up with ideas.
- Development of a newsletter – Member Amanda O. will take the lead on this project.
- Evaluation Process/Merit Pay – Alexis D. motioned to table this item until the Senate has had more discussions with HR. Motioned carried.

10. **Persons wishing to address the Board** – None

11. **Next Meeting-** Next meeting is set for January 25, 2010. Location to be determined.

12. **Adjournment** – Meeting adjourned at 12:20.

Respectfully Submitted By:  
Lou Ann Romero, Secretary