

Staff Senate Meeting
February 27, 2012
Felix Martinez Conference Room
Minutes

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

