

Staff Senate Meeting
March 26, 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 and Doris Gallegos.
Absent: Rick Griego.
Others Present: Donna Castro & staff (refer to sign in sheet).
3. **Approval of Minutes for February 27, 2012 Meeting** – Alexis moved to approve the minutes with no changes and was seconded. Motion carried.
4. **Approval of Agenda for March 26, 2012 Meeting** – Thomasinia moved to approve the agenda and was seconded. Motion carried.
5. **Old Business:**
 - a. **By-Laws (Article II, Sec. 2)** - Chair Gonzales requested a volunteer to add these changes into the current by-laws with a signature page to submit to Board of Regents for approval. Alexis volunteered.
 - b. **Classification/Compensation Study-(update)** - Donna reported that the Hays Group will be hired to conduct the compensation study. The projected date for completing the study is 6/30/12. Chair Gonzales asked for a special meeting to go over the compensation study in preparation for their visit.
6. **New Business:**
 - a. **Voting Rules and Regulations** – Donna said she didn't have no new numbers or changes as of yet and suggested to use the classification numbers from the current IPEDS data. She suggested we continue to use these numbers to be consistent from now on. The data from IPEDS 1/12 will be used for the upcoming elections.
 - b. **Nomination Form** – Alexis said she will send all updated nomination forms to Rick to post on the web for the upcoming election.
 - c. **Dates of Elections** – The dates are as follows: 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 HR Office.
 - d. **Number of Positions Available** – The current IPEDS data will be used to calculate the classification groups. The seats available for each classification group are: Administrative 6 positions, Clerical 3 positions, Maintenance 2 positions and Technical/skilled 1 position.
7. **Staff Satisfaction Survey** – The 2010/2011 staff survey will be published as is and posted to the web.
 - a. **New 2011/2012 Survey** – The section on Human Resource #1 salary band will be shaded out and then sent out by 4/2/12 to 4/16/12.
8. **Committee Reports:**
 - a. **Newsletter** - Darlene reported that she will send the newsletter out by the end of the week.
 - b. **Suggestion Boxes** – Rick was not present to update the group. Chair reported that one suggestion box from the Student Center was moved to the Ivan Hilton.
 - c. **Webpage** – Chair reported that the new University webpage is up and running.
9. **Persons Wishing to Address the Senate** – Donna reported that the Board of Regents was voting today 3/26/12 to give a \$500.00 bonus to regular employees who have been employed as of 12/31/11.
10. **Next Regular Meeting** – Tuesday, April 24, 2012. Location TBA.
11. **Adjournment** – Alexis motioned to adjourn and was seconded. Meeting ended at 11:50.

