

Staff Senate Meeting
June 19, 2012
Felix Martinez Conference Room
Minutes

1. **Call to order** - Meeting was called to order at 10:38
2. **Roll Call**
Present: Margaret Gonzales, Darlene Tapia, Rick Griego, Alexis Duran, Lou Ann Romero, Doris Gallegos (arrived late at 10:49) Dominic Chavez and Kimberly Valdez.
Absent: Thomasinia Ortiz-Gallegos
Others Present: Donna Castro (left early 11:39) & staff (refer to sign in sheet).
3. **Approval of Minutes for April 12, 2012 Meeting** – Alexis moved to approve the minutes with no changes. Motion was seconded and carried.
4. **Approval of Agenda for April 24, 2012 Meeting** – Darlene moved to approve with a change to 5.D.b. Suggestion Boxes. “Suggestions collected will be emailed to Donna and Dr. Fries.” Motion was seconded and carried.
5. **Approval of Agenda for June 19, 2012** – Darlene motioned to approve agenda as reads. Motion was seconded and carried.
6. **Old Business:**
 - A. **Classification/Compensation Study (update)** - Donna did not have very much information to report on. She said the Hay Group should finish their analysis by June 30th as per their contract. All information will then be given to Administration to decipher and determine what needs to be done next.
 - B. **Elections**
 - a. Results
 - b. Vacant Seats/Nominations (possible action item)
 - c. Staff Survey

All these topics were not discussed in any order, but all at once. Dominic asked why the results were not announced earlier. Chair Gonzales said they did not have a quorum at the last meeting to discuss the outcome of the election, so a public announcement could not be made yet. There were not enough staff who received enough votes to be elected to Senate. The Bylaws say that the Staff Senate shall consist of 12 members. The group discussed how best to fill the vacant positions. Darlene motioned to allow those individuals who were nominated, but not elected, to be considered candidates to fill the vacant senate seats per the Bylaws. Alexis suggested that these appointees could serve a one year term. Motion was seconded and carried. The group felt this was the best way to handle this situation given the circumstances and outcome of the election. This recommendation will be forwarded by Chair Gonzales to President Fries for his approval.
 - C. **Staff Satisfaction Survey** – Maxine Salas is willing to show someone from the Senate how to use “survey monkey” to compile the data from the staff survey that’s given to staff each year. Alexis volunteered to work with Maxine on this.

D. Committee Reports:

- a. **Newsletter** - Darlene said she hasn't received information from the Staff to put in the newsletter. She said she will ask Wendy from University Relations to send another global email out to Staff in an attempt to get more information.
- b. **Suggestion Boxes** – This item was tabled due to time and will be discussed at the next regular meeting.
- c. **Webpage** – Chair Gonzales reported that the Faculty Senate is working with University Relations on recommended changes.

E. Persons Wishing to Address the Senate –No one addressed the Senate.

F. Next Regular Meeting – July 24, 2012. Felix Conference Room

G. Adjournment – Lou Ann motioned to adjourn and was seconded. Meeting ended at 11:50.

Submitted By: Lou Ann Romero, Secretary 6/22/12