

**Staff Senate Meeting
September 20, 2011
Presidents Conference Room
Minutes**

1. **Call to order** - Meeting was called to order at 11:06
2. **Roll Call**

Present: Margaret Gonzales, Darlene Tapia, Thomasinia Ortiz-Gallegos, Doris Gallegos, Alexis Duran and Lou Ann Romero, and Rick Griego.

Absent: Dawn Martinez

Others Present: Donna Castro & staff (refer to sign in sheet).
3. **Approval of Agenda for September 20, 2011** – Darlene motioned to move item 6 before item 5 and to add the newsletter as action item. Motion was seconded and carried. Agenda was updated with recommended changes.
4. **Approval of Minutes from meeting held September 5, 2011** – Alexis requested a correction on 5.b to include her name as a representative who will continue her position with the board. Darlene moved to approve and was seconded. Motion carried with changes to the minutes for September 5th.
5. **Old Business:**
 - a. **Staff Newsletter** –Darlene asked for approval to distribute the newsletter. Thomasinia moved to approve and was seconded. Motion carried. Darlene will get the newsletter out this month.
 - b. **Notification to Staff of Next Regular Meeting** – The group decided to keep the Senate meetings every 4th week of the month.
6. **New Business:**
 - a. **Review of Vacation Leave Policy** – Donna presented the proposed vacation and sick leave policy 625 and 650 changes that the Administration will be making. She wanted feedback from the Senate per the President’s request. These changes will no longer allow anyone who is on a grant to get paid by the University whose position ends as a result of the grant ending. Employees in this position will now have to exhaust their vacation hours prior to their last day of work. The University will no longer absorb these costs.
 - b. **Proposed Amendments to the Constitution/Bylaws** – Thomasinia moved to review by-laws and constitution with regard to election rules and regulations. Because of time, Chair Gonzales motioned to table the discussion until the next meeting. Motion carried. Amendments to these articles will be decided at the next meeting.
7. **Next Regular Meeting** – Tuesday, September 27, 2011, Presidents Conference Room @ 11:00
8. **Adjournment** – Lou Ann motioned to adjourn and was seconded. Meeting ended at 12:05

Submitted By:
Lou Ann Romero
Secretary
9/22/11

