

**Staff Senate Meeting**  
**April 30, 2013**  
**New Student Center Governance Room**  
**Minutes**

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1. **Call to order** - Meeting was called to order at 10:35 a.m.
2. **Roll Call**
  - A. **Present:** Margaret Gonzales, Alexis Duran, Dominic Chavez, Darlene Tapia, Rick Griego, Doris Gallegos, Tina Clayton and Donna Castro.
  - B. **Absent:** Kimberly Valdez-Blea and Laura LaCour-Johnson
  - C. **Guests:** No Guests
3. **Approval of Agenda for April 30, 2013 Meeting** – Alexis Duran motioned to approve agenda with changes and Tina Clayton seconded. Agenda approved with changes.
4. **Approval of Minutes for March 26, 2013 Meeting** – Minutes tabled until next meeting.
5. **Old Business**
  - A. **Involvement of Staff in the Reappointment Process for President** – Faculty Senate is requesting to be part of the process of appointing/reappointing the next President. Staff Senate agrees with them and would like to be involved in the appointment process. This item will stay on the agenda for future review.
  - B. **Hay Group Study** – Donna Castro did not have an update. The Legislature did approve 1% increase in salary for staff. Donna will give an update at the next meeting.
  - C. **Birthday Celebration During Homecoming Week** – Margaret Gonzales indicated that the Alumni Office scheduled Homecoming the week students will be on fall break. Since students will be gone 2 days out of Homecoming week Alumni/Campus Life is considering starting Homecoming the week before (Oct. 7-19, 2013). Alexis Duran recommended that Staff Senate sponsor Active Shooter training. Senate can contact LCC and the local school districts to see if they want to participate. It would be a good opportunity for Senate to offer training for staff and to give back to the community. Alexis Duran will follow up with the gentleman who offers the training in Albuquerque to what it will cost and if he has time in his schedule to do the training the week of Homecoming.
  - D. **Time Capsule** – A signed picture of the current Staff Senate with a copy of the Constitution and By-Laws will be placed in the time capsule.
6. **New Business**
  - A. **SAS Elections** – Staff Senate has 3 open positions. Donna Castro indicated that the IPEDS Report has changed and she needs to know if we want to continue to use the new IPEDS Data to determine classification or to use the old format of the IPEDS Report. It was agreed at a prior meeting that all current Senate members would stay on for a two year term (June 2014). It is recommended that the 3 positions that need to be filled will service a two year terms (it will be voted on for the next meeting). We will forgo elections for 2013. Current members need to help recruit to fill the 3 open positions (Clerical, Technical/Skilled and Service/Maintenance).
  - B. **Senator Appointment** – Tabled
7. **Committee Reports**
  - A. **Website** – Alexis Duran spoke with Rick from University Relations regarding how difficult it is to find information on the website. He said if we can draft a list of website

complaints and he will meet with Website Committee (Alexis Duran & Dominic Chavez).  
Please forward website complaints to Alexis.

- B. **Minutes/Updating** – Tabled
  - C. **News Letter** – Tabled
  - D. **Search Process/Procedures Update**– Tabled
8. **Persons Wishing to Address Senate** – No one requested to address the Staff Senate.
  9. **Next Regular Meeting** –The next meeting is scheduled for May 16, 2013 at 10:30 a.m. in the Governance Room in the new Student Center. Plan to meet through the lunch hour, we will order lunch.
  10. **Adjournment** –meeting adjourned at 11:56 a.m.