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**APPROVED**

Staff Senate Minutes

July 17, 2013

10:00 – 11:00 am

The meeting was called to order at 10:05 a.m. by Chair Bob McWilliams.

Members present: Bob McWilliams, Jeanne Archuleta, Mary Eleas, Karen Emery, Susan Johnson, Nancy Grabowski, Nena Rihs, Xubi Wilson, Patty Armstrong, Letty Naranjo, Margaret Hopkins, Susan Lemke, Jane Abbott, Linda Boyce, Perla Aranda and Vaune Hegmann

**1. Strategic Plan Update-Yash Morimoto:**

- a. The coordinating group came up with a fifth value statement which was requested by the Board regarding integrity.
- b. Current plan is to work on the strategies to implement the KPI's the week of convocation. The KPI (Key Point Indicators) measures will be worked on that week also. The KPI's are used to determine that goals are met.
- c. Regular updates can be found on JACK.

**2. Subcommittee on staff issues update-Susan Lemke:** Met a number of times and the committee members were devoted. In the end a document was created. The document is 8 1/2 pages long and not everyone in the group agrees with everything in the document. An agreement was then arrived at to present this document to Staff Senate. The vote was to present the letter to the President or not to present it to the President. It is presented as the voice of Staff Senate. We will ask for the vote by Staff Senate on July 31, 2013. It was also agreed upon to present the document to the President by the Co-Chairs if the vote by Staff Senate decides to present the document.

The document will be sent out to all staff via e-mail for review. Students have been removed from the all staff list serv.

The feeling of the group was that there should be a place for discussion if anyone has questions regarding the document prior to the vote. There was also discussion that some staff does not have e-mail. Another issue came up that the document should be translated to Spanish as some of our Staff would not understand the English version.

The names of the sub-committee will be listed along with the document so questions can be asked before the vote.

There was a discussion how to accomplish the proxy vote and many ideas were brought up. Thank you to Mary Eleas and Karen Emery to man the ballot box so that Staff has as many options as possible to vote.

The proxy vote will be accomplished by e-mail to any of the Staff Senate officers or using the ballot box. All of the names will be removed before the votes are counted so it remains anonymous.

**3. Staff Senate Constitution Revision Committee Update-Vaune Hegmann:** The Staff Senate constitution was approved by the Board in 2000. A revision was written in 2004 and an amendment in 2008.

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The committee is still gathering information. Vaune has been contacting other institutions to see what they do as far as their Staff Senate. 2 of the schools looked at have won the Baldrige award. They are Richland Community College in Dallas and The University of Wisconsin-Stout. Only NM Highlands University has responded to the request for information and they have a well thought out constitution. A draft e-mail will be sent out to everyone to see if there are any models that we would like to use.

E-mail Vaune if you have any comments or suggestions that could be incorporated into the Staff Senate constitution.

An invitation to anyone who would like to join this committee is welcome.

4. **Staff Senate meeting schedule:** Staff Senate meets once a month and it is difficult to cover the agenda. Some options thrown out were that the meeting could be twice a month or increase the length of the meetings to an hour and a half. There was also a suggestion that the meetings happen really early or later in the day. 3:00 pm was said to be a better time for a lot of our Staff. The day of the week to meet was also discussed and Friday was one of the options. It was decided that a survey would be done to find out what day and time works best for most Staff to increase participation.

5. **Call for Nominations for September elections:**

The call for nominations is out and the request will also be done at the August, 2013 meeting so elections can be held in September, 2013. We will still have the elections even though there may be changes when the constitution is rewritten.

Please send your nominations to one of the Staff Senate officers. The deadline for nominations is the August Staff Senate meeting.

6. **Other Business:**

All Staff is invited to attend the meet with the President meeting this afternoon at 3:00 pm.

The Administrative Council will meet next week and if anyone would like to attend, please feel free to do so. Shared governance will be discussed.

The meeting was adjourned at 11:00 am.