

**STAFF SENATE
Meeting Minutes
February 17, 2016
10:00 AM-11:00AM
574A**

Date: Wednesday February 17, 2016

Attendance: Ellen Roth, Laura Mulry, Rebecca Philips, Rosa Lopez, Gerry Harris, Noe Villareal, Norbert Utz, Peg Johnson, Charles Johnson, Julie Gallegos, Jill Carlson, Margie Mascarenas, Jackie Gutierrez, Mariano Chavez, Gerard Martinez, Barbara Griego

Note Taker: Maria Montoya

Next Meeting: Wednesday March 02, 2016

Barbara called the meeting at 10:00 AM

- I. Adoption of Agenda**
 - Guest Speaker Rosa Lopez
 - Reviewing of Policies
 - Policy 5-3 SFCC Facilities Usage
 - Policy 5-5 Key Control
 - Policy 5-8 Roadways and Parking
 - Policy 5-10 College-owned Vehicles

- II. Approval of Minutes**
 - Minutes were approved via email by those in attendance at the last meeting

- III. Open Discussion**
 - Executive Team Update SFCC is still on a budget. 5 Teams have been created with 35 proposals have been received and will be reviewed.
 - Financial Oversight Committee Title V will not be funded and so Title III will be reviewed. Grant might be available in May2016
 - Science Groups EMSI program is in review and currently working on creating a policy.
 - Governance Meeting has been moved to Thursday, Feb. 18, 2015
 - Rosa Lopez, NMSU Doctoral Student in Advanced Internship will present survey on Workplace Communication Study. Volunteers are also needed to participate who work with students, faculty, and staff etc... to get feedback on how to improve the communication at SFCC. If interested please contact Staff Senate by Feb. 22, 2016 OPIE is contact and will present to Governing Board.

- **Update: Inspired Wellness Program**

Aflac representatives met with SFCC employees on Feb. 11, 12 & 15th to help resolve any issues with their benefit banks and answers any questions that had not been answered.

IV. 5-3 Facility Usage

This Policy governs the reservation and use of college facilities, both internal and external, for meetings, clubs, conferences, trainings, and special events. The rounds and facilities of SFCC shall be used primarily for the educational goals and the purpose of the college.

- Policy Overview remove temporary and add in short term.
- Scope and Applicability reference also to procedures
- Comments will be taken and Policy 5-3 will have a second reading

V. 5-5 SFCC Key/ Access Card Distribution and Control

This policy establishes the Control and tracking requirements for all keys and access cards to SFCC facilities to insure appropriate access and security.

- This is the first reading and will require a second reading.

VI. 5-8 Roadway and Parking

- This Policy is New
- Policy process 5. eliminate and add to procedures
- This will require a second reading

VII. 5-10 SFCC Owned and leased Vehicles

- This is a new policy
- Add-in policy process 1. Has to follow procurement code
- Vehicle Usage and Reservation remove 5. And 6. And add to procedures

VIII. Adjournment
Meeting adjourned at 11:00 AM by Ellen Roth