



MINUTES

Staff Senate Work Session
April 30, 2021
8:30am, Online



I. Establishment of Quorum / Roll Call

Quorum was established at 8:32am. **Present:** Georgia Baca, Matthew Cordova, Karen Wezwick, Gloria Pacheco, Shannon Ortiz, Emily Ulibarri, and Jessica Flores. **Absent:** Lawrence Vigil. **Guests:** David Kavanaugh

II. Call of Meeting to Order -- Chair Baca called the work session to order at 8:34am.

III. Approval of Agenda – Gloria Pacheco motioned we approve the agenda as is, Emily Ulibarri 2nd; vote showed all in favor--motion passed.

IV. Approval of Minutes – no minutes as this was a work session.

V. Public Comments – no comments—work session.

VI. Informational/Discussion Items

A Staff Stipends/Clarification and deadlines: Chair Baca Established a deadline for getting stipend pages submitted as rough drafts—May 19. The work session scheduled for the 20th will cover what needs correcting, or updating, and then final page submissions will be due the 21st. All submissions will be delivered to Director of HR, by all (or part) of Exec. Committee, so that any questions can be answered by all then and there. Hopefully, this will simplify the process for all concerned.

B. Employee End of Semester / Year Get-together—Matthew Cordova presented (a rundown of what this event will look like, what will be offered, what we need to do, what to expect) is in process of getting, pointed out that we have a horseshoe pits, maybe we can get some bounce houses, set up the volley ball net, maybe get a DJ, or even a band will surprise us! Passed off comments to others—Gloria Pacheco expressed concern with COVID precautions, how we might do the event. Cordova assured all that state guidelines will be followed, and that masks will be required except when eating or drinking. Several expressed desire for it to be a simple fun event that recognizes all employees, with their families included, to emphasize how important family is to employees doing their jobs successfully. After discussion, it was decided to make two events, one fun day, and a second—to recognize the employees who reached their 5-year service awards. Student Senate has a Snow Cone Machine, and other depts. have a Popcorn machine, and a Cotton Candy machine.

Shannon Ortiz & Karen Wezwick were tasked with creating a survey and a flyer that will get input from employees on which day, what time of day, etc.

C. Graduation representation / confirmed volunteers –Chair Baca confirmed that all will either be working Graduation, or have a representative work for them. Graduation is scheduled for May 14th at 2:00pm. There will be apx. 80 graduates, plus two guests each, totaling about 250 in the auditorium. The Graduates will gather in the cafeteria, and guests in auditorium.

D. Continuation of By-laws and Constitution review: Constitution—review continued, up to the last two pages, with one more work session to complete and write an amendment showing all changes.

VII. Action items –none

VIII. Unfinished Business / Follow-up Items

Election preparation for Staff Senate

Employee End of Semester (year) get together (survey)

Faculty In-service input request (Staff Video)

By-Laws & Constitution review / wrap-up

IX. New Business – none

X. Adjournment— Jessica Flores motioned for adjournment, Emily Ulibarri 2nd, vote was taken; all in favor, motion passed, meeting adjourned at 10:01am.