

## Staff Senate Minutes

\*March 16, 2021, 3:00 pm

Regular Monthly Meeting via ONLY Zoom: <https://marianas.zoom.us/j/91289726643>

Staff Senate meeting was called to order by Geri at 3pm.

### Senators Present:

Rodgers, Geri, President  
Hocog, Diana, Vice-President  
Castro, Malysa, Secretary  
Tenorio, Kyanna, Treasurer  
Omechelang, Polly  
Castro, Jean  
Torres, Roxanne  
Calvo, Ryan  
Camacho-Renguul, Daisie

### Absent: none

**Guests:** Mona Deleon Guerrero, Kathy Palacios, Catherine Villagomez, Manny Villagomez, Christina Cruz, Josephine Dela Cruz

**Public Comment:** Sent via email to Maly & read by Maly. (*\*Clarification from Geri Rodgers: Public comment is strictly for comments on the agenda for the meeting. Comments that do not address the agenda may still be sent to the Staff Senate Secretary, but going forward will not be read during any standing meetings of the Staff Senate.*)

- Collect all the information about the date the NMC was born in August 1981. To put it all together The first President who opened the door for the NMC campus for the students to enroll in 1981.
- Have their frame pictures hang on the wall at the President's office. Also post it up on the newsletter of NMC of its celebrating 40 years anniversary.
- Employee (The recognition and awarding) to post up on the newsletter of NMC. Whoever was selected by the NMC employees. Have the employee take their picture and frame it and hang in the center of the President's office hallway. (For recognition). Build a culture of appreciation. Recognize positive behaviors & values to align with mission & vision.
  - Employee of the month award, Employee of the quarter award, Employee of the year award, Employee Work Anniversary award
- Employee award for Customer Service - We need skilled employees. Customer Service awards are for those employee recognition awards who go beyond their call of duty to keep customer, students, staff, happy and content
- Employee was approached by a student that staff members were not following the procedures on wearing masks and signing in at every department.
  - *Roxanne suggested to check the designated safety officer for each department & have them remind members of the department to follow protocol. Geri asked Roxanne to follow-up with this.*

## Old Business:

### A. *Adopt today's agenda*

- Moved by Malysa Castro
- Seconded by Ryan Calvo
- Agenda adopted unanimously

### B. *Adopt Minutes from December 1, 2020*

- Moved by Malysa Castro
- Seconded by Jean Castro
- Adopted unanimously

### C. *Adopt Minutes from February 16, 2021*

- Moved by Kyanna Tenorio
- Seconded by Polly Omechelang
- Adopted unanimously

### D. *Updates*

A. Budget FY 20-21: (Ky)--No updates.

B. Executive Committee: (Geri)

Presidential Search Committee: The committee gave three names to the Board of Regents. They will meet this upcoming week to discuss how to proceed with the candidates.

C. Policy Committee: (Ryan)

Staff of the Quarter - Ryan said they will be finalizing it today with the deadline at 5pm (March 16). The announcement of the 3 recipients will be made after the results are finalized during the first week of April. There is an incentive in place for each of the 3 candidates for Staff of the Quarter.

D. Ad Hoc (Rox)

Roxanne was selected to be on the Student Disciplinary Hearing Board for the Office of Violence Against Women. Brief meeting this morning.

### *Bylaws-continuation of review of Bylaws:*

#### **A. Page 10--Standing Committees, ii (2) Planning, Program Review & Outcomes Committee (PROAC)--Staff Senate Vice-President**

- Senators amended this statement at the last meeting on February 16th so that the Staff Senate representative to PROAC is **not limited to only the vice-president**. If the vice-president does not wish to serve on PROAC, then a staff member may serve in his or her place. This can be another senator or a staff member at-large), who must be approved by at least 2/3 of the elected senators.

**B. Page 11--Action **Taken** Committee--This is a mistake from**

autocorrect and should be **Action TEAM committee.**

- Suggestion for the Action Team Committee of the Staff Senate:
  - Replace the old statement “at least one member of the persons being a senate member” with the new statement, “at least one member represented by the Staff Senate.”
1. *Motion to accept the suggestion to replace “at least one member represented by the Staff Senate.”*
  2. *Moved by Kyanna Tenorio*
  3. *Seconded by Malyssa Castro*
  4. *Adopted unanimously*

**C. Page 11, XI Budget “Staff Senate will submit an annual budget that will be presented to the Budget and Finance Committee (BAFC) before the end of the Fiscal Year or request by BAFC. A simple majority vote of the general membership (Staff Senate) is needed to approve this proposed budget prior to submitting to BAFC.”**

1. *Motion to add “upon” before “request by BAFC.”*
2. *Moved by Malyssa Castro*
3. *Seconded by Jean Castro*
4. *Adopted unanimously*

**D. Page 11, XII Minutes “Staff minutes are to be provided to Senate members via email for review. Members will be notified of a deadline of at least 3 days to suggest changes to the minutes. “Prior to the next regular Senate meeting, after the deadline has passed and the modifications have been made, the minutes are released to the campus via email. Upon request, paper copies will be provided to employees without access to email.” Final approval of the minutes will be voted on at the next regular meeting.”**

- Ryan asked if the minutes will be given to all staff and if a paper copy is requested, who would provide that information? Is there a Staff Senate portion on the website. Geri confirmed there is a portion on the website. Current membership is stated on the website and minutes can be updated on there.
- Kathy said for formality we will need to have the minutes sent to all staff to be approved.
- Geri asked for clarification on whether or not ONLY the Staff Senate reviews and approves. Her understanding is that the nine elected senators are the only ones who approve and then we disseminate the minutes to everyone present at the meeting.
  - Update: Per Staff Senate Bylaws, “minutes are to be provided to *Senate members via email for review.*” Senators can edit the minutes. Then these minutes are approved & adopted by the 9 elected Senate members at the next standing meeting of the senators. The entire staff assembly composed of the staff members is NOT involved in the adoption of meeting minutes.

- This statement about XII: Minutes will remain and no suggestion to strike for now.

1. *Motion to insert “standing” in front of the word “meeting.”*
2. *Moved by Malyssa Castro*
3. *Seconded by Kyanna Tenorio*
4. *Adopted unanimously*

- Geri asked if there is any discussion on the last two sections on the bylaws.
- The only changes for now that need to be made is to page 13 with the names of the current senators.

### **New Business:**

#### **A. Appreciation for Custodial Staff (Ryan)**

1. Ryan suggested showing appreciation for the custodial staff (who are contracted by the college), the cleaning ladies as well as the security guards, to recognize them for their hard work to keep our campus clean and safe. He said that Miguel from OIA said it will not cost anything to do the certificates.
  - Appreciation certificate - Roxanne said she agrees and it is a very thoughtful idea.
  - Geri said in the past there was a potluck, but due to safety protocols and restrictions with COVID, there is no potluck for now. There may be a packed lunch planned at a later time.
  - No cost involved for now.

#### **B. Decision on new date for Spring Staff Assembly (4.7.21 is a protected date for accreditation updates)**

1. Geri mentioned that originally the Staff Assembly was going to be on April 7th. However, IP Frankie requested to save that day for accreditation updates. Geri asked the senators for possible dates for April or May.
2. Ryan suggested April 13th at 10am, with recognition and anniversaries of staff members.
3. Roxanne suggested we meet with the IP to get information about what we can do for the 40th anniversary
4. Ryan suggested that we have it on Friday, April 16th
5. Geri confirmed - April 16th at 10am is the NEW date for the Spring Staff Assembly

### **VII. Announcements:**

#### **A. Next Standing Meeting: ~~April 13, 2021, 3PM~~**

1. Geri mentioned a correction on the date, **it is April 20th the third Tuesday of every month.**
2. Planning meeting for the staff assembly is suggested for March 23rd at 3pm.
3. Geri mentioned that the golf tournament is on Saturday, March 20th, if senators or anyone they know can volunteer, please contact Carla Sablan.
4. Ryan said at 5pm tonight, he will tally and have the results and we will discuss how to announce the winners.

### **VIII. Adjournment:**

- Motion to adjourn by Malyssa Castro
- Seconded by Roxanne Torres
- Meeting adjourned at 3:58pm by Geri

*Minutes taken by Malyssa Castro*