



Staff Senate Minutes

February 1, 2022 (10:00am–11:30am)

Online Via Zoom

In Attendance: Luanne Carrillo-Avalos, Amanda Bales, Keats Chaves, Michelle Gallagher, Melissa Hinzman, Jenna Otto, Kelly Rush, Adrian Trujillo

Absent: Rip Horsey, Amber Plahn, Michael Reis

Guests: Keegan Gormally, Paige Jackson, Sharon Price, Sheree Solario

Call to Order via ZOOM video conference

Start recording

- Meeting recordings only accessible to Senators

Approval of minutes

- January 18, 2021 Minutes are approved

Reports

- Committee Reports
 - Covid Safety
 - No decisions have been made re: requiring boosters
 - Commencement will be similar to the drive up ceremony last year
 - Staff Connections - Cookbook update
 - \$476 raised so far
 - A second printing of cookbooks is planned
 - Shared Governance
 - Next town hall meeting has been postponed
 - UBAC
 - Next campus conversation will focus on retention

Unfinished Business

- Committee Needs
 - Rip has sent out a nomination form to campus for the following
 - Staff Connections - Senator



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- UTAC - staff (1)
- WUC Advisory Committee - Senator (if possible)
- Restructure taskforce
- Academic Sustainability Taskforce
- Staff Senate Classified vacancy

- Nominations for Board of Trustees
 - Announcement & Process
- Appreciation/Recognition
 - Department Recognition
 - Vote and announce this week
 - Members voted for facilities services (maintenance)
 - Retrieve chalkboard from SHCC to be re-decorated (Julia Fruit)
 - Future/current recognition process
 - Certificates – Keats would like help
 - New Form – Ben Hays has created a new form that collects nominations and then automatically sends notifications to the nominees. Should be up and running soon.
- Continued Updates
 - Request for Senator to help schedule/arrange “updates” to Staff Senate
 - Schedule of committee updates
 - HR will possibly present at our March meeting
- Performance Evaluations: Process & Training of Evaluators
 - We would like to see
 - Supervisor training
 - Formal onboarding for all supervisors
 - Performance evaluation training
 - Purpose
 - How to celebrate accomplishments
 - How to gear them towards who you are supervising
 - Review of the Process

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- Include cultural competencies
- Possibly make it more like an ongoing conversation about performance and expectations.
- We could send out a survey to get campus wide input
- Send a list of training we would like to see to Amanda to share at her meeting tomorrow

New Business

- Additional recognition ideas
 - Stipend or Bonus for taking on additional duties?
 - Restructuring Committee – Faculty are receiving a stipend
 - Staff Senate President – Faculty senate president receives a course release
 - Temporary coverage of another position due to an open position or a long-term leave.
 - Classified contract allows supervisors to give a one time “gift” to employees.

Announcements

- [Sincerely Video](#)
 - Sound would not play – Senators are encourage to watch
- Board of Trustees Meeting February 16, 2022 10:00-3:00
 - Informal coffee 9:00-10:00 prior
 - What should go in our report?
- Kudos/Recognition
 - Ben Hays for his help with the staff recognition automated form
- Public Comments - Anything for the good of the order?
 - April 1st is the HSI Summit

Adjourn

Upcoming Meetings:



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- 2/15/22 Tuesday 10:00am - 11:30am
- 3/1/22 Tuesday 10:00am - 11:30am
- 3/15/22 Tuesday 10:00am - 11:30am