Executive Council Meeting
Minutes
February 23, 2005
9:00 a.m.
VPAA Conference Room

Call to Order – Meeting was called to order by Becky at 9:05 a.m.

Approval of Staff Council Minutes - Minutes for January 26, 2005 are pending approval.

Motion to Accept By: ___________________ Seconded By: ___________________

Treasurer’s Report

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Valentine’s Day Sales</td>
<td>$382.00</td>
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<td>Spent on supplies</td>
<td>$188.42</td>
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<td>Gain</td>
<td>$193.58</td>
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Motion to Accept By: Wyona Turner  Seconded By: Julie Valenzuela

Sub-Committee Reports

Benefits

Valentine’s Day Event Recap:
The vase with a rose, baby’s breath, leather leaf sold out. It was very successful. We were the first table to sell out. We sold out the table before other tables and before 11 am. Special thanks to Grace for making the handmade gifts, and candy bags. It was suggested that we prepare things in advance, like the ribbons and tags.

Failed “Raffle” can be conducted as a “Drawing”. Committee will meet before next regular meeting to discuss, will probably follow format discussed in January Emergency Meeting.

Communications

Introduction letter was drafted and submitted to Becky. It will introduce staff council members to the constituents. A copy was given to the executive board to review. Please mark any revisions in red and send Delia. Delia will finalize and give it to Becky. Andrew Pena will review before it gets sent out. It could also be used for campus
Proposed Locations: Blumberg, UGLC, College of Health Sciences, Union, Magoffin

We discussed 8 staff council boxes that were used for voting when the council was first formed. The problem is no one knows where they are. We would like to use those boxes as suggestion boxes the Town Hall Meeting. Julie mentioned that they might be in the library. They have locks, but if the keys are not with the boxes, Julie suggested that we cut the locks and purchase new ones.

The letter will be the medium that will be used to communicate the purpose and objective of the town hall meetings. The website, sending out email about the Town Hall Meeting one week before and two days before the meeting, suggestion cards, flyers, special bulletin, and campus mail. Delia suggested that we put some quotes by Margaret Mead, Norma suggest that we not do that because people sometimes take offense to affirmations attached to letters. Try to keep it as business-like and professional as possible. After you forward it to Andrew he will to route through Cindy and be approved for distribution.

You have to make certain that your constituents write to people in their district. A list with emails has been provided by IT to Becky. Questions about the list was brought by Julie, she picked 5 people that were not on the list. Norma mentioned that professional staff would not be on the list. Suzanne said they had problems with that last year. IT contact is Catherine Yoes. Julie, Becky and Norma will finalize the list and send to Delia.

Promote within departments and a VPFA office message to managers and supervisors that they are aware their staff will be attending meetings. H/R will be working on that.

Town Hall Meeting
Town Hall meeting dates:
  March 22, 2005 – Districts 1, 2, 3, 7, and 8
  March 23, 2005 – Districts 4, 5, 6, 9, and 10

It had been discussed to have two meetings, 5 districts at each meeting, but the committee has suggested alternative meeting for those who can’t come to the first ones. Kelly has been working on a timeline based on everything we have to do prior the Town Hall Meeting and does not think they can be ready by March. Delia asked if there was a problem to having the meetings in April. The reason to have the meetings during spring break is because there will not be any student traffic so it should be easier for the staff to attend. Julie suggested that maybe the other committees could help out.

When we send out Town Hall meeting notices, then we need to make a list of questions that have been asked and these are the questions that are going to be addressed.

It was decided not to have a Town Hall Meeting at facilities service building, because most of the facilities service staff would be on campus. We would have to have the meeting at the time they are on campus.

We need to have someone translate to staff that do not speak English. It was suggested that the non English speaking staff sit together and have someone translate to them as a group at every meeting. That way they might feel more comfortable and discuss among themselves. We would also need to have someone for the hearing impaired. We need to contact Susan Lopez from disabled students.

Staff Council Executive Board should attend all Town Hall Meetings if possible.

Proposed Locations: Blumberg, UGLC, College of Health Sciences, Union, Magoffin
Set the tone at meetings: PowerPoint presentation. Norma suggested slides from the Master Plan. Julie will contact Greg McNichol for slides.

Follow-up after Town Hall Meetings:
Post questions/answers on the website on question that could not be answered at the Town Hall Meetings and require additional research. Possibility of holding second set of townhall meetings during June or July to provide updates.

Website Updates: Information & Photos
Set-up website where staff can send email to us. Linda Fensch will be provided the info to work on this.

Staff Development
Info Fair – I called Herminia Hemmitt UGLC and Irene Casas at the Presidents Office and the 16 of August is not a good day. It looks like the dates for the fair will be on August 8 & 9. If we have a Town Hall Meeting at the end of July that will kill the staff forum.

Motion to Accept By:  ____________________________  Seconded By:  ____________________________

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Old Business
Bylaw update: Revision of attendance policy – 2 or 3 non-communicated unexcused absences. Becky will talk to those who have not come if they still want to be in the council, and talk to Mr. Zuniga, x 7108 about staff council members not attending from District 6. Any suggestions? Next meeting.

Motion to Accept By:  ____________________________  Seconded By:  ____________________________

New Business
Mini - Town Hall Meetings in H/R Forums – Ask Bibi

Additional Fundraiser – Mother’s Day Drawing – must call it a drawing. Same proposal as for Valentine’s Day – Make it a staff council drawing. Benefits Committee will meet and update next meeting.

New Employee Orientation – Julie will present Staff Council overview at bi-monthly orientations, others welcome to present as well. Representative listing revised to add e-mail and phone numbers. David Grijalva presents after Staff Council for the Police Dept. and has offered to co-present as well.

Name Tags – Need to order by next meeting

District 2 Vacancy – Staff Council – Alonzo has had a job title change and can no longer serve on staff council.

Historian Vacancy – Executive Board – Alonzo, Becky will provide candidates.

Election Committee Nominations – March – put for next meeting.

Motion to Accept By:  ____________________________  Seconded By:  ____________________________

Miscellaneous
None

Motion to Accept By:  ____________________________  Seconded By:  ____________________________
Adjourn

Meeting adjourned at 10:00 A.M.

Motion to Accept By: Wyona Turner Seconded By: Julie Valenzuela

Prepared by: Gloria Hernandez

Approved by: Rebecca Duran

Signed by: _______________________
Rebecca Duran, Chair

P=Present
A=Absent
E=Excused

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