

Staff Senate MINUTES
October 21, 2020, 3:00pm
***Regular Monthly Meeting via Zoom**

**Changed from standing date of October 20th from request by SS President with majority consensus on October 13 via What's App Chat.*

Opening: Staff Senate meeting was called to order at 3:06pm

Present:

Calvo, Ryan
Castro, Jean
Castro, Malysa, Secretary
Rodgers, Geri, President
Tenorio, Kyanna, Treasurer
Torres, Roxanne
Joy Proxy for (Hocog, Diana, Vice-President)
Omechelang, Polly

Absent:

Hocog, Diana, Vice-President

Call meeting to order:

Table By-laws until December meeting

Motion by Daisy

Second by Polly

Old Business:

Adopt Agenda

Motion by Daisy

Second by Malysa

Adopted unanimously

Adopt Minutes

Motioned by Malysa

Seconded by Kyanna

Adopted unanimously

A. Updates:

- a. Staff Survey from Staff Assembly 9.16.20 (Rox)
 - i. *Discussion topics: Try and include staff in zoom meetings, continuation of updates from IP Frankie, a routine reminder for vaccines and check-ups.*
 - ii. *Geri: What can we do about sending out the emails to remind staff about staff senate assembly?*
 - iii. *Roxanne: Suggestion is for anniversary dates within the quarter to be announced during the actual assembly.*
 - iv. *It will connect with the emails we will send out, when approved.*
- b. Budget FY 20-21(Ky)
 - i. *Budget: \$2375.00 and 25% will be given in the first quarter of the fiscal year in the amount of 593.75.*
 - ii. *Ky: What will happen to unused funds?*
 - iii. *Daisie: Any funds not used will be reverted back to the main account.*
 - iv. *Geri to follow-up with Timberley about unused funds.*
- c. Executive [Committee](#): Marianas Food Bank (Geri)
 - i. *Maly: Clarify whether the IP will be giving us the go or will SS be handling it.*
 - ii. *Geri: I will clarify that with the IP, he has been very busy.*
- d. Policy Committee: [Staff of the Quarter](#) (Ryan)
 - i. *Ryan: Table it until next semester because of HROs Staff of the Year*
 1. *Criteria: Employed for at least one year, cannot be SS member, no leadership, spirit of partnership with NMC,*
 - ii. *Roxanne: To make it meaningful, we should have a write in to nominate staff members.*
 - iii. *Geri: SS will break the tie, agrees we should go with what Roxanne mentioned. No executive members can be nominated.*
 - iv. *Ryan: Please share your thoughts.*
 - v. *Roxanne: It would be better to nominate and to scale each of them.*
 - vi. *Kyanna: To break a tie, we all vote between the three instead of using the scale rubric. The 9 SS members can break the tie.*

- vii. Polly: With the five criteria - the person nominating should add a paragraph describing why they are nominating the person.
- viii. Geri: If we send out using the scale then we will go with the top three people.
- ix. Ky: For clarification: Everyone will nominate three people and then we will go with the top three people nominated.
- e. Ad Hoc/Action Committee:(Diana) [Christmas Care Package & Staff Retention Strategies.](#)
 - i. Joy on behalf of Diana: The committee will not be able to execute the project because of current commitments.
 - ii. Maly: Can we do something small because we are tabling everything already?
 - iii. Roxanne: Ginger Snap cookies, Jill POC offered little packages for all staff. (Not for free)
 - iv. Jean: How many total staff? Is \$500 enough money?
 - v. Ky: 86 or 88 total staff
 - vi. Geri: Do we have any more strategies for retention of staff? We will revisit that topic.
 - vii. Geri stated that if we spent \$5 for each staff member, we have enough funds since there are about 90 staff.

I. New Business

A. [Topics & logistics, PPT for Staff Assembly](#), 11/18/20, 10:00-11:00AM

1. Ky: Are updates from the IP on there?
2. Maly: Do we have new information to share?
3. Ryan: Even in the leadership team meeting, it's still the same information.
4. Geri: Because it's part of the by-laws, we cannot change it.
5. Maly: IP mentioned there will be a meeting for Thanksgiving in November and we don't want it to be a repetition of the past meeting. Can we move it?
6. Geri: We must have the assembly, if we want to change the by-laws we need $\frac{2}{3}$ of the staff to vote to change it.
7. Ryan: Can we have activities to ask staff if morale efforts are working?
8. Geri: We must have the assemblies but we can have a special meeting to change our by-laws.
9. Daisie: Suggestion to ask staff members if they want to help with committees within SS during the assembly just to see if they want to be involved.
10. Geri: Staff Senate has to be in the committee and is solely responsible--we can ask for help with others but SS is in charge of each committee.

11. *Daisie: Senate can appoint other staff members to be involved with SS committee. Opening up to all staff members.*

12. *Geri: I will check with leadership to see if we can table the assembly.*

B. [Bylaws](#) (suggestion to table until December standing meeting-GR)

C. Dates for Spring Assemblies (Suggestion: Feb 10 & April 7)

1. *Geri: These are the suggested dates for next semester.*

II. **Announcements:**

A. Dry-run for Staff Assembly, Do we need a dry run?

Nov 17?, 9:00-9:20AM Zoom ID: <https://marianas.zoom.us/j/96104840079>

B. Staff Assembly, Nov 18, 10:00-11:00AM, Zoom ID:

<https://marianas.zoom.us/j/99435948898>

Post-Assembly Survey: <https://forms.gle/pqGVekvQzgkJiXb49> (drop in chat right before assembly ends)

III. Next Standing Meetings

A. Nov 17-(This is the day before the Assembly--Suggestion to move it to Monday, Nov 16)

1. *Geri: Suggested November, early November, will look at by-laws specifically for changing mtg frequency.*

2. *Geri to look at how to “skip” meetings for Staff Assembly*

Dec 15, 2020, 3PM Zoom ID: <https://marianas.zoom.us/j/91289726643>

Future agenda items:

3. *By laws - amending it at December 2020*

Adjournment:

Motion to adjourn

Moved by Roxanne

Second by Jean Castro

Adopted unanimously