

**January 16, 2002
Minutes 2:30 P.M.
Student Union, Palmetto Room**

Name	P	A	Name	P	A	Name	P	A
Alvarado, Monica	X		Dominguez, Armando	X		Mendoza, Joe	X	
Arteaga, Hector		X	Getchell, Jeff	X		Mercado, Espy	X	
Benavides, Isabel	X		Hampton, Anthony	X		Nava, Eva Salinas	X	
Berkley, Paula Past Chair		X	Limon, Yvette		X	Ramos, Arturo	X	
Briggs, Joseph	X		Luna, Janie	X		Reyes, Velinda		X
Buchner, LuAnn	X		Luna, Norma Linda		X	Stiles, Bradley	X	
De la Garza, Hector	X		Martinez, Yoli		X	Tamez, Dina	X	

I Call to Order –2: 35pm

II Roll Call

III Reading and approval of December 19 minutes Arturo Ramos motioned to approve as amended. Second by Hector De la Garza.

IV Officers & Committee reports

- a) Officers Reports: Updates from Chair-Bradley Stiles recaps from the Presidents Council Meeting Parking areas expansion, purchase of Bronc statues, Campus Facilities Planning Committee. Arturo Ramos-Computerized survey Requested for Bradley to bring back the results from Judy Vinson survey so he may compile different questions for staff survey. Members were asked to submit questions that should be added to the staff survey.
- a) Communications Committee-Anthony Hampton Job Shadow Day Asked for all senators to submit their title and job description by January 31st so he may compile information for Job Shadow Day to be held by mid-march otherwise in November either the 1ST Tuesday or the 1ST Thursday during the National Career Awareness Month. Working with the University Retention Advisement Program, (URAP) Counselors from that department are assisting Anthony with setting up these interviews with mentors.
- b) Elections and Nominations Committee-Joe Mendoza update for on line elections Method of voting and voter turn out is an issue. Committee was asked to check on the use of the Campus Pipeline to see if this would help with concerns of Web elections. Arturo Ramos motioned to table this discussion until the next meeting. All members in favor none opposed the motion.
- c) Special Events Committee-Joseph Briggs update on the Personnel Office & Staff Senate Awards CSR Computer Service Request form submitted to have mailing labels printed to send out seeking nominations. Mail out to should be out by 1/22/02.
- d) Special Issues Committee-Jeff Getchell Staff Development to help individuals in their job classifications. Encourages all staff to log on to Staff Senate Web Board at <http://bulldog@panam.edu:8085/~SSenate/> to check the updates from Special Issues Committee.

VI Unfinished Business

Finalize the Special Event for 2002 Joseph Briggs motioned to hold tentatively on August 27, 2002 end of fiscal year event.

VII Announcement - February 20, meeting location changed to Library 2.111 Faculty/Staff Senate Office.

VIII Adjourn-3: 40 p.m.