

Staff Senate Minutes
***January 26, 2021, 3:00 pm**

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

*Please note the change in date of the standing meeting suggested by the SS President due to the start of the new semester.

Opening: Staff Senate meeting was called to order at 3:02pm

Present:

Castro, Malyssa, Secretary
Omechelang, Polly
Rodgers, Geri, President
Tenorio, Kyanna, Treasurer
Castro, Jean
Torres, Roxanne
Camacho-Renguul, Daisie
Hocog, Diana, Vice-President
Quitano, Char, Ex Officio

Absent:

Calvo, Ryan

Public Comment:

Here's another comment to share with you today. I attended the PDD last week on January 6 and 7, 2021 online Zoom PDD meeting they mentioned about new buildings to be built. My comment is, if they can build a small corner place for small (Chapel Prayer). This is just an example if NMC staff or students pass away. We wanted to pay tribute and pray for the person. Maybe we will bring flowers and put them in the Chapel for the memory of them.

Old Business:

Adopt Agenda

Motion by Diana Hocog

Second by Malyssa Castro

Adopted unanimously

Table Old Business B - [Minutes](#) from December 1, 2021 until next meeting

Updates: No updates from Maly

- (1) Budget FY 20-21(Ky) - *No updates, we are still in our first quarter and we have \$593.75, next allotment will come out next month.*
- (2) Executive Committee: (Geri)
 - (a) *College Council met after December 1st meeting, decided to endorse the Digital Accessibility.*
 - (b) *According to Ms. Daisie, explained that the college will have the website accessible for all people. It will help students under the ADA act. It is a federal policy that the college must follow.*
 - (c) *Flextime - updates will be discussed in New Business*
 - (d) *Presidential Search - interviews begin tomorrow, no details can be discussed, Ms Geri incorporated the feedback for each candidate, including the cultural aspect.*
- (3) Policy Committee: Staff of the Quarter (Ryan) *Roxanne
 - (a) *Ready to launch it by the end of the week. Ms. Polly from HR gave a few suggestions. It will close by March*
 - (b) *First round of nominees and a short description of each candidate on why they are being nominated.*
 - (c) *A link will be sent next week, three staff members will be nominated.*
 - (d) *Ms. Char from HR wants to know more information.*
 - (i) *Form will be sent out*
 - (ii) *Three staff members can be nominated, this is exclusive of Staff Senate*
 - (iii) *The second round will be the short description of each candidate on why they are being nominated.*
 - 1) *We will determine what will happen, this is our pilot and decide what to do after*
 - 2) *Only open to staff and only staff can vote.*
- (4) Ad Hoc (Rox)
 - (a) *No updates so far*

Recognize our guests - Josephine Dela Cruz, Christine Aldan

D. Bylaws

- *Confirmed that the 2014 bylaws is what we will go by, 7 to 9 votes to amend the bylaws. Ms Geri asked if we wanted to amend anything on the bylaws.*
 - *Ms. Diana mentioned that we discussed this before and we emailed our responses.*
 - *Ms. Geri said we agreed to amend the number of times we have assemblies. One assembly per semester.*
 - *Ms. Char from HR is our ex officio which is stated in the bylaws*

- *Quorum is what we discussed amending. Ms. Geri asked if we have any other things we would like to review.*
- *Ms. Diana agreed to move on and comb through the bylaws.*
- *Ms. Geri clarified that quorum is 7 person in our bylaws. She proposed to do a simple majority vote of 50% plus 1 like other governances.*
- *We will strike the 7 person and make an amendment to the quorum.*
 - *Ms. Polly agrees as well.*
- *We agree to make it a simple majority or a 50% plus 1 of elected senators.*
-

Motion to Amend Definition of Quorum

Motioned by Malysa Castro

Second by Diana Hocog

Adopted unanimously

Staff Senate By-laws:

- *Do we have an online hard drive?*
 - *Maly says she doesn't think we have one, we have a folder.*
 - *We must amend it to say, the Secretary will maintain all senate records and all archive records.*
 - *Maly asked that we amend it now. Kyanna agrees.*
 - *Motion on the floor to strike the secretary duties.*
- *Amendment reads: Maintains all senate records and archive records.*

Motion to Amend of Maintenance of secretary duties

Motioned by Kyanna Tenorio

Second by Polly Omechelang

Adopted unanimously

Anything for the VP duties?

VP does not store documents at the Archives.

- *Discussed to strike statement number four, for VP duties.*

Motion to Amend the Vice President duty number four

Motioned by Diana Hocog

Second by Malysa Castro

Adopted unanimously

Do we need to remove anything for the Presidential duties?

- *It looks good as is.*

Do we need to edit anything for the treasurer?

- *Nothing is outdated.*

Under Meetings, everything looks appropriate, we already amended and we will have one per semester.

We did not amend number four; we will need to strike this statement

- *The president of the senate, shall invite the president of the college to the staff assembly, each academic year.*
- *Proposal to strike the “at least two” and amend “to the two”?*
- *Ky suggested to keep the at least in case we have any emergency meeting or assembly.*
 - *Ms. Daisy suggested we keep it.*
- *Ms. Geri agrees we keep it.*

Scrolling through the bylaws. We will start at roman numeral nine at the next senate meeting.

- *We can move on to Flextime procedure.*
- *Ms. Diana asked if the next meeting is on February 16th?*

Motion to discuss bylaws to February 16th

Motioned by Diana Hocog

Second by Kyanna Tenorio

Adopted unanimously

I. New Business

A. Flextime procedure

- a. CC needs comments by February 5th*
 - i. Procedure not a policy.*
 - 1. Questions or suggestions*
 - b. Char from HRO can answer questions regarding flextime procedure.*
- *Diana read over and has no feedback.*
 - *Roxanne read over and is clarifying about documentation, does it come from the admin manager? Or direct supervisor?*
 - *Char said that it should be on the timesheet by your supervisor.*
 - *Daisy had a follow up question, does a memorandum need to be attached to the payroll explaining the request or approval.*
 - *Char said HR is working with finance to include the payroll exception form.*
 - *Ms. Geri mentioned a concern from a staff member, this procedure is very difficult for ones who are in exempt positions. So oftentimes they are working on a Saturday. So previously if they worked on a Saturday, then the flex time will allow*

her not to work the following business day. If she works eight hours on Saturday they don't work on that Monday.

- *As for the procedure - a flex schedule will be a consistent approved daily schedule for an individual employee with an established starting and ending time than remain the same, week after week.*
- *Ms. Geri's example - if an employee would start their day at 6am and end at 3pm everyday, consistently, is what flextime traditionally means.*
- *In this procedure there's an overlap between flextime and comp time.*
- *Guidelines say that if you have flex time hours you must use the hours the following week, within the pay period, that sounds like comptime. Feedback from employees. It doesn't mean that flextime is comp time but it seems as it is.*
- *Individuals don't care for it because of clerical up keep and it has worked before where people communicate to their direct supervisor and there hasn't been a problem.*
- *Each office is different based on when they need to be open or if they work after hours or on weekends.*
- *Ms. Daisie mentioned, in this procedure comp time and flex time is the same but the difference is the rates that are being paid.*
 - *Comp time is 1 to 1.5 like over time*
 - *Flextime is not over time.*
- *Flextime is typically sliding hours earlier or later.*
- *Clarification is needed*

Notes from Ms. Geri

- *Anonymous staff member - "It's becoming complicated, in the past it was between employee and immediate supervisors, flextime was earned and then it was cut off abruptly, exempt employees may work 120hrs and they call it 80hrs for time keeping purposes. It seems to add more pressure and time for clerical work and this individual does not agree with it and there was no warning given. Seemed to be that whatever arrangement was used before was working. There are offices that work from 9 to 5 but some offices that are grant driven that do not have to be open 9 to 5. Flextime requires pre approval and sometimes pre approval can not be required. For example if you have a doctors appointment and you want to use flextime you can't get prior approval. This person believes it is just not necessary.*

Ms. Geri asked if we would rather have an email thread and ask others for feedback for CC council, as well as move it to the next SS meeting.

Ms. Daisie gave an example - If there are two people in an office, and one calls in sick and the other person has to stay longer; then that person would need to stay and will earn flextime without approval because it is not something that can get prior approval.

Motion to table discussion to February 16th meeting.

Moved by Daisie

Second by Jean

Adopted unanimously

Maly asked Char from HR about new staff updates - birthdates, hire date ect.

II. Announcements:

A. Next Standing Meeting: Feb 16, 2021 at 3PM.

III. Adjournment

Motion to adjourn

Moved by Kyanna

Second by Polly

Adopted unanimously