

**Staff Senate Minutes**  
**\*February 16, 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 3:00pm

**Present:**

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

**Absent:**

Tenorio, Kyanna, Treasurer

**Public Comment:** None

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

*Motion by Daisy Camacho-Renguul*

*Second by Diana Hocog*

*Adopted unanimously*

*Adopt the Minutes with changes from January 26th*

*Motion by Diana Hocog*

*Second by Roxanne Torres*

*Adopted unanimously*

UPDATES -

- (1) Budget FY 20-21(Ky) - Granted our second allotment of \$589 for the budget.
- (2) Executive Committee: (Geri)

- (a) *First round of presidential search is almost complete, the committee will make their three recommendations, on Thursday, March 18th.*
- (b) *Even amount of people who are local and from off island. All male.*
- (3) Policy Committee: Staff of the Quarter (Ryan) \*Rox
  - (a) *Ms. Geri mentioned there are 33 responses for the Staff of the Quarter.*
    - (i) *We will ask for Ms. Helen to send out another email because March 1st is the deadline to submit nominations*
    - (ii) *Three people are in the running.*
      - 1) *Polly from HRO suggested that we make the announcement the first week of April.*

**Bylaws-continuation:**

- *Ms. Geri suggested that in the vision and mission, to strike the adoption, it isn't necessary.*
- *First section in the article three - What is the purpose of 8 or 9 staff members?*
  - *Ms. Daisy mentioned it had to do with the departments and that it has changed over the years. We had a challenge to get representatives because of the organizational work chart. At the time the organization chart was different. We will keep it at 8 or*
  - *What does it mean? "General council or assistant to the president."*
    - *Ms. Daisy - members of the staff senate also supervisors. "I didn't want to be a staff employee and have my supervisor or the dean hear my complaints." The reason for the statement. Who will represent the employees.*
  - *The people sitting in the Leadership team would be the general council.*
    - *Ms. Geri recommends we strike the "general council" because we do not have one at the moment.*
    - *Note: Need to know where Program Managers are situated in the breakdown? Are they part of leadership/administrative or part of staff?*

***Motion to strike*** Section 2. Full Membership little ii. "general council or assistant to the president"

***Motioned by Daisy Camacho-Renguul***

***Second by Diana Hocog***

***Adopted unanimously***

- Section 3 under Full Membership. letter d, will be striked since it is repetitive.
- Suggestion to change under, general election, letter c.

**Motion to make a change** under General Election, letter D. “who are qualified”

**Motioned by Roxanne Torres**

**Second by Polly Omechelang**

**Adopted unanimously**

- Under Term of Office, letter b we need clarification on what “....the Staff Senator or **qualified** person is?
  - Ms. Daisie mentioned that it may mean “senators at large” or an employee that is appointed by the president if there aren’t enough representatives from the staff.
  - Ms. Geri suggested that we leave it for everyone to look over. We will look into it a little more.
- Ex-officio Char verified that in order to have an appointed employee to be a senator, they have to have their record embedded.
- So based on letter b, if for example since Diana is serving her second term, she would not run for the next term, however, if no one else would like to serve as the ninth person in the senate then we would ask her to stay on for the third term.
  - Eight of us expire in two years.
  - Also add that, “also approved by the current senators”
- Under Officers, number 7 add “and assembly meetings.”

**Motion to add** “and assembly meetings” under President duties.

**Motioned by Malysa Castro**

**Second by Daisie Camacho-Renguul**

**Adopted unanimously**

- Under vice president we striked number 4.
- Under secretary, number two, we striked “to the NMC Online Hard Drive (Drive “O”)
- Meetings times - we changed to one assembly per semester.
- Under Agenda For Senate Meetings, suggestion to strike “Secretary/Treasurer” and replace it with “executive committee”.

**Motion to replace** Secretary/Treasurer and replace it with “executive committee”.

**Motioned by Polly Omechelang**

**Second by Roxanne Torres**

***Adopted unanimously***

- *Under committees, little i, number two - suggesting to add “and assembly meetings”*
- *Suggestion to put an attendance policy in place. Ms. Daisy will share GCCs policy.*
- *We will work on number X, page 9*

***Motion to table bylaws until March 16th meeting***

***Motioned by Diana Hocog***

***Second by Roxanne Torres***

***Adopted unanimously***

(4) Flextime

- (a) Ms. Geri mentioned that most agreed to keep it the way it is. It is working.
  - (b) If the new policy is put in place, CREES and IT departments will have an issue trying to have the employees get approval and have them use the hours within the same pay period.
  - (c) Ms. Diana mentioned that there might be employees who take advantage of the system.
  - (d) Maly mentioned that the system now works for her department.
  - (e) Some departments are not able to use the hours because they are just so busy.
  - (f) Ms. Daisy mentioned that a while ago they keep a log, you fill out a leave form to keep track of the hours owed.
    - (i) They use an internal system and the reason for the leave form is just to keep track even if it doesn't get turned into payroll.
  - (g) OPA does not allow flextime. You must be paid the hours you work.
  - (h) Last year, one staff member had 16hrs CT for months/years and that is an audit finding because they are supposed to take it.
  - (i) Suggestion that each office should have their own procedure.
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- Ms. Geri asked that we extend the meeting for 10 more minutes.
  - Ex-officio Ms. Char Quitano agrees with everyone's comments.
  - Under Vice President, page 10/11, duties
    - PROAC is asking if we can amend our bylaws to make it so that it is not tied to the vice president and make it anyone who is in the Staff Senate.

- Staff Senate Vice President “Or member of the staff assembly member appointed by the staff senate.”

*Motion to change the position to “or member of the staff assembly appointed by  $\frac{2}{3}$  of the staff senate.”*

*Motion by Diana Hocog*

*Second by Malysa Castro*

*Adopted unanimously*

**I. Announcements:**

- A. Next Standing Meeting: March 16, 2021 at 3PM.
- B. Staff Assembly - Wednesday, April 7, 2021 at 10AM

**II. Adjournment at 4:10pm**

*Motion to adjourn*

*Moved by Daisy Camacho-Renguul*

*Second by Polly Omechelang*

*Adopted unanimously*