



PROFESSIONAL SENATE MEETING MINUTES

2/13/2026

10:00 AM MDST | MS Teams

ATTENDANCE

- **Officers Present:** David Castro
- **Senators Present:** Keegan Bain, Vanessa Borunda, Chris Shuster, Vanessa Martinez
- **Virtual Attendees:** 11

AGENDA ITEMS

I. Call to Order at 10:02 AM by David Castro

II. Approval of Agenda

- David Castro presented the meeting agenda.
- Motion to approve: Keegan Bain
- Seconded by: Vanessa Borunda
- Outcome: Approved

III. Approval of Previous Meeting Minutes

- David Castro presented the previous meeting minutes.
- Motion to Approve: Vanessa Borunda
- Seconded by: Chris Shuster
- Outcome: Approved

IV. Virtual Meeting Etiquette

- David Castro shared general rules for a virtual senate meeting.

V. Updates

- **Recognition Section**
 - Nomination: David Castro presented a MS Forms Nomination form showcasing how to nominate an employee/department.
 - Nominee Letter: David Castro presented an email template that would be sent out to nominees being recognized.
 - Presentation: David Castro presented how monthly nominations will be held. A new section would be added to the agenda. An employee/department may only be recognized once per semester. We will have up to three separate recognitions per meeting. The employee/department will be recognized regardless of attendance.

- Committees
 - Alt. Work Schedule: David Shared that this committee is still looking for members.
 - Professional Senate Activities: David Shared that this committee is still looking for members. (No chair or members)
 - Employee Handbook: David shared that the Senate is looking to start a committee to work on updating the handbook. David will work with the Supports Staff Senate President to decide if the handbook should be divided or kept unified. Once more details have been decided David will present the project to see if a committee should be started for this endeavor.
- Senate Funds Recommendations
 - David Presented a MS Forms that will be available to all professional staff to have input and a place to share ideas. He shared a preview of the form on screen. Senator Borunda asked for a list of past purchases. David will look into this.
- VPASA Candidates
 - David shared that the Senate Presidents were invited to interview and meet with the VPASA candidates and shared couple of questions he was going to ask.
- Senate Presidents Meetings
 - David shared that the senate presidents are planning more frequently and consistently to share ideas and potential solutions to concerns.
- Senator Vacancies
 - David shared the vacant senator positions and voting for will begin next month according to the Senate Constitution and Bylaws. Senate Vice President is tasked with hosting this poll.
 - 1 Academic Affairs
 - 1 Business Affairs
 - 2 Student Affairs

VI. Open Discussion

- Open Floor:
 - David opens up the floor for discussion and with no participation, Senator Martinez motions to close open floor, seconded by Senator Bain.

VII. Adjournment

- Motion to adjourn: Senator Bain
- Seconded by: Senator Shuster
- Vote to Adjourn: Unanimous
- Meeting Adjourned at 10:29 AM

*Please watch the video recording of the Professional Senate meeting [here](#) for full details on meeting topics. Please note that the recording did not start until 10:12 AM. President Castro forgot to press start.