Staff Senate

Meeting Minutes
October 12, 2026 @ 1:00 p.m.
Google Meets/BUS-112

Attendees:

I. Call Meeting to Order and Establish a Quorum

Present at the meeting are Amberlyn Gonzales, Crystal K. Western Ford, Adam Luna, Anthony Lujan, Andrea Lucero, Alejandro Montoya. The time is 1:12 p.m.

II. Approval of Agenda

Adam moves to approve the agenda from October 12, 2026 and Andrea seconded. Motion carries.

III. Approval of Minutes from Last Meeting: September 22, 2026

Andrea moves to approve the minutes from September 22, 2026 and Crystal seconded. Motion carries.

IV. Informational/Discussion Items

a. Bylaw Revision -
Discussion was had around final wording of the bylaws.

b. Employee Handbook
Alejandro brought up his concern that all policies and guidelines (e.g. dress code) should be incorporated into one document instead of having multiple documents which can cause confusion among faculty and staff as to where and how to access this information. It was stated that this can be brought to Kristi as a change to be made in the future.

c. Dress Code Policy
Discussion was had around use of the verbiage “enforce guidelines” in the first paragraph and a change was made to the last sentence.

V. Action Items

a. Vote on Bylaw Revision
Andrea moves to approve the revised Staff Senate bylaws and Adam seconds. Motion carries.

b. Vote on Employee Handbook
Crystal moves to approve the revised employee handbook and Andrea seconds. Motion carries.

c. Vote on Dress Code Policy
Amberlyn moves to approve the clean revised dress code policy to include our changes. The change is to the last sentence in the first paragraph to "LCC department heads may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas within reason, including natural or artificial scents that could be distracting or irritating to others. Adam seconds." Motion carries.

VI. New or Follow-up Items for Next Meeting's Agenda

a. Elections- Set Date
Election will be set for October 28, 2026. Crystal will send out an email 10/13 to all employees notifying them that they can send nominations to the Staff Senate secretary. There are 4 positions available to be filled. Elections will be held for chair, secretary and 2 member positions.
b. Dress code policy change
c. Thanksgiving baskets

VII. Next Meeting Scheduled - [Date]

The next meeting is scheduled for 10/15/2026 at 2:00 p.m.

VIII. Adjournment of Meeting

Chair: "If there is no further business, the chair will entertain a motion to adjourn." (Motion is made and seconded)
"It has been moved by (Name) and seconded by (Name) to adjourn. All in favor? Any opposed? The motion carries. This meeting is adjourned at (Time)."
Amberlyn moved to adjourn meeting at 2:46 p.m. Crystal seconded. Motion carries.

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