



Minutes
Staff Advisory Senate
January 29, 2018 @ 10:00 a.m.

I. Call of meeting to order

A. Roll Call

1. In attendance were Manuel Valdez, Amanda Ortiz, Cynthia Branch, Evelyn Montoya, Francina Martinez, Karen Wezwick, Gabriella Griego, Orlando LeFebre & Maxine Salas.

II. Introduction of members & Oath

1. All members of the SAS were introduced and then took the Oath.

III. Nomination & Election of Officers

1. Amanda Ortiz was elected President with 7 votes
2. Evelyn Montoya was elected Vice-President with 7 votes
3. Manuel Valdez was elected Secretary/Treasurer with 5 votes.

IV. Terms of Office

1. Amanda Ortiz, Evelyn Montoya, Gabriella Griego & Francina Martinez will serve a 2 year term.
2. Manuel Valdez, Karen Wezwick, Orlando LeFebre & Cynthia Branch will serve a 1 year term.
3. There was a discussion regarding Section 5, Article B and a motion was made by Karen Wezwick to table the discussion till next meeting. Gabriella Griego seconded the motion; motion was passed.

V. Responsibilities of Officers

1. The President went over the responsibilities of officers as stated in Article 5, sections 1 through 3.

VI. Other

1. The President indicated that she would like to have a separate E-Mail for the SAS and would consult with the I.T. Department and report to the committee by the next meeting.
2. A discussion was made on the duration of both the SAS meeting and public input
3. Any topics for the agenda for the next SAS meeting needs to be given to the President no later than February 20th, 2018.
4. Cynthia Branch said she would bring a recorder to the next meeting if she was able to locate one.
5. The President stated that she will provide a copy of the Robert's Rules of Order to all members of the SAS committee by next meeting.
6. Suggestion was made that new employees be sent a welcome packet on behalf of SAS that informs them of their membership group. Discussion only.

VII. Next Meeting & Adjournment

1. February 27, 2018 @ 9:00 a.m.
2. Meeting adjourned at 11:21 a.m.