



## Minutes

Staff Advisory Senate  
Special Meeting  
March 08, 2018 @ 9:00 a.m.

### **I. Call of meeting to order**

- A. Meeting was called to order at 9:07 a.m.
- B. Roll call
  1. In attendance were Manuel Valdez, Amanda Ortiz, Francina Martinez, Orlando LeFebre, Gabrielle Griego & Evelyn Montoya. Karen Wezwick was recognized at 9:15 a.m. and Cynthia Branch was not present Excused).

### **II. Approval of the Agenda**

1. There was a motion made by Gabrielle Griego and seconded by Evelyn Montoya to approve the agenda. Motion passed.

### **III. Formation of Committees**

1. Discussion took place regarding Article V, Section 1 of the SAS By-Laws which outlines the procedures of forming committees. Copies of the Welcome Committee and Staff Policy & Procedure Committee Charges were handed out and discussed. It was suggested that a Committee Interest form be created and distributed at the upcoming forums in order to gauge involvement interest and to aid in future committee appointments. All were in agreement and Vice-President Montoya volunteered and President Ortiz and Member Wezwick offered to assist.

### **IV. Review of Proposed Policies**

1. There was discussion regarding both the Deceased Students Policy & Luna Community College Email Policy. A motion made by Karen Wezwick & seconded by Evelyn Montoya to approve the Deceased Student Policy was made. Motion passed. There was a motion made by Manuel Valdez and seconded by Gabrielle Griego to table the Email policy till a meeting with Henrietta Maestas can be arranged to provide clarification on why certain items are not included in the policy. President Ortiz will coordinate a meeting with Henrietta.

### **V. Other Business**

1. Discussion took place regarding the SAS Forums scheduled for March 13<sup>th</sup> & 14<sup>th</sup> with last minute preparations to take place on Monday, March 12<sup>th</sup> @ 9:00 a.m. @ the Nursing Lecture Hall during the Work session scheduled.

### **VI. Date and time of next meeting**

1. March 12<sup>th</sup> @ 9:00 a.m. Allied Health Nursing Auditorium
2. Motion made by Karen Wezwick and seconded by Orlando LeFebre to adjourn at 10:50 a.m. Motion passed.