



Minutes

Staff Advisory Senate

Work Session

March 12th, 2018 @ 9:00 a.m.

I. Call of meeting to order

A. Meeting was called to order at 9:11 a.m.

B. Roll Call

1. In attendance: Amanda Ortiz, Cynthia Branch, Evelyn Montoya, Gabriella Griego, Karen Wezwick (taking minutes) and Francina Martinez. Mathew Bowie was present to provide technical support for the upcoming forum.

C. Absent: Orlando LeFebre & Manuel Valdez (both excused)

II. Approval of the Agenda

A. Member Branch moved we approve the agenda as presented; VP Montoya seconded. Motion passed.

III. Approval of the Minutes

Motion made by VP Montoya to approve Minutes as distributed for Feb. 20th (Regular Meeting) Feb. 27th (Work Session) March 8th (Special Meeting); Member Martinez seconded. Motion passed.

IV. SAS Forum

A. President Ortiz began going over the plans for the upcoming forum. Discussion took place regarding forum setup; decision was made to request three tables; two with four chairs each-for the games, and an extra table for Staff Senate to use for their needs. A podium and a microphone will also be made available for the forums. Dry-erase boards and markers to be provided by Member Branch. Pres. Ortiz asked about the clickers being delivered on time for use, to which VP Montoya emailed and found out that delivery would not be until Monday.

B. Order of Forums:

- Introduction: Staff Senate Members, and groups they represent
- Ice Breaker: Member Branch "Who Am I?" version of "What's My Line?" with door prize-drawings throughout.
- My Role with HLC: Pres. Ortiz & Member Griego
- Family Feud Game: Member Martinez, with Jesse Gallegos serving as Host (She stated she has three versions of the game to use for the two different forums)
- Q&A time to be done by Member LeFebre & VP Montoya
- Jeopardy (tentative, if time/interest allows) by Pres. Ortiz

- C. The **Committee Interest Forms** were discussed, and moved to adopt as is, by Member Martinez, Seconded by Member Branch. Motion passed.
 - D. Door prizes were discussed and a query for promotional items campus-wide was requested by Pres. Ortiz via email.
 - E. Packets to be assembled for passing out to attendees will include:
 - 1. Questionnaire for Ice breaker
 - 2. Number(s) for game participation
 - 3. Membership list
 - 4. Volunteer Form
- V. Other**
- A. SAS presentation to Board by Pres. Ortiz
- VI. Date & Time of Next Meeting:**
- Work Session immediately following forum on Wed., March 14th to discuss the Forum results and anything else pending before the HLC visit.
- Regular scheduled meeting for March 27th, at 9:00 a.m., at the Board Room (pending facility request change). Pres. Ortiz will request that this be the designated location for future meetings.
- VII. Motion to Adjourn** was made by Member Griego, seconded by VP Montoya; there being no discussion, motion passed. Meeting was adjourned at 10:23 a.m.