



Minutes

Staff Advisory Senate
Regular Meeting
April 24, 2018 @ 9:00 a.m.

I. Call to order

A. Meeting called to order @ 9:06 a.m.

II. Roll Call

A. Members present were Manuel Valdez, Karen Wezwick, Cindy Branch, Amanda Ortiz, Evelyn Montoya and Gabrielle Griego. Francina Martinez was recognized at 9:08 a.m. and Orlando LeFebre was recognized at 9:16 a.m.

III. Proposed Changes & Approval of the Agenda

A motion was made by Gabrielle and seconded by Karen to approve the agenda. Motion passed.

IV. Approval of Minutes

A motion was made by Cindy & seconded by Gabrielle to accept the minutes with the following changes. Karen Wezwick's name is to be added to the attendance list on the April 12th meeting and the spelling of Gabrielle's name be corrected on the March 29th meeting. Motion passed.

V. Reports

A. Presidents Report- An update from President Ortiz was discussed regarding the Presidential Search Committee, the new Board of Trustee being voted in and the Salary Parity Update. She also mentioned to the members present that the selection of the members going to Chicago for the HLC visit had not been finalized as of yet.

B. Secretary Treasurer Report- Mr. Valdez reported to the members present that a BAR for \$1000.00 had been approved by the Board for SAS at the last Board Meeting.

C. Vice Presidents Report- There was no update on the Group Members List due to the Salary Parity taking place.

D. Policy & Procedure Committee- Gabrielle reported that the group had met and that there was a disagreement on how to handle the Grievance inquiry and that the committee had recommended for the employee to meet directly with someone from Human Resources. Gabrielle also mentioned that she will continue to work on the FAQ's. Gabrielle mentioned that her & Carolyn were working on the policy regarding recognized holidays in the Employee Handbook and would provide an update once the research was complete. There was discussion

regarding adding a Co-Chair to the P&P Committee with a unanimous decision to appoint Cindy Branch as the Co-Chair.

E. Welcoming Committee- There was no update at this time because the committee has not been able to meet.

VI. Committee Interest Forms

Interest forms were reviewed and discussed with the SAS initiatives being in line with what was on the interest forms.

VII. Satisfaction Survey

There was some discussion regarding having a forum and using the classroom clickers to conduct an interactive survey. President Ortiz & Vice President Montoya volunteered to take the lead on the creation of the survey and would reach out to the Faculty Senate for input once the survey is established.

VIII. Adjournment & Next Meeting

Next Meeting will be on May 22nd @ 9:00 a.m. at the Board Room with Sec. Treas. Valdez to complete the Facilities Request. Manuel made a motion and seconded by Cindy to adjourn at 11:10 a.m. Motion passed.