



## Minutes

Staff Advisory Senate  
February 20, 2018 @ 9:00 a.m.

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

- A. Meeting was called to order at 9:05 a.m.
- B. Roll call
  - 1. In attendance were Manuel Valdez, Amanda Ortiz, Cynthia Branch, Evelyn Montoya, Gabriella Griego & Orlando LeFebre. Karen Wezwick was recognized at 9:07 a.m. and Francina Martinez was recognized at 10:48 a.m.

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

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

### **III. Approval of the Minutes**

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

### **IV. Secretary/Treasurer's Report**

- 1. The secretary notified all members present that Interim President Serna confirmed that the SAS Committee does in fact have a \$1000.00 budget but needs some feedback from the committee as to how the monies would be spent in order to figure out where the monies will be allocated from. President Ortiz asked that Secretary Valdez come up with a list of items to present to President Serna and she also asked that all members of the SAS committee be involved with that list and to get their ideas to the Secretary by Friday, February 23<sup>rd</sup>. Evelyn Montoya also mentioned that if the committee should utilize all of the \$1000.00 and would need more we could put in a request for additional monies to be approved.

### **V. Old Business**

#### **A. Robert's Rules of Order**

- 1. The President handed out a copy to all members present and asked that they review them at their leisure with further discussion to take place at a later date if needed.

#### **B. IT Information**

- 1. The President informed the members present that we now have our own SAS email and a page on the Luna website. Meeting Minutes and Agendas will be located there. She also informed us that she had the Nomination Form deleted and that the SAS by-laws and Constitution were also updated on our website.

#### **C. SAS by-laws/Constitution**

- 1. The president handed out a chart showing how the terms of office are explained according to Article III, Section 5 in the SAS by-laws. Discussion followed with a

recommendation made by President Ortiz to allow the current process some time to work with further discussion on the issue to take place on a later date if so needed.

**D. Welcome Packets**

1. It was decided that this section would be discussed with New Business under committees.

**VI New Business**

**A. SAS Code of Ethics**

1. The President passed out a copy of the SAS Code of Ethics to all members present and requested that we review it at our own leisure and discussion could be brought up at a later date if needed.

**B. BOT Update**

1. The President passed out a copy of the report that she presented to the Board Members on February 13, 2018. Discussion followed.

**C. Shared Governance Update**

1. The President informed the members present that Vice-President Montoya and she had attended the last Shared Governance Meeting. Discussion followed with President Ortiz strongly suggesting that all of the SAS members try and read the 127 page report that Intern President Serna has posted on the Luna website. There was a motion from Cynthia Branch and Seconded by Karen Wezwick to have President Ortiz and Vice-President Montoya represent the SAS Committee on the Shared Governance Council. Motion passed. President Ortiz asked that other members of the SAS committee attend the meetings if Vice-President Montoya or she were unable to be present. The President informed the members present that they would be meeting weekly to discuss HLC and that the next meeting is scheduled for February 26<sup>th</sup> at 3:30 in the STEM Building. There was a motion by Cynthia Branch and seconded by Orlando LeFebre to propose to the Shared Governance Committee to create a Community Committee. Motion passed and President Ortiz would follow up. President Ortiz mentioned that President Serna will be hosting a student forum in the coffee shop on March 1, 2018. There was discussion regarding ideas and activities for Shared Governance and President Ortiz asked all members present to give her any ideas before the next scheduled Shared Governance meeting.

**D. SAS Logo**

1. President Ortiz handed out a sheet with different logo ideas for the members present to review. She also mentioned that Kenneth Bachicha and students had created the samples. Discussion followed with President Ortiz to take all ideas the SAS members have back to Mr. Bachicha so that he could compile other samples and would share those with the committee as she receives them.

**E. Executive Board Meeting**

1. President Ortiz informed the members present that according to the SAS by-laws we are required to have a quarterly Executive Board Meeting and that she has scheduled the first meeting for March 6<sup>th</sup> at 9:00 a.m. The SAS members who will be required to attend will be Secretary/Treasurer Valdez, Vice-President Montoya and President Ortiz.

**F. Vice President's Report**

1. Vice President Montoya handed out an updated copy of the Membership Group list to all the members present. Discussion followed with President Ortiz requesting that this list be added to the SAS Website.
2. Vice President Montoya handed out a copy of a SAS Members information list that she created which contains the name, phone number, email address and title of each member.

**G. Staff Forum**

1. President Ortiz suggested to the members present that we should have another Staff Forum to update everybody on where we are currently at and what our intentions are. It was also suggested that we have a potluck. Discussion followed and it was decided that we would have a forum on March 6<sup>th</sup> at 2:00 p.m. in the cafeteria. Secretary/Treasurer Valdez will do a facilities request form for the use of the cafeteria. Vice President Montoya suggested that each member reach out to all staff members within their category to let them know who we are and how we represent them. Discussion followed and it was decided that we would reach out via email and that we would have a work session meeting on February 27<sup>th</sup> at 9:00 a.m. to discuss the Staff Forum and a possible potluck. The meeting will take place at the Administration Building in the Dept. of Finance.

**H. Staff Satisfaction Survey**

1. President Ortiz informed the members present that she would like to discuss a Staff Satisfaction Survey but recommended that this topic be tabled due to time frame already spent on this meeting. There was a motion made by Gabrielle Griego and seconded by Karen Wezwick to table till further notice. Motion passed.

**I. Committees**

1. President Ortiz talked briefly about wanting to create an adhoc Welcome Committee as well as a standing Staff Policy and Procedure Committee. Discussion followed and a motion was made by Karen Wezwick and seconded by Gabrielle Griego to allow President Ortiz to create the two committees. Motion passed. Gabrielle Griego volunteered to chair the Policy & Procedures Committee and Orlando LeFebre volunteered to chair the Welcome Committee. Discussion followed with President Ortiz stressing the importance of having someone from Human Resources involved in the Policy & Procedures Committee and that all of the SAS members should brainstorm ideas for the Welcome Committee. It was also decided that both Mr. LeFebre and Ms. Griego would chair these committees for a six month period, at which time their roles would be evaluated by the Senate.

**VII A. Other Business**

1. President Ortiz discussed an issue that a staff member brought to her attention requesting guidance on how to file a grievance. Discussion followed with this issue being handed over to Gabrielle Griego to follow up on since she is chairing the Policy & Procedures Committee.

**VIII A. Next Meeting & Adjournment**

1. Next meeting is scheduled for March 20<sup>th</sup> @ 9:00 a.m. in the cafeteria with Secretary Valdez to take care of the facilities request.

2. A motion to adjourn the meeting was made by Karen Wezwick and seconded by Cynthia Branch. Motion passed. Meeting adjourned at 11:24 a.m.