



MINUTES

Staff Advisory Senate
Regular Meeting
Feb. 21, 2020, 1:00 pm
Suite, GS-104

- I. Establishment of **Quorum**@1:05 PM
- II. Call of **Meeting to Order**@1:07 PM; **Present:** Amanda Lucero, Francina Martinez, Karen Wezwick, June Lopez, Georgia Baca, and Jessica Flores. **Absent:** Gloria Pacheco, and Lawrence Vigil-both excused. **Guest** in attendance: Carolyn Chavez, Dir. Of HR.
- III. Approval of **Agenda**—With changes* was motioned by Jessica, seconded by June, motion passed. (*Changes: tabled discussion E. and action item B. of removing the general maintenance representative from email, and added J. Shared Governance Subgroup Operating Instructions and K. Discussion of Poster on Exempt/Nonexempt.)

Approval of Minutes

- A. February 14, 2020—motioned to be accepted as presented was made by Karen, seconded by Georgia, motion passed.

Informational/Discussion Items

- A. **Staff Handbook** —Tabled, as there was no news; Motion by Francina, 2nd Jessica-passed.
- B. **Staff Activity**—May 11th, from 11 to 1; Team Builder/Rejuvenation Day; Georgia, having experience in Team Building will bring all ideas together, plus add her own, for a list of proposed activities. She was tasked with getting an email together to send out to all for other ideas.
- C. **HLC Visit**—Amanda will find out the date of the visit, and from there we will decide what to do.
- D. **Climate Survey**—Some SAS members felt excluded from survey. Georgia asked who did it, and why were staff not involved, to which Amanda and Francina explained the awkward response that they received when that same question was posed last week at Shared Governance. There was no answer available for Georgia's question.
- E. Removing maintenance representative—tabled for next week
- F. **Shared Governance Updates** (Exhibits A & B) Read handouts and bring feedback for discussion to next week's meeting.
- G. **Training/Workshops**— (Exhibit C) Separate travel away from budget and procurement, but go ahead with requesting training on budget and procurement from Evelyn, Levitt, and Urszula within the next two months.
- H. **Welcoming Committee update**--Amanda will request an update for next week's meeting.
- I. **Request Dr. Rael to update & report**—Amanda will reach out to request him to join us.
- J. **Shared Governance Subgroup Operating Instructions**—review, be ready to discuss.
- K. **Discussion of Poster on Exempt/Non-Exempt**—June presented what she had gotten from the printing. As the image was cut off, we decided to request a better printout.



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- IV. **Open Bills:** There were no new bills to review/discuss.
- V. **Action Items:**
- A. **Staff Handbook**—this was tabled, pending more information, Karen motioned, Francina seconded, motion passed.
 - B. **Removing general maintenance representative from email**—tabled for next meeting.
 - C. **Poster on Exempt/Nonexempt**—motion was made, to follow up on posters by Karen, Georgia seconded, vote passed.
- VI. **New or Follow-up Items for Next Meeting's Agenda**
- A. Budget Review
 - B. Staff Handbook
 - C. Poster update
 - D. Shared Governance papers
 - E. Team Building Rejuvenation/Activities
 - F. Welcoming Committee
- VII. **Adjournment at 2:29 pm**, after Karen motioned and Georgia seconded. With all in favor, motion passed.