



## MINUTES

Staff Advisory Senate  
Regular Meeting  
Feb. 14, 2020, 1:00 pm  
Suite, GS-104

- I. Establishment of **Quorum**@1:10 PM
- II. Call of **Meeting to Order**@1:10 PM; **Present:** Amanda Lucero, Francina Martinez, Karen Wezwick, June Lopez, and Jessica Flores. **Absent:** Georgia Baca, Gloria Pacheco, and Lawrence Vigil.
- III. Approval of **Agenda**—as is, motioned by Jessica, seconded by Karen, motion passed.  
**Approval of Minutes**
  - A. February 7, 2020—motioned to be accepted with changes by Karen, seconded by Francina, motion passed.**Informational/Discussion Items**
  - A. **Staff Handbook** – We should consider outside persons/entity to review. Jessica is charged to call NM universities to see who did theirs and cost. Include in calls: Highland's, Eastern, UNM, NMSU & CNM. Motion to table review of Staff Handbook, pending outcome of phone calls was made by Francina; Karen seconded, motion passed.
  - B. **Staff Activity**—Spring or End-of-Semester BBQ/Morale-builder was discussed, with games and other team-building activities to take place. Possible dates: May 13<sup>th</sup>, or March 11<sup>th</sup>. Time: 11 to 1; bring other game ideas and menu suggestions next week.
  - C. **SAS logo use**-- since SAS had a shield/emblem created, it makes sense to utilize somewhere in/on our minutes. Decision was made to use it as the watermark going forward.
  - D. **General Maintenance Representative**- as Lawrence Vigil has not attended but one (first) meeting since the new year began, nor contacted anyone regarding staying on/resigning, per **SAS By-Laws, page 1, Section 3. Vacancies**
    - A. *Member vacancies shall occur when a member terminates employment with Luna Community College or resigns from the Senate. A seat shall be declared vacant by the Senate President in the event a member of the Senate has a total three (3) unexcused absences from Senate meetings within one Senate year (July 1-June 30).*  
A request will be directed through Cathy Schweid to ask for another representative.
- IV. **Open Bills:** There were no new bills to review/discuss.
- V. **Action Items:**
  - A. **Staff Handbook** – Need to look for more posters, Jessica moved that we approve the flow chart (of those already located). June seconded. Motion passed. Also motioned--to accept the non-descript figures (to go along with flow chart) was made by June, Jessica seconded. Motion passed.
  - B. **General Maintenance Representative**—Motion to contact Cathy, to her to put a note up where the guys from that group will see it, as well as email those who have emails, to request a new representative, was made by Karen. Jessica seconded, motion passed.



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- VI. **New or Follow-up Items for Next Meeting's Agenda**
- A. **Budget Review**
  - B. **Staff Handbook**
  - C. **Poster update**
- VII. **Adjournment** occurred at 2:02 pm, after Jessica motioned and June seconded. With all in favor, motion passed.

