



MINUTES  
Staff Advisory Senate  
Regular Meeting  
January 9, 2020, 1:00pm  
Suite, GS-104

- I. **Call to Order & Establish Quorum:** Meeting was called to order at 1:10pm.
- II. **Present were:** Amanda Lucero, Lawrence Vigil, Gloria Pacheco, June Lopez, and Karen Wezwick, Francina Martinez & Georgia Baca. Absent: Jessica Flores.
- III. **Agenda**—Approval of / Proposed Changes—Motion to accept with changes (add past minute approvals), was made by Francina, Lawrence seconded, motion passed.
  - A. **Approval of Minutes:**
    - Nov. 14, 2019—minutes were presented, motioned to accept, by Lawrence, seconded by Georgia, motion passed.
    - Nov. 21 - 25, 2019—approval was tabled, pending researching differing opinions.
- IV. **Discussion Items:**
  - A. **Welcoming committee** update—Janice Medrano and Shannon Ortiz reported they have no formal minutes, Members do tours for new employees; Are working on new training course/trainings; and creating a fact sheet for new hires. Advised to keep formal minutes. Will do updates once a month to Staff Senate.
  - B. **Revising employee handbook** – members are to review on our own
  - C. **Exempt vs. non-exempt and hiring process** – also to review on our own
  - D. Committees, **Senates** & Student Government **responsibilities** – read through our responsibilities to review each(es) duties/responsibilities.
  - E. **Luminarias** – will be urging more participation by groups/clubs, to spread the responsibility around to more people, than just grounds personnel and custodians, as it has been.
  - F. Suggest Luna Light take **pictures** of senates and student senate – ask Jesse to take pictures that can be posted to website, to make more aware of who are in what groups.
  - G. How to inform constituents – make a grouping of all constituents, so each SAS rep can inform them of happenings, decisions, and other things, as well as getting input from those in our groups. A generic email will be designed to be disseminated to all.
  - H. Proper **Protocol** and attendance – review constitution for clarification.
- V. Date & Time of **next meeting**—next week-Friday, same time-1-2:30pm, same place-Sh. Gov. Suite.
- VI. **Adjournment** – Meeting was adjourned at 2:26pm, after motion by Lawrence, second by Francina.

Minutes by Karen Wezwick, Sec./Treas.