



**Luna Community College  
Staff Advisory Senate  
Regular Meeting  
December 11, 2018 @ 9:00 a.m.  
Student Services Board Room**

**Minutes**

- I. Call meeting to order and establish a quorum**
  - Quorum established and meeting called to order by President Amanda Ortiz at 9:11 a.m.
- II. Roll Call**
  - In attendance: President Amanda Ortiz, Vice President Evelyn Montoya, Secretary/Treasurer Gabrielle Griego, Member Cynthia Branch, Member Melissa Cordova, Member Francina Martinez.
  - Excused absence: Member Karen Wezwick
- III. Proposed Changes & Approval of the Agenda**
  - A motion was made by Evelyn Montoya and seconded by Cynthia Branch to approve December 11, 2018 agenda with no changes. Motion passed.
- IV. Approval of the Minutes for November 13<sup>th</sup>, Regular Meeting**
  - A motion was made by Evelyn Montoya and seconded by Francina Martinez to approve November 13, 2018 minutes with no changes. Motion passed.
- V. Reports**
  - a. President's Report – President Ortiz**
    - President Ortiz provided the BOT with an update about the Linking up with Luna event, and the upcoming Employee Recognition event.
    - She also provided a recommendation regarding the Presidential Search process.
    - Shared Governance reviewed proposed changes to the Tuition Waiver policy. The BOT approved minor revisions made by another party. The BOT will submit the revised policy to Shared Governance for further review and proposed revisions.
    - Discussed the importance of communication to our membership group and suggested posting meetings in the Luna Light again. Evelyn volunteered to be the liaison for this. Further discussed each member sending out an email to their groups at the beginning of the semester. Will revisit this once Evelyn receives an updated list from HR.
- VI. Old Business**
  - a. Employee Recognition Event – December 12<sup>th</sup>**
    - Maintenance will set up tables in the Café. SAS members will go to decorate and prep the area for the event this afternoon.
    - Certificates will be finalized for the event today. They will be provided to all staff for recognition of their years of service at Luna Community College.
    - Went over the schedule of events to allow for adequate time.

**VII. Other Business**

- Member Martinez suggested that training videos be looked at further during the spring semester and to possibly involve Jesse Gallegos and Kenneth Bachicha in these efforts.

**VIII. Set date and time of next meeting**

- Next Regular Meeting is set for January 11, 2019 at 6:00 p.m. at El Rialto Restaurant.

**IX. Adjourn**

- A motion was made by Gabrielle Griego and second by Melissa Cordova to adjourn meeting. Motion passed. Meeting adjourned at 10:45 a.m.