



MINUTES
Staff Senate
Regular Meeting
November 12, 2021
Friday 1:00pm Google meet

- I. Establishment of Quorum / Roll Call**

Present: Georgia Baca, Gloria Pacheco, Matthew Cordova, Emily Ulibarri, Raymond Varela, Jessica Flores, Matthew Garcia, **Absent:** Shannon Ortiz
- II. Call of Meeting to Order:** Quorum established, Chair Baca, calls meeting to order, at 1:02
- III. Swearing in of General Maintenance/Custodian Senator**

Swearing in of New Senator – Senator Mathew Garcia was sworn into office as member of SS
- IV. Approval of Agenda:** Senator Flores, motions to approve agenda, Senator Ulibarri, seconded, Roll call seized, all agree, motion carries, Agenda approved
- V. Approval of Minutes:** Regular meeting 10/11,25/21 and Emergency meeting 11/5/21 Senator Flores, motions to approve minutes, Senator Varela, seconded, roll call seized, all agree, motion carries, Minutes approved
- VI. Public Comments:** Senator Varela discusses another request regarding the clarification for deductions on paychecks. Chair states that HR will be posting in the LCC website as a list of deduction clarification codes.
- VII. Informational / Discussion Items**
 - A. Staff Senator (committee reports):**

HLC & Strategic Planning: Senator Flores discusses HLC report that is due on Monday, process is going good.

SGC: Secretary Pacheco, shares the progress of updates to the SGC LCC webpage updates.

Strategic Planning: Varela, comments regarding the completion of the rephrase of the vision and the mission for the college, moving onto the guiding principles, almost complete.

R and C: Senator Varela, mentions they have not met, all documents have been submitted to VP

Tutoring committee: Senator Varela, has not met, the committee has been absorbed by R & C, their focus has been on R and C.

Facilities: VC Cordova, reports regarding the Facilities Master plan, stating they have not met due the master plan is almost complete, currently under review by Architectural Research Consultants, they have a ten day period, once approved it can be finalized.
 - B. Meeting dates discussion and confirmed:** Chair Baca, comments regarding that other committees that includes SGC, who are meeting on the first and third. SS will continue to

meet every other week on the first and second week, due to revisions to the faculty/staff handbook, with a goal to complete before winter break.

Secretary Pacheco, raises a question regarding the posting of minutes, if it is necessary to post minutes. Chair addresses the question by stating she will get clarification.

VC Cordova, comments that minutes may not need to be posted, they need to be readily available upon request.

C. SS Webpage update: SS updated

D. Draft Faculty/Staff Handbook feedback: Chair requests for feedback on handbook, goal to complete by January 2022. Senator Varela, suggest to have HR present during revisions for accuracy.

E. Thanksgiving luncheon assistance: PR assigned to Campus Life, until the end of the year, they will spearhead the TG Luncheon. Senator Flores volunteers at 10:30 along with Secretary Treasure Pacheco who will help at 10:30, Senator Varela, and tutors will help at 10:30, VC Cordova, volunteers to help at any time through out the event.

F. Staff Senate Christmas Activities: Chair Baca, comments regarding previous year event, this year asking for suggestions for this year Christmas activity. Senator Flores, suggest to have an ugly sweater contest, Ornament exchange or a Christmas tree contest. VC Cordova, suggest to collaborate with a local organization to provide toys for children. Senator Varela, states tutors asking how to start a toy drive. Senator Ulibarri, inquires regarding involvement of the Santa Rosa area, various suggestions made by Senator Flores. Chair suggest a book drive may be another activity, to be considered.

VIII. Unfinished Business / Follow-up Items: NONE

IX. Action Items: NONE

X. New or Follow-up Items for next meeting: Chair reminds we will meet next Friday, for handbook revisions.

Follow up Reminder Draft Faculty/Staff Handbook work session Next Friday 11/19/21 at 1:00
Next Meeting scheduled via Google meet (TBA) (Tentatively weekly or biweekly according to COVID-19 concerns)

XI. Adjournment: Senator Flores motions to Adjourn, Senator Garcia seconded, at 2:21 all agree motion carries.