



**Luna Community College  
Staff Advisory Senate  
Work Session  
November 21, 2019 @ 9:00 a.m.  
Student Services Board Room**

**MINUTES**

- I. The meeting was called to order, quorum established at 9:01am.**
- II. Roll Call--Present**— Lawrence Vigil, Amanda Lucero, Francina Martinez, June Lopez, Gloria Pacheco, Jessica Flores recognized at 9:06 Karen Wezwick, and Georgia Baca, at 9:08. **Guests in attendance:** Louie Benavidez and Matthew Griego, Life Safety Security Supervisor, briefly, as consultants for room capacities.
- III. Agenda—with the following changes:**
  - a. **Add “Other” to Discussion and Action Items.**  
Francina motioned to accept with changes; Gloria seconded, motion passed.
- IV. Approval of Minutes:**
  - a. **October 11, 2019**—Skipped (were previously approved)
  - b. **October 25, 2019**—Lawrence motioned to accept with changes, Karen seconded, motion passed
  - c. **November 8, 2019**—Jessica motioned to accept with changes, Gloria seconded, motion passed.
- V. Discussion--Christmas Potluck/Employee Luncheon—**
  - i. **Ornaments from SAS**—Jessica informed the group that it is too costly for them to donate the ornaments. Francina will put the requisitions in, for Sheryl to approve them, and then we will be able to proceed with getting more decorations and tablecloths. There will need to be requisitions for the Dollar Store, Walmart, and for the pins. Amounts would be for \$50.00, the pins for the exact amount.
  - ii. **Certificates**—Gloria and Karen offered to print the certificates after a template is agreed upon, either at Gloria’s location, or for .25each, with Ron Duran, at the Copy Center and a purchase order. Amanda is to forward some templates. Lawrence motioned to allow for expenditures, and Georgia seconded. Motion passed by acclamation.
  - iii. **Ugly Sweater Prize**—Francina will secure the donation for the prize.
  - iv. **Black Tablecloths**—we will look into obtaining black tablecloths to be used for future events.  
**Number of tables allowed in the Café (per fire code):** 15 tables, seating 6to8 = 90 to120 people
- VI. Action Items**
  - a. **Purchase of decorations**—previously, in Discussions, motion was made by Lawrence, to allow Francina to enter the requisitions for Dollar Store and Walmart, for decorations and tablecloths. Gloria seconded the motion; vote was taken, and passed.
  - b. **Time of Employee Recognition pot-luck:** As it is scheduled for extended time, it has to be work-related.
  - c. Because of the amount of controversy among members about what SAS is attempting to accomplish with this gathering, Karen motioned to change the Christmas Employee Recognition Party to just a Christmas party, with the Employee Recognition Ceremony being scheduled for a later date, separately. It was seconded and voted on. Four voted “for”, but a

further discussion then took place, which brought up the point that it had already been voted upon, and we should not be changing what was already in process. Upon further consideration, Karen rescinded her motion, and it was dismissed.

**VII. Date and time of next meeting**—Dec. 3, at 9:00 am, at SSC Board room.

**VIII. Adjournment** was motioned by Francina, seconded by Jessica and Gloria; Motion carried, meeting adjourned at **10:25am.**, with the understanding that it would **reconvene** when Dr. Rael could join.

Minutes by Karen Wezwick, Sec./Treas.