



MINUTES

Staff Advisory Senate
Regular Meeting
Feb. 07, 2020, 1:00 pm
Suite, GS-104

- I. Establishment of **Quorum**@1:04 PM
- II. Call of **Meeting to Order**@1:04 PM; **Present:** Amanda Lucero, Francina Martinez, Karen Wezwick, Georgia Baca, Jessica Flores. **Absent:** Gloria Pacheco, Lawrence Vigil, and June Lopez.
- III. Approval of **Agenda**—As is, motion by Georgia, seconded by Karen, motion passed.
- IV. **Approval of Minutes**
 - A. January 31, 2020—with a few changes, motioned by Jessica, seconded by Francina, motion passed.
- V. **Informational/Discussion Items**
 - A. **Staff Handbook** – Ongoing Review—Covered Chapters 2.1.1 to 2.2.3(all of page 4)
 - 2.1.1—2.1.3--NO CHANGES needed
 - 2.2 Compliance
 - 2.2.1—...” recruitment and selection” wording questioned; request to:
 - 1) add “in-house” and
 - 2) “email notification” to wording;
 - 3) find out if “other institutions of higher learning” are getting job postings;
 - 4) if so - which ones?
 - 2.2.2— Supervisor Training
Discussion determined that the person immediately over another should be conducting the ongoing training.
Questions for HR:
 - 1) Is ongoing training being done? Is there any back-up? (There is a need for yearly training **plus** refreshers.)
 - 2) Who trains new hires?
 - 3) What length is that training?
 - 4) What about re-trainings?
 - 5) Is there back-up?
 - 6) Who checks up on employee compliance?
 - 7) What happens to those who do not attend?
 - 8) Are faculty required to be on campus during Spring Break and for end-of-semester routines?
 - 2.2.3— Job Description Review
Periodic Reviews **should** be being done by Directors upon posting of open positions. If vacancies are **not** occurring, at the very least, the job description should be being reviewed upon employee evaluation date, yearly. This sentence should be added; “Additional job duties that take more than ten percent of one’s time should reflect a compensatory increase in pay.”
 - B. **Maintaining our records** (binding) — Karen was tasked with maintaining a binder with copies of all (bills, policy, etc.) that SAS reviews. Also, to be added to the binder will be all research that was utilized to come to an understanding for bill/policy review/changes.



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- VI. **Open Bills:** There were no new bills to review/discuss.
- VII. **Action Items**
- A. Staff Handbook – Continued review/Separating into sections
- VIII. **New or Follow-up Items for Next Meeting's Agenda**
- A. **Staff Handbook** – Continue review/Separating into sections. Research two colleges each, look for examples of their staff handbooks, to compare to ours.
- B. **Staff Activity**—An activity by SAS will need to begin to be looked at, Memorial Day being on May 22, maybe the Friday before would be a good day for that, given that only staff will still be on campus. Faculty and students will be done/gone.
- IX. **Adjournment** occurred at 1:56 pm, after Georgia motioned and Francina seconded; all had voted in favor.

