



Minutes

Staff Advisory Senate
Regular Meeting
September 18, 2018 @ 9:00 a.m.
Student Services Board Room

I. Call meeting to order and establish a quorum

- Meeting was called to order by President Ortiz at 9:03 a.m.

II. Roll Call

- In attendance: Amanda Ortiz, Evelyn Montoya, Gabrielle Griego, Melissa Cordova, Francina Martinez, and Karen Wezwick. Excused absence: Cynthia Branch.

III. Proposed Changes & Approval of the Agenda

- A motion was made to approve the September 18th Regular Meeting by Evelyn Montoya and was seconded by Karen Wezwick. Motion passed.

IV. Approval of the Minutes for August 28th, Regular Meeting

- A motion was made to approve the Minutes for August 28th Regular Meeting by Evelyn Montoya and seconded by Francina Martinez. Motion passed.

V. Reports

a. President's Report – *President Ortiz*

- President Ortiz discussed information from the last BOT meeting:
 - BOT Presidential Candidates were announced and expected to visit LCC to meet with Staff, Faculty, Students, and Community.
 - President Ortiz announced to the BOT that Melissa Cordova has officially joined the Senate.
 - Quarterly Meetings between the Senates and the BOT will be scheduled at the next BOT meeting in October.
 - There will be a follow-up with Francisco Apodaca in regards to the Strategic Plan and proposal of changes to the Mission and Vision statements.
- President Ortiz read and acknowledged the resignation of Manual Valdez holding the General Maintenance/Secretary/Treasurer membership seat. Resignation was accepted on behalf of the SAS on 9/17/18.
- A brief review of the last executive meeting consisted of budget discussion and promotional items for the SAS.

- b. Secretary/Treasurer's Report – *President Ortiz***
 - President Ortiz will get previous PO from Manuel Valdez.
- c. Vice President's Report – *Vice President Montoya***
 - Submitted copies of the current membership list and advised that it is a living document with changes happening regularly. Also discussed the meeting with President Interim Ricky Serna regarding stipends.
- d. Welcoming Committee Report – *President Ortiz***
 - President Ortiz went over what the Welcoming Committee has already discussed and announced the current membership.
 - Janice Varela, Janice Medrano, Amanda Lucero and Melissa Cordova.
 - A notification process has been established.
 - HR will notify the Welcoming Committee Chair when interviews have been scheduled, and then will follow-up with the committee when an initial start-date has been determined.
 - The timeline discussed is as follows:
 - Day 1 - The new hire will report to HR to complete necessary paperwork. HR will contact the employee's department for them to meet the employee in HR to walk them to their office.
 - They will complete any additional paperwork in their department and the department will contact the Welcoming committee when they can come give the campus tour.
 - WC liaison will bring welcoming basket (promo items) and give campus tour.
 - Afternoon will be for employee to get settled.
 - Day 2 - Welcome from Staff Senate
 - Peer/Mentor training will take place that morning.
 - Afternoon training will be for Sexual Harassment, Title IX compliance, Safety, etc. Videos can be shown in the Title V lab
 - There may be an additional day but it is still to be determined.
 - Welcoming committee will present at the next SAS meeting.

VI. Discussion Items

- a. Acceptance of Resignation for General Maintenance/Secretary/Treasurer, Manuel Valdez.
- b. Bylaws – Amendments
 - Bylaws will be posted to SAS Google docs as a living document for proposal of changes.
 - Stipend work release and amounts to be reviewed for proposed changes to section.
 - Faculty stipend language to be reviewed for equality efforts.
- c. **Community Outreach**
 - President Ortiz feels that after researching the Community Advisory Board initiative that SAS wanted to pursue, it is something that should come from each

academic department, rather than a SAS driven effort. She discussed this at the last SGC meeting for guidance.

- Based on input received from Dr. Rael, President Ortiz suggested that SAS host a “Business After Hours” reception to accomplish the community outreach efforts and provide a networking opportunity for key players within the college.
- It was decided to host the event the evening of Wednesday, November 14th.
- President Ortiz will reach out to the Academic Directors for who they would like invited.

d. Employee Recognition

- Date for Employee Recognition set for December 12, 2018. More details to be discussed about the event to take place.

e. Promotional Items

- Members will formulate ideas for promotional items that do not mimic other LCC promotional items. Will discuss ideas at next regular meeting, along with budget for purchasing.

f. Follow-up: P & P FAQs/Formal Grievance Form

- FAQs and Grievance Form to be reviewed by members and will be discussed at next regular meeting.

g. Follow-up: Question Regarding Personal Holiday Policy

- Tabled for next regular meeting.

h. Formation of Work Week Committee

- Tabled for next regular meeting.

VII. Action Items

a. Nominations for General Maintenance Vacancy

- General Maintenance membership nominations were proposed. Nomination forms will be provided to the General Maintenance Supervisor. Nominations will be discussed at next regular meeting.

b. Nominations for Secretary/Treasurer Vacancy

- Member Gabrielle Griego was nominated by Karen Wezwick. No other nominations were made. Election of Secretary/Treasurer to be conducted at next regular meeting. Motion to accept the nomination was made by Evelyn Montoya and second by Francina Martinez. Motion passed.

VIII. Other Business

- No other business to discuss.

IX. Set date and time of next meeting

- Next regular meeting set for October 16, 2018 at 9:00 a.m. to be held in the Student Services Board Room.

X. Adjourn

- There was a motion from Karen Wezwick and seconded by Evelyn Montoya to adjourn at 10:29 a.m. Motion passed.