



## Staff Advisory Senate

Regular Meeting MINUTES

July 23, 2020; 1:30pm

Virtual

- I. **Quorum** was established at 1:29 p.m.
- II. Pres. Lucero called the meeting to order at 1:30 p.m. **Present:** Amanda Lucero, Karen Wezwick, Georgia Baca, Jessica Flores, and Gloria Pacheco. **Also Present:** Matthew Cordova, Lawrence Vigil, David Kavanaugh, and Shannon Ortiz.
- III. **Approval of Agenda:** Gloria motioned that we accept the agenda as is, Georgia seconded, motion passed.
- IV. **Approval of Minutes** of July 13, 2020: Jessica motioned that the minutes be accepted as corrected just before meeting of today; Gloria seconded; motion passed.
- V. **Informational/Discussion Items**
  - a. Swearing in new members—Matthew Cordova, Lawrence Vigil and Shannon Ortiz all recited the Oath of Office, and were welcomed as appointed members of Staff Advisory Senate.
  - b. Stipends—Amanda reported that a BAR had been submitted to CFO for funding for FY2021 stipends and for spending.
  - c. SAS Constitutions/By-Law Review—Motion for discussion on this topic be tabled until all members could have time (two weeks) to read and enter input on these documents online, in order to lessen discussion time. Motion, made by Karen, was seconded by Jessica. Motion passed.
  - d. Goals—Discussion on Goals for SAS for this year was opened. Results returned six:
    1. Follow Robert’s Rules of Order—Matthew said he could get each of us copies of these, so we could more easily follow them.
    2. Clarification of SAS By Laws & Constitution, so that there is no room for interpretation.
    3. Stick to the allotted time frame for meetings
    4. Plan a couple of Morale Builders for LCC staff
    5. Review and revise the Staff Handbook for LCC
- VI. **New or Follow-up Items for Next Meeting’s Agenda**
  - a. Clarification of Election of Officers by SAS Sponsor, Dr. Patterson
  - b. Review of SAS By-Laws & Constitution, with special attention to wording of stipend earning calculation/requirements and Election of Officers.
- VII. **Action Items**—there were no action items, save swearing in new members
- VIII. **Date & Time of Next Meeting**—two weeks, August 6<sup>th</sup>, at 1:30pm.
- IX. **Adjournment**—Lawrence motioned for adjournment, Georgia seconded; motion passed. Meeting adjourned at 2:48pm.

KLW