



MINUTES

Staff Advisory Senate
Regular Meeting
January 24, 2020, 1:00pm
Suite, GS-104

- I. Establishment of **Quorum** - at 1:09pm.
- II. **Call of Meeting to Order** – Francina Martinez called the meeting to order at 1:09, with Georgia Baca, Jessica Flores, Gloria Pacheco, June Lopez, Karen Wezwick present. Lawrence Vigil was absent. Amanda Lucero was recognized at 1:16pm. Breanna Gould, Shared Governance Council President, joined (briefly) for clarification on Bill processing.
- III. **Approval of Agenda** – Gloria motioned to accept, with changes (add two bills); Georgia seconded. Motion passed.
- IV. **Approval of Minutes:**
 - A. Work Session – Jan. 10- not available - tabled
 - B. Nov. 21 and (continuation) 25, 2019 – added to agenda, tabled once again, as June’s point in question had not been reviewed.
- V. **Informational/Discussion Items:**
 - A. **Staff Handbook (Exempt – Non-Exempt)** – Discussion proved that more research is needed. Decision was tabled, June and Georgia will research further. Maybe a committee is needed for granting overtime pay. Create an employee email, with SAS member contacting the constituents in their own group, to; 1) welcome new employees; 2) inform all constituents under them of what is going on as far as SAS in concerned. SAS members are tasked to come up with exceptions, worded out to add to consideration for adding/changing policy.
 - B. **Policy and Procedure** – moved SAS discussion to next agenda item - open bills.
- VI. **Open Bills (2) #2020-01-24-01 and 2020-01-24-07**
 - A. Review – **Re-occurring faculty/staff training (#07)** – Discussion brought all in agreement that certain areas DO need to be on a set training schedule, to show more consistency campus-wide. (With all the training required to bring newly hired persons “up-to-speed” to do any given job, justifies the creation of a position, solely to track trainings that persons undergo.) Areas that SAS would like to see regularly addressed include (but are not limited to):

• New Employee Developmental Training	• Outside-- school/graduations	• PDP (Professional Development Procedure)
• Yearly Trainings	• FERPA	• Minute-taking
• Refresher Trainings	• Customer Service(Y)	• Others, as needed
	• Budget Processes	
	• Procurement	
	• Travel Documents	
 - B. Review – **Annual Update on the Strategic Plan (#01)**– tabled, pending obtaining the proper copy of the Strategic Plan/more information.
- VII. **Action Items**

- A. 1-Year Strategic Plan, #20-01-24-01 – tabled
- B. Staff Handbook (Exempt – Non-Exempt) #20-01-24-07 – tabled

VIII. **New or Follow-up Items** for Next Meeting’s Agenda

- A. Staff Handbook (Exempt – Non-Exempt)
- B. 1-Year Strategic Plan

IX. **Adjournment** – meeting adjourned at 2:28 pm. Jessica motioned, Francina seconded. Motion passed.

Minutes by Karen Wezwick, Sec./Treas.