



MINUTES
Staff Senate
Regular Meeting
October 4, 2021
Monday 1:00 pm
Google meet

- I. Establishment of Quorum / Roll Call**

Present: Georgia Baca, Matthew Cordova, Lawrence Vigil, Emily Ulibarri, ,Shannon Ortiz, Jessica Flores, Raymond Varela, Gloria Pacheco
Guest: Carolyn Chavez, David Kavanaugh, Karen Wezwick, Levitt Baca
- II. Call of Meeting to Order:** Quorum established, Chair Baca, calls meeting to order, at 1:03
- III. Approval of Agenda:** Senator Flores, motions to approve agenda, Senator Varela seconded, Roll call seized, all agree, motion carries, Agenda approved.
- IV. Approval of Minutes:** Regular meeting 9/24/21
Senator Ortiz motions to accept minutes as is, Senator Flores seconded, Roll call seized, all agree, motion carries, minutes approved
- V. Public Comments:** None
- VI. Informational / Discussion Items:**
 - A. Staff Senator (committee reports)**

R and C Committee: Senator Varela: reports, on behalf of the R and C committee, he states they have not met since last reported, but they continue to work the absorption of committees.

***HLC Committee:** Senator Flores reports regarding the HLC committee, stating they have established group assignments, then they will meet with the LCC VP, who has taken over as a liaison for the HLC and LCC. They will continue to meet weekly.

Strategic Planning Committee: Senator Varela reports on behalf of the SPC, stating that Dr. Martinez, has put together a group toward a plan that will consider more goals and objectives for the HLC.
 - B. Criterion 5 informational:** *Chair states this has been discuss in the HLC Committee report.
 - C. Presentation of draft Faculty/Staff Handbook:** Chair Baca, states that this is a draft handbook that is in process for combination of the two books into one.

HR Director, Ms. Chavez is invited to the SS meeting to provide more information on the F/S handbook, she clarifies she has not made any changes, only suggestions for revisions, to align with policy.

Chair Baca, states regarding the next step is to unit FS and SS for revisions.

SGC Chair Vigil, clarifies the need for revision on the F/S handbook which is ultimately toward concise and clear information within the book.

- D. Discussion with concerns on HR processes:** Chair Baca, request a meeting with HR Director, to address concerns that Staff have brought forth to the SS committee.
- E. Discussion on Professional Development ideas:** Chair, comments on the discussion over the bill process brought to SGC. Chair recommends and demonstrates for SS members how to go into the LCC SGC webpage for information along with the forms that are available. Noted: As per Chairs request to meet with previous Secretary for conclusion of SS By-laws for posting to LCC website.

VII. Unfinished Business / Follow-up Items: None

VIII. Action Items: None

- IX. New or Follow-up Items for next meeting:** Chair Baca, request to note the handbook progress to Senator Ortiz, and Senator Varela to help remind her to bring up discussion to SGC at their next meeting.

Next Meeting: Chair states we will continue to meet via Google meets, on a weekly or biweekly basis dependent on need, we will meet on Monday's.

- X. Adjournment:** Senator Ortiz, motions to adjourn, Senator Vigil, seconded, all agree motion carries at 1:54 pm