



MINUTES

Staff Advisory Senate
Regular Meeting
January 31, 2020, 1:00pm
Suite, GS-104

- I. Establishment of **Quorum** at 1:12p.m.
- II. **Call of Meeting to Order**, by Amanda Lucero at 1:15pm, Jessica seconded. Present were Francina Martinez, Georgia Baca, Amanda Lucero, Jessica Flores, June Lopez, Gloria Pacheco and Karen Wezwick.
- III. **Approval of Agenda**--Motion to accept with changes (adding Bill #2020-01-31.03 to action items, and adding Jan. 9, Jan. 24., and Dec. 13 minutes to be approved) was made by Francina, Jessica seconded, motion carried.
- IV. **Approval of Minutes:**
 - A. Nov. 21, 2019 -- Motion to accept by Karen, seconded by Gloria, motion passed.
 - B. Nov. 24, 2019 -- Motioned to accept, with a change, by Gloria, seconded by Francina, passed.
 - C. Dec. 13, 2019 -- Motioned to accept, with corrections, by Georgia, seconded by June, passed.
 - D. Jan. 9, 2020 -- Motioned to accept, with corrections, by Francina, seconded by Gloria, passed.
 - E. Jan. 24, 2020 -- Motioned to accept by Jessica, seconded by Georgia, motion passed.
- V. **Informational/Discussion Items:**
 - A. **Staff Handbook (Exempt – Non-Exempt)** – As this is coming from the Federal level, the policy cannot be changed. Luna follows “typical practice”, statewide. We cannot make exceptions. There is nothing that can be done at this level. It might help to get posters made of **Fact Sheet #17A: Exemption for Executive, Administrative...(FLSA)** and post them in a prominent location in each of our offices.
 - B. **Minute Taking Workshop** – Amanda asked about this, and was told that Dr. Patterson’s office was taking care of this.
 - C. Book Ordering #2020-01-31.03 - Motion
- VI. **Open Bills:**
 - A. Review Bill #2020-01-31.03 –
Amanda explained the process of ordering books/the process administrative assistants are required to follow:
 - 1) get book requests at a certain time from all instructors (mid-term/same as course schedule creations),
 - 2) submit orders to the bookstore/MBS online store,
 - 3) go back in the website, and change the ISBN numbers to correspond to the next semester’s requirements, so that students can order books how they prefer.

Upon review of the Bill, it was determined that instructors should be reminded of proper procedure regarding book changes, so that students are not stuck with books they don’t need, and so that students can order their books in time for beginning days of classes.

VII. **Action Items:**

- A. Staff Handbook (Exempt – Non-Exempt) – no action needed.
- B. 1-Year Strategic Plan – We are in support of this bill. Gloria motioned thus, Karen seconded. Vote unanimously passed the motion to support.

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

Assignment for all SAS – review **Chapter 3 of the Staff Handbook**, so we are ready to review that on next Friday.

- NEEDS: 1) **Binder** for all related review material regarding to what's being reviewed;
2) An additional/Bigger table at which we can meet

Georgia brought a point to light, which Amanda wanted reflected in our notes: when LTVI was started, in 1969, the Founding Fathers started it with the following **Philosophy:**

“The preparation of young and adult people for productive citizenship in the complex society of today and tomorrow is the task of Luna Area Vocational School. Education for living and education for earning a living” is what started this school;

Georgia questioned, “Is this what we are doing today?” “Why are we here?” “Do we know?”

She went on to read more:

“Foremost among the problems of vocational education in New Mexico is the lack of sufficient money to offer the types of programs which are needed to care for the dropout, the disadvantaged, the school graduate non-college bound without a marketable skill, and adults without a marketable skill, or whose skills have been automated and have become obsolescent. The development of area vocational schools should produce a means of overcoming most of these barriers.”

- IX. **Adjournment** - Motion to adjourn was made by Gloria, Georgia seconded. Motion passed. Meeting adjourned at 2:34pm.