



Minutes

Staff Senate

Regular Meeting

April 24, 2025

Thursday, 10:00 am

Amberlyn's Office in Allied
Health/ Google Meeting

- I. **Establishment of Quorum / Roll Call**
Amberlyn Gonzales
Crystal Western Ford
Alejandro Montoya
Andrea Lucero
Jacob Walker
- II. **Call of Meeting to Order 10:01 am**
- III. **Approval of Agenda–3/27/2025**
Amberlyn moved that we approve the agenda from 3/27/25. Crystal seconded this motion.
- IV. **Approval of Minutes From 3/27/2025**
Amberlyn moved that we approve the agenda from 3/27/2025. Alejandro seconded this motion.
- V. **Public Comments (3 min. limit)**
No public comment.
- VI. **Informational / Discussion Items (Action Item if specified)**
 - a. Vote on remaining Drug-free and Background Check Policies 1.5

Crystal, Alejandro and Jacob met with Niki Martin on April 11, 2025 before she left LCC. Alejandro talked about the meeting and said that it felt disjointed. The approval and the process for changes to the policy felt very placating and the process was not well explained. He felt that we did not get all of our questions answered. Amberlyn stated that she felt having a definite step-by-step list would be helpful to understand how to go through the process of amending the policy. Alejandro is not feeling comfortable with these answers and process. Amberlyn stated how can we get our questions answered and steps for a process if we don't have an HR director. Alejandro stated he's okay voting at this point, but that we need to have policies that have very consistent, concrete and straightforward information, but that "as applicable" is not necessarily detailed enough. Alejandro said effectively this is setting a bad precedent for other decisions that require policies and processes to be voted on, and it's undermining staff senate's actual authority in having a voice because how long do we wait for HR to be fully staffed so that issues can be addressed with that department. He said he wants more clarification and specifics, and specifically on why policy and procedure are separated and not connected.

- b. Event for Spring

Make apple cobbler and sweet rice for Cinco de Mayo. Set up a dessert table. Amberlyn will make signage for staff senate. Meet at 8 a.m. on May 5 in kitchen to make desserts. Crystal will get all the ingredients together.

VII. Action Items

a. Vote on remaining Drug-free and Background Check Policies 1.5

Amberlyn moved that we approve Background Check Policy 1.5. Alejandro Montoya seconded this motion as long as we follow through with the process to make policy changes with the HR department.

B. Amberlyn will follow up with weekly emails to HR to help us work through the process of amending the background check policy.

Amberlyn moved that we bake desserts and put together a dessert table for the Cinco de Mayo event. Andrea Lucero seconded this motion.

VIII. Unfinished Business / Follow-up Items

a. How to do a proposal to suggest a 4-day work week

Crystal had an informal meeting with Karen Torres. She said that we can put together a proposal. Amberlyn said we submit a memo first to request a new proposal. Alejandro suggested we ask the student senate how we do this. Amberlyn stated that we put together a model of what we envision this proposal to look like and that we start a Google doc for us to edit. Andrea stated that we make a proposal for summer, but feels that we would get a lot of pushback. Alejandro stated that we should do a survey of staff to find out what all staff wants. Amberlyn stated that there is concern from staff that LCC surveys are not anonymous, and that we have a mandatory meeting for staff where we do a paper survey in person. Crystal suggested that we ask Shared Governance what is the best way to do a staff survey. Alejandro is hesitant to bring the idea forward before we even have a proposal and Amberlyn did not support this idea.

Andrea suggested that we offer the survey online and in person, and Amberlyn suggested we go to some departments to talk to them in person. Crystal suggested that CTE, maintenance and custodial departments should be approached casually in person. We will take paper surveys and go talk to them in person. Alejandro suggested we go around and talk casually about 4-day work weeks with staff and also have more formal times to go around and talk about this. Then have a meeting for all staff. Amberlyn brought up how does this impact security? Alejandro said we should look at when we have most classes and students in person on campus. Further discussion was had about different ideas for the policy.

b. Budget proposal for Staff Senate

Jacob suggested a concession stand at games - proceeds would be split between athletics and staff senate. Students would run it. Starting next year athletics will have Little League day at games which will result in more attendance. Approval from the City of Las Vegas to do this at Rodriguez Park will be needed. Amberlyn will ask Parks and Rec for approval for concession stand. Jacob suggested we have two tents - one for drinks

and one for food. No hot food. Staff Senate buys initial food and Eric said from first sale we pay ourselves back. Fall games are Fridays, Saturdays and Sundays. Jacob suggested one time per month we buy all the lunch tickets for Luna Eats. For in-service weeks, staff senate takes care of lunch for everyone. Eric suggested last day of finals week we have an event/food for staff. Monies from concession stands would be put into a separate line item under Baseball/Softball with the LCC Foundation. We would access funds through credit card with the Foundation. Jacob suggested an LCC Halloween game by Staff Senate would be a big fundraiser - face painting, costumes, trunk or treat.

c. Recruiting new members

IX. New or Follow-up Items for next meeting

Find out who is responsible for propane tank in Allied Health. Find out what company does auto refill Amerigas, Ferrell?

Plan a welcome back event for campus in August.

X. Adjournment 11:53 am. Motion to adjourn by Amberlyn and seconded by Crystal.