



MINUTES

STAFF SENATE REGULAR MEETING
March 10, 2021; 8:30am, Virtual



- I. Establishment of Quorum / Roll Call**
Present: Georgia Baca, Karen Wezwick, Emily Ulibarri, Jessica Flores, Gloria Pacheco, Shannon Ortiz, Lawrence Vigil. **Absent:** Matthew Cordova (Excused) **Guests:** Cathy Schweid, Michael Montoya, Renee Maestas, Ida Valdez, Germaine Baca, Cynthia Branch, Janice Medrano, and Francina Martinez.
- II. Call of Meeting to Order** – with a quorum of seven, the meeting was called to order by Chair Baca at 8:36am.
- III. Approval of Agenda** – Acceptance of the agenda, as was proposed by Gloria Pacheco, 2nd by Shannon Ortiz. Roll call vote, all in favor – motion passed.
- IV. Approval of Minutes**
Regular meeting Feb. 11, and Work Session on Feb. 25, 2021 were presented for approval. Lawrence Vigil motioned acceptance as is, Emily Ulibarri 2nd; Roll call vote, all in favor – motion passed.
- V. Public Comments** – no comments.
- VI. Informational/Discussion Items**
 - A. Committee updates/Shared Governance, etc.** – Georgia and Gloria shared that Shared Governance could not continue with the scheduled meeting, due to lack of quorum.
 - B. Saint Patrick’s Employee Activity** (Wed., 3-17) suggestions – Shannon Ortiz offered a St. Patrick’s Day quiz proposal, and suggested prizes be given to winning participants. Gift packs were suggested: Gloria offered dental packs from Dental, Karen Wezwick offered VOC Trades mugs; Renee Maestas offered promotional items from Student Services. Question was raised about Staff Senate members being able to participate or not, Shannon mentioned that she was the only one who had the answers, and so anyone who wants to, should be allowed. Chair Baca Suggested that each SS who participates and wins will be given the opportunity to give up the prize or not.
 - C. Staff Senate Stipends/Clarification and deadlines** – having network problems, Karen Wezwick was not able to present, but explained how each member will be required to submit their own page for stipend payout at the end of the fiscal year, and should pay close attention to the Excel attendance records once they are completed and shared. These will all be covered in more detail in the next work session.
 - D. Employee End of Semester(year) get together - plans/ideas** – Chair Baca brought this up for all to be getting thoughts and ideas together for this to happen, hopefully as an outside event.

- E. Review of google documents shared drive – discussion only, Wezwick talked about all getting in and looking at their Staff Senate shared drive, and locating the needed forms for submission for stipends in June.
- F. Staff Senate meetings date and time-pick a date – Suggested our meetings be kept to the second week of the month, with specific day and time TBA.
- G. Grievance Process / Modifications -- Chair Baca requested the final form be sent out and presented to the Board for incorporation to the Staff Policy manual in order to assist staff by knowing what to do if one needs to file a formal grievance.
- H. Continuation of By-laws and Constitution review – this will be taken up further at the next work session.

VII. Action items – there were no action items this meeting.

VIII. Unfinished Business / Follow-up Items

- A. Continuation of By-laws and Constitution review

IX. New Business -- 4-day work week/Flex time proposal

- X. Adjournment** – There being no further business, Chair Baca called for a motion. Lawrence Vigil did so, Jessica Flores 2nd, the meeting was adjourned at 9:19am. Next Regular Meeting is scheduled for Friday, April 9th, 2021 at 1:00pm virtually, with a work session to be announced.