



**Luna Community College**  
**Staff Advisory Senate**  
**Regular Meeting**  
**November 13<sup>th</sup>, 2018 @ 9:00 a.m.**  
**Student Services Board Room**

**Minutes**

- I. Call meeting to order and establish a quorum**
- A regular meeting of the Luna Community College Staff Advisory Senate was called to order by President Amanda Ortiz at 9:16 a.m.
- II. Roll Call**
- **Members Present:**
    - President Amanda Ortiz
    - Vice President Evelyn Montoya
    - Secretary/Treasurer Gabrielle Griego
    - Member Melissa Cordova
    - Member Francina Martinez
    - Member Karen Wezwick (Late-Recognized at 9:20 a.m.)
    - Member Cynthia Branch (Late-Recognized at 9:25 a.m.)
- III. Proposed Changes & Approval of the Agenda**
- A motion to approve the Agenda with minor changes was made by Evelyn Montoya and seconded by Melissa Cordova. Motion passed.
- IV. Approval of the Minutes for October 23<sup>rd</sup>, Regular Meeting**
- A motion to approve the Minutes with minor changes was made by Evelyn Montoya and seconded by Melissa Cordova. Motion passed.
- V. Reports**
- a. President's Report – *President Ortiz***
- i. BOT meeting to be held November 13<sup>th</sup>. LCC Interim President Ricky Serna will be presenting the recommended changes to the SAS By-laws including SAS Stipend amounts.
- VI. Other Reports**
- a. Treasurers Report – *President Ortiz***
- i. Initially \$10,300.00 was allotted to SAS for funding. Upon BOT approval at their next meeting, \$8,000.00 of the budget will be utilized for the SAS Stipends. The remaining balance of \$2,300.00 will be used for SAS sponsored events and any additional materials needed for SAS meetings.
    1. Due to the General Maintenance vacancy, that stipend amount will remain within the budget.
    2. There are Purchase Orders (P.O.) currently open for Dollar Tree (\$150.00), Walmart (\$150.00), and the Copy Center (\$150.00). The remaining balance of the SAS funds totals \$1,850.00.

- ii. Francina did book Charlie's Bakery for catering for the Linking up With Luna event. That amount will be deducted from SAS budget.
- iii. A new P.O. will be opened with the Bookstore, which will be separate from the Copy Center.

**VII. Old Business**

**a. Linking up With Luna event – November 14<sup>th</sup>**

- i. President Ortiz sent out emails to Academic Directors to prepare an introduction of their programs. She also invited Interim President Ricky Serna and Vice President Dr. Sharon Lalla to attend and speak at the event.
  - 1. President Ortiz also visited businesses within the community to share the invitation to the event. She visited banks, local school administration offices, and vocational businesses.
  - 2. Briana Montano-Baca, with the Small Business Development Center sent out an email to all her contacts within the community to share the invitation.
  - 3. Some RSVP's were received back from Academic Directors and businesses within the community.
- ii. There are going to be Department Advisory Committee sign-up sheets for volunteers at the event.

**b. Promotional Items**

- i. Work session planned to discuss which promotional items will be purchased with approved budget. Date and time TBA.

**c. Employee Recognition event – December 12<sup>th</sup>**

- i. Certificates will be given to 5,10,15 and 20+ years of service.
- ii. Will follow up during work session about years of recognition items, per year of service.

**VIII. Other Business**

- a. No other business.

**IX. Set date and time of next meeting**

- a. Next Regular Meeting is set for December 11<sup>th</sup> at 9:00 a.m. in the Student Services Board Room.

**X. Adjourn**

- a. A motion was made by Evelyn Montoya and seconded by Gabrielle Griego to adjourn meeting at 10:06 a.m. Motion passed.