



## Minutes

Staff Senate

Regular Meeting

April 23, 2026

Thursday 10:00 am

TE-120 by Amber's Office in  
STEM/ Google Meeting

### **I. Establishment of Quorum / Roll Call**

Amberlyn Gonzales, Adam Luna, Anthony Lujan, Crystal K. Western Ford, Alejandro Montoya

### **II. Call of Meeting to Order**

Meeting called to order at 10:09 a.m.

### **III. Approval of Agenda–April 23, 2026**

Amberlyn made a motion to approve the 4/23/26 agenda. Anthony seconded.

### **IV. Approval of Minutes–March 27, 2026**

Amberlyn made a motion to approve the

### **V. Public Comments (3 min. limit)**

### **VI. Informational / Discussion Items (Action Item if specified)**

- Staff appreciation meal/Staff senate t-shirts for staff

Amberlyn talked to Sharisse and t-shirts may be donated by Community First (instead of purchased by Staff Senate). Amberlyn suggested we add hamburgers and potato chips, garnish instead of green salad. Plan is to have t-shirts ready by May 11, 2026 and we will distribute them on Wednesday, 5/13 during staff in-service lunch. Staff Senate lunch will be Wednesday, May 13 at noon.

- Fundraiser (Flea Market Craft fair-Date TBD)

Amberlyn has talked to Sharisse about monies for this. Amberlyn talked to Dr. Romero, and we are not approved for our flea market yet. Small changes need to be made on the flea market proposal. Dr. Romero is working on allowing vendors to pay online as she does not want us to take cash. Adam asked if parties in the cafeteria are still being scheduled. Our understanding is that parties will no longer be allowed in the cafeteria after June 2026.

- Employee handbook- Sent to all staff and faculty and 4 day work week

Employee handbook was sent out to all staff and faculty, and today is the last day for everyone to submit their comments on the Google Drive Employee Handbook. Four-day work week is included in the handbook. If there is a policy referenced in the handbook, there should be a means of finding the policy. Will there be a policy manual in the future?

# Minutes

Staff Senate

Regular Meeting

April 23, 2026

Thursday 10:00 am

TE-120 by Amber's Office in  
STEM/ Google Meeting

## Bylaw Revision

Kristi Safranek was invited to this meeting to discuss whether or not we can revise our bylaws and take out everything related to the organizational chart (aka membership chart). Kristi said that if we keep documentation of all our work, keep track of which department we have senators from, get quarterly updates from HR on which employees correspond to what departments, then we can get rid of the organizational chart in our bylaws. Documentation will keep us safe if we receive a complaint that a department is not being represented. Kristi requested committees send a description to her to include in onboarding materials. Vote is tabled until next meeting. Crystal will contact Kayleigh to work on a new staff organizational chart which will help us finish revising our bylaws.

## **VII. Action Items:**

- a. Vote on Bylaw revision - tabled until next meeting during in-service week

## **VIII. Unfinished Business / Follow-up Items**

## **IX. New or Follow-up Items for next meeting**

- Staff appreciation swag/ Uniform items

## **X. Adjournment**

Meeting adjourned at 11:31 a.m.