



**Luna Community College
Staff Advisory Senate
Regular Meeting
January 17th, 2019 @ 5:00 p.m.
Student Services Board Room**

Minutes

I. Call meeting to order and establish a quorum

- Quorum established and meeting called to order by President Amanda Ortiz at 5:15 p.m.

II. Roll Call

- In attendance: President Amanda Ortiz, Vice President Evelyn Montoya, Secretary/Treasurer Gabrielle Griego, Member Cynthia Branch, Member Melissa Cordova, Member Francina Martinez (recognized at 5:31p.m.), and Member Karen Wezwick.

III. Proposed Changes & Approval of the Agenda

- A motion was made by Evelyn Montoya and second by Gabrielle Griego to approve January 17, 2019 agenda with no changes. Motion approved.

IV. Approval of the Minutes for December 11th, Regular Meeting.

- A motion was made by Evelyn Montoya and second by Melissa Cordova to approve December 11, 2018 minutes with no changes. Motion approved.

V. Reports

a. President's Report – *President Ortiz*

- President Ortiz mentioned that the Shared Governance and BOT meetings have not yet been scheduled.
- The BOT has announced the remaining candidates to be interviewed for the LCC Presidential position. Interviews began January 17, 2019.
- Policy 1520 of the BOT Policy Manual will be reviewed by Shared Governance to make revisions that will more accurately reflect how Shared Governance and BOT interact on behalf of the institution representatives. The Staff Senate will also be reviewing the policy for revisions.
- There was positive feedback from the Employee Recognition event in December.

b. Other Reports

- Treasurers Report will be presented during the next regular meeting in February.
- PO has been submitted for Member Cordova's SAS shirt.

VI. New Business

a. HLC Preparation

- Under Criteria 5 of the HLC report, Staff Senate is charged with providing information on how the committee is within compliance with the Strategic Plan. President Ortiz will send Donna Flores corresponding information, along with access to meeting minutes and agendas.
- Working space for HLC on-site visit is pending location availability.
- Forums for HLC preparation are pending organizational setup.
- HLC is scheduled to visit LCC March 25-26, 2019.

b. Board Re-election

- Timeframe for elections of BOT members will be provided at next regular meeting.

VII. Other Business

- Follow-up on Grievance FAQ: still pending review.

VIII. Set date and time of next meeting

- Next regular meeting is scheduled for February 28, 2019 @ 9:00 a.m. in the Student Services Board Room.

IX. Adjourn

- A motion to adjourn meeting was made by Melissa Cordova and second by Evelyn Montoya. Motion passed. Meeting adjourn at 6:15 p.m.