



## AGENDA

Staff Senate

Regular Meeting

Thursday, April 3, 2025

9:00 am

Amberlyn's office MO-12 or

Google Meet

<https://meet.google.com/iif-mcuq-hbv?hs=224>

1. **Establishment of Quorum / Roll Call**  
**Amberlyn Gonzales**  
**Crystal Western Ford**  
**Andrea Lucero**  
**Jacob Walker**  
**Alejandro Montoya**
2. **Call of Meeting to Order 9:00 am**
3. **Approval of Agenda from 3/6/25**  
**Motion made to approve agenda from 3/6/25 by Amberlyn Gonzales and seconded by Crystal Western Ford.**
4. **Approval of Minutes From 3/6/2025**  
**Motion made to approve minutes from 3/6/25 by Amberlyn Gonzales and seconded by Crystal Western Ford.**
5. **Public Comments (3 min. limit)**
6. **Informational / Discussion Items (Action Item if specified)**
  - a. Oath in new members - Jacob Walker
  - b. Vote on remaining Drug-free and Background Check Policies 1.5

This vote was tabled until the following clarifications are received. Alejandro stated the importance of clarifying why background checks are necessary and what “if applicable” means as written in the current policy. He said that it is important for staff to be informed as to why both background checks and social media checks are required. We should ask for clarification on why and when social media checks and background checks

are necessary for staff before we vote on this. We should find out who at LCC is responsible for doing background checks, and whether or not that should be written into the policy. We would like the clarifications to be in writing in the policy. Background checks used to be done through Rio Grande, but now may be done through NMDOH.

c. Event for Spring

Andrea will ask about movie license for a spring event in the LRC with popcorn and drinks. Crystal will ask Justin about our budget.

**7. Action Items**

a. Oath in new members

Jacob Walker read the Staff Senate oath and signed it.

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

This was tabled until clarifications are received and added to the written policy.

**8. Unfinished Business / Follow-up Items**

a. How to do a proposal to suggest a 4-day work week - Crystal will ask HR. Alejandro mentioned that Fridays are often days when students have more time and staff is needed be present at Luna to assist them. Jacob agreed. Maybe we could suggest that 4-day weeks are only for summer. Jacob said that recruiting visits on Fridays are hard because sometimes only a few buildings are open in the beginning of the semester. Alejandro asked how payroll would be adjusted to reflect a potential variety of schedules that add up to 40 hours per week. Amberlyn talked about options of 4 ten-hour days, working until noon on Fridays, or 5 eight-hour shifts, and thinking of these as incentives to reduce staff turnover at Luna and improve employee morale. This could be made optional for all employees. Andrea said the admissions office could benefit from working after 5 in order to accomplish tasks that are not getting done between 8-5 due to her and Savannah being busy answering phone calls and many other tasks. Andrea will check on whether other CHESS community colleges offer flexible work hours and/or 4-day work weeks.

b. Budget proposal for Staff Senate - Crystal will ask about this starting with Justin in Procurement.

c. Recruiting new members - Amberlyn stated that we are now only missing one person from the maintenance category, and she has not heard from anyone in that category who wants to participate in Staff Senate.

**9. New or Follow-up Items for next meeting**

a. Jacob suggested finding more ways for staff to interact and get to know one another. He said that the athletics department feels like it's very removed from the campus even though athletics makes up a third of the student body.

**10. Adjournment**

Meeting adjourned at 9:58 a.m.