



MINUTES
Staff Advisory Senate
Regular Meeting
February 28, 2020, 1:00pm
Suite, GS-104

- I. Establishment of **Quorum** - at 1:10pm.
- II. **Call of Meeting** to Order – Amanda Lucero called the meeting to order at 1:10, with Francina Martinez, Georgia Baca, Lawrence Vigil, Gloria Pacheco present. June Lopez and Jessica Flores were recognized at 1:18pm. Karen Wezwick were absent. **Guests** included Francisco Apodaca, Director of STEM & Interim Director of Allied Health, and Dr. Rolando Rael, President of LCC.
- III. **Approval of Agenda** – Gloria motioned to accept, with changes (added two bills); Francina seconded. Motion passed.
- IV. **Approval of Minutes:**
 - A. Feb. 21, 2020 – Gloria motioned to accept, no changes; Francina seconded. Motion passed.
- V. **Informational/Discussion** Items:
 - A. **Poster presentation**—June, being absent, Francina motioned to table the discussion (and decision/action) on posting, Gloria seconded, motion passed.
 - B. **Welcoming Committee**—Janice Varela & Shannon Ortiz presented that there have been two new employees, they need more swag. In speaking with the Vice President, on a chance meeting, they asked what the roles of the welcoming committee, to which he replied that they are not responsible for any training at all, as those fall on HR. Clarification as to who they need to know, where they need to go, what they need to know, etc. was what is for the committee to take on. So, after discussion, it was decided that HR needed to be contacted, to clarify who is responsible for WHAT, and just exactly what IS the Welcoming Committee’s responsibility. A memo summarizing what the ladies (Janice & Shannon) find out will be presented at next meeting.
 - C. **HLC Visit**—no news, as it is still “a while” before they schedule a visit; after the leaders get their report over to them.
 - D. **Maintenance Representative** – Lawrence spoke and explained how the snow removal and job responsibilities have kept him from attending the SAS meetings, and will continue to be in the meetings, to be the representative for the custodial and grounds staff. During the discussion point was made to revisit the By-Laws to restate the number of absences allowable before a member’s position is considered abandoned.
 - E. **Shared Governance Updates** – Simply know that it is a living document, revisions and changes will happen, if there is a shortfall, or change needed, feel free to suggest.
 - F. **Training/Workshops – Procurement and Travel Training** – Francina will contact the people necessary to move forward with this training and bring back the information next meeting.
 - G. **Staff Handbook – Working with faculty** – Jessica called three different entities, for quotes and referrals on reviewing handbooks. We do need to begin looking at both faculty & staff handbooks, to bring both more in line with what is needed to be following Higher Ed.
 - H. **Staff Activity** – research types of activities – Georgia talked to someone, who wanted an outcome specified. TRUST. COMMUNICATION. RESPECT. Discussion should continue next week. Lawrence explained how a training he attended, on Title IX—Equal Opportunities for

males and females, directed by attorneys, because there are liability issues involved. Maybe get a guest speaker to present.

- I. **Request Dr. Rael attend to update and report** – Dr. Rael was asked to join, as he is the Mentor/Advisor for Staff Advisory Senate. SAS wants to keep Pres. Rael “in the loop” where SAS is concerned. Communication should be made in written form, so there are no misunderstandings, that is what Shared Governance is all about, said Dr. Rael. He also suggested Staff and Faculty Senates get together to rework the Policies and Procedures Manual, while at the same time, combining both handbooks into one. He also suggested taking it section by section, such as all of hiring, so that it is not so intimidating.
- VI. **Open Bills (2) #2020-02-28.1 (Online Bookstore Assistance) and 2020-02-07.2 (Berry Care!)**
Francina moved they both be tabled, as Ron Duran need to be consulted/included for us to be able to decide how to vote.
- VII. **Action Items – no action items.**
- VIII. **New or Follow-up Items** for Next Meeting’s Agenda – none were discussed. Will follow-up with those items that did not get finalized this week.
- IX. **Adjournment** – meeting adjourned at 2:58pm. Jessica motioned, Francina seconded. Motion passed.

Minutes by Karen Wezwick, Sec./Treas.