



**Luna Community College  
Staff Advisory Senate  
Regular Meeting  
March 7, 2019 @ 10:00 a.m.  
Student Services Board Room**

**Minutes**

**I. Call meeting to order and establish a quorum**

- A quorum was established and the meeting was called to order by President Amanda Ortiz at 10:17 a.m.

**II. Roll Call**

- **In Attendance:** Amanda Ortiz, Evelyn Montoya, Gabrielle Griego, Melissa Cordova, Francina Martinez, and Karen Wezwick.
- **Guest in attendance:** Amanda Lucero, Chair of Welcoming Committee.

**III. Proposed Changes & Approval of the Agenda**

- A motion was made by Karen Wezwick and seconded by Evelyn Montoya to approve the March 7, 2019 agenda without changes. Motion passed.

**IV. Approval of the Minutes for January 17<sup>th</sup>, Regular Meeting & February 20<sup>th</sup>, Special Meeting**

- A motion was made by Evelyn Montoya and seconded by Francina Martinez to approve the January 17, 2019 minutes without changes. Motion passed.
- A motion was made by Evelyn Montoya and seconded by Francina Martinez to approve the February 20, 2019 minutes with changes. Motion passed.

**V. Reports**

- **President's Report – *President Ortiz***

- President Ortiz provided an update on the HLC Criteria 5 Forum, held on March 1<sup>st</sup>. Due to changes to the requested length of the forum and the amount of information, only a PowerPoint presentation was given to LCC Staff. The original plan was to present a PowerPoint, in addition to a game similar to previous forums. HLC Criteria 5 was presented by Donna Flores, Amanda Ortiz, Evelyn Montoya, and Gabrielle Griego.
- Re-cap: A memo was submitted to the BOT on Monday, February 25, 2019 on behalf of the Staff and Faculty Senates, regarding concerns

brought to the Senates about the Presidential Appointment Process. The BOT meetings are available on the Luna YouTube page. The memo was prematurely received by the BOT in their February 25<sup>th</sup> meeting packet. The memo was intended to be included in the February 26<sup>th</sup> BOT/Shared Governance meeting packet. The Board did go into Executive Session, Monday evening to discuss the memo received. At the scheduled BOT/Shared Governance meeting on Tuesday, February 26<sup>th</sup>, many people attended to voice their concerns. Evelyn shared her concerns made at the February 26<sup>th</sup> BOT/Shared Governance meeting.

- President Ortiz clarified that she was not involved in the voting poll emailed from Matthew Bowie to Luna employees.
- The policy for Freedom of Expression and Dissent is available under the HR page.
- A SAS Executive meeting was held on March 7<sup>th</sup> at 9:00 a.m. to discuss FY 19 Budget for SAS, upcoming priorities of SAS election, etc. This information will be discussed throughout the SAS regular meeting.

- **Other Reports**

- **Welcoming Committee Report – *Amanda Lucero, Chair***

- Amanda L. provided an update of the Welcoming Committee's efforts in helping new employees get acquainted and situated with their new work environment. Amanda L. had the opportunity to assist a new employee on day 1 by showing them the LCC structure, gave a tour of the campus, ensured their office was set up, and that they got their employee ID. Then on day 2, she made sure their office phone was set up and that they received Luna's mandatory training (i.e., Title IX, FERPA, Sexual Harassment, and Anti-Bullying).
    - She received cooperation with scheduling the new employee for Title IX and FERPA, however, there were some concerns for the Sexual Harassment and Anti-Bullying trainings. Carolyn in HR informed Amanda L. that she wants to handle the Sexual Harassment training via a link.
    - It's important to have all new employees receive all mandatory trainings promptly and are made readily available in a central location while anticipating questions and/or concerns from the new employee. She also shared that there are approximately 15 employees that do not have FERPA and Title IX trainings in FY 18-19.
    - Jesse Gallegos was asked to take pictures of new employees to be featured in the Luna Light, however there was no response.
    - President Ortiz tasked Amanda L. to contact a SAS member when a new employee starts to introduce them to their SAS representative. President Ortiz will work with Amanda L. on an email that will go over the Welcoming Committee efforts. Carolyn in HR and Amanda Lucero will be invited to the April SAS meeting.

- **Vice President's Report – *Evelyn Montoya***

- Vice President Montoya received an updated membership group list from Carolyn in HR. A copy of the list was handed out to all SAS members.

There are some new changes to members within groups due to the reclassification of job titles. Vice President Montoya recommended a more direct approach to reach out to each group we are representing. An outreach effort will be made by each SAS representative to their membership group via email.

**Secretary/Treasurer's Report – Gabrielle Griego**

- Gabrielle presented an update of the SAS FY19 budget. The update consisted of the current balance for SAS Stipends (\$8,000.00), SAS Operating Expenses (\$1,505.03), and Unrestricted Funds (\$119.01) from vending machines. A complete breakdown of expenses was explained the Senate. A copy of the budget report will be attached to March 7<sup>th</sup> minutes.

**VI. Old Business**

- **Grievance Procedure Handout**

- There has been a couple of versions of the Grievance Procedure handout that the Senate has been working on. There was a decision to pick a final version of the handout that will be submitted to HR after final updates are made. A copy of the final version was given to each member to review. The Senate collaborated to ensure all information and formatting is appropriate. Gabrielle will send an electronic copy to the SAS group for final approval on changes to the document. A motion to make an electronic vote, after formatting changes are approved by the Senate, was made by Karen Wezwick and seconded by Francina Martinez. Motion passed.

**VII. New Business**

- **Acceptance of Resignation – Professional**

- President Ortiz announced Cynthia Branch's resignation from SAS. Branch's letter of resignation was read by President Ortiz. There was an acceptance of the resignation from Cynthia Branch, creating a vacancy for membership group *Professional*.

- **Acceptance of Nominations to fill Senate Vacancy**

- President Ortiz informed all SAS members that the current vacancy for the Professional membership has a term of 1 year. The term expires June 2019. Due to the upcoming elections for SAS memberships, whoever is elected to fill the current vacancy will serve the remainder of the current term. Thereafter, elections will take place and a new term will begin with the elected Senate member. If the person filling the vacancy wishes to run in the upcoming election, they may do so.
- Karen suggested that the Senate revisit the vacancy and re-election policy due to the changes made to SAS representation groups on behalf of the employment reclassifications, also to include internal job transfers and promotions. There was also concern to the growing number of members in a group that would increase the need of representation from SAS.

- President Ortiz mentioned there will be other By-Law policies to be reviewed. An additional policy regarding Conflict of Interest will be visited at the next regular meeting in April.
- Nominations to fill *Professional* vacancy were made by SAS members. Nominated individuals are: Laura Salazar, Sandra Rivera, Briana Montano-Baca, Tycie Jackson, and Vanessa Torres.
- President Ortiz will send nominees the updated Nomination form to confirm their acceptance of being nominated to represent the *Professional* vacancy. Completed nomination forms will be submitted to Gabrielle and presented at the April regular meeting.
- **Shared Governance Policy 1520 – revisions**
  - President Ortiz provided a recap of BOT Policy 1520 that has been requested by Shared Governance Council to review and make further revisions.
  - Policy 1520 was reviewed by SAS members and suggested revisions were made. President Ortiz will email an electronic copy to SAS members to ensure all suggested revisions are noted.
  - Clarification to the revisions will be submitted to Jessica McGee. The Senate will make a final vote on revisions upon clarification from Jessica.
  - A motion to approve revisions to Policy 1520, via electronic vote, was made by Melissa Cordova and second by Karen Wezwick. Motion passed.
- **Supplemental Assignment Reports**
  - President Ortiz informed all SAS members that in order to receive stipends, each member will need to complete a Supplemental Assignment form that will be submitted to Human Resources. The form will be emailed to all members to document each of their roles on the Senate and their participation over the Fiscal Year.
  - Gabrielle has created an attendance log to serve as documenting evidence for each member at all SAS meetings, BOT and BOT/Shared Governance meetings, as well as SAS hosted special events. Gabrielle will also work with Sheryl Yara to gather all BOT and BOT/Shared Governance sign-in sheets to add to attendance log and documenting evidence.
  - President Ortiz will check with Carolyn about the supervisor signature on the Supplemental Assignment form to verify if that will be changed to SAS President Signature.
  - President Ortiz will contact members that have resigned regarding stipends. If necessary, stipends will be prorated and a Supplemental Assignment form will be completed and submitted to HR.
- **Leave Donation Policy**
  - Gabrielle introduced Leave Donation Policy 12.1.8.1. Carolyn Chavez has requested that SAS review revision to the policy. Requested revisions are intended to clarify employee qualification to receive leave donations from other employees.

- President Ortiz suggested that Gabrielle receive more clarification from Carolyn about the requested revision to the policy.
- Leave Donation Policy 12.1.8.1 will be revisited at the next scheduled SAS regular meeting.

### **VIII. Other Business**

- **HLC Welcoming Committee**

- President Ortiz mentioned that Luna has received a tentative schedule for the HLC visit on March 25<sup>th</sup> – 26<sup>th</sup>. Jessica McGee will be the liaison between the College and HLC. Administrative arrangements will continue to go through Dr. Lalla.
- Further updates on the HLC visit preparation consisted of group meetings being properly organized by Jessica McGee and Karen Wezwick. Janice Medrano and Sheryl Yara are taking care of refreshments. Laura Sandoval and Amanda Lucero, as well as others, are ensuring the HLC conference room is appropriately set up. The conference room will be located across the hall from Admissions. An IT support ticket has been submitted to ensure internet and computers are set up and working properly.
- The Welcoming Committee is also working with Jesse Gallegos to put up pictures on the walls in the HLC meeting room. More volunteers are welcome to help throughout the preparation and visit of HLC.

- **Staff Handbook**

- Gabrielle mentioned that the Staff Handbook is needing to be updated with regards to the new Strategic Plan.
- President Ortiz suggested that Gabrielle speak to Carolyn Chavez to verify the process of getting the Strategic Plan updated in all handbooks.

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

- Next regular meeting is scheduled for April 4, 2019 @ 10:00 a.m. in the Student Service Board Room.

### **X. Adjourn**

- A motion to adjourn meeting was made by Gabrielle Griego and second by Karen Wezwick. Motion passed. Meeting adjourned at 12:45 p.m.