



## MINUTES

### STAFF SENATE

Regular Meeting - Virtual  
November 13, 2020, 10:00a.m.

- I. Establishment of Quorum / Roll Call**  
**Present:** Georgia Baca, Karen Wezwick, Matthew Cordova, Gloria Pacheco, Jessica Flores, Shannon Ortiz, Emily Ulibarri, Lawrence Vigil. **Guests:** Martin Garcia, David Kavanaugh, Michael Montoya & Evelyn Montoya
- II. Call of Meeting to Order** occurred at 10:06 a.m. by Chair Baca
- III. Approval of Agenda**—Approval to accept Agenda, with changes (to add Induction to order, change time for meeting corrected, and add to discussion & action the appointment of a representative for the Presidential Search Committee; add discussion of recognition of LCC staff who are retiring) was motioned by L. Vigil, seconded by Gloria Pacheco—motion passed.
- IV. Induction of Newest Member**—Emily Ulibarri was officially sworn as member to take place in Admin. Assist. /Office Manager Staff Listing Group, although she has attended since her nomination on Oct. 21.
- V. Approval of Minutes**
  - A. 10-02-2020—with changes (show actual start time at 1:06pm, and with note that Matt Cordova abstained from approving)
  - B. 10-09-2020—as presented,
  - C. 10-21-2020—with changes (add Jessica Flores to attendees, and correct Gloria’s name), motioned for acceptance by Chair Baca, with no objections, motion passed.
- VI. Informational/Discussion Items**
  - A. Grievance process & backup: K. Wezwick talked about how the Staff Grievance Policy is not very clear. And how the previous Staff Senate had completed the process with the exception of it going through the final acceptance step...adoption by Shared Governance. After consideration, the Grievance Process Document being added to the staff handbook was suggested to be tabled, pending modifications to make it more use-able for all Staff, not simply one scenario, and for it go through HR, not to be readily available in the Handbook.
  - B. Public Comment: Chair Baca explained why this should be added to all meetings agendas, and requested input for where we would like to have it added. Following the Board of Trustees’ example puts it right after Acceptance of Agenda, and limiting the individuals to three minutes. L. Vigil motioned to add this to action items for the next meeting. (Placement--Between Approval of Agenda and Approval of Minutes)
  - C. Scheduled Meetings (should there be a campus closure): All agreed--we are responsible for continuing to meet regularly, and as needed, as a group to represent our constituents.
  - D. Discussion of Retirees from LCC—Namely: Donna Flores-Medina, Elaine Luna, Marvin Maestas, Louie Benavidez, with Joe Maestas and Nash Segura both already gone. K. Wezwick offered mug sets for all; J. Flores suggested ordering pins for the 5-year service increments Staff members, to

which Chair Baca reminded us that we were planning a warmer weather activity to show Staff appreciation for their service. Mugs should be delivered to retirees prior to next reg. meeting.

- E. Presidential Search Committee representative—Email from SG Chair, J. Killian, requested reps from all senates to serve, one from Non-Academic Directors, and another from Staff Senate general population. Each Senate Rep will call all the rest of their group, to determine interested people, from which the other representative will be elected. This is an immediate need, which will be addressed in special meeting, scheduled for Monday, Nov. 16, at 11am.
- F. Continuation on Section IV of By-Laws and Constitution review (suggest work session / set completion deadline, approval of changes, etc.): Because of time, K. Wezwick motioned that this be done at a 2 to 3-hour work session, at a later time. Gloria Pacheco seconded. Work session will be December 4<sup>th</sup>, the 1<sup>st</sup> Friday, at 1p.m. With no objections, motion passed.

**VII. Action items**

- A. Grievance process / Bill submittal – This was motioned to be tabled, by Vice Chair Cordova, pending further investigation, Gloria seconded; All need to do their homework by reviewing the By-laws and Constitution, and the Staff Handbook Grievance Policy beforehand. Vote followed with a show of hands, and motion passed.

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

Continuance of By-Laws and Constitution review: due to time, this was suggested to be done at a work session only, in December.

**IX. New Business for next Regular meeting's agenda:**

Recognition of Retirees; Date for Work Session

**X. Adjournment**

Chair Baca adjourned the meeting at 11:48, after we all introduced ourselves to guests in attendance. Next regular Meeting scheduled for December 11th, 2020; Virtually, at 1:30pm