



LUNA COMMUNITY COLLEGE

Staff Advisory Senate

Informational Session

Student Services Board Room

December 13, 2019, 9:00AM

MINUTES

- I. **Meeting was called to order** at 9:07 am by Amanda Lucero, President.
- II. Amanda Lucero, June Lopez, Jessica Flores and Georgia Baca were in attendance.
Guests: Elaine Montano, Nursing. Francina Martinez, Karen Wezwick, Gloria Pacheco, and Lawrence Vigil were absent.
- III. **Informational:**
 - a. **Chair opened meeting for information/discussion to be given from start to given date of fall accomplishments and outcomes.**
 - Chair wanted to inform on Faculty Senate through Shared Governance meeting about suggestions on welcoming committee and were not aware of it existing. They would like to see Adjunct faculty trained and informed on college orientation.
 - b. **Orientation videos** for presenting to new hires should include videos on FERPA, Title 9, and Sexual Harassment—we want to ask them to be done by the persons in place at this time, so that Welcoming Committee can utilize them. To begin this again and everyone in agreement for all new employees.
 - c. **Debrief on Employee recognition and luncheon**
 - Some certificates were not accurate on employee years, too many things happening at same time – need to plan and gather information on best time, suggested that maybe should have recognition at a different season. Need to communicate more clearly, found there was other plans in different areas.
 - Overall there was a good turnout, employees were grateful, plenty of food.
 - Lessons to learn from feedback would be to connect more with what is going on, remember SAS is doing this for employee morale and to encourage unity not division.
 - Suggestion to speak with President and communicate the outcome from recognition gathering and see how we can connect, we would like to suggest if President allows for a mandatory/in-service breakfast meeting orientation to inform staff on purpose of SAS, its senators, and present a survey to encourage unity and participation.
 - d. **Other items to begin discussing for the future**
 - Begin working on revising employee handbook, employees have suggested going through exempt and non-exempt and defining details, hiring process.

- Committees, Senates and Student Government responsibilities.
 - Luminarias (farolitos) revamping in whole to spread responsibilities.
 - Review Resolution
 - Suggest Luna Light take pictures of Senates and Student Government to communicate who we are.
 - Reminder - SAS is here to for keeping the unity, being informative, and building our college to meet the goals before all that are involved.
- IV. Next meeting** will be held Jan. 09, at 9am, in the Student Services Board Room.
- V. Adjournment** was motioned by Jessica, and June 2nd the motion. Meeting was adjourned at 10:36am.

Minutes by Georgia Baca