



**Luna Community College
Staff Advisory Senate
Regular Meeting
October 23, 2018 @ 9:00 a.m.
Student Services Board Room**

Minutes

I. Call meeting to order and establish a quorum

- A regular meeting of the Luna Community College Staff Advisory Senate was called to order by President Amanda Ortiz at 9:09 a.m.

II. Roll Call

Members Present:

Amanda Ortiz, President
Evelyn Montoya, Vice President
Cynthia Branch, Member (Recognized at 9:11 a.m.)
Gabrielle Griego, Member
Melissa Cordova, Member
Francina Martinez, Member
Karen Wezwick, Member (Recognized at 9:15 a.m.)

III. Proposed Changes & Approval of the Agenda

- A motion to approve October 16th Regular Meeting agenda was made by Evelyn Montoya and seconded by Melissa Cordova. Motion passed.

IV. Approval of the Minutes for September 18th, Regular Meeting

- A motion to approve Minutes for September 18th, Regular Meeting, was made by Evelyn Montoya and seconded by Francina Martinez. Motion passed.

V. Reports

a. President's Report – *President Ortiz*

- President Ortiz mentioned that the Shared Governance has not met with the BOT since the Presidential nominations.
- Dr. Moses has been offered and accepted the LCC Presidential position, pending final negotiations. Final outcome of Presidential position acceptance is expected by the end of November.
- Presidential search process was documented to present to HLC for evidence.
- President Ortiz's report to the BOT consisted of an update on the Presidential Welcoming Committee/Forums, Employee Recognition event to be tentatively

held on December 12th, Business After Hours event to be tentatively held on November 14th, HLC Criteria Review to be conducted as a Senate, and the BOT and Senate meeting starting October 23rd.

b. Secretary/Treasurer's Report – *President Ortiz*

- There was nothing to report on budget for SAS.
- President Ortiz mentioned that a purchase order has not been placed to order Member Cordova's SAS shirt. Will work with Evelyn to get proper paperwork to Sheryl for ordering.
- Sheryl Yara will be conducting requisitions of purchase for SAS.
- A memo will be created for the use of credit card purchases. If no credit card purchase is necessary, then back up documentation for a purchase will be provided to Sheryl Yara.

c. Vice President's Report – *Vice President Montoya*

- Vice President Montoya mentioned she is working on the Employee Recognition list. She and President Ortiz met with Human Resources Director Carolyn Chavez to obtain a current list of employees and their years of service.
- A calculation of 0 to 25+ years of service was provided to all members. There are a total of 120 employees, to include 96 staff and 24 faculty of the College.
- Will send President Ortiz an electronic list of SAS membership group list to be updated on the LCC website.

d. Welcoming Committee Report – *Member Cordova*

- Member Cordova mentioned that the committee has met several times to discuss new employee procedures.
- It should take two days to prepare and train new employees. The agenda is as follows:
 - i. Day 1 – The new employee will sign all paperwork with HR. Tour staff will escort new staff around the campus to familiarize them with their new place of employment. The new employee will then be taken to their new office, where it should be fully equipped with desk and phone. They will also be set up with Luna email with department paperwork and then have employee picture taken for employee ID.
 - ii. Day 2 – The new employee will receive trainings on Sexual Harassment and Customer Service training via video. FERPA training will be provided to the new employee through the Registers office with Henrietta. Budget training will be provided by Evelyn Montoya, if their position requires budget handling. The new employee will also receive advisement training by and advisement mentor if their position requires student advisement efforts.
- Training videos will be purchased through PDP funds and shown in the HR conference room.

- Sandra, from Human Resources, will inform the Welcoming Committee of new hires.
- Tour staff will rotate to provide new employee tours.
- Amanda Lucero, member of the Welcoming Committee, questioned the length of the committee and what will happen after the committee is completely formed.
 - i. President Ortiz followed up inquiry, a proposal from the Welcoming Committee will need to present to the SAS to keep current members on the committee after it has been formed with its purpose.
- It was suggested that new employees have picture taken by Jessie for Luna Light and website with a brief description about them.

VI. Discussion Items

- a. Acceptance of Resignation for General Maintenance/Secretary/Treasurer
 - President Ortiz mentioned that there are no volunteers from the General Maintenance group for representation on SAS. President Ortiz will go to the next General Maintenance meeting to propose volunteering position.
- b. HLC Criteria Review
 - There will be a presentation provided by President Ortiz about the criteria met and not met since HLC report with the BOT. The SAS can decide if more meetings are necessary with just the Senate.
- c. Shared Governance/BOT Meeting
 - Meeting to be held October 23rd at 3 p.m.
- d. Employee Recognition Event – December 12th
 - Funding for the event will be calculated by the SAS and provided to Luna Interim President, Ricky Serna. President Serna will then find a funding sponsor for the event.
 - President Serna suggested having a Potluck incorporated with the recognition event at the Luna Café.
 - Recognition announcements are still being determined based on years of employment criteria and items to be presented at event.
- e. “Business After Hours” event- November 14th
 - A new name for the business outreach event will be established.
 - Academic Directors will receive an RSVP flyer. They will be allowed to invite their instructors to meet and promote their program to local businesses.
 - Member Griego will design the flyer and submit via email for changes and approval.
 - Member Wezwick will design the formal invitation.
 - Member Martinez will obtain quote on facility with capacity. Estimated 40 attendees.
- f. Promotional Items
 - SAS promotional items will be purchased for SAS sponsored forums.

- The budget allowance will be presented at a later date.
- g. Follow-up: P & P FAQs/Formal Grievance Form
 - See action item (c).
- h. Bylaws - Amendments
 - See action item (d).

VII. Action Items

- a. Elections of Secretary/Treasurer Vacancy
 - President Ortiz announced Member Gabrielle Griego was the only nominee during the September 18th regular meeting.
 - Gabrielle Griego accepted the election of Secretary/Treasurer. Member Branch made a motion to elect member Griego. The motion was seconded by Member Wezwick. Motion passed.
 - Going forward, Gabrielle Griego will assume duties of the SAS Secretary/Treasurer.
- b. Set date to begin HLC Criteria Review
 - Follow-up working session will be conducted after Shared Governance presentation to BOT on October 23rd.
 - Meetings will consist of a break-up of sections of the different criteria.
 - Meeting set for November 1st at noon in the Finance Department Conference Room.
 - President Ortiz will email SAS group with the PowerPoint on HLC Criteria for review by members before November 1st meeting.
- c. Follow-up: P & P FAQs/Formal Grievance Form
 - Tabled item of P & P FAQs
 - Member Branch made a motion to review Formal Grievance Form and approve via email. Vice President Montoya seconded the motion. Motion passed.
- d. Bylaws – Amendments
 - Review and changes to the Bylaws will be conducted via Google docs.
 - Stipends for SAS are not consistent with Faculty Senate Stipends.
 - President Ortiz advised members to review highlighted sections of the Bylaws and to provide feedback. Proposal for motion and votes to be done through email to move process forward.
 - Member Branch motioned to review and make motions/votes via email. Member Wezwick seconded the motion. 6 members in agreement, 1 member (Vice President Montoya) not in agreement, majority has it. Motion passed.

VIII. Other Business

- Review Robert's Rules of Order

IX. Set date and time of next meeting

- Next regular meeting set for November 13th at 9:00 a.m. To be held in the Student Services Board Room.

X. Adjourn

- President Ortiz moved to adjourn meeting. Vice President Montoya motioned to adjourn, second by Member Branch. Motion passed. Meeting adjourned at 11:21 a.m.