Minutes

Staff Senate

Special Meeting

February 20, 2026
Friday 10:00 am
TE-120 by Amber's Office in
STEM/ Google Meeting

I. Establishment of Quorum / Roll Call
Amberlyn Gonzales, Crystal K. Western Ford, Adam Luna, Anthony Lujan, Alejandro Montoya, Andrea Lucero

II. Call of Meeting to Order
Meeting called to order at 10:17 a.m.

III. Approval of Minutes–February 13, 2026
Amberlyn moves to approve minutes and Adam seconded.

IV. Approval of Agenda-February 20, 2026
Amberlyn moves to approve and Andrea seconded.

V. Public Comments (3 min. limit)
No public comment.

VI. Informational / Discussion Items (Action Item if specified)

- Fundraiser(Flea Market Craft fair-Date TBD)

Discussed needing to decide on location, advertising, how many vendors will come. Andrea volunteered to make fliers. We might continue this monthly during the school year. Two-three people to staff each craft fair so that we can rotate who's responsible each month. Amberlyn is the contact person for vendors to contact and reserve a table

Step 1: Amberlyn will write a memo to get permission from Dr. Romero and Dr. Linder.
Step 2: Reserve cafeteria for April 25, 2026 11-2 p.m.
Step 3: Andrea create fliers and start advertising.
Step 4: Amberlyn will ask Sharisse about creating a line item in our budget for fundraising monies & how do we collect the fees.
Step 5: First one will be April 25, Saturday, 11 a.m.-2 p.m. No hot food, but unheated food is fine and must be individually wrapped.
Step 6: Crystal will ask Matt what restrictions exist on what types of items folks can sell
Funds for SS will come from table/space reservations at $10/table. Payment must be in by Thursday, 4/23.

- 4 day work week-Employee handbook

This was discussed in previous meetings, so very little discussion this time.

- Bylaw Revision

a. Remove Staff Organizational Chart
-Schedule working meeting for bylaws revision

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VII. Action Items

- Vote on Employee Handbook.
    - Amberlyn moved to approve Employee Handbook and Andrea seconded. Motion passed.

VII. Unfinished Business / Follow-up Items

VIII. New or Follow-up Items for next meeting

Buy staff appreciation stuff - chapsticks, t-shirts, etc.

IX. Adjournment

Meeting adjourned at 10:54 a.m. Amberlyn moved to adjourn and Crystal seconded that.