



**Luna Community College  
Staff Advisory Senate  
Special Meeting  
April 25, 2019 @ 10:00 a.m.  
Department of Finance**

**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 10:16 a.m.

**II. Roll Call**

- **In Attendance:** Amanda Ortiz, Evelyn Montoya, Gabrielle Griego, Melissa Cordova (recognized at 11:02 a.m.), Francina Martinez, Laura Salazar and Karen Wezwick.

**III. Approval of the Agenda**

- Gabrielle Griego made a motion to approve the agenda, with correction to the roman numeral order. The motion was second by Evelyn Montoya. Motion passed.

**IV. Election Notice**

- Karen worked on revisions to the Election notice and emailed to all SAS members for review. Amanda made further revisions and shared with members.
- An updated membership list will need to be obtained from HR that includes the missing staff that have not been previously recorded.
- Gabrielle's name will be replaced with Linda Salazar, the new designee, to receive SAS nominations.
- Updated vacancy and membership group votes for upcoming elections are as follows:
  - **Professional** – 1 vacancy, 2 Representatives
  - **Administrative Directors** – 0 vacancy, 1 Representative
  - **Administrative Other** – 0 vacancy, 1 Representative
  - **General Maintenance** – 1 vacancy, 1 Representative
  - **Admin. Assistant/Office Managers** – 2 vacancies, 2 Representatives
  - **Technicians/Other** – 1 vacancy, 1 representative
- The final election notice is planned to be sent out to LCC campus on Tuesday, April 30, 2019.

**V. Budget Summary**

- Gabrielle presented the current SAS budget balance.
- SAS goal is to use the remaining balance by June 30<sup>th</sup>.

**VI. BBQ/Picnic**

- The BBQ/Picnic will need to have team building and training activities for all employees. A motion was made by Karen Wezwick and seconded by Francina Martinez to table further planning of the event until the July regular meeting. Motion passed.

**VII. Other Business**

- Discussion took place regarding the use of the remaining balance of SAS funds. A motion was made by Francina Martinez and seconded by Melissa Cordova to use the remaining balance for tablecloths and promotional items for SAS sponsored events and forums. Motion passed.
- Evelyn will get quotes for tablecloths. Amanda will create an RP for Quality logos, pending quotes for tablecloths.

**VIII. Set next regular meeting:**

- May 30, 2019 @ 9:00 a.m. in the Student Service Board Room.

**IX. Adjourn**

- A motion to adjourn meeting was made by Gabrielle Griego and seconded by Karen Wezwick. Motion passed. Meeting adjourned at 11:48 a.m.