



**Luna Community College
Staff Advisory Senate
Regular Meeting
April 3, 2019 @ 9:00 a.m.
Student Services Board Room**

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 9:07 a.m.

- II. Roll Call**
 - **In Attendance:** Amanda Ortiz, Evelyn Montoya, Gabrielle Griego, Melissa Cordova (recognized at 9:09 a.m.), Francina Martinez, Laura Salazar and Karen Wezwick (recognized at 9:19 a.m.).

- III. Proposed Changes & Approval of the Agenda**
 - A motion was made by Evelyn Montoya and seconded by Francina Martinez to approve the April 3, 2019 agenda without changes. Motion passed.

- IV. Approval of the Minutes for March 7th, 2019 Regular Meeting**
 - A motion was made by Gabrielle Griego and seconded by Francina Martinez to approve the March 7, 2019 minutes without changes. Motion passed.

- V. Appointment of SAS member representative for Professional**
 - Laura Salazar, from Admissions and Recruitment, was nominated to fill the SAS Professional vacancy. She accepted the nomination and was appointed by President Ortiz as the new SAS member to represent all staff under Professional. There was a unanimous decision to accept Laura Salazar as the new SAS member - Professional. She swore and read the SAS Oath of Office. A signature by Laura Salazar was witnessed by all SAS members in attendance. Laura received a SAS binder along with the SAS Constitution, By-Laws and other SAS resources.

- VI. Reports**
 - **President's Report – *President Ortiz***
 - President Ortiz provided a summary of her presentation to the Board of Trustees on March 12th (BOT Regular Meeting). The summary consisted of the arrangements for the HLC visiting team conducted by the Welcoming Committee. SAS is in the process of reviewing Shared Governance Policy 1520, which is being reviewed by all Senate Groups, and the Donated Annual Leave Policy. She also mentioned the feedback regarding increasing campus-wide communication, which will be

continued going forward. Finally, SAS Elections are coming up with vacancies in a few different membership groups.

- **Other Reports**

- **Vice President's Report – VP Montoya**

- The Human Resources Department has not provided VP Montoya with an updated member list; the most recent list was distributed March 1, 2019. She also mentioned that HR attended a training on how to classify employees; there is a possibility of changes to the membership list in the future.

- **Secretary/Treasurer's Report – Gabrielle Griego**

- There is no change to the SAS budget since the last Treasurer's report in March. Treasurer Griego still needs to verify with the Finance Office of the balance to PO # 46760. An updated budget report will be provide at the next scheduled meeting.
- President Ortiz, VP Montoya, and Secretary/Treasurer Griego will work on the SAS Budget Proposal for FY 19-20. A motion was made by Gabrielle Griego and seconded by Karen Wezwick to have the budget proposal submitted electronically for member feedback and a final electronic vote.

VII. Old Business

- **Shared Governance Policy 1520**

- Proposed changes to Policy 1520 were reviewed. All members agreed to send SAS proposed changes to Shared Governance for review before being submitted to the President of the College and the Board of Trustees for final amendments.

- **Supplemental Assignment Reports**

- Gabrielle created a Supplemental Assignment tracker to attach to HR Supplemental Assignment report for stipends to be processed. A blank assignment tracker form will be emailed to all SAS members for their individual tracking to ensure all attendance is recorded.
- A policy tracker will need to be created to show SAS review and work on submitted policy reviews.

- **Leave Donation Policy**

- Carolyn Chavez, HR Director, has requested a policy change and review of the Staff "Donated Annual Leave" Policy. Carolyn wants the policy to clarify that the recipient qualifies for Donated Annual Leave when they qualify for FMLA. This requested policy review was shared with the Shared Governance Council. Suggested changes were made by the S.G.C. SAS members reviewed the suggested changes. A motion was made by Gabrielle Griego and seconded by Melissa Cordova to forward the requested policy change, with proposed changes by SAS, back to Shared Governance for further review. Motion passed.

VIII. New Business

• SAS Elections

- Edits to the SAS Election notification are pending. Karen will continue to make further edits to the document before final approval.
- Dates have been set for elections. The schedule is as follows:
 - Nomination submission deadline – **May 31, 2019**
 - Absentee Voting – **June 14th – June 20th**
 - SAS Election Day – **June 21st**
 - First SAS Meeting, Post-election – **July 2019** (exact day – TBA)
- President Ortiz will ask Joseph Salas to be the designee to receive and deliver absentee votes/ballots to the Secretary/Treasurer within the Absentee voting timeframe. She will also look for the voting lock boxes and ask Carolyn if HR area will serve as the designated voting area.

• By-laws – Discussion

- President Ortiz created a Google Doc discussion regarding by-laws. It has been shared with SAS members to review and make suggestions. Final wrap up of discussions will be done at the next regular meeting. Voting on final decisions will be done at the June regular meeting.

• 4-day work week Summer proposal

- As part of the Growth and Unity, Moral Survey sent out to the College campus, there was a lot of interest in the Summer 4-day work week. Melissa Cordova has previously done research on this subject and presented her findings to the Senate.
- Faculty will need to be fully integrated with this proposal while they will be scheduling summer classes and curriculum.
- Melissa will continue research on the benefits and different times of 4-day work weeks. Amanda will work with Faculty Senate regarding 4-day work weeks during the summer. Laura will research other colleges across New Mexico. Francina will research the history of classes during the summer. Evelyn will research the use of leave on Friday's during the summer.
- A proposal will need to be given to Faculty Senate, to be put on their agenda for review and further research and feedback.

• Budget Wrap-up

- Gabrielle reported on the current monthly budget for SAS.
- A Special Meeting was scheduled for April 25, 2019 at 10:00 am to discuss employee BBQ.

IX. Other Business

- No other business was discussed.

X. Set date and time of next meeting

- **TBA:** Scheduling of next Regular Meeting will take place at the April 25, 2019 Special Meeting.

XI. Adjourn

- A motion to adjourn meeting was made by Evelyn Montoya and seconded by Laura Salazar. Motion passed. Meeting adjourned at 10:57 a.m.