

Minutes  
LCC Faculty Senate (LCCFS) Regular Meeting  
Friday, February 10, 2017, 3:30 PM  
STEM Conference Room

**I. Call of Meeting to Order and Establishment of Quorum**

A. Roll Call

1. In attendance were Erin Gilland (Chair), Jessica McGee (Vice Chair), Susan Grohman (Secretary, AHS/Nursing Senator), Sequoia Romero (STEM and Business Senator), Sierra Fernandez (Adjunct Senator), Joseph Montoya (Trades/CDL Senator), Geno Castillo (STEM Faculty), Kenneth Bachicha (ABE/ECE/ Humanities Senator), Patricia Kuhlman (Satellites Senator), Dr. Lalla (VP of Instruction), Cindy Armijo.

B. Establishment of Quorum

1. Quorum established at 3:38 pm

**II. Approval of Agenda**

A. Motion to add Cindy Armijo to agenda under discussion A by Cindy Armijo, second Kenneth Bachicha. All in favor-aye, no nays. Motion approved.

B. Motion to approve updated agenda by Gino Castillo, second by Joseph Montoya. All in favor-aye, no nays. Motion approved.

**III. Approval of Minutes from December 2016 Meeting**

A. Motion to amend minutes to correct misspelled word under IV and follow correct formatting/ letters by Cindy Armijo, second by Joseph Montoya.

B. Motion to approve amended minutes by Cindy Armijo, second by Joseph Montoya. All in favor-aye, no nays. Motion approved.

**IV. Informational/Discussion Items:**

A. Cindy Armijo discussed proper formatting of agenda and minutes.

1. I- roman numeral - A- capital letters - 1- numbers - a- lower case letters, etc.

B. Reports from Senators and Officers

1. Susan Grohman, Secretary, AHS and Nursing Senator

a. faculty are asking about our shredding policy and SLOA template update.

b. Susan will research more on shredding

2. Joseph Montoya, Trades Senator

a. nothing to report

3. Patricia Kuhlman, Satellite Senator

a. asked about adjunct pay and tax deductions – referred her to HR.

4. Sierra Fernandez, Adjunct Senator

a. nothing

5. Linda Salazar, LRC Senator ex officio (absent)

6. Erin Gilland, FS Chair, IA Leadership Team member, Election Committee Advisory Member

a. IA team met last week.

- b. No site visit from HLC but plan to check in regularly. 2018 will be regular visit.
- c. Erin will email template for SLOA to all.

7. Jessica McGee, FS Vice Chair, Advisement Team Member

a. Has not been to advisement meeting. Not receiving emails from team. Dr. Lalla stated she will get her on email list.

8. Kenneth Bachicha, Humanities, Early Childhood Education, and Adult Basic Education Senator, Instructional Technology Committee Chair

- a. All teaching spots filled at this time.
- b. Early childhood- nothing to report
- c. IT committee- next meeting- Friday- Feb 17- 1:00 pm – Tech 126B. all invited to attend

9. Sequoia Romero, STEM and Business Senator: Curriculum Committee

- a. Business- nothing to report
- b. Student concerns
  - 1. Purchased textbook then instructor changed and new instructor wants to use e-resource instead of textbook - so now students have to purchase software.
  - 2. Books not in when course start.
  - 3. New addition of textbooks not readily available to faculty.
- c. Curriculum Committee
  - 1. New chair needed asap. Look at bylaws- assign emergency powers to someone.

C. Guest Speaker: VP of Academics Dr. Sharon Lalla

- 1. Spring Fling- Wednesday- Feb 22. Mentoring program.
  - a. Need basic 101 advisement
  - b. Goal – to connect with students
  - c. Thinking about making it mandatory for faculty
  - d. Technology give aways- USBs, etc.
- 2. Academic directors- budget cuts- give them your recommendations and feedback. PDP will decrease. Program maps to be developed by each program of study.
  - a. Senators asked about lab fees and tuition rate increase.

D. January '17 In-service Activities – Reflect

1. Fewer meetings, informal, Able to have prep days which helped. Different locations were good. Meet with directors to discuss end of semester.

E. May '17 In-service Activities – Planning

- 1. 2- 2 ½ days for prep/ work are important. SLOA presentations.
- 2. SLOA presentations.
  - a. volunteers to present. All faculty will complete written reports on course of their choice. Will share schoolwide.
- 3. Program level assessments. HLC will be looking at this in 2019.

F. NEA Collective Bargaining Resolution

1. still in effect. Need at least 60 % card signage to advance. All faculty and staff can sign. Erin will get more cards. Jonathan Leibowitz back.

G. NMHEAR Conference

1. Those going- Erin, Nicole Collins, Dr. Roybal, Jessica, Betsy

H. Progress on Contact with Constituent Departments

1. Reach out and attend dept. meetings you are responsible for. Contact/ask directors who their faculty/ adjunct are. Erin to email list.

**V. Action Items**

A. Authorization to amend bylaws to include Curriculum Committee as standing committee of LCCFS

1. Motion to amend Faculty Senate bylaws to include Curriculum Committee as standing committee of LCCFS by Kenny Bachicha, second by Sierra Fernandez. All in favor-aye, no nays. Motion approved.

**VI. New or Follow-up Items for Next Meeting's Agenda**

A. Look at alignment of senators o departments (on hold per Dr. Lalla)

B. Release time for FS- currently paid at 2 credit supplement per bylaws.

C. Increase number of senators

D. All Senators to attend at least one BOT meeting per academic year per bylaws.

**VII. Adjournment of meeting**

A. Meeting adjourned at 5:02 pm.