

Minutes  
LCC Faculty Senate (LCCFS) Regular Meeting  
Friday, March 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), Sierra Fernandez (Adjunct Senator), Kenneth Bachicha (ABE/ECE/ Humanities Senator), Linda Salazar (Senator, LRC ex officio), Patricia Kuhlman (Satellites Senator).

B. Establishment of Quorum

1. Quorum established at 3:31 pm

**II. Approval of Agenda**

A. Motion to amend agenda to add A and I under IV.

1. A- To include current HR/ payroll issues and concerns by Erin Gilland, second by Jessica McGee. All in favor. No nays.

2. I – To include discuss on bylaws conflict by Erin Gilland, second by Jessica McGee. All in favor. No nays.

B. Motion to approve amended agenda by Jessica McGee, second by Susan Grohman. All in favor-aye, no nays. Motion approved.

**III. Approval of Minutes from February 2017 Meeting**

A. Motion to approve minutes by Sierra Fernandez, second by Jessica McGee. All in favor-aye, no nays. Motion approved.

**IV. Informational/Discussion Items:**

A. Human Resources issues- tax withholding. Per Patricia Kuhlman she asked Leticia and she stated employee needs to contract their tax preparer. Not sure if this is correct. Eric and Patricia will go talk to Leticia next week.

B. Reports from Senators and Officers

1. Susan Grohman, Secretary, AHS and Nursing Senator

a. Received email from Kathy about locked shredding bins but have not heard from her. Will email again.

b. Working on policy for keeping and shredding LCC paperwork.

2. Joseph Montoya, Trades Senator

a. absent

3. Patricia Kuhlman, Satellite Senator

a. nothing to report

4. Sierra Fernandez, Adjunct Senator

a. IT issues and no support from IT. Kenneth Abeyta has resigned, Kenneth Bachicha will be our IT connection.

b. Would early childhood would be interested in conference information from an acquaintance of Sierra. Sierra will contact Debbie Trujillo- director.

5. Linda Salazar, LRC Senator ex officio-

a. Library and coffee shop have different hours. Coffee shop is not open when students need them. Can a work study help keep it open?

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

a. IA team canceled meeting last week.

b. SLOA template sent out.

c. Faculty list serv up and running. For adjunct as well.

d. Need more copies of NEA cards- Susan will get cardstock copies made

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

a. Advisement meeting- working on handbook and making changes to PDP and Faculty mentoring program.

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

a. Plans to meet with Humanities dept. and Sherry Goodyear to discuss SLOA.

b. Early childhood- Sierra noted a guest speaker.

c. Adult Basic Education – Rock not always available. Business and Humanities are sharing 1 office assistant. People do not know how to use copier. Maybe train work study to use equipment.

9. vacant- STEM and Business Senator

C. Report on board meetings- no one attended. Next meeting March 21- 5:30 pm

D. Election committee report

1. Have met and in process of developing an election process. Met with D. Kelly. Between March 2- and April 3, Daniel will email faculty soliciting nominations. Deadline is April 3. April 4- elections mail will be sent. Daniel will have survey monkey for elections. Polls close April 7 at 5:00 pm. Results will be tabulated and available April 10.

E. May In-service Planning

1. Agenda in progress. Dr. Lalla wants to cover SLOA- safety- NMHEAR presentations, HLC conference presentations

2. Monday will be prep day, Tuesday and Thursday- SLOA

F. SLOA updates and Input

1. Erin plans to talk more about SLOA. Push elections in departments. Faculty- staff- fulltime, part time, adjunct

G. Report on NMHEAR Conference: attendees were Jessica McGee, Nicole Collins, Director Francisco Apodaca, VP Dr. Lalla, Erin Gilland

1. Empowering- student retention need to feel like they belong. Need a sense of community.

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.

2. Need to realign and add senators

I. Bylaws conflict

1. Copy on website is Oct 2012- accepted by BOT and amended 2015. Copy from Dr. Lalla is a proposal from Aug 2012.

**V. Action Items**

A. Vote to accept amendment of FS bylaws to include Curriculum Committee as standing committee of LCCFS - tabled for meeting on March 24.

B. Appointment of Curriculum Committee Chair – tabled for meeting on March 24.

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

A. Will hold special meeting on March 24 to vote on Curriculum Committee.

**VII. Adjournment of meeting**

A. Motion to adjourn meeting by Kenny Bachicha, second by Susan Grohman. All in favor-aye, no nays. Meeting adjourned.