



**Luna Community College
Shared Governance Council
Work Session
February 26, 2018**

Minutes

I. Call meeting to order and establish a quorum

February 26, 2018 @ 3:36pm

II. Roll call

Present:

Not present:

Amanda Ortiz, Member
Kenneth Bachicha, Member
Geno Castillo, Member
Evelyn Montoya, Member
Dr. Rolando Rael, Member
Joseph Salas, Member
Jessica Weber, Member

III. Approval of Agenda

No Agenda presented at this meeting

Amanda O. presented the members with the Staff Advisory Senate Report as informational to update the SGC members with their upcoming HLC preparation visit plans.

The following information was discussed as updates from the members:

- Kenneth B. informed the SGC members that Faculty Senate has not met yet because most of the Faculty Senate members were attending the NMHEAR Conference. There will be an upcoming Faculty Senate meeting on Friday, March 2, 2018. Kenneth said that the Curriculum Committee will meet Wednesday, February 28, 2018 and will do business and trickle into Faculty Senate by Friday.
- Jessica W. informed the members that Student Senate had not met yet and will have a meeting set up for Tuesday, February, 27, 2018 at 7:00 a.m.
- Dr. Rael informed the members that the Leadership Council had met two weeks ago. He did not have information to share with the members.

Amanda informed SGC what was discussed at the Staff Senate meeting and informed them that at the Shared Governance Council meeting it was decided that it would be important to prepare for the HLC visit.

SAS decided to hold two forums to accommodate all staff and incorporate the following:

- Handouts with mission and vision statements
- Expectation from staff
- Have mock questions available

Amanda O. informed the members that she had done some research into what HLC's expectations are. Her concern is the location of the HLC worksite. Kenneth B. said that during the last visit HLC was housed in the Foundation Office.

Amanda O. read to the members a paragraph the HLC expectations of a worksite. Amanda O. mentioned that it would be nice to have a welcoming atmosphere. She listed the following examples:

1. Have coffee ready
2. Have the worksite decorated with items having the Luna logo
3. Have designated parking

Geno C. concurred that LCC should have a welcoming impression. Amanda O. also shared with the members other information as to what the HLC members' expectations are during the site visit and indicated that it was possible to schedule or request a meeting with the HLC members such as the Shared Governance Council. Kenneth expressed need for verification from administration that the SGC would be asked to meet HLC members. Amanda O. did believe that HLC will want to meet with governance groups. Amanda O. noted that it is allowable to provide snacks and meals to the HLC members if not extravagant and only if it allowed them to conduct business at the same time, such as during a forum. Amanda O. noted that at the end of their visit, they will create a final report and LCC can respond but only will be allotted two (2) weeks.

Kenneth B. said that there is an opportunity to go to Chicago to plead our case in person in regards to maintaining LCC accreditation. It is noted that their decision will be approximately around June 28th and 29th, 2018. Amanda O. asked the members if we should inform Luna community and how much information is allowed to be shared.

Kenneth B. said to ask the President to assist in guidance when it comes sharing specific information with Luna community. Dr. Rael's concern is overloading the staff and faculty with too much information.

Amanda O. recognized Jessica W. for the article regarding her accomplishments that was submitted to the local newspaper (Las Vegas Optic).

Amanda O. informed the members that the Staff Advisory Senate has established a policies and procedures committee and has already solicited members to participate. They are reviewing a few policies brought to the SAS committee's attention and when they finalize recommendations, they will provide something formal to be presented to SGC for review and for feedback. Once reviewed by the SGC committee, recommendations will go back to the Staff Senate and they will take the next steps.

Evelyn M. asked Amanda O. if this should be the process that should be taken for all policy recommendations from all committees and Amanda O. said that was her understanding.

Amanda O. said that she had been approached with an inquiry regarding what the procedures would be for requesting a policy change or addition to the catalog and handbooks. They needed faculty, staff and student senate approval to initiate the process. They wanted to know where to start and Amanda O. said that the request should come through SGC. Dr. Rael asked for an example and Amanda O. shared with the committee the following:

- Policy on the use of student email and making it the primary form of communication between faculty, staff, and students
- Policy regarding release of student records of deceased students

Amanda informed the members that the Registrar will have information in writing available for the next meeting and the members would need to take the information back to their respective groups for feedback. Amanda said that the request should come before SGC and the senates for approval and then it would be taken to the Board of Trustees. Amanda O. asked the members how the Registrar should share this information and they requested that she present to the members at the next meeting and put it on the agenda.

Evelyn M. shared with the members that there was a form that was created to outline requests for changes in policy and to determine effects on money/budgets, and individuals, etc. This form can be modified to meet SGC's specific needs. Amanda stated that she will contact the Registrar when the next SGC meeting is and add her to the agenda. Kenneth noted that a specific email be created for SGC. Amanda said she would send in the Support Ticket for the creation of the email.

Amanda mentioned the possibility of having the senates and academic leadership groups meet sometime for collaboration.

Evelyn asked that a vote be taken for Chair and Co-Chair positions for SGC. The following are the titles of the SGC members.

- Amanda Ortiz, Chair
- Kenneth Bachicha, Co-Chair
- Geno Castillo, Member
- Evelyn Montoya, Member
- Dr. Rolando Rael, Member
- Joseph Salas, Member
- Jessica Weber, Member

IV. Set date and time for next meeting.

Next meeting will be scheduled via email.

V. Adjourn

Kenneth B. moved for adjournment and Geno C. seconded the motion. SGC meeting ended at 4:37pm.

Minutes submitted by
Amanda Lucero
March 13, 2018

DRAFT