



**Luna Community College
Shared Governance Council
Work Session
March 1, 2018**

Minutes

I. Call meeting to order and establish a quorum

March 1, 2018 @ 2:04pm

II. Roll call

Present:

Amanda Ortiz, Chair
Evelyn Montoya, Member
Kenneth Bachicha, Co-Chair
Joseph Salas, Member
Dr. Rolando Rael, Member
Geno Castillo, Member
Amanda Lucero, Liaison
Henrietta Maestas, Guest

Not present:

Jessica Weber, Member

III. Approval of Agenda

Geno moved to approve the agenda
Kenneth seconded the motion

IV. Proposed Policy Changes – Henrietta Maestas, Registrar

Henrietta informed the SGC members that Luna does not have a policy in place for notification of a deceased student. The following information was discussed to implement a policy for the new upcoming school catalog.

Deceased policy

- No deceased policy in place
- FERPA no longer protect the student
- Propose to publish in upcoming catalog
- Best to present to Shared Governance Council
- Drafted form from other institutes

- Direct all inquiries to Registrar's Office
- The policy will provide protection by Registrar's Office
- Create a form or written request form
- Would like to have an internal process in place

Henrietta also discussed with the SGC members that all faculty and staff should address all Luna related information to all students by using the student email addresses. The following information was discussed to better insure the Luna email usage.

Email policy

- Make Luna email Official Form of communication
- Do we have a cohesive policy between student, faculty and staff
- Implement a policy to encourage LCC email usage
- Student email should be set up at time of admission process

Time line for response/feedback for submission to new catalog is March 23, 2018.

V. Updates from Senates & Academic Leadership

- Staff Senate will meet March 12, 2018 @ 9:00am (work session)
- Faculty Senate will meet March 2, 2018 @ 3:30pm
- Leadership has not set up date
 - There are no updates

VI. Expectations of SGC Members

Invite original member (Jessica McGee) to clarify what the charter was and provide any information helpful to SGC.

Amanda did tell the members that they should respond to emails and get some kind of feedback so that she is aware that they are being read. She said that she didn't want to feel like she was making decisions all on her own.

Dr. Rael said to Amanda that they should meet as a group when the president is asking for updates on the SGC meeting. Dr. Rael said that he was not bitter but expressed his concern that the other members might not get all the information passed to them.

Amanda told the members that it was unexpected and that the president was not too happy that the council had not achieved any expectations at this point.

Amanda told the group that the bylaws need to be created.

VII. HLC Forums/HLC Prep

The following individuals have volunteered to introduce the speakers to those who will attend the forums.

Strategic Plan

- Kenneth will assist Tuesday, March 6, 2018 @ 2:30 – 4:30pm
- Jessica will assist Wednesday, March 7, 2018 @ 9:00 – 11:00am

HLC Findings & Response

- Kenneth will assist Thursday, March 8, 2018 @ 2:30 – 4:30pm
- Kenneth will assist Friday, March 9, 2018 @ 9:00 – 11:00am

Staff Advisory Senate

- Evelyn and Amanda will assist Tuesday, March 13, 2018 @ 2:00 – 4:00pm
 - Will now meet at the Nursing Lecture Hall
- Evelyn and Amanda will assist Wednesday, March 14, 2018 @ 9:00 – 11:00am

Amanda will ask Joyce Garcia to create flyers for these events and the flyers must be approved by all before they are released. Evelyn said that she will ask the president if refreshments can be provided.

VIII. Set date and time for next meeting.

- The date for next meeting is set for Monday, March 5, 2018 @ 3:00pm

IX. Adjourn

Kenneth moved for adjournment and Dr. Rael seconded the motion. SGC meeting ended at 3:22pm