



**Luna Community College  
Shared Governance Council  
Work Session  
March 5, 2018**

**Minutes**

**I. Call meeting to order and establish a quorum**

March 5, 2018 @ 3:04pm

**II. Roll call**

Present:

Not present:

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

**III. Approval of Agenda**

Geno moved to approve the agenda. Joseph seconded the motion

**IV. Approval of Minutes**

Minutes were approved but needed minor corrections.

Jessica moved to approve the minutes with revisions.  
Joseph 2<sup>nd</sup> the motion

**Update on LRC forms**

Amanda asked Geno, Rolando and Evelyn if they had submitted the LRC forms in preparation of the forums.

- Dr. Rael stated that Francisco didn't need anything since the activity is in his building. Geno said that it is taken care of already and the paper was turned in and the activity will be at LRC Lecture Hall and President Serna only requested a projector. Evelyn said that she has spoken to Cathy Schweid and Cathy said she will look into it. Amanda informed Evelyn to speak to Francina Martinez and Cindy Branch (Staff Senate members) about their needs for the AH Nursing Auditorium for the games. Evelyn told the members that refreshments have been approved for purchase and her understanding was that Administration had already picked them up.
- Amanda asked if there was a need to show up early to set up at about 2:00pm. Kenneth suggested that everyone should be there to show their presence. Amanda informed the members that Kenneth has put up flyers on the monitors and Joyce Garcia social media.
- Amanda informed the members that Jessica had gone to see her regarding the previous meeting and that Jessica volunteered to provide information on a shared governance model at today's meeting.
- Jessica would not be able to attend 3/6/2018 meeting because she has class and mid-term tests.
- Amanda asked if Rolando would introduce President Serna at Wednesday's forum.
- Kenneth would not be available for the closings and asked if anyone else would want to do the closings. Kenneth suggested that the speakers can close the forums.

## **V. Updates from the Senates & Academic Leadership**

Amanda asked the members for updates.

- Rolando told the members that the Leadership Council will be meeting tomorrow, March 6, 2018, so he did not have an update.
- Kenneth informed the members that Faculty Senate will be meeting Friday, March 9, 2018 and asked Geno to present to the members regarding their last meeting.
- Geno informed the members that they discussed the catalog and the issue of the Deceased Students Policy and how to protect the information.
- Kenneth said that Registrar Henrietta Maestas had discussed with Faculty Senate the same information presented to SGC. The deceased form stayed the same and Henrietta submitted a changed version of the Email Policy to Faculty and it was approved.
- Rolando said that he was in contact with Henrietta and he had some suggestions or changes needed on the form.
- Amanda said that the revisions have not been received yet but is expecting them to be prepared and available by the time Academic Leadership and Student Government will meet.
- Kenneth expressed concerns from other committee members (Curriculum Committee) about the timing of the forums. Kenneth reminded the individuals that he spoke with that there would be other avenues to attend the meetings such as the live feed.

- Geno mentioned that HLC wants to meet with Faculty Senate on March 20, 2018 from 1:00pm to 2:00pm.
- Evelyn asked if we will be adopting using the PDSA form to request new policies or policy changes.
- Rolando said that he also had a form that he wants to present.
- Amanda suggest tabling matter for the next meeting since there is still time before Henrietta needs a decision.
- Jessica called a Student Government meeting for March 6, 2018 @ 7:00am and update them on the SGC meetings. She informed the members that she has listed on their agenda, what they can do to help. Jessica now has the key to their office. They have started working on their by-laws and made revisions to reflect the SGC policies.
- Evelyn informed the members that Staff Senate has a meeting scheduled March 6, 2018 @ 9:00am.
- Joseph informed the members that Leadership Council will meet at 8:30 am.
- Amanda said that she will contact Henrietta to send out the revisions to the policies and enter into the agendas.
- Amanda said that Gabby from Staff Advisory Senate is working with the president to get posters with the mission and vision statements and guiding principles Francisco will place one in each of the buildings.
- Amanda said that the Staff Advisory Senate is working on their logo that one of Kenneth's students is working on and the president has approved it.

## **VI. Shared Governance Structure – Jessica**

Jessica wanted to share with the members the information she found that could be useful when creating the by-laws. Jessica presented documents to the members on shared governance and charter. Jessica suggested to the members to give suggestions on google doc.

She went on to discuss the importance of students and email usage and be informed. Jessica said that SCG is the funnel to the other council s and the need to have a template in place before HLC visit so that they can see that there is structure. She said that there should be a set of by-laws.

Need to set a calendar a year in advanced to ensure that meetings can be held and communication is shared with all at LCC to include the use of bulletin boards, social media, emails, Luna Light and sub council meetings.

Amanda asked if anyone had experience creating by-laws. Kenneth mention that there are existing laws and possible use the Faculty Senate by-laws as a framework.

Kenneth reminded the members that the president had sent out on December 8, 2017 a draft of the Luna Community College Shared Governance Policy for feedback. The policy was eventually approved by the LCC BOT.

Amanda agreed that Jessica was right in saying that there is a need to have something in place when HLC visits.

## **VII. HLC Forums/HLC Prep**

- Amanda asked Kenneth to send out an email letting everyone know about the live feed and asked Sheryl Yara to send an email to all students. Kenneth said he would confirm with Joyce Garcia to ensure it is workable.
- Jessica asked if there would be refreshments for the HLC visitors and making their visit comfortable. Amanda said that she spoke with the President and he said they would not have a workplace on campus. It will be off site as per their request. Amanda asked the President to keep her posted.
- Amanda told the members that the Staff Advisory Senate suggested that the bulletin boards be cleaned up, organized and presentable. It was suggested that it should be departmental. It was recommended that Jesse Gallegos notify the department heads to maintain the bulletin boards.
- Evelyn asked Kenneth when will the Communication Committee meet again and Kenneth said that they are meeting but currently keep each other informed via email because of their busy work schedules.

## **VIII. Committee Charter**

Dr. Rael handed out a document with the description of Charter that he found online. He shared what he feels the role of Shared Governance Council is. He felt that it needs to be made clear that the role of the Council is to provide recommendations only and not to make decisions and that the recommendations will go to the President. A definite time frame for resolution to issues brought before the Council cannot be given. Priority will determine order of urgency.

## **IX. Set date and time for next meeting.**

Next meeting March 7, 2018 at 3:00pm

## **X. Adjourn**

Rolando moved for adjournment and Joseph seconded the motion. SGC meeting ended at 4:22pm