



**Luna Community College
Shared Governance Council
Work Session
March 7, 2018**

Minutes

I. Call meeting to order and establish a quorum

March 7, 2018 @ 3:10pm

II. Roll call

Present:

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

Not present:

Jessica Weber, Member

III. Approval of Agenda

Amanda Ortiz informed the members that there is a modification on the agenda. She informed them that the minutes for March 5, 2018 meeting are not ready. Kenneth B. told the members that he spoke with the Amanda Lucero (minute taker) that it was not a major concern and to concentrate on the work at hand.

IV. Approval of Minutes

- Amanda Lucero told the members that she will make note of not having minutes ready.

Amanda O. asked the members if there are any other changes to the agenda and if not is there a motion to approve the agenda with the mentioned revision.

Kenneth B. moved to approve the agenda with the minutes tabled for the next meeting. Geno C. seconded the motion.

V. Committee Charter

Amanda O. told the members that she had not started on the LCC Shared Governance Structure and thought that it should be something that should be discussed as a group. Joseph S. stated that it is something to work on during the meeting. Dr. Rolando R. stated that there are five (5) things that should be worked on in regards to the charter, for example develop a mission state or a charge.

Amanda O. asked the members if any of the wording should come from the LCC Shared Governance Policy. Dr. Rael said that the policy can be debated in dealing with the purpose and policies.

Kenneth B. asked the members what the purpose statement should be and Dr. Rael said to compose the Purpose Statement using the LCC Shared Governance Policy.

- Works with the president in defining the governance groups that should be included and consulted.
- Communicates openly with the college community on the deliberations and discussions of the council.
- Sets up procedures for collaborations and inclusion of all interested parties in the work of the council.
- Uses data to prepare recommendations for consideration by the president and the Board of Trustee.
- Includes an equivalent number of representatives from faculty, staff, students, academic leadership, and administrators as members of the council.

Amanda O. read from the LCC Shared Governance Policy section Policy Statement as an example to prepare the SGC purpose and asked if it should be used or just create something different. Kenneth B. expressed the same concern.

Amanda O. asked the group if they can start with the Purpose. Joseph S. asked if the decided language be entered immediately on the laptop. Kenneth B. began typing the suggested language into the format provided. The members engaged in conversation to create the Committee Purpose Statement, Committee Priorities and Reporting Objectives.

The following information was decided:

- **Committee Purpose Statement**
 - Serves as a collective unit with representation from all college governance groups.
 - Review policy, issues, concerns, and other institutional matters that are presented by the governance groups
 - Receive directives from the president and provide feedback prior to dissemination of information to the aforementioned groups.
 - Prepare a formal recommendation to the president to guide decision-making.

- **Committee Priorities**
 - Preparation for current and future Higher Learning Commission visits.
 - Creation of Shared Governance Council By-Laws
 - Development of a formal documentation process for receiving policy proposals, issues, concerns, and other institutional matters.

- **Reporting Objectives**
 - Receive documentation from the governance groups of the institution.
 - Meet in a timely manner to review the documentation.
 - Evaluate documentation fairly and thoroughly and provide feedback when necessary.
 - Submit approved documentation to the President of Luna Community College for the next step in the shared governance process.

Amanda O. asked Kenneth B. to email each member a draft of the committee composition and charge form for review and changes.

VI. Creation of Bylaws

The members engaged in conversation to create the By-laws. It was decided by all members to continue working on the by-laws via email, and make suggestions and revisions electronically.

VII. Set date and time for next meeting.

Next meeting will be scheduled via Doodle Poll

VIII. Adjourn

Geno C. moved for adjournment and Kenneth B. seconded the motion. SGC meeting ended at 4:22pm