



**Luna Community College  
Shared Governance Council  
Special Meeting  
April 5, 2018**

**Minutes**

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

April 5, 2018 @ 8:32am

**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**

- Kenneth B. requested that items on the agenda be moved down and begin with the BOT policy.
- Amanda O. asked for a vote on the change of agenda and all are in favor to make the change.

**IV. BOT Policy**

- Amanda O. informed the members that she had sent out the two (2) revisions. She sent the Google doc and email sent out by Kenneth B.. Amanda O. put both of the policy statements to view side by side for discussion before a motion is made for the policy change.
- Dr. Rael opened the discussion and wanted to begin with developing a procedure for electronic voting.
- Dr. Rael assumed that the BOT amongst themselves requested that President Serna submit the draft to the SGC for review regarding the reorganization of the Board which consisted of only a one (1) liner. Dr. Rael said that in his opinion two (2) things were missing from that:
  1. Nothing was said about support from Shared Governance Committee. There should be support from SGC.

2. Board Members did not indicate anything about being in agreement in that happening.
- Dr. Rael wanted to discuss the choice of words to use in the policy. Dr. Rael said the word *strong* is subjective and the word *approve*.
  - Dr. Rael said that SGC is not here to approve anything that the Board does. SGC is here to support the Board and go on the record.
  - SGC is not an oversight for the Board or the institution and the need to work on dissemination of things that are presented to SGC.
  - There is a need to make decisions in a timely manner. The chair will electronically recommend discussion of a topic, make changes or proposals within a certain timeframe and a vote be made electronically. If there is no response by a member it will be considered abstained.
  - Dr. Rael recommended that this matter be put into policy and that all meetings should be doodle polled to ensure that SGC meeting are schedule within a convenient time for all members.
  - Kenneth B. said that he changed the word *feels* because the word is too broad.
  - Joseph S. suggested that the words *feel* and *strong* be removed and have the Board provide justification when using the choice of words.
  - Kenneth B. also agreed with the removal of the word *approve* but have prior notification to SGC from the board that the change will be made. Even if SGC is not notified by the board it will be put on record.
  - Amanda O. pointed out that sufficient time needs to be given for SGC to respond to the matters put before SGC. This last request had only a one day notification for response.
  - Amanda O. asked the members to decide if the one or both of the choices of policy be submitted to the Board for a recommended decision with the words *strong, feels and approve* be removed.
  - Jessica W. suggested to remove the words *strong* and *approve* and that it should read “The Board with support with the college’s Governance Groups shall reorganize officer’s positions to abide by policy 1460”.
  - Dr. Rael confirmed with the members to keep the word *justification with support of the SGC* remove from policy the words *strong, prior notice and approval*.

Evelyn M. had a concern with who would notify the Board of Trustees about the SGC’s recommendations to the policy.

- At this time Evelyn M. had to leave the meeting and asked to abstain from voting.

Amanda O. asked Kenneth B. what words he chose to remove (*strong and approved*) and his feeling towards the term (*prior notification*).

Kenneth B. said that on record he would prefer to keep the term (*prior notification*) but willing to vote without (*prior notification*) to the policy. He just wants to make sure about notifying the SGC members and support from SGC.

Amanda O. asked Geno C. for his suggestion to the changes and he agreed to both changes to remove *prior notification*.

Amanda O. said that she agreed with the changes as well. It was decided to remove the words *strong* and *approve* on the one line and submit to the Board. Amanda O. wanted to discuss that there are no terms and time frame of their held positions and a member can hold a position for an extended time. Amanda O. pointed out that there is nothing on the policy with regards to term.

Dr. Rael informed the SGC members that it would be something that the state or voters have the control in making that decision. Dr. Rael requested information from any SGC members to do the research on other College Board terms.

Kenneth B. said that he looked at Mesalands College website and could not find any information on their Board policies and were not accessible.

Amanda O. recommended revisiting this topic in the future. Amanda O. asked if the members needed to discuss this any further.

Joseph S. asked Amanda O. to repeat for clarification what the changes to the policy will be.

Dr. Rael requested a call of what the members are voting on.

Amanda O. reads the current revision:

“The Officers of the Board shall hold office for a term specified within this policy manual. At any time during the calendar year at the Board’s discretion it may elect to switch any officers when the Board provides justification that the change would serve in the best interest of the college. The Board, with support from the college’s governance groups, shall reorganize officers’ positions to abide by policy 1460. All reorganizations associated with the Board’s officers’ positions will be made official through a unanimous consent from the members.”

❖ No actions taken at this time.

## **V. Other**

Amanda O. asked the SGC members if they could meet the next day regarding the survey.

Kenneth suggested that they submit their responses and let the consultant filter out any duplication of language or opinions and reminded the members that it is the duty of the ZILO International Group.

Dr. Rael commented on what the LCC’s search expectations are when looking at the potential President.

Amanda O. informed the members that the ZILO consultant would be on campus and meet with the governing groups to discuss any questions or concerns that might deem necessary. Amanda O. said that the consultant is willing to talk over the phone.

Kenneth B. asked the members if they can meet the next day to revisit the presidential search survey questionnaire. After confirming a time the members decided to meet at 3:00pm, April 6,

2018 in the Board of Trustee Meeting room. Jessica W. and Joseph have permission to respond to the members via email since they are unable to meet with the group the next day.

**VI. Action Item – BOT Policy proposed revision** (as read earlier)

Geno C. moved for motion to approve the amended BOT policy as read earlier in the meeting and Jessica W. seconded the motion.

- All members approved the changes.

Amanda O. told the members that she would be sending a copy of the amended policy to Shared Governance Committee and to the President. Dr. Rael suggested that an internal memo be sent to the president to make it official.

**VII. Set date and time of next meeting**

Date and time of next meet will be announced at a later date via email to members

**VIII. Adjourn**

Kenneth B. moved for adjournment and Dr. Rael seconded the motion. SGC meeting ended at 9:17am.

Minutes submitted by  
Amanda Lucero  
April 30, 2018