



**Luna Community College
Shared Governance Council
Regular Meeting
March 27, 2018**

Minutes

I. Call meeting to order and establish a quorum

March 27, 2018 @ 2:07pm

II. Roll call

Present:

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

Not present:

Amanda Lucero, Liaison

III. Approval of Agenda

Kenneth B. asked the members if there were proposed changes for approval of agenda and Amanda O. said “Yes” under *Discussion Item*.

- Amanda O. wants to add Presidential Search
- Salary Parity
- Confirming email and deceased student policy
- BOT realignment policy

Kenneth B. wants to add, under *Action Items*, a vote to approve the deceased student policy and email policy with the condition to recommend changes that Dr. Rael had proposed to Henrietta Maestas.

- Approval of email policy and deceased student policy.

Amanda asked the members to make a motion to amend the agenda. Geno C. made the motion to approve the revisions to the agenda and Jessica W. seconded the motion.

Amanda O. asked the members if they were in favor and all approved the changes. Motion carried.

Kenneth B. asked to table the minutes until the next meeting because Amanda L. liaison is out. Amanda O. asked the members to make a motion to table the minutes until the next meeting. Kenneth B. made the motion to table the minutes and Dr. Rael seconded the motion. Amanda O. asked the members if they were in favor of tabling the minutes. Motion carried.

IV. Updates from Senates & Academic Leadership

Student Senate – Jessica Weber

Amanda O. asked the members for updates. Jessica W. informed the members that the Student Senate unanimously voted on cosponsoring an event with New Mexico Highlands University to raise sexual assault awareness since April is Sexual Assault Awareness Month. Jessica has printed posters and posted them around campus and inform the students about the event. A company from Florida will host the event on April 3, 2018 at the Ilfelds Auditorium. Kenneth B. asked Jessica W. to forward the poster to him so he can display on the campus monitors. Jessica also informed the SGC members that the Student Senate is working on a schedule to spend time in the Student Senate office to address complaints, suggestions and any feedback from the student body. She said that she is also working with IT Support to issue an email to the Student Senate members and they can answers student concern emails. Jessica W. informed the SGC member that Student Senate is almost done with their by-laws.

Jessica W. mentioned that the SS members are working on having student life area. President Serna is donating the TV from his office. They are looking into getting a refrigerator and microwave also.

Amanda O. asked Jessica if they had a location for the activity center and Jessica said that they were looking into the room located near the coffee shop since it is in the center of campus. Jessica said that it would also be beneficial to the dual credit students since the students do not have a way to leave campus. Kenneth B. told the members that the former Title V green screen room was the planned location to have the game room but it never materialized. Kenneth B. reminded the members that Amanda Lucero had previously managed the game room and supervised the work studies. Kenneth B. asked Jessica W. to touch base with Amanda L. to get the information as to how the game room was managed.

Amanda O. informed the members that in order to run the game room with work study students, the game room has to fall under a department and supervised by a responsible party and sign off on their timesheets. Amanda O. said that the game room cannot fall under Student Senate. Possibly get someone from the library to oversee the game room. Jessica W. said that she would take the information to the SS members at their next meeting. Jessica said that the SS group was discuss activity planning, potential fund raiser and requesting more funds for the SS group because currently the Student Senate shares it's funds with Campus Life.

Faculty Senate – Kenneth Bachicha

Kenneth B. said that their scheduled meeting was changed to beginning of April. Will work on faculty hand book. Currently the faculty are using the handout from 2006 and has had some modification but not effectively. A concern with the hand book is that there is only a short paragraph for adjunct and LCC is adjunct driven. Possibly have a handbook strictly for adjunct.

Geno C. announced to the members that STEM has hired 2 full-time faculty members: Geno Castillo and Rachel Lucero who teaches Biology and Chemistry. Geno C. stated that the handbook has been divided amongst the FS members.

Academic Leadership – Joseph Salas

Amanda O. asked Joseph if there were any updates from Academic Leadership. Joseph stated that there have been no updates.

Staff Advisory Senate – Amanda Ortiz

Amanda O. informed the members that Staff Senate is currently working on establishing a voluntary employee contribution fund and establishing by-laws. Some examples that Amanda O. gave are:

- Employee family member death – give flowers
- Employee hospitalization
- New baby

Amanda O. stated that there would be subcommittees to do:

- Employee service awards
- Employee recognition
- Years of service/retirement

The SS group want to incorporate all members of LCC and fund the annual BBQ/Picnic. One proposal is payroll deduction for those that want to sign up for that. Once the information is gathered it will be sent to the appropriate governing body.

Amanda O. updated the members on the Community Advisory Committees and said that Elaine Luna had stopped by her office and said that AHEC (Area Health Education Center) has an established community committee. President Serna informed Amanda O. that there are already LCC based community committees. Amanda O. updated the members with the Welcoming Committee and their status. Next meeting for Staff Advisory Senate is Thursday at 9:00am.

V. Discussion Items

HLC Recap

- Kenneth B. informed the members that Faculty Senate had initially been removed from the HLC meeting agenda because they actually wanted to meet with Shared Governance Council. However, FS was added back in at a different time slot.
- Jessica W. informed the members that the complaints she got were from students that had not done the proper research to inform themselves about HLC and the issues the college is addressing. Jessica W. said that she was approached by a student who felt they were not fairly represented so she forward the message to Dr. Lalla and she in turn forward the message to HLC to request another student forum and it was poorly attended. One concern that Jessica mentioned is the process of filing complaints because it is both lengthy and hard to find for some students.
- Dr. Rael said that the second day of the HLC visit was more relaxed for the community forum because there was some good representation (important people). Kenneth B. was concerned that the Board of Trustees meeting was frustrating because the BOT informed the HLC members of their lack of training and other shortcomings.

Amanda O. informed the members that Dr. Lalla thanked those who assisted with the HLC visit. Amanda O. expressed frustration that they were not adequately prepared for their visit. April 18, 2018 is when the report is due. The Chicago visit to defend is scheduled May 21, 2018. She informed the members that she had submitted an email to the president asking who will be attending the HLC hearing and was told that she would be informed.

Kenneth B. said that the Faculty Chair had been asked to attend the conference and no other person had been mentioned. Amanda O. expressed recommending Dr. Rael because she feels that he is very knowledgeable, well-spoken and can represent the group very well.

Amanda O. said that she would contact the president to get more details in the preparation for the trip to HLC. Kenneth B. suggested having the Assessment team meet with them with any information that would be helpful for the HLC trip. Amanda O. said that she had spoken with the President in terms of Shared Governance and he sent her via email the following information:

1. Assessment
2. Program review
3. Foundation - The president will take the lead on this

Proposed Freedom of Expression and Dissent Policy

Kenneth B. shared the survey monkey results. He indicated that there was a reasonable response and that there was 52 replies, 55 responses total. Of the results, 17 were faculty members, 23 staff members.

Amanda O. wanted it noted that Evelyn M. arrived to the meeting at 2:47pm.

Kenneth B. continues with the results. 11 students responded and 4 responses from Academic Leadership.

- 100% agreed with section 1.1 for policy
- 53 out of 55 agreed with section 1.2

Kenneth B. informed the members that he would forward their comments to them so they can read them. The members discussed the results briefly.

Revisions of SGC Bylaws

Jessica W. wanted it noted that she was leaving for class at 2:56pm

The SGC members discussed some of the bylaw changes on Record Keeping, Conflict of Interest and Ethics. Amanda O. told the members that she had made minor changes after looking at the Luna Policy on Record Keeping.

The changes are worded as follows: *“Document Retention and Disposals; the council shall abide by the policy set forth by the institution’s record keeping requirements with respect to preserving documents and proper disposal”*.

Amanda O. asked the members how they felt about the changes. Amanda O. read the current policy on the Luna handbook to include from the Staff Senate handbook. Kenneth B. asked the members if they wanted to do an electronic vote on the changes.

Amanda O. asked the members if there was a need for further discussion and the members said no.

Board of Trustee Vacancy

Amanda O. informed the members that on April 10 a list of candidates would be presented to the Board with their resumes. The Board at that meeting will decide who they want to interview. Amanda O. had asked if there was a way SGC can have involvement in the interview process. Amanda O. asked the members what their thoughts are in participating in the candidate interviews. Kenneth stated that at the last Board meeting it was said that the new member should be in place as soon as possible. Kenneth went on to say that it would be in the best interest of the SGC to request some type of participation in the Board member interview.

Presidential Search

Amanda wanted to share with the members an update on the Presidential search. She had received a questionnaire on March 21 from the liaison who wants to meet with Shared Governance Council on April 9th to go over what LCC expects the minimum qualifications to be, the credentials, and etc. for the next president. Amanda O. expressed the time limit to review and answer the questionnaire before meeting with her on the 9th. Amanda O. wants to have a meeting the following week to review the questionnaire.

Salary Parity

Amanda told the members that Kenneth B. had told her that next Wednesday, April 4th there will be a campus wide meeting regarding the salary parity and the representative would be meeting with employees to explain and answer questions. The meeting with the parity representative will be with everybody between the 5th and 6th. The SGC members discussed further on the parity and expected dates of notifications on any position changes.

Email & Deceased Policy

Kenneth B. wanted on the record the discussion regarding the Email and Deceased Policy and no actual vote was taken. Amanda O. said that Staff Senate had suggested to Henrietta Maestas to change the first sentence in the second paragraph to state “*Email ID instead of referring to it as a username*” for clarification purposes.

BOT Policy

Dr. Rael told the members that he had communicated electronically with President Serna regarding the current BOT policy and made slight changes to the BOT policy and Dr. Rael was told to take it to the SGC members. The SGC continued their discussion on clarification of BOT policy and bylaws.

Amanda O. noted that Joseph S. left the meeting at 3:21pm.

Amanda O. asked the members if it would be alright to add the minor changes to the BOT policy they are currently reviewing. It was suggested to send it back to the President with their recommendation to the BOT policy for review.

VI. Action Item

Freedom of Expression and Dissent Policy

Amanda O. asks for a motion for the Freedom of Expression and Dissent Policy.

Motion by Kenneth B. to approve the Freedom of Expression and Dissent Policy with the information from the survey submitted to the campus.

Dr. Rael amended the motion to return the Freedom of Expression and Dissent Policy along with the survey documentation and results back to the President and to the author of the proposed policy to consider those comments. Kenneth B. second the motion. Motion carried.

Shared Governance Bylaws

Motion by Kenneth B. to conduct a digital vote on the Shared Governance Bylaws at a later date after revisions. Geno C. seconded the motion. Motion carried.

Email & Deceased Policy

Motion by Kenneth B. to approve previously discussed items with revisions from Shared Governance Committee and Staff Advisory Senate. Dr. Rael seconded the motion. Motion carried.

BOT Policy

Motion by Dr. Rael to vote electronically on the BOT Policy. Kenneth B. seconded the motion. Motion carried.

VII. Set date and time for next meeting.

The date for next meeting to be announced via email.

VIII. Adjourn

Geno C. moved for adjournment and Kenneth B. seconded the motion. SGC meeting ended at 3:29pm

Minutes submitted by
Amanda Lucero
May 23, 2018