



What's Happening at Luna

Friday, 01/27/2023 😊

Hi Everyone. Welcome to another edition of Luna's weekly update. Happy Friday! Have a great weekend!

What's Happening in Allied Health – Denise Foxx

- There will be a free medical/dental/vision clinic in March at West Las Vegas High School. Volunteer and healthcare provider opportunities are available. Please see the attached flyers for more details
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What's Happening in Contracted Education – Karen Wezwick

- **Grand Launch** of the Real Estate Training being offered, in partnership with The CE Shop, the whole week of Jan 30 thru Feb 5, with **40%** off (see attached flyer). Contact Karen at [505.454.5308 Ext. 1207](tel:505.454.5308) | [505.718.5544](tel:505.718.5544) | kwezwick@luna.edu for more information or sign up at the Registrar's office.
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What's Happening in CTE – Dr. John Thompson

- Dr. John Thompson, Director of CTE, has submit the LCC Application for a pre-approved \$275,000 (over 2 years) Grant to LANL. Dr. THOMPSON will be stepping down as Director of CTE and will become Director of Grants and Contracts. He will be helping our President find money for Luna.
- Gene Martinez, Welding Instructor, will be presenting at an AWS CHAPTER Meeting on the Luna Main Campus on Feb. 16th beginning at 5:30 pm.

What's Happening in IT Support

- The **Luna Website** is a work in progress and it takes everyone to keep it updated. Please check your sections on the website and make sure everything is correct. Some examples of things to review include:
 - Membership lists for committees
 - Committee minutes/agendas – are they current?
 - Staff/Faculty information including phone numbers, new hires, etc.

- If you spot something that needs to be changed, or you need to add minutes or agendas or something else, please send a support ticket (email) to support@luna.edu clearly explaining what needs to be updated. Be specific about where the item is located on the website and include what needs to happen. Chairs or Secretaries of committees are typically the ones who provide pdf copies of minutes and agendas for committee meetings.
 - Additionally, if you spot something off anywhere on the website, even if it is not your area, please send a support ticket pointing that out.

 - Together, we can keep our Website current!

What's Happening in Nursing – Maxine Hughes

- Nursing is in full swing this semester with a total of 44 students in both levels.

- Clinicals start this week as the nursing students hit the ground running.

- Clinicals will take place in various agencies in Las Vegas and at Christus in Santa Fe.

-The Capstone for level 4 students takes place this semester, and students will be placed at Alta Vista or Christus with an RN. The RN will be granted a stipend for participating in this experience with our students for the first time using the Nursing Expansion Grant funding from HED.

-Faculty are teaching new courses this semester as the department is down 2 positions; however, there are 4 new adjunct instructors that are former Luna graduates that have filled in the gaps. We are excited to see our former students join us in training new nurses.

-We are also grateful to have Vanessa Torres return to LCC to help the nursing department as a Student Services Specialist.

What's Happening with Rough Rider Mentorship and College Readiness Program – Sherry Goodyear

-Visits for our area middle schools for the Spring semester are being scheduled.

So far we have:

West Las Vegas Middle School – 2nd Tuesday of every month. (2/14, 3/14, 4/11, 5/9).

Memorial Middle School – Last Wednesday of every month. (1/25, 2/22, 3/29, 4/26, 5/31).

When the mentorship program goes into Las Vegas schools, we are there all day in order to have time to present to all the middle school children.

The goal for this semester for Las Vegas middle schools is for all Luna departments to select the day they would like to go into the middle schools from the above options. The mentorship program would like the various departments to showcase their areas, do some kind of hands-on activity with the children, and repeat that process with each class group we meet with for that day. Presenters can vary throughout the day to accommodate all the many busy schedules, but the goal would be to have some representative

from that day's show-cased area to be available to present at each group session. (Hopefully that makes sense).

Please contact Sherry Goodyear (sgoodyear@luna.edu) to lock in the day you would like to present or if you have any questions about the plan. Because Luna is in Las Vegas, visits to the middle schools by all departments should be doable.

What's Happening with Student Government and Campus Life

-Next week on Friday, January 24 all students, faculty, and staff are invited to a Campus Bar-B-Q from 11:00 AM -1:00 PM at the cafeteria. There will be food, games, fun activities, and so much more! Come and join the fun!

What's Happening College-wide

-Telephone etiquette is a fundamental component of customer service. Please review the following link for a refresher on how to properly answer phones, forward calls, put someone on hold, etc.

<https://youtu.be/eSBp9RcVpkg>

-When answering the phone, it is appropriate to provide some kind of greeting, identify the organization, identify yourself, and ask how you can assist the individual calling. It is recommended that we smile when we answer the phone as a smile can heard.

So, a possible greeting for us might be:

“Good morning (or afternoon), Luna Community College. This is (your name). How can I help you?”

Your script doesn't have to follow this order exactly. However, coming up with a simple greeting that includes these four components (a greeting,

business identification, personal identification, and a query for how you can help) is a great way to create a positive impression on anyone who calls the college.

Reminders

- All committees, departments, and individuals with information to share are encouraged to send their knowledge to sgoodyear@luna.edu each week by noon on Thursday for inclusion in Friday's update. If you miss a deadline, don't worry, your information will be included in the following week's update.
 - Thanks to all who shared information for this week's edition of "What's Happening at Luna."
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