

LUNA COMMUNITY COLLEGE
Tutoring R&C Sub-committee Meeting
Minutes

Tuesday, October 15, 2019 @ 8:00 am
LCC Student Success Building upstairs in Fiscal Office

Meeting called to order at 8:24 am by meeting Chair Francina Martinez.

Members present:

Chair Francina Martinez
Lita Bernal
Betsy Sanchez
Raymond Varela
Georgia Baca

Members absent:

Daniel Twitchell
Timothy Nusser

Reading of Agenda

- Motion: To approve the agenda for 15 October 2019
Vote: Motion carried
Resolved: Agenda for the meeting on 15 October 2019 approved without modification

Approval of Minutes

- Motion: To approve minutes for 24 September 2019
Vote: Motion carried
Resolved: Minutes for meeting on 24 September 2019 approved with modification

Business

- Update on last year's report, Raymond Varela: Still waiting for access into Portal to retrieve information for student completion.
Resolved: Raymond will confirm with Francisco Apodaca on access approval and will also speak with Henrietta Maestas, Registrar, to request access.

Other Business

- Lita Bernal: mentioned students have been placed on hold for various reporting reasons.

Resolved: recommendation of going to the advisement committee on reviewing each individual student's records in confirming and updating info as advisors advise students.

- Raymond Varela: Concerns with Mora site, stats had not been reported, several requests to submit, report does not seem accurate. Issues with scheduled times and presence of staff and building open scheduled hours.

Resolved: Needing to re-vamp times and confirming scheduled hours are followed. Issues are to be addressed to VP of Instruction.

- Athletics: Monitoring has changed drastically for the good.

Resolved: Cameras have been installed for monitoring students in lab, Tutor assigned is a positive presence.

- Raymond Varela: Informed items are needed for tutoring lab; signage or directions are needed to lab and snacks for students while being tutored.

Resolved: Raymond will have STEM print a big sign to post in hall way and will be asking Campus Life for any snack items they can supply the lab with.

- Lita Bernal: Seeking for volunteers and inviting everyone to Veterans Day ceremony beginning November 11th, 8:45 am at the Maximiliano Luna memorial stone and continue at the MEC building till 10:30.

- Chair: Asked all members if they had any concerns or other business to discuss.

Resolved: None were presented

Time and place of next meeting

- Next meeting on 19 November 2019 at 8:00 am in LCC Student Success Building upstairs in Fiscal Office.

Meeting adjourned at approximately 9:13 am.