



**Luna Community College  
Shared Governance Council  
Regular Meeting  
November 14, 2018**

**MINUTES**

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

November 14, 2018 @ 10:05

**II. Roll Call**

Present:

Not Present

Kenneth Bachicha-Vice-Chair

Joseph Salas, excused

Amanda Ortiz-Chair

Dr. Rolando Rael

Evelyn Montoya

Geno Castillo

Briana Thomas-Student Representative

Theo Chavez-Student Representative

**III. Proposed Changes and Approval of the Agenda**

Kenneth B. made a motion to approve agenda with tabling the minutes for October 10, 2018 and Geno C. seconded the motion. All approved, motion carried.

**IV. Approval of the Minutes October 10<sup>th</sup> Regular Meeting**

Minutes not available.

**V. Shared Governance Committee Updates**

**a. Retention & Completion Committee – Sierra Fernandez**

Sierra Fernandez, the Chair of the R & C Committee, provided an update on the progress the committee has made over this year and explained the purpose and objectives that have been set. The committee was tasked with the following:

- Examine existing methods for recruiting, advising, counseling, retaining and evaluating student experiences,
- Determine needs and identify problem areas pertaining to R&C,
- Research and make recommendations for solutions and
- Strengthen and/or establish communications and coordination amongst constituents regarding R&C.

Current data is being compiled on completion rates to determine what is lacking in order to standardize ways data is collected and to increase retention rates.

Sierra provided the SGC with an in-depth overview on the efforts of the R & C Committee including some of the highlights below:

- Developed and approved a Charter.
- Established student survey based on graduation survey.
- Hosted advisement training (joined STEM advisement at Car Show).
- Had 2 members attend Academic Impression Conference (How to develop a comprehensive retention plan).
- Created Sub-Committees and Model to support incentives that were identified in retention surveys.
- Started to develop a three (3) year plan.
- Approved Advisement, Tutoring and Campus Life sub-committees. IT & DE committee will meet to establish goals.
- Have worked with Institutional Research, Maxine Salas to obtain accurate baseline data, to create a three (3) year retention plan and to create LCC Fact Book.
- Hosted a Campus Webinar.
- Will host registration event.
- Will host a graduation clearance event.

**b. Strategic Planning & Institutional Analysis – Francisco Apodaca**

Francisco Apodaca informed the SGC members that a draft of the revised strategic plan would be sent out campus-wide that would allow for feedback prior to being presented to the Board. Francisco presented the current draft and elaborated on how the suggested revisions were decided upon. The draft included the following information:

- Grow institutional enrollment through multifaceted and recruitment campaign that includes partnership with regional industry, government and K-12 district.
- Increase the numbers of first time freshman students completing degrees and certificates by 150% program duration – target 35% by 2020.
- Ensure academic quality through ongoing evaluations of teachings and learning.
- Facilitate student success or retention through comprehensive support services and interventions.
- Increase Fall to Spring retention rates of first time freshman – target 80% by Spring 2020.
- Increase Fall to Fall semester for retention rates for first time freshman –target 60% by 2019.
- Increases the percentage of students enrolled as degree seeking or wishing to transfer to a four year institution – target 70% by 2021.
- Increase the college annual sponsored projects funding and post-secondary retention and completion career placement – target 2 million dollars by 2021.
- Maximize student access through expansive and quality online courses and credentials.

- Provide in demand and quality programs designed for increase transferability and/or employability.
- Self-sustaining actions that maintain sound fiscal practices.

## **VI. Senates & Academic Leadership Updates**

### **Faculty Senate**

Kenneth B. informed the SGC members with regards to the buy-back proposal where staff can sell annual leave time. He stated that President Serna offered to Faculty Senate that he would donate up to ten (10) hours of his annual leave funds to Faculty Senate. The senate will purchase toys for children in the surrounding districts with the donated funds.

Faculty and Student Senates will work together to get feedback from students on how faculty can best serve the students (i.e. surveys).

Geno C. informed the SGC members that all departments participated with Trunk or Treat and Haunted House. He also said that the STEM Department was working on food baskets and coat drive.

Kenneth B. also updated the SGC members with regards to College Night and improvements for the future.

### **Academic Leadership**

Have not met.

### **Staff Senate**

Amanda O. informed the members that SAS was working with the SBDC to send out emails on behalf of Staff Senate to promote community involvement through the Linking Up with Luna event. She said that she had reached out to other departments to assist and anticipated all departments would participate.

Amanda O. also informed the members that SAS is working on the employee recognition event to coincide with the Employee Holiday Potluck.

### **Student Senate**

Theo C. informed the SGC members that they are finalizing a survey with regards to food service and working on collaboration with New Mexico Highlands University.

## **VII. Discussion Items**

### **a. Tuition Waiver Policy**

The SGC members went into thorough discussion regarding the Tuition Waiver Policy. The presented revisions were discussed along with other elements the members felt were lacking from the overall policy. There was discussion as to whether or not additional revisions should be proposed, or if clarification was in order before re-writing the policy. It was decided that a Memo would be sent to President

Serna outlining the additional questions the members had on how to handle the policy presented. Amanda O. told the members she would send something to the President and wait for a response before further action would be taken.

**VIII. Other**

Discussion took place regarding the current Presidential Search and HLC updates.

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

Date for next meeting December 10, 2018 at 2:00pm.

**X. Adjourn**

Dr. Rael motioned for adjournment and Theo C. seconded the motion. All approved, motion carried. SGC meeting ended at 12:00pm.

Minutes submitted by  
Amanda Lucero  
January 21, 2019