



## *What's Happening at Luna*

**Friday, 11/01/2023 ☺**

**Ending Week 11 of the Fall 2023 semester and preparing for Week 12. Here's what's happening...**

### Academic and Career Planning

- We'll be having our early registration Mondays starting next week. Students can come in anytime starting today to get advisement and register but the Early Registration Mondays will allow them to come in from 3pm-7pm to speak with subject matter experts/program directors to make sure they are taking the correct courses and get info on programs.

**LUNA COMMUNITY COLLEGE  
EARLY REGISTRATION MONDAY'S**

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Meet your academic advisor.  
Register for classes.  
Clear any holds.

Unsure?  
Come meet the Program Directors.

**NOVEMBER 6, 2023 3PM-7PM**

**NOVEMBER 13, 2023 3PM-7PM**

**NOVEMBER 20, 2023 3PM-7PM**

Class registration opens November 1, 2023  
Academic Advisors available Monday-Friday, 8AM-5PM.  
Located in the Student Services Building

SCAN ME

**Luna Strong and tbh are here for you!**

**Luna is partnering with tbh: an online mental health platform that helps you take charge of your mental health!** With tbh, you get FREE access to mental health support online and on your schedule (weekends, holidays — you name it). You can sign up for:

- 1:1 sessions (if you want to work independently) or group support (if you like to do less talking and more listening), all led by diverse therapists.
- Conversations are private and designed as a safe space for you to address any topic you wish!
- Visit <https://tbh.us/luna> to sign up. If you have questions or concerns, text tbh at (415) 895-3932

**ATTENTION LUNA STUDENTS**

**ENJOY FREE ACCESS TO MENTAL HEALTH SUPPORT**

**FREE VIRTUAL SESSIONS WITH TBH THERAPISTS.**

**SCHEDULE YOUR FIRST SESSION TODAY**

[www.tbh.us/Luna](https://www.tbh.us/Luna)

Students,

We have a variety of fresh foods available in the kitchen tiendita in the Allied Health Building. We have yogurts, drinks, peaches, avocados, apples, plums, string cheese and potatoes. We also have some holiday/Thanksgiving foods available in our pantry section such as canned cranberry sauce, baking mixes, canned pumpkin and stuffing mixes. In case you need a quick meal at home, we have pasta and canned tomato sauce, beans, soups, canned veggies and even K-cups if you have a Keurig and want a pumpkin spice latte tomorrow morning!

Remember that our campus food pantries offer food for you while you're on campus, like frozen meals, ramen and granola bars, as well as foods to take home.



For those stressed out by the CHES conversion...the end is in sight – hang in there as we are almost there. Thanks for all you are doing for our college!

### **CHES/Work Day Conversion Schedule - NOTE from the President**

As you are aware the finance, payroll and HR offices have been working on the Workday implementation. The scheduled go-live date to move from our Jenzabar system to the Workday system is on December 18, 2023.

In order to ensure that this transition is done correctly and occurs smoothly, we have to close out Jenzabar and move into Workday. I am requesting that everyone adhere to the following schedule:

#### **Finance Office Schedule:**

1. The last day to enter new vendors and GL codes is October 20, 2023.
2. RPs are due no later than 12:00 noon on October 25, 2023.
3. The last day that POs will be issued is October 27, 2023.
4. The last day to turn in receiving (the receiving copy of the PO) and invoices is November 17, 2023.
5. The last day to travel is November 3, 2023. If you plan on traveling before that date you must have your travel paperwork submitted to the procurement office by October 20, 2023.

#### **HR Schedule:**

1. The last day to submit a job posting to the HR office is October 20, 2023.
2. The last day to interview candidates and make an offer is November 17, 2023 and the employee can start work on November 20, 2023. If new employees do not start on the 20, they will have to wait until January 8, 2023.

## **Payroll Schedule:**

1. There are no changes to payroll at this time however, when we get back from Winter Break there will be changes on how time is submitted and approved.

Please think ahead and ensure you plan accordingly because we cannot do any of the above after the deadlines I indicated until January 3, 2024 when we get back from Winter Break. **There will be no exceptions to this schedule.**

I appreciate everyone's support on this initiative. I realize this is a disruption, however once Workday is implemented many of these functions will be streamlined and easier to complete.

## **Human Resources**

- Open enrollment is from October 2, 2023 through November 10, 2023.
- During Open/Switch Enrollment, eligible employees can: Change or add a medical, dental, or vision plan.
- Enroll for coverage if they do not already have coverage.
- Add eligible family members.
- Vision Plan: Vision will be offered through Davis Vision (Please remember that there is a two-year minimum enrollment requirement For Davis Vision). Cancellation of vision coverage is allowed only when all family members have been enrolled for 2 or more years.
  
- New dependents (spouses, and children) are welcome! Remember that supporting documentation to add dependents is required before January 1, 2024.
  
- Information on the NMPSIA Open/Switch Enrollment process
  - You can only process a change in a medical or dental carrier by completing a Change Card during Open/Switch enrollment. Benefits do not become effective until January 1, 2024.

- Please note that...no election, selection, or change will be automatically made.

## Luna Foundation

The Luna Foundation will be hosting an LCC Winter Festival Fundraiser on Saturday, Dec. 9th from 11am – 4pm. We would like to invite any Luna clubs or groups to come set up and raise awareness for their cause as well. Perhaps have an activity set up for the children who come to the event or to try to raise some funds for themselves.

A festive poster for the LCC Winter Festival Fundraiser. The background is light green with scattered snowflake icons. On the left, the Luna Community College logo is above the text 'Luna Community College FOUNDATION Proudly Presents:'. Below this, 'Winter' is written in a large, red, cursive font, and 'Festival FUNDRAISER' is in a green, blocky font. In the center, 'LCC' is written in large green letters. On the right, a green Christmas tree is decorated with a yellow star, purple ornaments, and white snowflakes. Text labels on the tree include 'Bake Sale', 'Craft Sale', 'Hot Cocoa & Cider', 'Raffles & Door Prizes', and 'Various Entertainment'. At the base of the tree are three red gift boxes with white ribbons. At the bottom left, the Luna Community College address and event details are listed.

Luna Community College  
**FOUNDATION**  
Proudly Presents:

**LCC**  
*Winter Festival*  
**FUNDRAISER**

**Luna Community College**  
Media Arts & Film Technology Building  
366 Luna Drive  
Las Vegas, New Mexico 87701

**December 9th, 2023**  
11:00 am – 4:00 pm

**Vendors:**  
Please call us at (505) 454-5337 to participate in this event. Space Fee: \$25

Bake Sale  
Craft Sale  
Hot Cocoa & Cider  
Raffles & Door Prizes  
Various Entertainment

## Regarding Graduation – from the Office of the Registrar

Good Morning LCC Students,

Are you ready to graduate in Fall 2023 or Spring 2024? If so, then this message is for you! It is time to begin gearing up for the biggest celebration of your academic career. Students who plan to finish degree or certificate requirements for the Fall 2023 semester and will be finishing up in the Spring 2024 semester, will need to apply to graduate. How do you do this? Follow these steps and submit an application (attached) to the Office of the Registrar by the deadline indicated below:

- Deadline to apply to graduate **Fall 2023 graduates - November 27, 2023**

- Deadline to apply to graduate **Spring 2024 graduates - Friday, April 5, 2024, by 5 pm MST** - submit Application for Degree to the Office of Registrar, All Cap, Gown, and Tassel order information (attached)
- Deadline to order your regalia (cap and gown) - **Friday, March 29, 2024**, with the LCC Bookstore - see attached flier for details
- Deadline to order your announcements - **Monday, April 14, 2024**
- **(Grad-imaging photography will be present at our SP24 commencement ceremony for all photos)**

Students will receive their Final Degree Check clearing them for their degree/certificate via your LCC **Student Email** which will include your eligibility for graduation honors. All students who are eligible for honors will be able to purchase the honor cord with your regalia order at the Bookstore which will have a list of students who qualify. Also, students are required to pay the one-time non-refundable \$15 graduation fee (per award) at the time they submit their Failure to submit your Graduation Clearance form and pay your fee will result in a delay in receiving your diploma.

If you have already submitted your documents to our office please be on the lookout for your clearance via your LCC student email. If you have any questions or concerns please feel free to call our office.

Congratulations

*Kindly,*  
**Alicia B Chacon**  
**Interim Registrar**  
**Office of Registrar**  
**505-587-3829**  
**505-454-2548**  
[achacon@luna.edu](mailto:achacon@luna.edu)  
[registrar@luna.edu](mailto:registrar@luna.edu)

**The LCC Bookstore is now accepting orders for Caps, Gowns and Announcements for Commencement 2024!!!**

Deadlines to place your orders are as follows:

CAP, GOWN, & TASSEL ORDERS MUST BE PLACED BY MARCH 29, 2024

ANNOUNCEMENT ORDERS MUST BE PLACED BY APRIL 14, 2024

CAP, GOWN AND 2020 TASSEL - \$45.00 2023

TASSEL ONLY - \$7.00

ANNOUNCEMENT PACKAGE A 10 Announcements and 10 Thank You Cards \$20.00

ANNOUNCEMENT PACKAGE B 25 Announcements and 25 Thank You Cards \$35.00

ANNOUNCEMENT PACKAGE C 40 Announcements and 40 Thank You Cards \$45.00

To place your order or for more information stop by the LCC Bookstore.  
You may also call 505.454.2569 or 800.588.7232.

### Northeast Corridor Drama Competition

- Luna Community College is hosting the Northeast Corridor Drama Competition on Thursday/Friday, November 2nd and 3rd . Three high schools from northern New Mexico will be participating in workshops on Thursday with a culminating event on Friday. Please join in celebrating these young actors by attending their performance. **Free Admission.**
- When: Friday, November 3<sup>rd</sup>
- Time: 9:30-11:30
- Where: Luna Community, MEC Center

### Rough Rider Round-Up

Friday, Nov. 3, 2023, 2:00 P.M. – Join President Martinez for this week's update.

Here is the link: <https://youtube.com/live/8cZCPTIvFj0?feature=share>.

See you there.

### Small Business Office

See the attached flyers for upcoming events.\*

# Want to be a Park Ranger?



Pecos National Historical Park is hiring!



## MAINTENANCE WORKER (HISTORIC PRESERVATION)

*Positions open November 15*

Maintenance Workers (Historic Preservation) work with the Masonry Crew to assist in the maintenance, repair, and restoration of historic stone and adobe structures.

## MAINTENANCE WORKER

*Positions open November 15*

Maintenance workers perform building and operational duties, including carpentry, painting, plumbing, roofing, electrical, and more.



## MASONRY WORKER

*Positions open November 15*

Masons assist in the maintenance, repair, and restoration of historic stone and adobe structures.

## HERE'S WHAT YOU NEED TO DO:

1

Create an account on [USAJobs.Gov](https://www.usajobs.gov).

2

Start working on your federal resume.

Federal resumes have specific requirements. Visit [nps.gov/peco/getinvolved/workwithus.htm](https://nps.gov/peco/getinvolved/workwithus.htm) for resources on creating a federal resume.

3

Apply to the job you want!

Seasonal jobs typically run six months, starting in April or May. But applications are due months in advance! Positions have a limited number of applications, and will close when they have reached that number--so apply as soon as they open.

### QUESTIONS?

Contact  
melanie\_huckstep  
@nps.gov for  
additional resources  
or to be alerted  
when jobs open.

“Things to do this weekend and beyond...”



# Fall Colors... A Showing of Aspens



Brenda Ortega



Tim Styles

Opening Reception Friday Nov. 3rd

5 - 7 pm Music From Brenda Ortega in One Gallery and Tim Styles in the 2nd Gallery!!

Enjoy Refreshments as well...

Show runs November 1st - 30th



1815 & 1813 Plaza St., Las Vegas, New Mexico

*Welcome*  
★ FRIENDS & FAMILY ★

Sunday  
November 19th  
2:00 pm  
Elks Lodge #408  
2305 Collins Dr.

**Get a FREE  
Wine Glass  
2 Beverages  
& Snacks**

Sip It  
and  
Dip It

*Cost: \$35/per person  
or \$60/2 people  
505-425-6181*





Elks BPOE 408

Presents:

Christmas Shopping

Kickoff

★ VENDORS NEEDED

Date: November 25, 2023

Time: 8am-4pm

**Spaces are limited**

Contact: 505-429-5671



**APPLICATION  
ELECTRIC LIGHT PARADE  
CITY OF LAS VEGAS, NM  
DECEMBER 02, 2023  
At Sundown**



**2023 THEME: Hallmark Christmas**

This form should be completed and returned no later than Friday November 10, 2023. Entry is free.

**RETURN THIS FORM TO CHUCK GRIEGO, EVENT PLANNER, 500 RAILROAD AVE  
505 429-1068 OR 454-1401 x1604**

NAME OF ENTRY: \_\_\_\_\_

Individual or Group: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_  
ZIP CODE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**CATEGORY: (check one)**  
MUSICAL OR DANCE GROUP: \_\_\_\_\_  
BUSINESS: \_\_\_\_\_ COMMUNITY  
GROUP: \_\_\_\_\_ BIGGEST &  
BRIGHTEST - THEME: \_\_\_\_\_  
AUTOMOTIVE GROUP: \_\_\_\_\_

DESCRIPTION: Please briefly describe your parade entry, such as the basic theme, design, decoration materials, use of lights, etc:

TYPE OF ENTRY: A minimum of four (4) spotters is required for all floats. Additional spotters will be needed for floats over 20 ft

**Vehicle Only:** \*Circle one: Automobile Club or Individual Number of Vehicles in the Entry: \_\_\_\_\_  
**Float:** \*Number of people riding on float: \_\_\_\_\_ Type of Vehicle(s): \_\_\_\_\_ Size: \_\_\_\_\_  
**Larger and Semi-Size:** \*Number of people riding on float: \_\_\_\_\_ Type of Vehicle(s): \_\_\_\_\_ Size: \_\_\_\_\_  
**WALKING GROUP:** \*Number of people \_\_\_\_\_ Will a vehicle be accompanying group? YES NO  
 \*Type of vehicle: \_\_\_\_\_  
**BAND:** \*Number of people \_\_\_\_\_ Will a vehicle be accompanying group? YES NO  
 \*Type of vehicle: \_\_\_\_\_

**REQUIREMENTS:**

Licensed driver and valid insurance is required from all motorized entries. Please attach proof of insurance.

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Policy Holder: \_\_\_\_\_



## RELEASE OF LIABILITY

I, THE UNDERSIGNED, ACKNOWLEDGE AND UNDERSTAND THAT I AM RESPONSIBLE TO COMPLY WITH THE INFORMATION, RESTRICTIONS AND CONDITIONS OF THE PERMIT WHEN ISSUED. I HEREBY ACKNOWLEDGE RESPONSIBILITY FOR PENALTIES ASSOCIATED WITH NON-COMPLIANCE WITH THE PERMIT CONDITIONS, WHETHER OR NOT I AM PRESENT AT THE TIME OF THE VIOLATION. \_\_\_\_\_(INITIALS)

I hereby certify the foregoing statements to be true and correct, and agree to defend, indemnify and hold harmless the City of Las Vegas, its City Council, officers, agents, employees and volunteers from and against any and all loss, claims, damages, liability, such claim or suit arising from or in any manner connected to my/our participation and float before, during and after said parade. I also agree, if my application is approved, to comply with all permit conditions, and understand that failure to comply with any conditions, or any violations of law, may result in the immediate cancellation of the event, revocation of the permit, forfeiture of fee (s) and/or deposit, denial of future events, criminal prosecution and/or administrative citations, and/or fines.

Print Your Name: \_\_\_\_\_

Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_



## APPLICATION TERMS AND AGREEMENT

Parade date and time: Saturday December 02, 2023 at sundown, approximately 5:30pm, parade line-up begins at 3:00pm.

1. Entries must follow the theme of the parade with decorations and dress of the participants.
2. Vehicles and floats must be decorated with Seasonal Holiday lights, and music must be Seasonal Holiday music.
3. There is to be no throwing of candy. Candy or materials may be handed to parade observers during the parade by entries accompanied by walkers ONLY.
4. Participants must observe safe conduct at all times.
5. Participants will not be allowed to perform routines that would stop or delay the parade.
6. No horses are allowed during the electric light parade due to safety concerns, such as winter weather conditions, lack of lighting, music, noise, timing and surroundings.
7. Please limit sirens and honking during parade.
8. No live impersonation of Santa will be permitted.
9. No live depictions of Christ on the Cross will be permitted.
10. All entries must be approved by the City of Las Vegas, the CLV reserves the right to reject or remove an entry at any time for safety concerns, inappropriate behavior, or at the direction of CLV Police Department and/or Las Vegas Fire Department.
11. Any deviation from the parade route will not be permitted
12. Entries must be in place at the staging area no later than 3:00pm; the parade will start promptly at Sundown.
13. Lineup will begin at 3:00pm in front of the Robertson High School 1236 5th St. LVNM. Parade will proceed west on Baca St. south on 6th St, west on Douglas Ave to 12th St, north on 12th St, west on Bridge/National Ave.
14. All participants driving a vehicle must have a valid driver's license and proof of insurance.
15. All entries must meet or exceed all Fire Dept rules and regulations prior to receiving an entry number.



\*A minimum of five (5) pound Fire Extinguisher is required. The CLV Fire Dept will not lend out extinguishers, (please do not ask).

\*Extension cords and lights must be UL approved. Frayed or cracked extension cords are not allowed.

\*Floats must be made of non-flammable, non-combustible material. No cardboard or paper stuffing.

\*If you use more than one extension cord, you will need an electric power strip with a breaker or GFI receptacle.

\*All generators must be filled before the beginning of the parade.

\*NO filling of generators will be allowed during the parade.

\*Children must be well secured and away from generator.

\*Floats will be inspected beginning at 3:00pm prior to parade.

\*It is recommended that you call the LV Fire Dept 505 425-6321 for an inspection in the days prior to the parade since onsite inspection may not allow for corrections or deficiencies.

2023 Theme  
City of Las Vegas

*Hallmark*



*Christmas*

*Electric*

**Light Parade**

*December 2nd*

*at Sundown*



For more information contact Chuck  
Griego at [cgriego@lasvegasnm.gov](mailto:cgriego@lasvegasnm.gov)  
or call 505-454-1401 x1604

## Reminders

- All committees, departments, and individuals with information to share are encouraged to send their knowledge to [sgoodyear@luna.edu](mailto:sgoodyear@luna.edu) each week by 5:00 P.M. on Wednesday for inclusion in the week's update. If you miss a deadline, don't worry, your information will be included in the following week's update. When possible, your information should be in tidy bullet points that can easily be added to the basic update format. It is also helpful if you respond for the request for information for the week of update and it makes it easier for me to find and included in the update.
  
- Thanks to all who shared information for this week's edition of "What's Happening at Luna." A special shout-out to Dr. Carol Linder and the areas she oversees - Allied Health and Luna Strong - for being so consistent with providing updates to me for those areas.
  
- If you missed an edition of "What's Happening at Luna," find it here: [https://luna.edu/whats\\_happening](https://luna.edu/whats_happening).

**Have a wonderful weekend, Everyone!**

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