



**Shared Governance Committee
Regular Meeting MINUTES**

November 5, 2021
2:30 pm – online/virtually

- I. **Establishment of Quorum**—occurred at 2:34pm. Georgia Baca, Gene Sandoval, Brenda Ortega, Angelica Montanez & Emma George were **present**. Sherry Goodyear was excused. **Guests** in attendance were Gloria Pacheco, and Karen Wezwick--taking minutes. Pres Martinez joined briefly, to discuss the possibility of providing a Thanksgiving meal.
- II. **Call of Meeting to Order**—at 2:35 p.m., by Chair Sandoval.
- III. **Approval of Agenda**— Brenda Ortega motioned the agenda be accepted, Georgia Baca 2nd, roll call vote—motion passed.
- IV. **Approval of Minutes**—The minutes of Oct. 22, 2021 were tabled, as not all had access to them. Brenda Ortega motioned the minutes be tabled, Georgia Baca 2nd, roll call vote—motion passed.
- V. **Public Comments**—there were no public comments
- VI. **Informational/Discussion Items-**
 - A. **New Member welcome & recognition**—Gloria Pacheco was recognized as the newest member, taking the second spot to represent Staff Senate.
 - B. **Nomination of Chair/Vice Chair of Sh. Gov.**—Nominations were opened for Sh. Gov. Vice-Chair. Georgia Baca nominated Gloria Pacheco, Angelica 2nd. There were no other nominations.
 - C. **Senate/Leadership Reports-**
 - 1) **Faculty Senate**-- Faculty Senate—Report by Sherry Goodyear, Held 2nd Coffee Connect (8 attended+2 more than 1st), Submitted Bill on Professional Development Committee, the Safety Policy; Employee sick leave accrual cap; facilitated Q&A between faculty & Pres.
 - 2) **Student Senate**—report by Chair, Angelica Montanez—had done Trunk-Or-Treat; decorated for the LCC Preschool trick-or-treaters; are getting a Thanksgiving Dinner going, and a Pres. Q&A scheduled. Also, they’re doing a Food Drive campus-wide—getting students involved in decorations for the Holidays.
 - 3) **Staff Senate**—report by Georgia Baca—Gloria was nominated for the second representative from SS for Shared Governance, and the vacated Grounds/Custodian’s spot was filled by Matthew Garcia. The HLC will be coming in Jan., and will want to see how Luna’s Shared Governance is holding up since being set up. She stated that all webpages need to be updated, and get all Agendas, Minutes and lists corrected. -- Faculty & Staff Handbooks are being reviewed & combined into one.
 - B. **Grievance Process form**—no update, still awaiting an audience with Pres. Martinez for approval for incorporation in to Handbook.
 - C. **HLC visit**—confirmed for last week of January 2022—all governance needs to be prepared, as HLC group will be wanting to visit with the different groups.
 - D. **Faculty/Staff Handbook**—Both senates are getting together to review the handbooks, and will be meeting every other week, starting Nov 5th, to begin those discussions. Brenda Ortega mentioned she has some suggestions for the handbook. Chair Sandoval will provide her a link for the work sessions, so she can be part of that process, at the time her suggestions should be considered.
 - E. **Review of Bills**—

(21:35)

- 1) **Bill for new Ad hoc committee – the “Professional Development Committee”** – development of—Started in Fac. Senate—Motion to table, due to policy books being currently revised, made by Brenda, Georgia 2nd, motion passed.
- 2) **Safety Policy for Luna employees** – Motion to table, and invite Matt Griego & Renee Maestas for input & clarification. Georgia Baca motioned, Gloria Pacheco 2nd. Motion passed. (36:35)
- 3) **Bill to increase the policy on faculty sick leave cap** – Questions--is there a need? What’s the rationale? Ability to retire by buying your Sick leave from the College. Motion to table the bill, to let the Committee revising the Handbooks do their process, and incorporate the request at that time, if it is not addressed. Brenda motioned, President Martinez joined the meeting at this time, to get the thoughts on Thanksgiving Lunch, giving regard to COVID19 protocols in place. Consensus was that having the luncheon would be a good idea, and for good morale, with options for staying and eating or taking a carry-out box if one wanted to eat in a more isolated setting. Also available—delivery, should one want that option.
- 4) **Dual Credit Standardization** – submitted by Francisco Apodaca, gone through Faculty Senate, who approve of the bill. Discussion revealed that clarification was needed, and that Mr. Apodaca needs to provide more input by rewriting the bill with clarification, making it clearer in its scope.
- 5) **Email Policy** – written by Dr. Patterson, needs updating to include how emails are set up and how Luna-designated email needs to be utilized by all employees and students. Bill has gone through several committees, and was shown to be in favor. Discussion brought several ideas forward, that should also be proposed; ie: Welcoming Committee with an Orientation Day for new hires; HR setting up email access for new employees; Student email set up process. Gloria Motioned to table the Bill to allow for discussion during Handbook Review process, Angelica seconded. Vote showed all in favor, motion passed.

VII. Action items—Gloria Pacheco’s nomination for Vice Chair was raised for vote. Roll call vote showed all in favor—Gloria accepted, effective immediately.

VIII. New or Unfinished / Follow-up Items for Next Meeting’s Agenda—
 a. Safety Policy

IX. Adjournment

There being no further business, Chair Sandoval adjourned the meeting at 4:11p.m. Next Meeting is tentatively scheduled for 3rd Friday—19th, at 2:30pm.

Lawrence Vigil	Georgia Baca	Gene Sandoval	Sherry Goodyear	Angelica Montanez	Emma George	Brenda Ortega	Carol Linder-new
Staff Senate	Staff Senate	Faculty Senate	Faculty Senate	Student Senate	Student Senate	Academic Leadership	Academic Leadership
Present	Present	Present	Present	Absent	Absent	Present	vacant