



## *What's Happening at Luna*

**Friday, 01/20/2023** 😊

### What's Happening in the ACE Lab and Veteran's Resource Center – Ray Varela

- The Academic Center for Excellence is open and tutors are now available. Starting January 23, 2023, we will be open Mon-Thurs, 8am-8pm and Fri, 8am-5pm. We also provide online tutoring if needed. The tutoring schedule will be out very soon.
  - In the Veteran's Resource Center, we are assisting students using VA educational benefits. Students needing assistance should call and make an appointment.
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### What's Happening in Allied Health and Public Service – Carol Linder

-See attached flyer regarding free meals and snack availability and please post in your areas.

- Looking to fill a part-time position:

#### **Rough Rider Success Specialist**

<https://luna.edu/jobs/faa91c16-9afa-456c-8af2-5d75a4038a49>

Position Overview

Grade 34

This position is grant-funded and will assist in planning, developing, and implementing a college food security program under the Luna Strong initiative

(<https://sites.google.com/luna.edu/lunastrong/home>). The Feeding Rough Rider Success grant funded by the NM Higher Education Department will provide food on campus by partnering with non-profit agencies and local chefs. The position will work with stakeholders to expand food pantry options across campus and work to educate and connect the campus community to food resources available in Las Vegas and surrounding communities.

#### Essential Job Functions

- Coordinates campus food distribution efforts with local chefs and partnering agencies
  - Recruits and supervises campus volunteers involved in food distribution
- Assist with data collection, data analysis, program evaluation and grant reporting.
  - Assists in grant financial management.
  - Develops promotional materials
- Establishes and maintains communication channels with local chefs, partner agencies, students, staff, and faculty.
  - Performs other duties as assigned.

#### Knowledge, Skills and Abilities

- An understanding of the basic needs and challenges facing college students.
- Comfortable reaching out and communicating with the campus community and public.
  - Proficient in Microsoft Office Suite, especially Excel and Word
    - Excellent oral and written communication
  - Knowledge in project management and project oversight
    - Ability to work organize and prioritize work
    - Ability to handle multiple duties
  - Knowledge in data collection, assessment, and reporting
  - Ability to research trends and best practices in food security

#### Education, Experience and Licenses

- Bachelor's degree and at least 6 months of experience (to include volunteer work) or a combination of education and experience.

Please share this information with anyone you think might be interested in applying for this position.

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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](mailto:kwezwick@luna.edu) for more information or sign up at the Registrar's office.
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### **What's Happening in Esports – Nichole Collins**

- Do you enjoy playing video games? If you do, please contact Nichole Collins at [ncollins@luna.edu](mailto:ncollins@luna.edu) to join or participate in LCC Esports. All

students and employees are welcome to participate in intramural play as this will be our focus for Spring 2023.

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### 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](mailto: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!

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### 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.

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### 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 – 2<sup>nd</sup> 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.

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### 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!

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### 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.

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### 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 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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