



MINUTES
Shared Governance Special Meeting
Tuesday August 1, 2023; 4:00 - 5:00 pm
Zoom ONLY

No in person meeting

Zoom Link:

<https://us06web.zoom.us/my/carollinderluna?pwd=WmprRGlza3l3REFXWnYwRTBNUVBFZz09>

- I. **Establishment of Quorum:** Carol Linder (chair), Betsy Sanchez, Sherry Goodyear, Raymond Varela, and Rachael Lucero.

- II. **Call of Meeting to Order:** 4:05 pm

- III. **Single Agenda Item: Luna Employee Handbook Review**
SGC Recommendations:
 1. Throughout out the handbook employ gender neutral pronoun of they instead of s/he or his/her (noted on 5.2.5, 6.2.3, 6.2.6, 7.2.2.3, 7.2.2.4, 7.3.2.1, 9.1.2, 9.1.3, 10.3.2, 10.3.4, 10.6.2.1, 10.6.2.2, 10.3.2.7, and perhaps other places)
 2. **Section 3.3 Conflict of Interest (page 18 of 60):** *All employees must ensure that they do not find themselves in situations that would put them in a position of having to teach or supervise a student with whom they have, or have had, a personal, commercial, familial, or other significant relationship.*
Overwhelming feedback is that this statement doesn't work for Luna or our community, we are too small and too many people are related in some way, many faculty have taught family members. Recommend remove or put in a statement that in cases where this occurs the faculty should notify their director and determine a plan of action if necessary to make sure that a conflict of interest is avoided.
 4. **Section 6.1.4.2 Full time Faculty Position (page 25 of 60)** Overwhelmingly faculty feel that you need to indicate that faculty need to hold at least 3 hrs of offices hours per week and add a section that lays out that Adjunct faculty need to hold at least 1 hr per class. Directors also thought that there needed to be something to ensure that they can hold faculty to a specific number depending on their position.
 5. **Section 10.3.2.7 Substance Abuse Testing (page 51 of 60)** *The college Consent and Release Agreement Not to Sue and Indemnify Luna Community College Drug Test Screen Form is located on the Luna Website under HR Online Forms. Employees are required to submit to substance abuse testing.* There was concern about this because of

legalization of cannabis and also make language that some positions may require drug screening but not necessarily all.

5. **Section 10.3.5 (page 55 of 60) Recommend removing “Posting unauthorized materials on walls or bulletin boards”** Many people have said that the President is supposed to approve every flier with a stamp but we thought this was ridiculous. Could have a statement that says that fliers and postings must be limited to material that is related to Luna Community College or Community Events that are relevant to the Luna Community
 6. **Section 10.3.5 (page 55 of 60) “Using profanity or abusive or threatening language;”** Remove profanity or put in at the end “excessive use of profanity)
 7. **Section 10.3.5 (page 55 of 60)** Although “Violating any state or federal law” is in the handbook, there is no language about **weapons or guns** on campus although there are signs around campus. There are people that have guns in their vehicles but recommend adding specific language that it is prohibited unless you are a law enforcement or authorized security officer.
 8. **Section 10.3.5 (page 55 of 60) “Smoking in prohibited areas of the college;”** recommend adding vaping.
 9. **Section 10.3.5 (page 55 of 60). There is language in this list that is covered in other sections.** Examples include Reporting for work under the influence of alcohol or controlled substances is covered under 10.3.2; Sexually harassing or expressing discriminatory statements or actions is covered under 10.3.4. and Safety is covered under 10.3.
- Overall it seems like the final list is a catchall and a lot is covered in other parts.**

1. **Adjournment:** 4:50 pm