



MINUTES
Shared Governance Regular Meeting

February 24th, 2020
2:30pm, Shared Governance
Suite, GS-104

- I. Establishment of Quorum
Seven of eight voting members present. Present are Geno Castillo, Amanda Lucero, Francina Martinez, Masie Estep, Louis Paredes, Lita Bernal and Kim Baca.
- II. Call of Meeting to Order
2:52pm.
- III. Approval of Agenda
Motion to approve agenda as is made by Geno, second from Lita.
Motion carries
- IV. Approval of Minutes: Regular Meeting – 2-14-2020
Request to Suspend Roberts Rules in order to introduce minutes from other committees, specifically Faculty Senate, made by Lita, second by Amanda.
Motion carries.

Discussion was held around the minutes from Faculty Senate held on 12-10-2019. The minutes online are out of date currently. Senates need to ensure their minutes and agendas are updated. This issue may be caused by the backlog caused by an expanding system and others may need to be involved to make this process smoother. There is a need to clarify what type of transparency was held between Staff and Faculty Senate. The transparency structure needs to be improved and made clearer. Communication should start from the bottom up. As a new form of governance, discussions such as these allow for evaluation of the structure and can identify issues that can then be addressed.

There are individuals on campus who have expressed concern over the survey. Several audience members spoke about the survey, expressing their concern over how the data will be handled and by who. Individuals expressed concern over how this data could be used. Members of Staff Senate are worried over the process. Older members of the campus feel the worry of prior events, not only from the last survey, but over issues that have happened on campus in the past. An outside company was not used due to proposed cost. As a result, the survey was administered in house. There were questions raised over how maintenance took the survey without individual emails. Matt Cordova asked his maintenance men to take the survey and arranged for computers to be used for this purpose.

Question raised of whether the survey could have been a living document and introduced to other senates for discussion. The Senate Reports are crucial to bringing this information forward to the table for discussion.

There was a question raised over how the individuals selected were chosen. Faculty Senate selected individuals based on qualifications. These qualifications were discussed by Faculty Senate.

Some members of the audience discussed how it could be challenging to be open when their supervisors are present. The Vice-President clarified that while he is there during meetings for various committees, he is not part

of Shared Governance, but rather as a resource to Shared Governance. He does not interfere in the operations of these committees but will speak when asked.

Motion to resume Roberts Rules made by Amanda, second by Lita.
Motion carries.

Motion to approve minutes with discussion made by Amanda, second by Lita.
Motion carries.

* Audio recordings are available upon request as an .wma, .m4a, .opus or .wav file. Unless stated, files will be exported as a .wma file. Please allow up to 72 hours for this request.

V. Informational/Discussion Items

A. Senate Reports

- Staff Senate:

The Welcoming Committee had a hiccup and members of that committee need to be called in. Discussed the living document regarding the operating procedures for shared governance. Talked about upcoming activities such as team building and travel procurement training. More training is needed so individuals understand why they receive what travel money they get. Staff Senate discussed the HLC and what is going on, such as when visits are happening. Dr. Patterson has sent out an update via email about the HLC. Dr. Patterson stated May 7th is the last day possible to submit the report. The deadline for evidence for the report is the 1st of April. There are 8 weeks left for evidence. The report will be compiled throughout April. The HLC is conducting a focused visit, with the focus on the criteria cited by the HLC. A visit is expected the 3rd week in June. An answer will be heard in November. The HLC is watching the LCC website and the BoT meetings. In addition to evidence, links to the staff and faculty handbooks, as well as the catalog, have been created on the Luna website to provide evidence. The HLC wants the handbook handled in house, not outsourced. It was suggested that one person from staff and faculty senate could be selected from shared governance to go through their respective handbooks and find discrepancies. The creation of an employee handbook with staff and faculty components may make this easier. Right now, the catalog is the most updated resource. This can require a line by line examination of the documents. An ad hoc committee may be needed to clean up the handbooks.

- Student Senate

Got approval for promotional items. Student survey was discussed as well as future events. Events are still being planned.

- Academic Leadership

Two days have been designated for graduation clearance. This first day is Friday, March 20th is from 9am-12pm for Humanities and 1pm-3pm for the School of Business and STEM. The second day is March 23rd-, with 9am-12pm reserved for Education and Nursing. 1pm-4pm is for Trades. Directors and advisors should be there but if they are unavailable, Dr. Patterson will be there. March 27th is the last day to order gowns. Discussed Concourse and Scorecard. Academic Leadership also stated they received the Shared Governance living documents.

- Faculty Senate

Students are having issues with books, in particular, dual credit students. David Kavanaugh is requesting information from individuals who have had issues getting books. This information will be compiled and used to create a bill request from Campus Life if issues are found. Also discussed bylaw changes for approving minutes

via email. Bills were also discussed with the Full time and adjunct evaluation bills sent to Assessment committee for feedback. The campus climate survey will be open until Wednesday to allow more individuals to complete it.

B. Shared Governance/Luna Light Bulletin

Dr. Patterson said that Jesse has requested to do a feature section on Shared Governance.

Motion to table the issue until Jesse is present made by Lita. Amanda modifies the motion to include all senates should submit material to the bulletin. Motion is seconded as modified by Geno.

Motion carries.

C. Pictures for Shared Governance

Motion to table made by Lita, second Geno.

Motion carries.

VI. Open Bills

- A. 2020-01-24.02 (Classroom Evaluation of Full Time Faculty)
- B. 2020-01-24.03 (Teaching Experience Full Time Faculty)
- C. 2020-01-24.04 (Classroom Evaluation of Adjunct Faculty)
- D. 2020-01-24.07 (Recurrent Trainings)
- E. 2020-01-24.08 (Degree Audit System)
- F. 2020-02-07.01 (Campus Food)
- G. 2020-02-07.02 (Spirit Gear)
- H. 2020-02-07.03 (Logo Use)
- I. 2020-02-14.02 ((Class Evaluation Form)
- J. 2020-02-21.01 (Dual Credit Policy)

Motion to table all open bills due to time made by Lita, second by Francina.

Motion carries.

VII. Action Items

- A. 2020-01-24.02 (Classroom Evaluation of Full Time Faculty)
- B. 2020-01-24.03 (Teaching Experience Full Time Faculty)
- C. 2020-01-24.04 (Classroom Evaluation of Adjunct Faculty)
- D. 2020-01-24.07 (Recurrent Trainings)
- E. 2020-01-24.08 (Degree Audit System)
- F. 2020-02-07.01 (Campus Food)
- G. 2020-02-07.02 (Spirit Gear)
- H. 2020-02-07.03 (Logo Use)
- I. 2020-02-14.02 ((Class Evaluation Form)
- J. 2020-02-21.01 (Dual Credit Policy)

Motion to table all action items due to time made by Lita second, by Francina.

Motion carries.

VIII. New or Follow-up Items for Next Meeting's Agenda

- A. Senate Reports
- B. Shared Governance/Luna Light Bulletin
- C. Pictures for Shared Governance
- Open Bills
- A. 2020-01-24.02 (Classroom Evaluation of Full Time Faculty)

- B. 2020-01-24.03 (Teaching Experience Full Time Faculty)
- C. 2020-01-24.04 (Classroom Evaluation of Adjunct Faculty)
- D. 2020-01-24.07 (Recurrent Trainings)
- E. 2020-01-24.08 (Degree Audit System)
- F. 2020-02-07.01 (Campus Food)
- G. 2020-02-07.02 (Spirit Gear)
- H. 2020-02-07.03 (Logo Use)
- I. 2020-02-14.02 ((Class Evaluation Form)
- J. 2020-02-21.01 (Dual Credit Policy)

IX. Adjournment

Motion to adjourn made by Amanda, second by Geno.

Motion carries.

Adjourned at 4:27pm.

DRAFT