



Shared Governance Committee
Regular Meeting MINUTES
November 19, 2021
2:30 pm – online/virtually

- I. **Establishment of Quorum**—occurred at 2:18pm. Georgia Baca, Gene Sandoval, Sherry Goodyear, Brenda Ortega, Gloria Pacheco, Angelica Montanez & Emma George were **present**. **Guest** in attendance was Karen Wezwick--taking minutes, and Carol Linder was recognized at 3:28pm.
- II. **Call of Meeting to Order**—at 2:18 p.m., by Chair Sandoval.
- III. **Approval of Agenda**— Sherry Goodyear motioned the agenda be accepted, Georgia Baca 2nd; motion passed.
- IV. **Approval of Minutes**—The minutes of Oct. 22 and Nov. 5 were presented for approval Sherry Goodyear motioned the October minutes be accepted, with changes noted, Brenda Ortega 2nd— motion passed. The November 5 minutes were accepted as is, with the previous motion, and vote.
- V. **Public Comments**—there were no public comments
- VI. **Informational/Discussion Items-**
 - A. **New Member welcome & recognition**—Dr. Carol Linder was introduced as the newest Sh. Gov. member, representing the second spot for Academic Leadership.
 - B. **Academic Leadership Report—Brenda Ortega--**met this last Wed., where Dr. Linder volunteered to serve on Shared Gov. for Acad. Leadership; Looking at bill for Tested Experience; Finished revising their Bylaws, and are working out the Institution-wide changes that the President is implementing and announcing (on his time-line).
 - C. **Senate/Leadership Reports-**
 - 1) **Faculty Senate--** Faculty Senate—Report by Sherry Goodyear, Q&A between faculty & Pres. Proved very productive—the discussion about the In-Service Week activities brought about the decision that in-service training would be held only the beginning of the Fall semester, and the end-of-semester service weeks would be left for wrapping up the semester, and reflecting on past practices, and offering CLOAS/SLOAS as needed. Gene Sandoval added that Welding Department is now AWS Certified, and CRT is currently getting Recertified.
 - 2) **Student Senate**—report by Chair, Angelica Montanez—Focusing on the Food Drive boxes for Thanksgiving/Christmas season give-away & are getting new promotional items, due to all of their stores having gone missing.
 - 3) **Staff Senate**—report by Georgia Baca—Preparing for annual Pot Luck, which is scheduled for the Wed. before Christmas/Winter Break—Dec. 15th, and having a couple of fun activities at the same time—an Ugly Sweater Contest, and a White Elephant Ornament Exchange. Reported that the Grievance Policy form will be incorporated during the revising of the Staff/Faculty Handbooks, and reminding all Sh. Gov. Subgroups to keep on top of the updates for groups' webpages, and to get the Pres. their report by 1st Tues. Noon, each month (Dec. 7th)—the Tuesday before the BOT meeting is scheduled.

- D. **HLC Focused Visit**—Dr. Day finished the report, which is available for review on Luna’s website. The visit will be only 2 days, and with only 2 visitors. All staff/faculty should be ready for being called upon for input. **Also**—a reminder that there will a full comprehensive report scheduled in 2023, with the accompanying report due in November 2022, hopefully resulting in getting a 10-year accreditation from HLC, if all criterion are met.
- E. **Faculty/Staff Handbook**—Both senates are getting together to review the handbooks, and will continue until complete. Exempt/nonexempt employees is presently getting clarification from HR; Sick leave accrual, selling/buying sick and Annual leave possibilities need exploring.
- F. **Discussion of alternative meeting day & time for Sh. Gov.**—Brenda wanted to look at the necessity of number of meetings, the meeting times, and meeting dates/days. Says anything is good, if it is necessary, set, established, and adhered to; once-a-month might be enough, since all we are accomplishing is rehashing what’s been on agendas. Because Sh. Gov. for LCC is very young, an established record is needing to be demonstrated; but the bylaws state that we meet at least once-a-month; Said We do not want to meet to just meet—We should focus on productivity, and our goals. Looking forward, 1st & 3rd December Fridays, the students will not be in attendance. Faculty Senate will be scheduling a meeting on the 3rd, due to the end of the Fall Semester.
- G. **Bills in process**
 - a. **Safety Policy for Luna employees** – Matt Griego & Renee Maestas are to be invited for input & clarification on questions that senators put together for answering. Look at student safety policy, flip it to reflect employees, so it can be clear. [Dr. Linder joined] (Safety Policy found in Student HB-pg.49; Staff HB-pg. 50) Dr. Linder will bring HU’s safety policy, due to them having to deal with this specific issue there recently. Georgia Baca motioned this discussion be tabled until those two could be in attendance to clear up questions, Gloria Pacheco 2nd; and motion passed.

VII. Action items—

- A. **PDP planning committee**--should be going back to the VP’s office, the end of semester in-service week will be for wrapping up the semester, not for training. Sherry suggested it be put on hold for the moment, however since Staff Senate is asking about PDP at each departments’ level, a committee probably **should be** created to fill this need. Due to indecision and after much discussion, Sherry motioned to table the committee bill again. Georgia 2nd, motion passed.
- B. **Safety Policy**—this was tabled due to the persons needed for input not being present at this time. Sherry will reach out to Dr. Day, and Gene will invite Matt & Renee to join the meeting on the 3rd. Motion to table made by Sherry, Dr. Linder 2nd. Motion passed.

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

- a. PDP Committee/Ad Hoc
- b. Safety Policy

IX. Adjournment

All business complete, Chair Sandoval called for motion—Georgia obliged, Sherry 2nd, meeting adjourned 4:03p.m. Next meeting is scheduled for 1st Friday—Dec. 3rd, at 2:30pm.

Georgia Baca	Gloria Pacheco	Gene Sandoval	Sherry Goodyear	Angelica Montanez	Emma George	Brenda Ortega	Dr. Carol Linder-new
Staff Senate	Staff Senate	Faculty Senate	Faculty Senate	Student Senate	Student Senate	Academic Leadership	Academic Leadership
Present	Absent	Present	Present	Present	Present	Present	Joined late