



Minutes  
Assessment Committee Regular Meeting  
September 22, 2023  
3:00 pm, Google Meet

I. Establishment of Quorum:

Rachel Lucero, Larry Fields, Nicole Collins, Denise Fox, Germaine Sandoval, Betsy Sanchez, Raymond Varela, Elaine Montano(Liaison).

Guests: Mathew Garcia

II. Call of Meeting to Order:

Meeting was called to order at 3:07 p.m.

III. Approval of Agendas (September 22<sup>nd</sup>, 2023):

Germaine motion to approved the September 22, 2023 Agenda. Denise seconded the motion. All in favor, motion passed unanimously.

IV. Approval of Minutes (April 28<sup>th</sup>, 2023):

Germaine motioned to approve Minutes of April 28<sup>th</sup>, 2023 with corrections to title. Seconded by Denise. All in favor. Motion passed unanimously.

V. Information/ Discussion items:

a. HLC meetings-

Higher Learning Commission Review September 25-26, 2023

1. HLC will begin the meeting with the following:

Dr. Day

2. Dr. Martinez

3. On campus Tour

4. Senior Leaders: Dr. Martinez, Dr. Taylor, Dr. Guzman, and Dr. Day.

Criterion One 10:30 AM - 11:00 AM – Open Forum

Criterion Two 11:15 AM - 12:00 NOON, Open Forum.  
Lunch with students only

Criteria Three & Four 1:00 PM - 1:45 PM - Open Forum - Assessment.  
Faculty meetings to include Assessment committee. Members in attendance as follow: Rachel, Nicole, Betsy, Larry. Germaine and Elaine to attend meeting. Reason: Curriculum meeting will immediately follow.

Criterion Five 2:45 PM - 3:30 PM (Faculty committee invited to attend)  
Betsy, Gene, Larry, Joy, and Denise.

Faculty meeting 3:45 - 5

A Schedule of events was sent to everyone. Committee members were required to attend. (Attachment #1)

b. New Meeting times

The Assessment Committee agreed to meet Friday's, 3-4 p.m. once a month.

c. New Tasks

Climate survey

- The climate survey entailed several issues.
- Set up with Faculty and Staff Senate.
- Create form without email or other personal information.
- No paper surveys.

LCC Employee exist survey

The exit form is in google. The Employee Clearance exit form can be found in the Human Resources website. ([Attachment #2](#))

Workday system was discussed. It was mentioned that Norton NVP was hacked several times. The system includes personal information and therefore could possibly be compromised. However, the IT department is ensuring that a compromise will not develop.

- Google Forms CLOA/ "Get out the CLOA" drive
  1. Utilize the form entitled, "Get out the CLOA' drive. Which is located in google.
- Google Form PLOA?/ "get out the PLOA" drive
  1. Utilize the form entitled, "Get out the PLOA drive". Which is found in google. Videos are available.

VI. Action Items:

VII. New or Follow-up Items:

VIII. Adjournment

Nicole motioned to adjourn the meeting at 3:48 p.m. Betsy seconded the motion. All in favor. Motion passed unanimously.

IX. Next Meeting: October 20<sup>th</sup>, 2023?

**Luna Community College  
Higher Learning Commission Review  
September 25-26, 2023**

Attendee	Time	Topic	Location
<b>All unshaded meetings are on Monday, September 25.</b>			
<b>Shaded Meetings are on Tuesday, September 26.</b>			
Francisco Apodaca	10:30-11:00	Open Forum: Criterion One	GS 109
	2:00-2:30	Faculty Committees: Argument Writing	LETC Classroom
	3:30-3:45	Faculty Leadership: (Deans/Directors)	TECH 102
Kim Baca	2:00-2:30	Faculty Committees: Argument Writing	LETC Classroom
	3:45-4:30	Full-time Faculty	LETC Classroom
Cindy Branch	10:30-11:15	Student Services	Tech 102
MaRian Brotherton	3:45-4:30	Full-time Faculty	LETC Classroom
Alicia Chacon	10:30-11:15	Student Services	Tech 102
Carolyn Chavez	2:45 -3:30	HR File Review	HR Office - MEC
Nichole Collins	3:45-4:30	Full-time Faculty	LETC Classroom
	2:00-2:30	Faculty Committees: Assessment	TECH 102
Dr. Dani Day	8:00 - 8:15	Welcome and Setup	GS Conference Room
	9:15 - 10:00	Senior Leadership	Dr. Martinez' Office
	2:00-2:30	Faculty Committees: Argument Writing	TECH 102
	11:15-12:00	College President	President's Office
Larry Fields	2:00-2:30	Faculty Committees: Curriculum	GS 109
Denise Fox	2:00-2:30	Faculty Committees: Curriculum	GS 109
Jesse Gallegos	10:30-11:00	Open Forum: Criterion One	GS 109

Denise Gibson	2:45 -3:30	Open Forum: Criterion Five	GS 109
Lucia Gomez-Vaughan	3:45-4:30	Full-time Faculty	LETC Classroom
Dan Gonzales	4:45- 5:30	Adjunct Faculty	LETC Classroom
Sherry Goodyear	10:30-11:15	Student Services	Tech 102
Matt Griego	2:45 -3:30	Open Forum: Criterion Five	GS 109
Dr. Norma Guzman	9:15 - 10:00	Senior Leadership	President's Office
	11:15-12:00	College President	President's Office
Mari Hill	3:45-4:30	Full-time Faculty	LETC Classroom
Maxine Hughes	11:15-12:00	Open Forum: Criterion Two	GS 109
	2:00-2:30	Faculty Committees: Argument Writing	LETC Classroom
	3:30-3:45	Faculty Leadership: (Deans/Directors)	TECH 102
Tycie Jackson	1:00-1:45	Open Forum: Criteria Three and Four	GS 109
	2:00-2:30	Faculty Committees: Argument Writing	LETC Classroom
	3:30-3:45	Faculty Leadership: (Deans/Directors)	TECH 102
Randy Krutsch	2:45 -3:30	Open Forum: Criterion Five	GS 109
Dr. Carol Linder	1:00-1:45	Open Forum: Criteria Three and Four	GS 109
	2:00-2:30	Faculty Committees: Argument Writing	LETC Classroom
	3:30-3:45	Faculty Leadership: (Deans/Directors)	TECH 102
Amanda Lucero	11:15-12:00	Open Forum: Criterion Two	GS 109
	2:00-2:30	Faculty Committees: Argument Writing	LETC Classroom

Rachael Lucero	1:00-1:45	Open Forum: Criteria Three and Four	GS 109
	2:00-2:30	Faculty Committees: Assessment	TECH 102
Renee Maestas,	10:30-11:15	Student Services	Tech 102
Bernadette Maldonado	4:45- 5:30	Adjunct Faculty	LETC Classroom
Dr. Edward Martinez	8:15 - 8:30	College President	LETC Classroom
	8:30 - 9:00	Campus Facilities Tour	Campus
	8:30-10:15	Board of Trustees	Board Room
	9:15 - 10:00	Senior Leadership	Dr. Martinez' Office
	11:00-12:00	College President	President's Office
Gayle Martinez	2:00-2:30	Faculty Committees: Argument Writing	LETC Classroom
	10:30-11:15	Student Services	Tech 102
Yzetta Martinez	4:45- 5:30	Adjunct Faculty	LETC Classroom
Billie Matthews	1:00-1:45	Open Forum: Criteria Three and Four	GS 109
	3:45-4:30	Full-time Faculty	LETC Classroom
Elaine Montano	2:00-2:30	Faculty Committees: Assessment	TECH 102
Larry Paiz	10:30-11:00	Open Forum: Criterion One	GS 109
	10:30-11:15	Student Services	Tech 102
Greg Salazar	2:45 -3:30	Open Forum: Criterion Five	GS 109
Betsy Sanchez	2:00-2:30	Faculty Committees: Curriculum	GS 109
Germaine Sandoval	2:00-2:30	Faculty Committees: Assessment	TECH 102
Gene Sandoval	2:00-2:30	Faculty Committees: Curriculum	GS 109
IrmaJoy Schrum	2:00-2:30	Faculty Committees: Curriculum	GS 109

Dr. Bill Taylor	9:15 - 10:00	Senior Leadership	Dr. Martinez' Office
	2:45 -3:30	Open Forum: Criterion Five	GS 109
	11:15-12:00	College President	President's Office
Ray Varela	1:00-1:45	Open Forum: Criteria Three and Four	GS 109
	2:00-2:30	Faculty Committees: Argument Writing	LETC Classroom
	10:30-11:15	Student Services	Tech 102
Karen Wezwick	11:15-12:00	Open Forum: Criterion Two	GS 109
	2:00-2:30	Faculty Committees: Argument Writing	LETC Classroom
Kevin Williams	4:45- 5:30	Adjunct Faculty	LETC Classroom

**LUNA COMMUNITY COLLEGE  
EMPLOYEE CLEARANCE FORM**

Employees leaving LCC employment must complete this clearance form before or on the last day of employment. Employee is responsible for obtaining clearance form and necessary signatures. Employee must obtain all necessary signatures before returning completed form to the Human Resources Department.

EMPLOYEE NAME: \_\_\_\_\_ SS# \_\_\_\_\_ ID# \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ WORK#: \_\_\_\_\_ LCC OFFICE EXT: \_\_\_\_\_ DEPT: \_\_\_\_\_

LAST DAY OF EMPLOYMENT: \_\_\_\_\_ DEPT TRANSFER: \_\_\_\_\_

**The following clearance and approvals must be obtained before Business Office Clearance.**

Distance Education:  
(Equipment) \_\_\_\_\_  
Larry Paiz, Instructional Designer \_\_\_\_\_ Date \_\_\_\_\_

Learning Resource Center:  
(Checked out Library Materials,  
i.e. Books, Periodicals, etc.) \_\_\_\_\_  
Linda Salazar, Manager \_\_\_\_\_ Date \_\_\_\_\_

Early Childhood Daycare: \_\_\_\_\_  
Tycie Jackson, Director \_\_\_\_\_ Date \_\_\_\_\_

Information Technology Services:  
(Computer Clearance/Email/  
Telephone, etc.) \_\_\_\_\_  
Greg Salazar, Director \_\_\_\_\_ Date \_\_\_\_\_

Employee Department Clearance:  
(Equipment/Other LCC Property) \_\_\_\_\_  
Department Head/Director/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Business Office Clearance: \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_

Facilities Management Clearance:  
(Equipment/Keys) \_\_\_\_\_  
Matthew Cordova, Physical Plant Director \_\_\_\_\_ Date \_\_\_\_\_

I, the undersigned employee, authorize LCC to deduct the full unpaid balance of all debts owed to the College from any wages or other monies owed to me by the College at the time of my separation. If the foregoing deductions are not made for whatever reason, I promise to repay the remaining balance in cash or by certified or cashier's check no later than the final day of my active employment. If I fail for any reason to make timely repayment of the debt, then I further agree and promise to pay the College the reasonable costs and fees, if any, incurred by the College in collecting the unpaid balance, including collection agency and or attorney's fees.

**NOTE: Final paycheck from LCC will not be directly deposited to your bank or financial institution. This paycheck must be picked up from the Human Resources Office, or it can be mailed upon written request to Human Resources.**

Date Clearance Form & Staff/Faculty ID Card  
returned to Human Resources Department

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

