



Minutes

Faculty Senate Regular Meeting

Friday, February 28, 2025

1:00-2:00 PM on Google Meet

Meeting link: meet.google.com/ssd-mxoa-wac

- I. Establishment of Quorum: Kevin Williams, Billie Mathews, Linda Salazar, Chantel Rivera, Nichole Collins, Mari Hill, Gene Martinez
- II. Call of Meeting to Order: 1:00 PM
- III. Approval of Agenda: Billie Motioned, seconded by Linda. Agenda Approved.
- IV. Approval of Minutes from Meeting on January 31, 2025: Linda motioned to table the Jan. 31 meeting minutes to the next FS meeting; seconded by Nichole. Motion carried.
- V. Approval of Minutes from Meeting on February 14, 2025: Linda motioned to table the Feb. 14 meeting minutes to the next FS meeting; seconded by Nichole. Motion carried.
- VI. Welcome of Guests/Public Comment (3 minutes per person): Nicola Martin, Rachael Lucero, Valerie Montoya
 - a. Nicola Martin: Would like to introduce herself as the Interim HR director for LCC. She has been working with Luna since August 2024 and was on campus in the months of October, November and December of 2024. She will be returning soon to see every body. LCC has offered and accepted a full time HR Director: Terrence Lotts, he will be starting on March 10, 2025. Nicola will transition over with him until her contract ends on April 15.
- VII. Information/Discussion Items:
 - A. Discussion Items- Featuring Ms. Nicola Martin Interim HR Director
 1. Background Checking Policy 1.5
 - a. Nicola discussed the need for a background checking policy and it is traditional for higher education institutions to conduct pre-employment background checks, however, LCC has not been doing so. LCC is working on beginning the process again. She has not been able to find a background check policy. The institution would like to have a procedure in place for background checking but a policy is needed prior to doing so. The executive team proposed creating a policy that is agreed upon by executive and SG and input from institutional committees. Once approved the policy will be presented to the board and set in place. The policy is what is being presented today rather than the process or procedure. Billie explained that SG has not acted on the policy yet because they are waiting for the approval from FS. She will be forwarding Nicola a scheduling link to a local vendor in Las Vegas NM offering fingerprinting and background checks for ~\$50 per person.
 2. Drug and Alcohol Free Campus Policy 1.6
 - a. Nicola explained that this policy is a federal requirement for LCC. She explained that the current policy documentation is confusing and inconsistent. Online there was a statement in the student policy only. There was an outdated document that new hires signed giving permission for drug testing. This policy is currently not in process, LCC does not have a vendor or process for drug testing. LCC is in need of a

current revised drug free campus policy with a clean statement for new hires and incident reports so that it can be used to develop future procedures.

FS inquired whether a pending state bill on drug policies in state-funded programs might affect LCC's policy. Nicola clarified the bill would only become relevant if LCC implemented drug testing, as any testing would be managed by an external vendor responsible for compliance with legal restrictions. Next steps include drafting an updated policy to meet federal requirements and addressing enforcement gaps, such as testing protocols, if pursued.

3. Workday Performance Review Deck

- a. The current Faculty Evaluation policy does not specify which tools will be used for faculty evaluation. Nicola explained that she spoke with CHESS and was informed that Faculty Evaluations can be customized within Workday with a survey of what faculty expects to be evaluated on. HR has not begun any workday implementation at this time for any faculty or staff reviews. They will be discussing with the experts about developing policy and procedures. This digital workflow will take the place of paper forms. Peer reviews could also be incorporated into these workday performance reviews. More than 1 level of approvals can be designed as well. The process in Workday is as follows: Initiate review> set goals> self evaluation> manager evaluation> schedule discussion> acknowledgement> completion. HR will initiate the review and will be sent to the manager and employee to set the goals. Once goals are completed the review will be returned to HR. This timeline targets Workday integration by April 2026. This process will focus on collaboration and elimination of paper/email based processes.

B. Senator Reports

1. Kevin Williams (Associates Senator, Senate Chair) – Busy getting ready for Midterms next week. Nothing new to report.
2. Gene Martinez (CTE Senator, Vice Chair) – Connection disconnected. Gene recently sent an email to inform LCC that his students who have taken their certifications have passed!
3. Chantel Rivera (Allied Health/Nursing Senator, Secretary) – Dental Assisting Recognition Week is taking place March 3-9, 2025 and the Dental Assisting Program is planning to celebrate the students enrolled in the program on Friday. Mora Dental Clinic has requested students to be hired and was approved by CODA. 2 students have been hired.
4. Billie Mathews (Humanities Senator, Immediate Past Chair) – Another study session was held last week. Mostly softball players joined but also had a few non athletes join. It was a positive atmosphere and a better rapport with students is developed. Connected with dual credit students at Robertson, many students admitted they are apprehensive about their classes, and they would like to have more interaction with faculty. Faculty should establish a good setting for dual credit students and are encouraged to share with students how a bad grade can negatively impact their transcript and future college careers. Not all HS students understand that. Billie mentions that she currently has 5 HS freshman in her courses. Not all of them are proficient in writing and proper citation. Billie encourages all faculty to strive to bridge the gap between HS dual credit students and LCC to aid in recruitment for LCC.
5. Nichole Collins (STEM/Assessment Senator) – STEM Updates: Nicole noted that she has not spoken to other stem faculty due to most faculty working remotely for the

time being. The STEM building is having roof repairs done, which is making the classrooms very loud. The STEM Director is currently at NM Hear. The Assessment committee will be meeting next Tuesday. STEM faculty are wrapping up 8 week courses and preparing for new 8 week courses to begin. All fall and summer semester schedules have been submitted.

ITDE Updates: ITDE team met Monday to work on Policies Procedures for remote learning (QM, BB usage, how to move to remote if needed). Discussions also covered course ID an involved input from the registrar as well as questions answered by Ida. Nicole met with registrars and student services on Tuesday of last week and had a discussion on the improvement of student support. The groups are working together on new policies and procedures. Cengage Unlimited was discussed and highlighted as beneficial for students.

6. Mari Hill (Adult Basic Ed., Business, Early Childhood Ed., Satellites Senator) – Everything going good. Not a lot to report. Have been going into schools, classes have been growing. Observing students in classroom and discussing different teaching practices.
7. Linda Salazar (Ex Officio/LRC) – Nothing new to report. Everything going good and steady.

C. Standing Committee Reports

1. Elections Committee – Coming up in March.
2. Professional Development Committee – Nothing new to report. Still needing to coordinate with Larry Paiz.
3. Curriculum Committee – Curriculum committee met last Tuesday. New directors will receive a packet with policies and procedures. Discussion topics included the catalog. ITDE requested that all subject matter experts go over their catalog descriptions, prerequisites and ensure everything is up to date. ITDE is also requesting everyone ensure that all gen ed and common course numbering requirements are completed on time to be on the new catalog. Another topic discussed was the definitions for modalities: LCC is said to currently be teaching hybrid courses based on an old definition. It was brought to ITDE's attention that LCC is not following the HLC hybrid definition. This topic will be brought to ITDE and FS to be discussed and have the definitions rellooked at. Currently LCC is teaching hybrid courses under the definition of hybrid flexible. Hybrid according to HLC means that there needs to be a mandatory set time for students to meet in person on campus. The committee will continue having HLC curriculum committee meetings to figure everything out.

VIII. Action Items

1. Approval of Academic Freedom Policy Proposal: Chantel motioned to table approval of academic freedom policy proposal for next meeting, seconded by Linda. Motion carried.
2. Approval of Background Checking Policy 1.5: Linda motions to approve the Background Checking Policy 1.5; seconded by Chantel. Motion carried.
3. Approval of Drug and Alcohol-Free Campus Policy 1.6: Linda motions to approve the Drug and Alcohol Free Campus Policy 1.6; seconded by Chantel. Motion carried.

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

1. Approval of Background Checking Policy 1.5: Chantel motioned to move the follow up item "Approval of Background Checking Policy 1.5" to action items for today's approval; Seconded by Linda. Motion carried.
2. Approval of Drug and Alcohol Free Campus Policy 1.6: Chantel motioned to move the follow up item "Approval of Drug and Alcohol Free Campus Policy 1.6" to action items for today's approval; Seconded by Linda. Motion carried.
3. Tuition waiver policy
4. Academic Freedom policy proposal

X. Next Regular Meeting: March 28, 2025, at 1:00 PM in Google Meet

XI. Adjournment: Billie motioned to adjourn; seconded by Linda. Adjourned at 2:15 PM.