



**Luna Community College  
Shared Governance Council  
Regular Meeting  
September 5, 2018**

**Minutes**

**I. Call meeting to order and establish a quorum**

September 5, 2018 @ 10:03 am

**II. Roll Call**

Present:

Amanda Ortiz, Chair  
Kenneth Bachicha, Co-Chair  
Joseph Salas, Member  
Dr. Rolando Rael, Member  
Geno Castillo, Member

Not Present:

Evelyn Montoya, Member  
Amanda Lucero, Liaison

**III. Proposed Changes and Approval of the Agenda**

Geno C. made a motion to add Student Senate to the Agenda and Kenneth B. seconded the motion. All approved, motion carried.

**IV. Approval of Minutes: July 11 , 2018**

Minutes not available; item tabled.

**V. Senates & Academic Leadership Updates**

**Academic Leadership**

Dr. Rael informed the SGC members that the Academic Leaders discussed the guidelines for Tested Work Experience in the hiring of adjunct instructors. Dr. Rael stated that this falls more towards the Trades Department. He told the members that the institution wants to move for the instructors to have a master's degree and above. Joseph S. informed the SGC members that Dr. Lalla is working on a form to have check boxes on specific items. He also said that Dr. Lalla is currently working on policy and procedures on the Tested Work Experience because there is nothing currently in place.

Amanda O. asked the question if the policies would be changed to align with HLC policies. Dr. Rael said that this policy could address one of the issues with HLC and that HR has to ensure that the requirements are met when hiring new faculty.

Dr. Rael informed the SGC members that the directors had discussed the Fred Prior Trainings available to the institution and to the managers.

Joseph S. told the members that Program Reviews were discussed and that it goes back to assessment. Dr. Rael said that Betsy Sanchez and Nicole Collins are working hard at entering data into the WEAVE Program while teaching. He said that he is allowing his faculty to take responsibility to assist in the process. Assistance from faculty and other departments is requested to assist with WEAVE.

Dr. Rael told the SGC that the budgets were discussed with regards to the raises affecting the amount allotted to the departments. Dr. Rael said that the directors were a little concerned with that practice. Kenneth B. asked Dr. Rael if the directors were consulted with regarding the adjunct pay. Dr. Rael stated that the president had said that \$650.00 will be the adjunct starting pay. Amanda O. asked if the adjunct pay came out of the department funds and Dr. Rael said "Yes."

Dr. Rael stated that Retention and Completion and sub-committees was discussed. He said Strategic Planning, Board Retreat, Vision and Mission and departmental updates were also discussed. Dr. Rael said they discussed the current student headcount and student credit hours. Amanda O. asked what the count looked like and Dr. Rael stated that the numbers are below full-time credit hours.

### **Faculty Senate**

Kenneth B. said the Faculty Senate have met twice since the beginning of the semester. One of the meetings was to address the Tested Work Experience Policy and that the faculty was not involved in policy making only recommendations. Kenneth B. said that the faculty should be informed regarding any results or changes. Kenneth B. said that faculty elections are coming up and an email was sent out to faculty to solicit nominations. He said that Sara Vigil and Breanna Gould were head of the election committee and a student is assisting with the elections. Kenneth B. informed the members that there are several open vacancies. He said that they will be meeting every second Friday of the month at 2:00pm based on teaching schedules.

Geno C. informed the SGC members of the STEM Summer Program and that it was very successful. He said that the Robotics Academy is in progress with Betsy Sanchez, Nicole Collins, Rachel Lucero and himself organizing the events to be held in Springer, Santa Rosa and here at LCC with a Robot Rodeo to be held in October.

Kenneth B. notified the SGC members that faculty did meet during in-service week.

### **Staff Senate**

Amanda O. informed the members that there was a vacancy opened since Orlando LeFebre is no longer with LCC and Melissa Cordova has replaced him and has been sworn in. The Welcoming Committee members are Melissa Cordova, Janice Medrano, Janice Varela, Sandra Rivera and Amanda Lucero with Amanda O. sitting in on the first meeting to get the members on track. The Welcoming Committee will design a welcoming process for all new hires and once it is in place, this committee will reach out to Faculty Senate to get feedback or possibly add ideas and or incorporate peer training. Kenneth B. mentioned to the members that Humanities currently is providing peer training with its new hires.

Amanda O. said that she would like to start reviewing HLC Criterion as a group. She feels that it would be beneficial for the campus as a whole to go over the letter received from HLC to have a better understanding of what is still required.

Amanda O. informed the members that she had submitted the salary FAQ to the president for his review and response. She said that there was going to be a link on the website that will not only have the Salary Parity FAQs, but also for Grievance procedures. A form to assist with this process is also being developed.

Amanda O. informed the members that the Community Committee was not taking off as expected. She said that she had sent an email to the President and Dr. Lalla letting them know what Staff Senate wanted to accomplish. The President responded by stating that each academic department should have an Advisory Council/Board be responsible for setting up such committee. No response was received from Dr. Lalla. Amanda O. stated that after much thought on the matter, it was apparent that it is a departmental and faculty driven initiative. There was more discussion on departmental advisory board and Community Committee.

Amanda O. said that she and Evelyn M. met with the Board of Trustees Chair Dan Romero and Vice Chair Kenneth Medina along with Kenneth B. and Jessica McGee from Faculty Senate and President Serna to open lines of communication to address the HLC Criterion and concerns. Amanda O. stated that she is hoping to work together with the Board of Trustees.

### **Discussion Items**

#### **a. Shared Governance presentation**

Amanda O. stated that she was excited with the turn-out for the presentation. She said that the question was asked, is public comment allowed at the Shared Governance meetings. Discussion followed, ultimately deciding that there is no room for public comment, but it is always acceptable for someone to be asked to be on the Agenda.

**b. Strategic Plan**

Amanda O. stated that she was informed by Francisco Apodaca that the Senates and Shared Governance would play some role in the revision of the Strategic Planning previously. When she followed-up with him, he let her know that enough information was solicited during Staff/Faculty Development week.

**c. Presidential Candidates**

Kenneth B. informed the SGC members that Presidential candidates will be on campus in September & October and the agenda should be available soon. He said that the BOT would have individual interviews with the candidates. Kenneth B. informed the members that there are five (5) candidates. Kenneth B. shared with the SGC members that over a thousand (1000) hours were dedicated by the presidential search committee during the screening process.

**d. Student Senate**

Amanda O. informed the SGC members that she will follow up with President Serna regarding student representation with Shared Governance. Kenneth B. said that he has talked with students to inform them that there are incentives to participate in student senate.

**VI. Action Items**

No Action Items

**VII. Other**

Nothing to discuss

**VIII. Set date and time of next meeting**

Date for next meeting October 10, 2018 at 10:00am

**IX. Adjourn**

Kenneth B. motioned for adjournment and Dr. Rael seconded the motion. All approved, motion carried. SGC meeting ended at 11:17am

Minutes submitted by  
Amanda Lucero  
October 8, 2018