MINUTES
LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
Tuesday, December 9, 2025
@10:00am
LCC Student Success Center Board Room

I. **Meeting called to order at 10:04 am and a quorum was established by a roll call**

II. **Roll Call**

Madam Chair, Dr. Phyllis Martinez asked for a roll call

Present: Madam Chair Dr. Phyllis Martinez, Madam Vice Chair Louise Portillos, Secretary Mark Dominguez, Trustee Dr. Gilbert Sena, Trustee Rosalie Ortega, Trustee Rolando Medrano, and Trustee Kenneth Medina.

Also Present: Dr. Carol Linder – President, Dr. Gerald Shields – Interim Executive Director of Finance/CFO (via live stream), Crystal Western Ford – Shared Governance Chair/ Luna Strong Coordinator, Sierra Fernandez – Director of Assessment/ HLC Accreditation Liasson, Richard Vigil – Trustee Elect, Nicole Collins – STEM Faculty (via live stream), Cecelia Salazar – Student Success Specialist/ Veterans Benefits Coordinator, Gloria Ortiz – Director of Academic and Career Planning, Tanya Giddings – Director of Government and Community Relations, Matt Griego- Director of Physical Plant, Keira Lewis – Network/System Administrator, Raymond Baca- Information Representative, Ryan Trujillo – Executive Administrative Assistant to the VPISS and AVPSS, and Mary Frances Bibb – ACE, Workforce, Campus Life Coordinator, Recorder

III. **Pledge of Allegiance** – Ryan Trujillo led the Pledge of Allegiance

IV. **Approval of the Agenda**

Trustee Kenneth Medina moved to approved the agenda as presented and Trustee Dr. Gilbert Sena seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to approve the agenda as presented. -Motion passed.

V. **Approval of the Minutes for November Regular Meeting for November 11, 2025 and November 19,2025 Special Session**

Vice Chair Louise Portillos moved to approve the Minutes for November 11, 2025 Regular Meeting as presented and Trustee Rosalie Ortega seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to approve the Minutes for November 11, 2025 Regular Meeting as presented. -Motion passed.

Vice Chair Louise Portillos moved to approved the Minutes for November 19, 2025 Special Session and Trustee Rolando Medrano seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to approve the Minutes for November 19, 2025 Special Session as presented. -Motion passed.

VI. Public Comment – No Public Comment.

VII. Executive Session

a. Limited Personnel Matters pertaining to pending litigation as permitted by NMSA 1978, Section 10-15-1(H)(7) of the Open Meetings Act.
Trustee Kenneth Medina moved to Move to Executive Session – Where No Action will be taken and Trust Rosalie Ortega seconded Madam Chair Dr. Phyllis Martinez called for a roll call.
All trustees voted unanimously to move to Executive Session. -Motion passed @10:11am
Trustee Kenneth Medina moved to move back to Regular Session where no action was taken and Trustee Dr. Gilbert Sena seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.
All trustees voted unanimously to move back to Regular Session. -Motion passed @11:24am. -No action Taken.

b. Discussion/ Action on any matters discussed during Executive Session. -No Discussion

VIII. New Personnel and Employee/ Student Recognition

Dr. Carol Linder reviews the New Personnel and Employee/ Student Recognition and introduced personnel who are present in the meeting:

- New Personnel updated on all new staff hired since last BOT meeting in the following departments: Facilities, Early Childhood, Veterans Benefits, Financial Aid, Office of the President, Instruction and Student Services, Finance Office, Career and Technical Education, and Custodial.
- Shout outs: Gene Sandoval and Dominic Garcia, Gene Martinez Cristino Griego,
- Trevor Dermody with WIN
- Network Outage: Norman Sena, Keira Lewis, Matt Bowie
- Veterans Day: Mary Frances Bibb, Cristino Griego, Crystal Western-Ford, Sergio Hartshorne, Amanda Tapia-Benavidez, Ron Duran, and Early Childhood team – Tycie Jackson, Fayla Ray, Kylee Moberg, Lucille Vigil, Willow Greenbank, Josephine Morales, and Candice Sena.
- Luminaria Tour: Matt Griego, Norma Sena, Michael Montoya, Custodial crew, Grounds crew – Michael Garcia, Daniel Caro, Enrique Hurst, Mary Frances Bibb, Rachael Lucero, Ida Valdez, Ron Duran, Karen Torres, Cristino Griego, Ryan Trujillo, Bethany Bradford, Louise C de Baca, and others.

IX. Shared Governance Report – Crystal Western Ford

Crystal Western Ford – Shared Governance Chair, reviewed the following topics from the Shared Governance Report for November 2025.

- Faculty Senate: Faculty Senate is planning January 2026 In-service meetings, working with Dr. Romero to develop an AI policy, and discussing enrollment.
- Staff Senate: Sierra discussed the Student Learning Assessment Plan with the group. Staff Senate held a special meeting for the drawing of a turkey giveaway.
- Student Senate: Student Senate was looking for volunteers to help with the setup of the Luminaria Tour.
- Directors: Sherry Goodyear will be using Modern Campus for all Mentorship Programs. The Rough Rider Theater had a presentation of Charlie and the Glass Elevator. Terrance Garcia is working on a commercial for the mentorship program. Directors did meet with HLC.

X. Luna's Student Learning Assessment Plan – Sierra Fernandez

Sierra Fernandez – Director of Assessment and HLC Accreditation Liasson presented the Student Learning Assessment Plan and informed the Board of the implementation of the plan.

XI. Board of Trustees Updates

a. BOT Updates and Committee Reports

Madam Chair Dr. Phyllis Martinez reviewed the topics discussed during the Executive Committee meeting held on Tuesday, December 2, 2025 to include:

- Personnel Updates
- Student Housing Updates
- Athletic Field Development
- US Dept Education FIPSE to support development of workforce development
- Las Vegas NM Community Foundation grant proposal
- Nursing Enhancement of simulation labs
- HLC
- 2026 Legislative Session
- Student Services – Enrollment, Financial Aid Update, CHESS project update
- Facilities Improvements

Secretary Mark Dominguez reviewed topics discussed during the Audit and Finance Committee meeting held on Tuesday, December 2, 2025 to include:

- Financial Summary Analysis
- Budget to Actuals
- Cost Centers
- Student Receivables
- Accounts Payables
- Payroll
- Procurement
- Audit

Trustee Rolando Medrano reviewed topics discussed during the Academics Committee meeting hold on Thursday, December 4, 2025 to include the following topics:

- Enrollment Headcount Updates
- Personnel Updates
- Student Services and Academic Updates
- CHESS Onsite end to end testing
- FOPSE Grant application

Trustee Kenneth Medina reviewed the topics discussed during the Facilities Committee meeting held on Tuesday, December 2, 2025 to include the following updates:

- Routine maintenance and HVAC Servicing
- Roofing project 75% completed
- General Studies drywall, paint 70% completed
- Workforce Development Building
- Capital Outlay – Remediation and HVAC of Admin (still working), Tech (starting in January), and connecting valves in General Studies
- Honeywell Proposal to replace Cafeteria HVAC in August 2026
- Allied Health Building renovations – ADA Compliance and Nursing Lab renovation
- La Noche De Las Luminarias
- License Plate
- FY24 GO Bond

b. Discussion/Action Item: BOT Policies – LCC Shared Governance Policy 1520, Board Agenda 2100, Ethics and Conflict of Interest

Discussion:

- Policy 1520 - LCC Shared Governance Policy: Vice Chair Louise Portillos moved to approve the Shared Governance Council recommended revised policy and Trustee Rolando Medrano seconded. All trustees unanimously approved.
- Policy 2100 – Board Agenda (w/ revisions): Vice Chair Louise Portillos moved to table due to needing incorporation of additional revisions Secretary Mark Dominguez. All trustees unanimously approved.
- Policy 2900 – Ethics and Conflict of Interest: Vice Chair Louise Portillos moved to table due needing additional time for trustees to review the suggested attorney revisions and Trustee Rosalie Ortega seconded. All trustees unanimously approved.

XII. Presidents Report – Dr. Linder

a. President Update- President Carol Linder provided the board with Presidents Monthly Report for November 2025 and reviewed the following topics:

- Student Housing
- LCC Articles in the Optic
- Wildfire Resiliency Training Center Trainings
- Facility Maintenance of buildings
- IT updates
- Success of Luminaria Tour

b. Discussion/ Action Item: NMHU MOU Graduate Assistantships
Vice Chair Louise Portillos moved to approve and Trustee Rolando Medrano seconded.
Madam Chair Dr. Phyllis Martinez called for a roll call.
All trustees present voted to approve NMHU MOU Graduate Assistantships. - Motion passed.

c. Discussion/ Action Item: 1.5M Capital Outlay request
Vice Chair Louise Portillos moved to approve and Trustee Kenneth Medina seconded.
Madam Chair Dr. Phyllis Martinez called for a roll call.
All trustees present voted to approve 1.5M Capital Outlay Request. -Motion passed.

d. Discussion/ Action Item: President – Trustee Communication Plan
Trustee Rosalie Ortega moved to approve the Communication Plan with the suggested addition that the president send weekly reports directly to all trustees and Vice Chair Louise Portillos seconded.
All trustees present voted to approve Trustee Communication Plan. -Motion passed.

XIII. Vice President of Instruction and Student Services Report – Dr. Linder

VPISS Updates: Vice President Dr. Henrietta Romero provided the board with Vice President Monthly Report for November 2025, Dr. Linder presented on behalf of Dr. Romero and reviewed the following topics:

- Full time enrollment updates
- NMICC Chief Academic Officer meeting
- Winter Intersession courses – total of 7 offered
- Assessment Academy Review Collective team for in-service week
- HLC Site Visit
- CHESS Workday End to End testing
- NC-SARA continuation
- Finalized process for First Day Complete
- Mora Veterans Day parade

XIV. Executive Director of Finance/ Chief Financial Officer – Dr. Gerald Shields

a. CFO Updates: Dr. Gerald Shields provided the board with Chief Financial Officer Monthly Report for November 2025 and reviewed the following topics:

- Financial Summary
- Revenue Performance
- Expenditures Analysis
- Fund Balances and Cahs Management
- First Community Bank Balances
- Southwest Capital Bank Balances
- Student Accounts Receivables
- Accounts Payables
- Procurement Report – update to Spend Authorizations and Expense Reports
- Audit Sampling Support

b. Discussion/Action Item: HED 1st Quarterly Report

Vice Chair Louise Portillos moved to approve and Trustee Rosalie Ortega seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.
All trustees present voted to approve HED 1st Quarterly Report. -Motion passed.

XV. Announcement on date, time, and location of next BOT Meeting(s)

a. Regular Board of Trustees Meeting – Tuesday January 13, 2026 @ 10:00 am – LCC Student Services Center Board Room

XVI. Adjourn

Trustee Kenneth Medina moved to Adjourn and Trustee Dr. Gilbert Sena seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.
All trustees present voted unanimously to Adjourn. -Motion passed unanimously @1:39 pm.

Dr. Phyllis J Martinez 1/13/26

Madam Chair Dr. Phyllis Martinez **Date**

Mary Frances Bibb 1/13/26

Mary Frances Bibb, Recorder **Date**