MINUTES
LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
ANNUAL RETREAT

Thursday October 1st & 2nd, 2026
CNM Student Resource Center

I. Meeting called to order at 9:12 am on October 1, 2026.

II. Roll Call

Madam Chair, Dr. Phyllis Martinez asked for a roll call.
No Quorum Established

Board of Trustees Present: Madam Chair Dr. Phyllis Martinez, Madam Vice Chair Louise Portillos and Trustee Rolando Medrano (Via zoom at 1pm – Trustee Richard Vigil)
Also Present: Dr. Carol Linder – President, Tim Montgomery – VPFA, Tycie Jackson – IVPISS, Shaun McAlmont – CHESS CEO (via zoom) and Leslieann Garcia – Executive Administrative Assistant to President/Recorder.

III. Pledge of Allegiance – Tim Montgomery led the Pledge of Allegiance.

IV. Approval of the Agenda

Vice Chair Louise Portillos moved to approve the agenda with the following changes: Move Board Roles & Responsibilities by Virginia Trujillo, CNM to day 2 of the Retreat at 10:30 am and replace with HLC Accreditation by Sierra Fernandez from Day 2 at 10:30 am and Trustee Rolando Medrano seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the agenda with changes.
– Motion Carried 3-0.

9:00 – 10:15
CHESS - Dr. Shaun McAlmont, CEO (via zoom)

Dr. Shaun McAlmont, CHESS CEO, introduced himself, provided a brief biography and presented a PowerPoint with the following information about Collaborative for Higher Education Shared Services.

- Challenges for Colleges in New Mexico
- Solutions by Coordinated Collaboration
- How the Collaborative Works
- Collaborative Model
- FY27 Legislative Funds Allocated for CHESS Workday SISI Project Support
- Organizational Structure
- Shared Services
- Collaborative Results and Impact
- CHESS 5-Year Event
- Peer Events, Visits and Learning Conferences
- Luna Community College Impact Summary

10:15 – 10:30 Break

10:30 – 11:45

HLC Accreditation - Sierra Fernandez

Sierra Fernandez, Director of Assessment, introduced herself and presented a PowerPoint with the following information about HLC Accreditation.

- Higher Learning Commission (HLC) Accreditation Overview
- Understanding HLC
- Luna Community College's Accreditation Journey
- HLC Accreditation Requirements
- Preparing for FY27 Comprehensive Evaluation
- Preparation Approach: Phase 1 – Discovery and Evidence, Phase 2 – Writing & Development and Phase 3 – Refinement & Visit Preparation
- Assumed Practices
- Federal Compliance and Requirements
- The Board's Role in Accreditation
  - Board actions align with established policies and procedures.
  - The Board maintains its governance and oversight role.
  - Administration is responsible for day-today management.
  - Faculty exercise appropriate authority over academic matters.
  - Board decisions and actions are clearly documented.
  - Governance practices are consistent over time.
- Joining a Criterion Team
  - Criterion 1: Mission: focuses on Luna's mission, how it guides the institution & how Luna serves the public good and its communities.
  - Criterion 2: Integrity: Ethical and Responsible Conduct focuses on institutional integrity, transparency, governance, academic freedom and responsible conduct.
- Trustee Volunteer for Criterion 1 - Trustee Rolando Medrano.
- Trustee Volunteer for Criterion 2 – to be determined in the coming weeks.

11:45 – 12:00 Break & 12:00 – 1:00 Lunch

Trustee Richard Vigil joined the retreat at 1:00pm (via zoom)

1:00 – 3:00

ACCT Board Governance and CEO Relationship - Dr. Sunita Cooke (via zoom)

Dr. Sunita Cooke introduced herself, provided a brief biography and presented a PowerPoint with the following information about Board Governance and CEO Relationships.

- Board Governance, Duties and Responsibilities
- Models of Success
- Board Basics and Types of Responsibilities
- Duty of Care, Obedience and Loyalty
- Board Policies and Procedures Manual
- Board Governance through Policy
- Board Responsibilities
- Board/CEO Relations

3:00 – 5:00

CNM Tour of Nursing and CTE

V. Recess until Retreat Continuation on Friday, October 2, 2026 at 9:00 am.

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ANNUAL RETREAT

Thursday October 1st & 2nd, 2026
CNM Student Resource Center

I. Meeting called to order at 9:00 am on October 2, 2026.

II. Roll Call

Continuation from October 1, 2026 – No Roll Call Taken and No Quorum Established

Board of Trustees Present: Madam Chair Dr. Phyllis Martinez, Madam Vice Chair Louise Portillos, Trustee Rolando Medrano and Trustee Richard Vigil (via zoom).
Also Present: Dr. Carol Linder – President, Tim Montgomery – VPFA, Tycie Jackson – IVPISS, Dr. Lorretta Montoya, LCC Finance Consultant and Leslieann Garcia – Executive Administrative Assistant to President/Recorder.

III. Pledge of Allegiance

No pledge of Allegiance

IV. Approval of the Agenda

Continuation from previously approved agenda on October 1, 2026

9:00 – 10:15
HED Finances – Loretta Montoya

Dr. Loretta Montoya introduced herself and presented a PowerPoint with the following information about Higher Education (HED) Finances.

- Basics of Higher Education Finance
- Roles & Responsibilities of Legislature, NMHED, Trustees, President, Administration, Finance Office, Auditors
- NMHED Reporting Cycle
- Primary Revenue Sources
- Budgeting Practices
  - Understanding LCC's Budget and Expenses
- Reserves and Financial Sustainability
  - Understanding Financial Statements & Reports
  - Internal Controls
- NM Funding Formula
- State Appropriations, Local Mill Levy, Tuition & Fees, Grants

10:15 – 10:30 Break

10:30 – 11:45
Board Roles & Responsibilities – Virginia Trujillo, CNM Trustee

Virginia Trujillo, CNM Trustee introduced herself, provided a brief biography and presented meaningful information about Board Roles & Responsibilities to include the

following topics:

- Culture within our Community
- Culture within the College
- Understanding challenges in the college
- Board's actions translate into goals
- Bringing expertise to leadership
- Importance of legislature
- Leading community outreach
- Value in Workforce Development
- Recruitment within the district
- Importance of Board Trainings
- Meetings of the board

Trustee Richard Vigil logged off zoom and left the meeting for the duration of the retreat.

11:45 – 12:00 Break & 12:00 – 1:00 Lunch

1:00 – 2:00

LCC Foundation - Clifford Regensberg, Sonya Gonzales and Anthony Baca

LCC Foundation Board Members introduced themselves and provided a brief overview of their roles in the foundation. Clifford Regensberg provided the following information about LCC Foundation Quarterly Report.

- Fund Balance Summary
- Unrestricted and Restricted Grants
- Restricted Temporary Activity Funds
- Restricted Endowment Funds
- Title V Grant 1 and 2
- Helen O'Brien Scholarship Funds
- MOU Revisions and Action Item for October Board Meeting

Anthony Baca provided the following information about LCC Foundation Events

- Car Show
- Swap Meet
- Bean Day
- Trunk or Treat
- Christmas Events
- Luminarias
- Light parade float
- Event Proceeds and Revenues

Sonya Gonzales provided the following information about LCC Foundation Hardship Scholarship Requirements.

- Scholarship Breakdown of Criteria
- Applicants and awards for students
- Helen O'Brian Nursing scholarship awards

2:00 – 5:00 CNM Tour of Distillery and Culinary Arts

V. Adjourn

Madam Vice Chair, Louise Portillos moved to Adjourn and Madam Chair Dr. Phyllis Martinez seconded. Madam Chair, Dr. Phyllis Martinez, asked for a roll call.

All trustees present voted unanimously to Adjourn @ 1:50 pm
- Motion Carried 3-0.

Madam Chair, Dr. Phyllis Martinez — Date: 11/10/26

Leslieann Garcia, Recorder — Date: 11/10/26