MINUTES
LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING

Tuesday, October 13, 2026 @ 10:00 am
LCC Student Success Center Board Room

I. Meeting called to order at 10:04 am and a quorum 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 (via zoom), Secretary Mark Dominguez, Trustee Rosalie Ortega, Trustee Rolando Medrano and Trustee Richard Vigil.

Not Present: Trustee Andrea Sandy

Also Present: Dr. Carol Linder – President, Tycie Jackson – IVPISS, Tim Montgomery – VPFA, Chris Garner – PB&H (via zoom), Rachael Lucero – Registrar, Crystal Western Ford- Shared Governance/Luna Strong Coordinator, Erick Wright – Allied Health& Public Services/ Shared Governance Chair, Jeff Gamblin – Information Technology Director, Keira Lewis – Network/System Administrator, Jessica Duran – Administrative & Finance Coordinator, Carla Romero LCC Foundation Treasurer, Clifford Regensberg – LCC Foundation Chair, Eric Garcia – CDL Instructor/Examiner, Johnny Martinez – CDL Contract Education Manager, , Raymond Baca – Information Representative, Katherine Kugler – Branch Manager/CFBLV, Yvette Williams – President/CFBLV, Nicole Collins – STEM Faculty/Faculty Senate (via live stream), Linda Salazar – LRC/Library Manager (via live stream), Kevin Williams – Early Childhood & Business Faculty/Faculty Senate (via live stream), and Leslieann Garcia – Executive Admin/Recorder.

III. Pledge of Allegiance – Eric Garcia led the Pledge of Allegiance.

Trustee Rosalie Ortega read the Notice of the Meeting for Tuesday, October 13, 2026.

IV. Approval of the Agenda

Trustee Richard Vigil moved to approve the agenda as presented and Secretary Mark Dominguez seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the agenda as presented – Motion Carried 6-0.

V. Approval of the Minutes

a. Board of Trustees Regular Meeting – September 8, 2026

Trustee Richard Vigil moved to approve the Board of Trustees Regular Meeting Minutes – September 8, 2026 as presented and Trustee Rolando Medrano seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the Board of Trustees Regular Meeting Minutes – September 8, 2026 as presented. – Motion Carried 6-0.

VI. Public Comment

Madam Chair, Dr. Phyllis Martinez recognized Yvette Williams President of Community First Bank of Las Vegas for public comment. Yvette Williams and Katherine Kugler attended today's meeting to follow up on the August Board and Committee meetings to make sure that all LCC's questions and needs have been met. President Linder thanked them for coming and ensured that the previous issues have been resolved and our finance team now has all the tools in place to ensure banking concerns and processes can be completed in a timely manner. LCC Board of Trustees thanked the Community First Bank personnel for following-up.

VII. FY24 Audit – Portillos, Brown and Hill, Chris Garner (via zoom)

Chris Garner presented a PowerPoint highlighting the FY24 Audit Report Results to the Board of Trustees. A copy of the FY24 Audit Report was provided to each Trustee and the following information was reviewed:

- Responsibility under U.S and Government Auditing Standards
- Auditors Report on the Financial Statements
- GAGAS (Generally Accepted Government Auditing Standards) Report on Internal Control Over Financial Reporting and on Compliance and Other Matters - Findings
- Report on Compliance for Each Major Federal Program and Internal Control over Compliance Required by the Uniform Guidance – Unmodified, No Findings
- Communication with Governing Body – Matters to be Communicated and PB&H Comments
    - Difficulties encountered in Preforming the Audit – Transition of personnel, Clean-up of trial balance and transition to new system.
- Significant Audit Adjustments and Unadjusted Differences Considered by Management to be Immaterial
    - Inventory - Book store
    - Property Tax Receivables
    - Pension and OPEB
    - Net Assets - Foundation
    - No Corrected Misstatements
- Disagreements with management – No disagreements.
- Management's consultation with other accountants – No awareness.
- Current Year Findings
    - 2022-004 Financial Close and Reporting
    - 2024-004 Late Audit
- Resolved Prior Years Findings
    - 2023-001 Lack of Controls Over Payroll

Secretary Mark Dominguez requested a comprehensive financial summary of the costs spent by the institution to get caught up with audits to this point.

VIII. New Personnel and Employee/Student Recognition

Dr Carol Linder reviewed the New Personnel and Employee/Student Recognition for the month of September 2026 as follows:

- New personnel and Recent Hires
  - ACE Tutor/Peer Mentors
  - Work study
  - Springer Office Manager
  - CDL Program Director
  - After school Program Teacher (SR)
- October 7, 2026 Luna Light – Dr. Linder highlighted several articles within the issue of interest.
- Staff Recognitions
- Board Retreat Shout Outs
- Monthly Shoutouts by Denise Fox

IX. Shared Governance Report – Crystal Western Ford and Erick Wright

Crystal Western Ford provided the Board of Trustees and update on the recent elections held in Shared Governance and provided the following information for September 2026.

Student Senate Updates:

- First meeting of the 2026-27 academic year was held on September 17
- Trunk or Treat will be held on 10/30 from 3:00-5:30 pm
- Student Senate reviewing employee handbook and dress code policy
- Officer Elections
  - Student President: Charlotte Larrabee
  - Vice President: Abraham Gonzales
  - Secretary/Treasurer: Jaxon Chaco

Faculty Senate Updates:

- September meetings were held on 9/11 and 9/25/2026.
- Vote on the employee handbook was tabled until their 10/9/2026 meeting. Senators are advised to contact Kristi Safranek for questions and concerns

Staff Senate Updates:

- Staff Senate held monthly meeting on September 17, 2026.
- Current officers are:
  - Chair – Amberlyn Gonzales
  - Vice Chair – Anthony Lujan
  - Secretary – Crystal K. Western Ford
- Revision of bylaws, and voting to be held in October
- Elections for Staff Senate will be held in October

Directors Updates:

- Erick Wright – Reviewing class syllabus with faculty

Shared Governance Council Updates:

- Shared Governance Council met September 3, 2026 and October 2, 2026.
- Officer Elections:
  - Chair – Erick Wright
  - Vice Chair – Kevin Williams
  - Secretary – Amberlyn Gonzales
- Crystal K. Western Ford remains as immediate past chair, a nonvoting member, but serves in an advisory capacity

- SGC completed revision of bylaws, and will be made available on the website
- Senates anticipate voting on the employee handbook and the dress code in October
- Crystal Western Ford introduced the new Chair of Share Governance Erick Wright

X. LCC Foundation – Carla Romero and Clifford Regensberg

a. LCC Foundation - Quarterly Report

Cahir Clifford Regensberg thanked the Board of Trustees for the invitation to present at the recent Board Retreat and Foundation Treasurer, Carla Romero provided the Board of Trustees with the following updates from the LCC Foundation 3rd Quarterly Report:

- Unrestricted Funds - Distribution of revenues into scholarships, hardship, indirect and presidential funds.
- Temporary Restricted Grants
- Temporary Restricted Activity Funds
- Temporary Restricted Scholarship Funds
- Temporary Unrestricted and Restricted
- Restricted Endowment Funds
- 2022 Helen O'Brien Scholarship Agreement (included in Board Retreat Packet)
- Helen O'Brien Investment CD at CFBLV
- Distribution policy adjustments to increase scholarship awards
- Distribution of Fundraising Revenue Policy
- Scholarship and Hardship Awarding Policy
- LCCF Three-Year Rolling Average of Revenue
- Revenue Sources and Upcoming events
- Advertising for upcoming events

Trustee Richard Vigil excused himself for a short break at 11:16 am returning at 11:22 am.

- Charter Clubs fundraising and cash management
- Hardship scholarship criteria for awards

b. Discussion/Action: LCC Foundation MOU Revision (tabled on 4/14)

Trustee Richard Vigil moved to accept and approve Action Item: LCC Foundation MOU with Revisions and Trustee Rolando Medrano seconded. Madam Chair, Dr Phyllis Martinez, asked for a roll call.

All trustees present voted to Approve Action Item: LCC Foundation MOU with revisions – Motion Carried 6-0.

XI. Board of Trustees Updates

a. BOT Updates and Committee Reports

Madam Chair Dr. Phyllis Martinez reviewed topics discussed during the Executive Committee meeting held on Tuesday, October 6, 2026 to include:

- Personnel Updates
- NMHED Updates – MGT Study
- Community Office Hours Updates

- Finance Updates – FY24, FY25 & FY26 Audits
- Student Housing Updates
- Academics & Student Services – Course Material & Enrollment
- Action Item – FY28 Spring & Academic Calendar
- Facilities Update
- Action Item – LCC Foundation MOU Revisions
- Bus Updates
- Satellite Comprehensive Assessment Update

Secretary Mark Dominguez reviewed topics discussed during the Audit and Finance Committee meeting held on Tuesday, October 6, 2026 earlier in the meeting.

- Budget to Actual - Expenditures currently at 17% of approved budget
- Grants - column will be added to show start and end dates
- Grant Disbursements – column will be added to show dates
- 26 Week CD Investment update
- 52 Week CD Investment update
- Protiviti update
- Motor Pool updates
- Small Business Development update
- Procurement Department update
- Policy review of Board threshold
- Timely cash deposits

Trustee Rolando Medrano reviewed topics discussed during the Academic Committee meeting held on Tuesday, October 6, 2026 to include:

- Enrollment Report Update
- Student Services and Personnel Updates
  - Admissions & 'Recruitment Manager
  - Springer Satellite Manager
  - Academic Calendar for FY28 Spring and Summer
  - BNC Bookstore Issues
  - Fall 27 semester enrollment through workday
  - Dual Credit - road maps
  - Book adoptions
  - Nursing MOU - Colfax County Long Term Care

Secretary Mark Dominguez asked for point of privilege and addressed concerns about Luna's compliance with statutory cash management practices. Trustee Dominguez excused himself from the meeting at 12:02 pm.

- Community Outreach
  - Parades
  - President, You Talk We Listen Community Office Hours at all campuses.

Trustee Rosalie Ortega reviewed topics discussed during the Facilities Committee meeting held on Tuesday, October 6, 2026 to include:

- Facility Updates
  - Campus Roofing Projects update
  - Window Replacement

- Floor Project in Admin, Athletics and Wellness
- Capital Outlay Projects (Allied Health Building Renovations, Nursing Simulator Renovation, IT Network Infrastructure Project, Baseball/Softball Fields)

b. Board Retreat Takeaways

Biggest take away from Annual Board Retreat held October 1 & 2, 2026

Madam Chair, Dr Phyllis Martinez

- Attendance and Planning efforts
- CHESS presentation by Shaun McAlmont
- HED Finance presentation by Dr. Loretta Montoya
- ACCT Presentations by Dr. Sunny Cooke
- CNM Hospitality and CTE Tours

Trustee Rolando Medrano biggest takeaways

- HLC accreditation Presentation by Sierra Fernandez
- Volunteered to be Board of Trustees representative and participate in Criterion 2
- Virginia Trujillo, CNM Trustee personal experiences

Vice Chair, Louise Portillos

- Accommodations and proximity to CNM
- CNM Hospitality
- Attendance and Planning Efforts
- Virginia Trujillo's Presentation on Board Roles and Responsibility and Board Involvement

Madam Chair, Dr. Phyllis Martinez extended her thanks to Trustee Rosalie Ortega for her attendance at the Balloon Fiesta and for representing Luna Community College. Trustee Rosalie Ortega briefly shared her experiences at the balloon fiesta with the other Board members.

c. Discussion/Action: Annual Open Meetings Act (OMA) Resolution (Reaffirmation of Types of Meetings and Notices)

Trustee Rolando Medrano moved to approve the Action Item: Annual OMA Resolution and Trustee Richard Vigil seconded. Madam Chair, Dr. Phyllis Martinez asked for a roll call.

All Trustees present voted unanimously to approve Action Item: Annual OMA Resolution – Motion Carried 5-0.

XII. President's Report – Dr. Carol Linder

a. President Updates

President Dr. Carol Linder provided the board with President's Monthly Report for September 2026 and reviewed the following topics:

- Fiscal Agent Agreement with NCNMEDD
- NMICC Lightcast Economic-impact Study status, report expected in November
- MGT Feasibility Study
- Student Housing updates
  - Modular/Long-term housing
  - Energy Audit
- HLC Accreditation and Assessment

- Criterion Team meetings scheduled and reviewing evidence
- Student Engagement SENSE Survey for first time students underway

- Regional Economic Development Summit in Raton
  - Karen Torres & Dr. Carol Linder participated in the Workforce Education Panel
  - CTE Team Erick Garcia & Cassandra Vigil staffed the Resource Table at the Summit.
  - Demonstration of CDL & Heavy Equipment Simulator at high school career fair with students in the northeast region.
- Wildfire Resiliency Training Center update
  - Wild Fire Certification class schedule for late Fall and early spring, Collaboration with Dept of Corrections
  - USDA Grant Sub agreement clarifications
- Cyber Security Update
  - Student email account analysis and clean up

Trustee Rolando Medrano excused himself for a short break at 12:43 am returning at 12:46 am.
Trustee Rosalie Ortega excused herself for a short break at 12:47am returning at 12:50 am.

- 2027 Legislative Session
  - Unified assessment of Luna's condition
  - 2027 Legislative Session on agenda at committee meeting
- Strategic Enrollment Management Plan
- Partnerships in Rural Areas
  - Outreach in Professional Workforce Programs
  - Correctional Facilities, Wildfire and Small Business
  - Nursing Home Facility in Springer
  - Community Office Hours Outreach
  - MOU with Springer Colfax County, General Long-Term Care as a clinical site for nursing students.

XIII. Interim Vice President of Academics and Student Services Report – Tycie Jackson & Rachael Lucero

a. Interim VPISS Updates

Tycie Jackson provided the Board with the monthly report for July 2026 and reviewed the following topics:

- Enrollment Update
  - As of today October 13, 2026 enrollment is at 746.
  - Second 8-week courses started October 12, 2026.
  - Advisors, Directors and Registrar working hard to get enrollment up
- 2026-2027 Catalog update
- BNC Book Adoptions at 90%
  - Student course access restored
  - Proactive and preventative plans
  - Optout communications to students
- Academics
  - Springer Corrections Facility, Small Business Management Certificate interest
  - Guadalupe County Corrections, Small Business Management has 4 graduates in December.

- CTE presented and participated in a panel at Regional Economic Development Summit in Raton
- Mora County establishing heavy equipment operator training
- Raton Highschool Welding Certifications and Dual Enrollment in Fall 27
- Sophie Flores at Springer Highschool getting certified in welding to offer dual enrollment.
- Questa HS and UNM Taos meeting to discuss LCC services
- Interim Mari Hill creating and articulation agreement for teacher education program with NMHU. Currently

- Personnel Update
  - CTE Director search underway with hiring committee being formed and vetting resumes
  - FT on-campus Business Faculty search committee formed and currently reviewing applications
- Community Outreach
  - CTE Hosted Ski Resort Job Fair with 28 students many applying for jobs
  - Education Department hosted Nurturing Resilience Workshop; 23 local teachers participated.
  - Director Erick Wright attended DeBaca County Health Fair in Fort Sumner September 17th.
  - Stacy Montoya attending Mora County Community meetings: County Safety, Opioid, Acequia meetings
  - Inventoried and removed barbering equipment from Guadalupe correctional site September 16th.
- Santa Rosa Satellite
  - Emily Ulibarri working with Santa Rosa HS to facilitate woodshop access
- Knowledge Transfer Days for the Workday SIS project October 27-29, 2026
  - Recruitment and Admissions, live in Workday
- Trunk or Treat Event Friday, October 30, 2026
- Santa Rosa Rough Rider Mentorship started in October

b. Discussion/Action: FY28 Spring and Summer Academic Calendar
Discussion: Rachael Lucero presented the FY28 Spring and Summer Calendar for the Board of Trustees approval.

Trustee Richard Vigil moved to approve the Action Item: FY28 Spring and Summer Academic Calendars and Trustee Rolando Medrano seconded. Madam Chair, Dr. Phyllis Martinez asked for a roll call.

All Trustees present voted unanimously to approve Action Item: FY28 Spring and Summer Academic Calendar – Motion Carried 5-0.

XIV. Vice President of Finance and Administration Report – Tim Montgomery

a. VPFA Updates
Tim Montgomery provided the Board of Trustees with the Audit and Finance Report for September 2026 and reviewed the following information.

- VPFA Activities – Priorities
  - FY25, FY26 & FY27 Audits

- Capital Outlay: projects completions, strong recordkeeping and non-reverting of capital outlay funds

- Motor pool
  - Researching Enterprise Vehicle programs for potential savings, topics evaluated include vehicle fleet reliability, driver safety and lower maintenance costs
  - Electric Vehicle requirements by 2032
  - Bus at Roberts Truck Center fully repaired and returned to campus
  - CDL Licensure requirement and limitations
  - CDL truck down for repairs and expected to return soon
- Book Store/Coffee Shop
  - Addressing POS System crash, security risks and replacement system
- Small Business Development Center (SBDC)
  - Actively engaging with clients in Santa Rosa, Mora, Springer, Pecos, Raton. Established in person hours for counseling and service trainings within Northern NM.
- Area Health Education Center (AHEC)
  - Presenting to WLV Middle School and Highschool students
  - QPR (Questions, Persuade and Refer) Training
- Physical Plant & Life Safety
  - Project updates provided in the Facility section of the report
- FY27 Unrestricted Budget to Actuals as of 9/28
  - Total revenue at 22.67% of approved budget
  - Total expenditures at 17% of approved budget
- FY27 Budget Status Report - Unrestricted
  - Santa Rosa Satellite Administration, negative balance due to health insurance
- FY27 Budget Status Report – Restricted (Grants)
  - Terms of Grants end dates and available balances included in report
- Fiscal Agent Contract signed with NCNMEDD
- Cashier Reporting 9/1 to 9/25
- Student Accounts Receivable update
  - Revenue Total $1.6M
- Accounts Payable update
  - Expenses $519K
  - Financial Aid Disbursement $472K
  - Payroll $885K
- Procurement Department update
  - >/= $15K Purchasing Report
  - Finance Policy and State Guidelines
- CHESS SIS Reporting update

Trustee Richard Vigil excused himself for a short break at 1:20 pm returning at 1:22 pm.

- Treasury Services updates
  - Community First Bank Activity Accounts
  - Southwest Capital Bank Money Market Account
  - CDARS updates
- Audit Updates
  - Protiviti Support Update through Oct-31
  - FY25 Audit Status Update

- FY26 pending completion of FY25 Audit
- FY27 pending completion of FY26 Audit

- Community First Bank
  - Certificate of Deposit (CD) Maturity Date Oct-29
  - Cash out and transfer to Principal Balance
  - Interest into General Distribution Account
  - Bring as an Action Item in November Board Meeting

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

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

XVI. Adjourn:

Trustee Rolando Medrano moved to Adjourn and Trustee Rosalie Ortega seconded. Madam Chair, Dr. Phyllis Martinez, asked for a roll call.

All trustees present voted unanimously to Adjourn @ 1:36 pm.
- Motion Carried 5-0.

Dr. Phyllis Martinez 11/10/26

Madam Chair, Dr. Phyllis Martinez Date

Leslieann Garcia 11/10/26

Leslieann Garcia, Recorder Date