MINUTES
LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING

Tuesday, September 8, 2026 @ 10:00 am
LCC Student Success Center Board Room

I. Meeting called to order at 10:01 am and a quorum was established by roll call.

II. Roll Call

Present at roll call: Chair Dr. Phyllis Martinez, Vice Chair Louise Portillos, Secretary Mark Dominguez, Trustee Rosalie Ortega, and Trustee Rolando Medrano.
Absent at roll call: Trustees Andrea Sandy and Richard Vigil. Trustee Vigil joined the meeting at 10:08 a.m.

Also present: Dr. Carol Linder, President; Tycie Jackson, Interim Vice President of Instruction and Student Services; Crystal Western Ford, Shared Governance/Luna Strong Coordinator; Mary Francis Bibb, Student Services; Jeff Gamblin, Information Technology Director; Keira Lewis, Network/System Administrator; Raymond Baca, Information Representative; Anthony Lujan and Adam Luna, Custodians/Staff Senate; Rosalie Cruz, Comptroller; Tim Montgomery, Vice President of Finance and Administration; and Ryan L. Trujillo, Executive Admin IVPSS AVPSS/Recorder.

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

Tim Montgomery led the Pledge of Allegiance. Trustee Rosalie Ortega requested a moment of silence in remembrance of former trustee Andy Madrid.

IV. Approval of the Agenda

Secretary Mark Dominguez made a motion to approve the agenda, with the requested changes to reflect the correct date and time of the next Board of Trustees meeting, scheduled for October 13, 2026, at 10:00 a.m. Trustee Rosalie Ortega seconded the motion.

Dr. Phyllis Martinez called for a roll-call vote. The motion passed unanimously, 5-0.

V. **Approval of the Minutes**

A motion was made by Trustee Rosalie Ortega to approve the minutes included in the Board of Trustees meeting packet. Secretary Mark Dominguez seconded the motion.

Dr. Phyllis Martinez called for a roll-call vote. The motion passed unanimously, 6-0.

The minutes approved included the following Board of Trustees Meetings:

a. Board of Trustees Special Meeting – **August 10, 2026**
b. Board of Trustees Special Meeting – **August 11, 2026**
c. Board of Trustees Special Meeting – **August 17, 2026**
d. Board of Trustees Special Meeting – **August 24, 202**

Dr. Phyllis Martinez mentioned **Trustee Richard Vigil joined the Meeting at 10:08 am** and requested that the minutes reflect this.

Point of personal privilege: Trustee Richard Vigil explained that his recent absence was due to family matters and reaffirmed his commitment to participating in Board activities.

VI. Public Comment

At the Chair's request, Mr. Trujillo confirmed that no individuals had signed up for public comment.

VII. New Personnel and Employee/Student Recognition

Dr. Linder announced and welcomed new hires and noted ongoing recruitment for remaining vacancies. In response to Vice Chair Portillos, she reported that finalists were being interviewed for the Springer Office Manager position, with a decision expected soon.

The Recruitment and Admissions Manager search was at a similar stage.

Trustee Vigil asked about financial aid disbursement timing after receiving calls from students. Dr. Linder reported that processing was on track and disbursements were expected following census, once student enrollment and eligibility information had been verified. She acknowledged students' concerns.

VIII. Shared Governance Report

Ms. Crystal Western Ford reported that Shared Governance and Student Government Association meetings resumed in August. Mary Francis Bibb was coordinating student government elections for September.

The Faculty Senate met August 14 and elected Kevin Williams as Chair, Natasha Lujan as Vice Chair, and Leota Herriman as Secretary. The Staff Senate met June 4, when one member resigned. Its current officers are Amberlyn Gonzales, Chair; Anthony Lujan, Vice Chair; and Crystal Western Ford, Secretary.

The Staff Senate is reviewing its bylaws and comparing them with those of other community colleges. Secretary Dominguez asked whether previous versions would be retained and archived for reference.

Student orientation was held August 15 in the Student Services Building. Shared Governance also conducted a workshop on Robert's Rules of Order, meeting procedures, preparation of agendas and minutes, and maintaining current records on the College website.

IX. Board of Trustees Update

a. BOT Updates and Committee Reports

Finance Committee: Secretary Dominguez reported that the committee met September 1 to review College accounts and balances and discuss training and support for Fiscal Office staff. He also announced that Tim Montgomery had accepted the Vice President of Finance and Administration position.

Executive Committee: Chair Martinez reported on New Mexico Higher Education Department updates, capital outlay priorities, and student housing quotes under review. There was no new information on the feasibility study. She noted Mr. Montgomery's hiring and reported 27 applications for the VPISS position. Dr. Linder stated that a search committee had been formed and would begin reviewing candidates. Chair Martinez also noted the good turnout at the "You Talk, We Listen" community forum.

Facilities Committee: Trustee Ortega reported that campus roof replacement was approximately 97% complete. HVAC improvements were planned, the Allied Health renovation remained in pre-planning, and athletic field planning was in its early stages. Employee training and preparation for the Workday transition were also underway.

Academic Committee: Trustee Medrano reported an approximately 1% enrollment decrease compared with the same period last year, with fall enrollment expected to remain relatively consistent. The committee discussed the community forum, potential partnerships with Los Alamos National Laboratory (LANL), the final stages of the Recruitment and Admissions Manager and Springer Office Manager searches, and In-Service Week training hosted by the VPISS office.

Board retreat: Trustee Vigil reported that the retreat was scheduled for October 1–2, 2026, at Central New Mexico Community College (CNM). CNM would provide meeting space and audiovisual support, and its Culinary Program would provide refreshments. The retreat would include tours of CNM's CTE and Nursing programs.

Trustee Rosalie Ortega excused herself from the meeting following the committee and retreat updates.

b. ACCT Governance Report

Vice Chair Portillos reported on governance training addressing mission-centered decision-making, respectful working relationships, and the respective responsibilities of the Board and President. She emphasized the Board's responsibility to hire and evaluate the President while

maintaining clear boundaries between governance and day-to-day administration. She also discussed the potential value of a formal Board self-evaluation process.

Trustee Medrano shared takeaways from the ACCT conference, including transparency, clear Board–President communication, trustee engagement within the College and community, continued learning about Board policy, and collaboration with the President on key initiatives.

X. President's Report

a. President's Updates

Dr. Linder reported that the CHESS student information system team recently conducted on-campus testing to identify and resolve potential issues before implementation.
The College received a student housing quote from Franklin Construction. Dr. Linder will meet with the architect to review the proposal and evaluate available options.

The Higher Education General Obligation Bond measure will appear on the November 3, 2026, ballot. Dr. Linder also reviewed ongoing Higher Learning Commission accreditation and assessment preparations and invited interested trustees to participate in work on Criterion 2.

Dr. Linder described enrollment as steady and emphasized continued recruitment, retention, and student success efforts.

Chair Martinez and Trustees Vigil and Medrano will attend the Leadership Congress October 21–24, 2026. Registration and lodging arrangements have been completed.
The College's new website launched August 17, 2026, and received approximately 10,000 views during its first week.

b. Discission/Action: IT Network Technology Infrastructure

Dr. Linder presented Phase One of the network modernization project, supported by State of New Mexico and CHESS funding, and recommended Board approval to proceed.

Trustee Rolando Medrano moved to approve the action item and authorize the formal execution of Phase One of the network modernization project. Chair, Dr. Phyllis Martinez seconded the motion. The motion passed unanimously, 5–0.

c. Discussion/Action Athletic Fields

Dr. Linder presented the proposed baseball and softball complex, supported by $2 million in State capital outlay funding. Director Randel Krutch developed a preliminary plan for Capital Outlay Committee review.

Chair Martinez asked whether the State could stop the project despite Board approval. Dr. Linder explained that the State retained authority to stop, modify, or decline the project, but Board approval was required to proceed through the State review process.

Trustee Richard Vigil moved to approve the Athletic Fields action item. Trustee Rolando Medrano seconded the motion. The motion passed unanimously, 5–0.

d. Athletics FY28 RPSP

Dr. Linder presented the updated Athletics FY28 RPSP handout, which reflected carryover from the previous fiscal year. She reported a prior allocation of $521,900, including a $10,000 increase for equipment, and an updated request of $574,090. She attributed the increase to rising equipment, participation, and other operating costs.

In response to Secretary Dominguez's question about higher rates, Dr. Linder confirmed that increased athletic association rates contributed to the request.

Trustee Richard Vigil moved to approve the Athletics FY28 RPSP action item, presented in the amount of $574,090. Trustee Rolando Medrano seconded the motion. The motion passed unanimously, 5–0.

XI. Interim Vice President of Instruction & Student Services Report

Enrollment was 712 students as of August 31, 2026, compared with 725 at the same point last year. The fall census date was September 4, and final enrollment figures would be provided to the Board.

Initial interviews were completed for the Springer Site Manager and Recruitment and Admissions Manager positions. Three finalists for Springer Site Manager and two for

Recruitment and Admissions Manager were selected for interviews with the Interim VPISS. Hiring decisions were anticipated during the week of September 14.

On August 24, the Interim VPISS met with Springer Schools Principal Ginger Jackson to discuss identifying qualified teachers for dual credit courses, including Freshman Composition, College Algebra, and General Biology. The Interim VPISS also toured LCC's

Springer facility and new greenhouse with Sherry Goodyear and discussed programming opportunities associated with the Roughrider Mentorship Program.

Dr. Linder and the Interim VPISS attended the LANL Higher Education Roundtable in Santa Fe on August 26. Topics included fall opportunities and anticipated summer 2027 internships.

The Interim VPISS attended the August 27 "You Talk, We Listen" community forum at the Historic Plaza Hotel, which drew approximately 20–25 participants. Discussion included increasing attendance at LCC athletic events, expanding soft skills training, exploring a partnership with NMHU's grief support group, and creating additional community volunteer opportunities.

XII. Audit & Finance Report

a. CFO Updates

Ms. Rosalie Cruz reported that she worked with Mr. Matt Boey to develop and test a program that converts bank CSP files into EIB files for upload into Workday. The program is expected to reduce manual data entry and improve processing accuracy. Ms. Cruz, Ms. Sharrise Sanchez, and Dr. Linder received training on its use.

Ms. Cruz reviewed account balances, investments, the budget-to-actuals report, and cost center activity. No cost centers were over budget as of the report date.

Cashier activity and collections increased during August, and efforts to collect outstanding student balances continued. During the first week of classes, the Cashier's Office remained open an additional hour each day to accommodate students.

Mr. Justin Garcia continued providing staff training and guidance on procurement procedures, purchasing requirements, and supporting documentation.

Ms. Cruz announced Mr. Montgomery's hiring as VPFA. The College was also working to establish an additional accountant position to support grants and contracts accounting, reporting, and compliance.

b. Discussion/Action FY25 Certification of Assets (tabled 8/11)

Ms. Cruz presented the FY25 Certification of Assets, previously tabled on August 11. The Board discussed and reviewed the certification.

Trustee Richard Vigil moved to approve Certification of Assets action item. Trustee Rolando Medrano seconded the motion. The motion passed unanimously, 5-0.

XIII. Announcement on Date, time and location of the next BOT Meeting

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

XIV. Adjourn

A motion was made to adjourn by Secretary Mark Dominguez, seconded by Trustee Richard Vigil. The Motion Passed 5-0. Adjournment Time: 12:44 pm

Dr. Phyllis Martinez, Chair — Date 10/13/26

Ryan L. Trujillo, Recorder — Date 10/21/2026