



**Institutional Self-Study for the  
Higher Learning Commission  
of the North Central  
Association  
of Colleges and Schools  
2017**

## LUNA COMMUNITY COLLEGE CAMPUS

### **MAIN CAMPUS**

366 Luna Drive  
Las Vegas, New Mexico 87701  
(505) 454-2500

### **SANTA ROSA**

213 4<sup>th</sup> Street  
Springer, New Mexico 87747  
Phone: (575) 472-1400  
Fax: (575) 472-1401

### **MORA SITES**

P.O. Box 627  
Mora, New Mexico 87732  
Phone: (575) 387-6760  
Fax: (575) 387-6782

### **SPRINGER SATELLITE**

P.O. Box 775  
Springer, New Mexico 88435  
Phone: (575) 483-5009  
Fax: (575) 483-0343

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### **ADMINISTRATION**

Leroy Sanchez, President  
Dr. Sharon Lalla, Vice President of Academics  
Ms. Donna Flores-Medina, Vice President of Finance and Administration

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## Presidential & Board of Trustee Leadership

<b>2001 – 2006 President</b>	<b>Mr. Leroy “Huero” Sanchez</b>
<b>Board of Trustees</b>	<b>Mr. Ambrose Castellano</b>
	<b>Mr. Joe Horace Lucero</b>
	<b>Mr. Levi Alcon, Jr.</b>
	<b>Mr. Jerry Maestas</b>
	<b>Mr. Abelino Montoya, Jr.</b>
	<b>Mr. Don Shaw</b>
	<b>Mr. Kenneth Flores</b>
<b>2006 – 2007 President</b>	<b>Dr. Gilbert Sena</b>
<b>Board of Trustees</b>	<b>Mr. Ambrose Castellano</b>
	<b>Mr. Joe Horace Lucero (Resigned February 2007)</b>
	<b>Mr. Levi Alcon, Jr.</b>
	<b>Mr. Jerry Maestas</b>
	<b>Mr. Abelino Montoya, Jr.</b>
	<b>Mr. Don Shaw</b>
	<b>Mr. Kenneth Flores</b>
<b>2007 – 2008 President</b>	<b>Dr. Sigfredo Maestas</b>
<b>Board of Trustees</b>	<b>Mr. Ambrose Castellano</b>
	<b>Mr. Tony Valdez (Appointed October 2007)</b>
	<b>Mr. Levi Alcon, Jr.</b>
	<b>Mr. Jerry Maestas</b>
	<b>Mr. Abelino Montoya, Jr.</b>
	<b>Mr. Don Shaw</b>
	<b>Mr. Kenneth Flores</b>
<b>2008 – 2014 President</b>	<b>Dr. Pete Campos</b>
<b>Board of Trustees</b>	<b>Mr. Abelino Montoya, Jr.</b>
	<b>Mr. Jerry Maestas (Left Office March 2013)</b>
	<b>Mr. Kenneth Medina (Took Office April 2013)</b>
	<b>Mr. Ambrose Castellano (Left Office March 2013)</b>
	<b>Mr. Dan Romero (Took Office April 2013)</b>
	<b>Mr. Frankie Tenorio</b>
	<b>Mr. Tony Valdez</b>
	<b>Mr. David Gutierrez</b>
	<b>Mr. Levi Alcon, Jr. (Left Office March 2013)</b>
	<b>Mr. Ernie Chavez (Took Office April 2013)</b>
<b>2014 – 2017 President</b>	<b>Dr. Pete Campos (left June 30, 2015)</b>
	<b>Mr. Leroy “Huero” Sanchez (started Aug. 1, 2015)</b>

<p><b>Board of Trustees</b></p> <p><b>2014- 2017 continued..</b></p>	<p><b>Mr. Daniel J. Romero</b></p> <p><b>Mr. Kenneth Medina</b></p> <p><b>Mr. Ernie Chavez</b></p> <p><b>Mr. Michael Adams</b></p> <p><b>Mr. David Gutierrez</b></p> <p><b>Mr. Abelino Montoya, Jr.</b></p> <p><b>Mr. Severiano “Sev” Sisneros</b></p>
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### Acknowledgment

I would like to acknowledge and thank the Institutional Analysis Leadership Team for preparing this report in less than a three-week timeframe while preparing for graduation and commencement ceremonies.

Leroy Sanchez, President

LCC Accreditation Committee Institutional Analysis Leadership Team		
Criterion 2	Criterion 5	Assumed Practices
Ethical and Responsible Conduct	Resources, Planning, and Institutional Effectiveness	A.1, A.2, D.6
Debbie Trujillo Donna Montoya Sheryl Yara Carolyn Chavez Sharon Lalla Mary Duran	Donna Montoya Carolyn Chavez Erin Gilland Sharon Lalla	Michael Montoya Henrietta Maestas Matthew Cordova Wanda Martinez

## Introduction

Luna's most recent reaffirmation of accreditation was 2014-2015 with its next reaffirmation in 2024-2025. Interim monitoring regarding assessment of student learning and governance would be embedded in the Year 4 Assurance Review and Comprehensive Evaluation.

In April 2017, the HLC Commission sent Luna Community College a letter indicating that "The conclusions stated in the special audit, the ongoing investigations, and the imposition of the designation raise concerns to the Commission regarding the institution's operations, administration, and finances." (HLC Letter). As a result, a Special Monitoring visit was scheduled for June 2017 with a written response due May 22 2017. A response to the Intent to Impose a Financial Distress designation, a new HLC policy, was also communicated in the same HLC letter. It required the institution to respond to this designation. LCC's response respectfully disagreed with HLC's decision to impose a financial distress designation on the institution. LCC's 2016/17 audits confirmed fiscal health. [Appendix A: Response to Financial Distress Designation](#).

## Purpose of this Report

The purpose of this report is to demonstrate to the institution's compliance in the following criteria and to ensure appropriate internal control with applicable laws and regulations

## Criteria and Assumed Practices

- Criterion Two, [Core Component 2.A](#): The institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows policies and processes for fair and ethical behavior on the part of its governing board, administration, faculty and staff;
- Criterion Two, [Core Component 2.C](#): The governing board of the institution is sufficiently autonomous to make decisions in the best interest of the institution and to assure its integrity;
- Criterion Five, [Core Component 5.A](#): The institution's resource base supports its current educational programs and its plans for maintaining and strengthening their quality in the future;
- Criterion Five, [Core Component 5.B](#): The institution's governance and administrative structures promote effective leadership and support collaborative processes that enable the institution to fulfill its mission;
- [Assumed Practice A.1](#): The institution has a conflict of interest policy that ensures that the governing board and the senior administrative personnel act in the best interest of the institution;
- [Assumed Practice A.2](#): The institution has ethics policies for faculty and staff regarding conflict of interest, nepotism, recruitment and admissions, financial aid, privacy of personal information, and contracting; and
- [Assumed Practice D.6](#): The institution's administrative structure includes a chief executive officer, chief financial officer, and chief academic officer with appropriate credentials and experience and sufficient focus on the institution to ensure appropriate leadership and oversight.

The following updates that pertain to the above-mentioned criteria will be presented in this report.

## College Profile

Luna Community Colleges also referred to as LCC (formerly Luna Vocational Technical Institute), has its main campus located in the lower eastside slopes of the Sangre de Cristo Mountain Range just northwest of the Las Vegas, New Mexico city limits with a breathtaking panoramic view of the city. LCC has earned an outstanding reputation for its caliber of facilities, academic and athletic programs, teaching methods, curricula, and dedication to excellence.

The population of the city of Las Vegas, established in 1835, the central community within the county of San Miguel and largest community within our designated service area, remains stable in relationship to the surrounding small communities throughout northeast New Mexico. Its population is 13,753 according to the 2010 census. The population is 80.5% Hispanic with approximately 31.5 percent of its population living below the poverty level with limited economic development in the forecast primarily due to drought and the lack of regional commerce.

Aside from the main campus located northwest of Las Vegas, Luna Community College operates two satellite campuses located in Santa Rosa and Springer and a site in Mora, all of which are staffed with a manager, an office assistant, a custodian, and the appropriate full-time and part-time faculty. Specialized student services (such as tutoring and counseling) are accessed by the respective site managers on an as-needed basis.

## Student Composition

LCC is a member of the [New Mexico Independent Community Colleges \(NMICC\)](#) and is recognized as a Hispanic serving institution. In 2013, 66% of its students took 9 or more credits and were defined as 'successful' within a 3-year period (NMICC Report 2013).

The enrollment for 2016/2017 is as follows:

Semester	Enrollment	FTE Hours
Fall 2016	1614	623.1
SP 2017	1534	615.1

Current shared governance initiatives are in place to increase enrollment through retention, persistence and completion goals, improved advisement, enhanced tutoring, and comprehensive annual strategic plans. [See Criteria 5B.](#)

## Personnel

Luna Community College utilizes the office of Human Resources (HR) to process all institutional personnel needs. The HR office ensures each personnel file is complete with essential data that assists both the institution and employee, provides training on all aspects of employee rights and responsibilities, offers guidance regarding individual personnel matters, directs the process to hire qualified faculty and staff, and maintains a high level of integrity within all human resource processes to ensure institutional stability, continuity and progress.

Since 2008, with the economic downturn, LCC has made data driven personnel and operational decisions to provide efficient and effective education for its students. Even under these difficult types of conditions administration and staff have absorbed additional responsibilities, maintained services to students and continued with personal (individualized) education and guidance to students.

The following table illustrates the personnel profile for the College:

	Full-Time	Part-Time	Total	Full-Time	Part-Time
Faculty	24	79	103	23%	77%
Administration	25	1	26	96%	4%
Professional/Support Staff	57	1	58	98%	4%
Service/Maintenance	15	1	16	94%	6%

	Hispanic	White	African American	Native American	Other
Faculty	15	8	0	0	1
Administration	23	2	0	0	1
Professional/Support Staff	55	3	0	0	0
Service/Maintenance	15	1	0	0	0
Source: LCC Human Resource Office - Fall 2016					

### Organization of this Report

Due to the short timeframe for the production of this report and its proximity to graduation and end-of-term, LCC will discuss the four criteria and three assumed practices that are currently in place. In addition, the institution will identify corrective actions taken place within the past year. The ten-year Self Study, which was completed in 2014 should supplement any information that is not provided in this abbreviated report.

### Criterion Two: Integrity: Ethical and Responsible Conduct

**INTEGRITY: ETHICAL AND RESPONSIBLE CONDUCT** *The Institution acts with integrity; its conduct is ethical and responsible*

Resources provided to Luna Community College by students, donors, the State of New Mexico, and the nation are invested with the understanding that LCC will exercise responsible stewardship of those resources and utilize them ethically for the public good. To that end, LCC has established procedures and practices to ensure open decision-making and ethical behavior by its leaders, faculty, staff, and students.

The institution is cognizant of the uncertainty and in some cases resistance to change. Luna Community College has realized its share of growing pains which contributed to the Enhanced Fiscal Oversight designation by HED. At the last regular Board election per state statute, the BOT reorganized and a new Chairman was elected. Furthermore, an interim President was named and then appointed to the position upon the retirement of the previous President. Luna Community College is not the first nor will it be the last institution to undergo transition of this nature. Informationally, many institutions within the state and nationally undergo similar transitions. In the State of New Mexico the following leadership changes are presented:

University of New Mexico – New President 2016

New Mexico Highlands University – New President 2015, several changes to Chief Academic Officer - February 6, 2017, several changes to senior administration including academic department heads.

Northern New Mexico Community College – New President 2017

Santa Fe Community College – 2014

Central New Mexico Community College – No change since 2007

Eastern New Mexico – New President 2017

Western New Mexico – No Change since 2011

New Mexico State University – No change since 2013

New Mexico Technical Institute of Mining and Technology – New President 2016

New Mexico Junior College - New President 2017

Mesalands Community College - No Change since 2013

While most institutions do not seem to undergo the same level of scrutiny and accountability that Luna Community College has had to recently endure, the College stands by its integrity and its last reaffirmation.

Local media coverage of the school has been negative and spearheaded by a disenfranchised few. It is the policy of the Higher Education Department to act upon complaints which follow a process set forth by their own design. Having said this, HED's processes do not include anonymous/slandorous complaints to be brought before an institution. It requires the complainant to complete a complaint form, identify themselves, state the problem, indicate whether the institution has been notified and had opportunity to resolve the problem, and a follow-up report about the outcome. None of these basic courtesies/processes were afforded Luna Community College.

Integrity is assured at Luna Community College through its policies and procedures that encompass the principles of ethical integrity in all aspects of the College's operation. These practices are very visible and thoroughly integrated into the day-to-day operations of the institution so that they serve as the basis for fairness, honesty, inclusion, and transparency.

The College's policies and processes create, advance, and enforce a publicly transparent atmosphere of mutual respect, both within the institution and those with whom the institution interacts. These policies have been approved by the Board of Trustees (BOT) as part of its oversight of the institution. Policy manuals are maintained within the Office of Human Resources and on the institutional website and are easily accessible. The institution realizes that updates and communication of these changes need to be improved. A process for documenting updates to policy as needed are being developed including the format in which updates will be more easily identifiable within the document. Current discussions include providing the date of revision on the policy cover with a change page added to the policy manual to indicate policy and page.

LCC believes ethical behavior is built on mutual respect. Within the academic community, mutual respect is paramount for promoting learning and advancing free exchange of ideas. Operating from this belief, LCC works for the public good. The College communicates its policies to students, faculty, and staff

through orientations, training programs, and printed material. As a direct result of these communication efforts, knowledge of the policies is pervasive in the institution. Furthermore, Board of Trustee meetings are advertised and open to the public. Policies governing the institution are approved and amended at these public meetings. Opportunity for public input is permitted by written request. Agendas are made publicly available on the institutions website and meetings are publicly advertised in local newspapers.

Processes that assure compliance, address breaches of policies, and provide for the redress of grievances are also built into these policies. Many breaches of policy are dealt with at the supervisor level. To assist in handling employee grievances, the Department of Human Resources has authority to utilize a third-party arbitrator when necessary.

The LCC BOT is responsible for approving policies. The College President promulgates procedures for the implementation of BOT policies. As detailed in subsequent sections, the policies and processes in place at LCC include mechanisms for addressing grievances and concerns. The following discussions and evidence demonstrate that LCC meets the expectation of the HLC with respect to the criterion for “Ethical and Responsible Conduct,” using the components for that criterion.

Discussed in [Criterion 2C](#), the Board of Trustees has revisited its hiring policy and Board of Trustee Policies are currently under revision. Furthermore, the institution has made significant gain in shared governance by encouraging active participation in committee participation by all employees. Participation on committees is voluntary but highly encouraged.

Luna Community College understands the financial limitations of its constituent base and the fiscal health of the State. The College has maintained its affordability when most institutions of higher education have raised tuition and fees substantially. Luna has been able to avoid reductions in force through attrition and reassigning duties when vacancies arise. In doing so, Luna Community College has maintained stability in its faculty and staff functions despite statewide reduction in funding.

During the 2016-2017 fiscal year, the State of New Mexico mandated K-12 public school forfeit their reserves and institutions of higher education return 5% of their allocated budgets. The current state of finance for New Mexico remains grim and unknown, however, Luna Community College has built its operational budget for 2017-2018 with an anticipated additional 1% reduction in funding.

Forward planning for quality delivery of services to students and constituents has been and will continue to be the practice at Luna Community College. The Executive Team meets every morning to discuss institutional issues, propose possible solutions, and communicate concerns and ideas from daily interaction with subordinate departments.

Evidence presented includes descriptions and usage of the policy documents listed in the following. This table will be repeated in Assumed Practices as well. LCC policies provide assurance to the public that the institution monitors its activities in ways that preserve its integrity and that, when occasions arise, missteps or failures are addressed appropriately.

Policies related to promoting ethical conduct, fiscal responsibility, and transparency		
Policy Area	Publication	Location
<b>Board of Trustees</b>		
Board Policy and Procedures	<a href="#">Board of Trustees Policy and Procedure</a>	LCC Website, Revision due June 30, 2017
<b>Human Resources</b>		
Non-discrimination Policy	<a href="#">Staff Handbook</a>	Section 2.1, p. 4
Faculty Employment Policy	<a href="#">Staff Handbook</a> <a href="#">Faculty Policy Manual</a>	LCC Website
Anti-Nepotism	<a href="#">Staff Handbook</a>	Section 5.11, p. 34
Promotion and Transfer Policy	<a href="#">Staff Handbook</a>	Section 7.3, p. 44
Employee Conduct – ethical behavior	<a href="#">Staff Handbook</a>	Section 8.1, p. 46
Grievance Resolution	<a href="#">Staff Handbook</a>	Chapter 10, p. 55
	<a href="#">Faculty Policy Manual</a>	Section 9.4, p. 61
Sexual Harassment	<a href="#">Staff Handbook</a>	Chapter 11, p. 59
	<a href="#">Faculty Policy Manual</a>	Chapter 10, p. 67
Annual Leave Policy	<a href="#">Staff Handbook</a>	Section 12.1, p. 63
Sick Leave Policy	<a href="#">Staff Handbook</a>	Section 12.3, p. 68
	<a href="#">Faculty Policy Manual</a>	Section 11.1, p. 74
Right to Inspect Public Records	<a href="#">2015/2018 Catalog</a>	p. 3
Drug-free Workplace	<a href="#">Staff Handbook</a>	Chapter 13, p. 97
Tobacco Policy	<a href="#">Campus Tobacco Use Policy</a>	LCC Website
Family Educational Rights and Privacy Act (FERPA)	<a href="#">2015/2018 Catalog</a>	pp. 38-40
Computer Use Agreement	<a href="#">Computer Use Policy</a>	LCC Website
<b>Financial</b>		
Finance and Administration	<a href="#">Finance and Administration Procedural Manual</a>	LCC Website
Travel and Professional Dev.	<a href="#">Travel and PDP</a>	Travel – pp. 1-19 PDP – pp. 21-23
Travel and Professional Development	<a href="#">Staff Handbook</a>	Section 12.9, p. 92
Financial Aid – Title IV Code of Conduct	<a href="#">2015/2018 Catalog</a> <a href="#">Title IV-Code of Conduct</a>	pp. 52-53 LCC Website
Financial Aid Information	<a href="#">Financial Aid</a>	LCC Website
Student Financial Assistance Satisfactory Academic Progress Policy	<a href="#">Satisfactory Academic Progress Policy</a>	LCC Website
<b>Academic</b>		
Student Code of Conduct	<a href="#">2016/18 Student Handbook</a>	LCC Website
Faculty Senate Bylaws	<a href="#">Faculty Senate Bylaws 2012</a>	LCC Website
Student Government Bylaws	<a href="#">Student Government Bylaws 2012</a>	LCC Website
Students Right-to-Know Policy	<a href="#">2015/2018 Catalog</a>	pp. 18-19
Academic Freedom	<a href="#">VP of Academic Guidelines 2016/2017</a>	p. 11
Academic Guidelines	<a href="#">VP of Academic Guidelines 2016/2017</a>	LCC Website
<b>Security</b>		

Campus Security	<a href="#">Emergency Action Plan</a>	LCC Website
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## Core Component 2.A.

2.A. *The institution operates with integrity in its financial, academic, personnel and auxiliary functions; it establishes and follows fair and ethical policies and processes for its governing board, administration, faculty and staff.*

### LCC's Financial Functions are conducted ethically and responsibly: Updated

As a state institution, LCC is subject to the State of New Mexico fiscal rules. The New Mexico Legislative Finance Committee through the New Mexico Higher Education Department guide financial integrity for all institutions of higher education. In addition, an annual audit of LCC's financial records is conducted by an independent auditor pursuant to NMSA 12-6-3 which states, "The financial affairs of every agency shall be thoroughly examined and audited each year by the state auditor, personnel of his office designated by him or by independent auditors approved by him."

LCC is committed to fair and ethical practices and to be transparent in its financials by maintaining open communications in its authority to budget and expend public funds. [The 2016 annual audit](#) received an unmodified opinion with 8 findings as published by the New Mexico Office of the State Auditor.

As presented in the annual audit, findings are associated with the LCC Foundation. The College acknowledges that issues with the Foundation existed and were expeditiously addressed with the Foundation Board. As a component unit of Luna Community College, the Foundation operates under the direction of its Board. Upon findings, the Foundation Board took decisive action and immediately took control of the Foundation day-to-day operations, conducted its own investigation, and reported to the President and reported concerns to the New Mexico State Auditor. Currently, the Foundation Board controls the Foundation activity and has addressed concerns raised in the audit. An additional concern identified in the 2016 audit is asset management. LCC has established policies and procedures to ensure that the College safeguards its assets and is in compliance with state and federal laws and regulations.

Increased training was made as a recommendation when findings showed 1 out of 40 times that a purchase was made without a purchase order (p. 52). In cash disbursement testing, one finding indicated that 1 receipt was not attached to a meal expense. Both findings recommended that the College increase training to all involved in the purchasing process. The Finance department provides training for new employees and a minimum of one training every year to all of those involved in the purchasing process. Reminder emails are sent to all staff regarding the procurement process and necessary due dates. See [Appendix 2.A.1](#) for a sample of training participation. In addition, there is a number of staff beginning with the Academic Director through Administration that review all procurement paperwork prior to signing forms such as Travel requests; Academic departments approve all requisitions for purchase through the CARS system, and Procurement reviews the purchase prior to creating a Purchase Order.

The College has established a variety of [financial policies and procedures](#) to ensure that the College safeguards its assets and is in compliance with state and federal laws and regulations.

Luna Community College operates within the integrated system of financial policies, procedures, and best practices congruent with New Mexico statute, and [BOT policies](#) to ensure the accountability of assets and the accuracy of financial reporting.

The College relies on its employees throughout the organization to manage and account for institutional assets and best use of institutional resources. Additionally, financial processes and transactions are regularly audited by external professional staff, and the College actively addresses and resolves noted weakness. Policies and procedures are monitored and regularly updated in response to changing standards and specific requirements. Policy updates are memorialized in BOT minutes and in appropriate policy manual.

Policies and procedures assure that individuals purchasing or otherwise using institutional funds do so ethically, responsibly, and in keeping with the best practices in higher education. Purchasing and Procurement procedures establish processes for the acquisition of goods and services. LCC's procurement policies also identify those individuals who have signatory authority to execute contracts. To promote compliance with the Code and safeguard public funds, the Legislature enacted a provision requiring Agencies to designate a person with knowledge of procurement processes to make purchasing decision and determinations. Under the new provision, CPOs have been empowered to make procurement decisions without the threat of executive override or reprisals for raising concerns regarding particular transactions. As of July 1, 2015 and pursuant to NMSA 1978 Section 13-1-95.2 (2013) only an Agency's CPO may make procurement determinations (such as exceptions under the Code); issue purchase orders; authorize small purchases; and approve procurements. Persons using procurement credit cards may continue to issue POs and small purchases. The CPO is empowered by to make procurement decisions without the threat of executive override or reprisals for raising concerns regarding particular transactions.

Policies and procedures also provide ethical and responsible stewardship of the institution's capital resources. Provisions on how capital property is to be purchased, controlled, inventoried, transferred, and sold are fully addressed through purchasing and procurement policies. Those who contract with LCC are required to follow institutional policies and applicable state and federal laws.

### [Asset Inventory](#)

As indicated in the 2016 annual audit, inventory and the disposition of assets has remained problematic for the institution. In accordance with state statute: Capital asset inventory: (1) The Audit Act (12-6-10 NMSA 1978) requires agencies to capitalize only chattels and equipment that cost over five thousand dollars (\$5,000). All agencies shall maintain a capitalization policy that complies with the law. Older assets that were capitalized and added to the inventory listing under previous lower capitalization thresholds shall remain on the listing until they are disposed of. (2) Agencies shall conduct an annual physical inventory of movable chattels and equipment on the inventory list at the end of each fiscal year in accordance with the requirements of 12-6-10 NMSA 1978. The agency shall certify the correctness of the inventory after the physical inventory. This certification shall be provided to the agency's auditors. The IPA shall audit the inventory listing for correctness and compliance with the requirements of the Audit Act.

In 2016, the institution disaggregated the duties of procurement/inventory/warehouse manager to the Procurement Manager and Motor pool /Warehouse Manager. While the institution has made several attempts under the previous departmental structure, accurate accounting of assets identified in the asset management database was poor at best. Staff turnover, employee absence, and lack of attention to database upkeep contributed to the conundrum facing the College. While the project has been daunting, the institution is confident the result of the intensive inventory redress and implementation of a new asset and inventory management system will greatly improve the accuracy of reporting.

In February of 2017, Luna Community College secured the service of Asset Services, a third-party vendor to assist the College in reconciling its inventory and providing an accurate accounting of assets and institutional inventory. See the following the progress to date.



**LCC's academic functions are conducted ethically and responsibly.**

The central role of faculty members and academic professionals in creating a culture of mutual respect has led to policies which define expectations for ethical and responsible conduct.

The academic areas are guided by the [2016/2017 Academic Guidelines](#) and the [Faculty Handbook](#), which are supported by the mission statement and tenets of the faculty senate. Workplace ethics trainings are

provided by the institution and subject to mandatory attendance. There are four in-service weeks each academic year. In October and December of 2016, workshops were provided to improve teambuilding skills and establish a trust base among faculty and administration. (See [Appendix 2.A.2: In-service sample for December 2016](#))

In accordance with Chapter 21, Article 1B-1 NMSA1978, the New Mexico Higher Education Department has established policies to guarantee successful transfer of completed core courses between New Mexico postsecondary public institutions. LCC's associate degree programs are embedded with the [General Education Core Course Transfer Curriculum](#).

Several grant-funded programs are bound to statutory guidelines set forth by the granting agency. These programs are subject to on-site review and annual audit. For example, Title V is subject to the guidelines established by the U.S Department of Education; and [Adult Basic Education](#) program is monitored by the New Mexico Higher Education Department – ABE Division. The grantors of these programs provide the parameters that guide the ethical conduct of the funded agencies. In August 2016 the Adult Basic Education Program underwent audit by HED with no finding of asset loss. Furthermore, HED assisted the institution with the transition of its new program director. The program is flourishing under the new leadership with greater camaraderie between the director and staff than previously existed in the department.

In July 2016, the College had change in its Chief Academic Officer. The change has resulted positively with improved communication and shared governance under her purview. The Vice-president of Academics has established a number of committees to increase participation at all levels of employee to engage in institutional development. These committees are cross representational to engage all employee stakeholders and to establish buy-in at all levels. An example of cross-representational committee is the Instructional Technology Committee; representation includes academic faculty (full and adjunct), technology, and safety departments. The Academic Advisement Committee is comprised of Faculty and Staff. These are but a few examples of the institutions more inclusive make-up of its committees.

#### **[LCC's personnel functions are conducted ethically and responsibly.](#)**

The Office of Human Resources (OHR) is responsible for recruitment, retention, and development of the workforce at LCC, as well as responsible for payroll, compensation, benefits, and compliance with its nondiscrimination policies in all personnel and employment matters. All personnel functions are carried out in compliance with local, state, and federal laws in a manner consistent with best practices in higher education and institutional policy.

The [Employee](#) Handbook and the [Faculty](#) Manual contain the policies that direct how personnel-related functions are performed and ensure that those functions are carried out transparently, ethically, and responsibly. Any change to the expectation of performance through updated policy are approved by the Board of Trustees and communicated to employees through the Human Resource department and in the Faculty and Employee Handbooks. The change is dated in the appropriate section. For employees in positions within the financial, procurement, and business services area, the information in this section supplements information provided in manuals provided in the aforementioned. Additionally, state and federal regulation supersede any policy covered or not covered in these handbooks.

LCC promotes equal opportunity through affirmative action in employment and educational programs and activities. Discrimination is prohibited on the basis of race, color, religion, national origin, citizenship, sexual orientation, gender, age, disability, and veteran's status. Equal employment opportunity includes, but is not limited to, recruitment, hiring, promotion, termination, compensation, benefits, transfers, professional development training, education, tuition assistance, and social and recreational programs. See [the policies](#) table.

The LCC Staff Handbook provides guidance to professional and support staff in reference to ethical standards, professional practice, and the moral framework within which the institution operates.

The Staff Handbook and Faculty Manual have been modified within the past couple of years. Refer to the following for the policy changes:

Policy Area	Publication	Section	Date Adopted	Page #
Temporary Employee (Short-Term Employee)	Staff Handbook	5.2.6	12-8-2015	29
Employee Training Opportunities	Staff Handbook	4.2.5.2.1	01-12-2016	20
	Faculty Manual	4.2.5.2.1	01-12-2016	20
Proper Use of LCC Letterhead/Official Letter of Employment Verification and Letter of Recommendation	Staff Handbook	Chapter 15	3-30-2016	107
	Faculty Manual	Chapter 13	3-30-2016	108
Payroll	Staff Handbook	6.5	3-30-2016	38
Anti- Nepotism	Staff Handbook	5.11	10-18-2016	34
	Faculty Manual	5.11	10-18-2016	33

For the purpose of transparency and to inform those seeking employment at LCC is publicly available through the web and various and govern all positions within the institution. Essential job functions for the position are determined before a position is open for recruitment and all job announcements are made through the OHR. LCC's Employment [application](#) begins with the Equal Employment Opportunity and Affirmative Action statement.

The College utilizes interview committees consisting of unit supervisors and randomly selected staff and faculty. Qualified candidates are scored based upon their response to prepared interview questions and results are then forwarded to the Office of the President for review and approval. Once the job offer has been accepted, drug testing is performed. In the event of a dire institutional need, the President is sufficiently autonomous to seek and offer emergency short term employment to mitigate the institutional need.

Performance review and promotion processes are outlined in the Faculty and Employee handbooks. In instances where the performance review of an employee is unsatisfactory, policies require the establishment of an individualized performance improvement plan to help guide the employee back to a level of satisfactory performance. Failure to achieve satisfactory performance through the individualized performance improvement plan may result in dismissal from the institution.

As required by federal and state laws, LCC observes all provisions of the Family and Medical Leave Act, participates in Worker's Compensation (p.80 of [Staff Handbook](#)) program, and complies with the Americans with Disabilities Act of 1990 (as amended in 2008).

Internal and external audits are conducted annually assessing policy implementation and processes. Information regarding audit outcomes is available through the OHR. As noted earlier, the BOT is in the process of revision of their policies. Upon completion of BOT Policy revision, the intuition will then move to reviewing and revising its Faculty and Staff Policies with representation from various levels of personnel directly affected by policy revision. Upon completion, the Staff and Faculty policies will be presented to the BOT for approval.

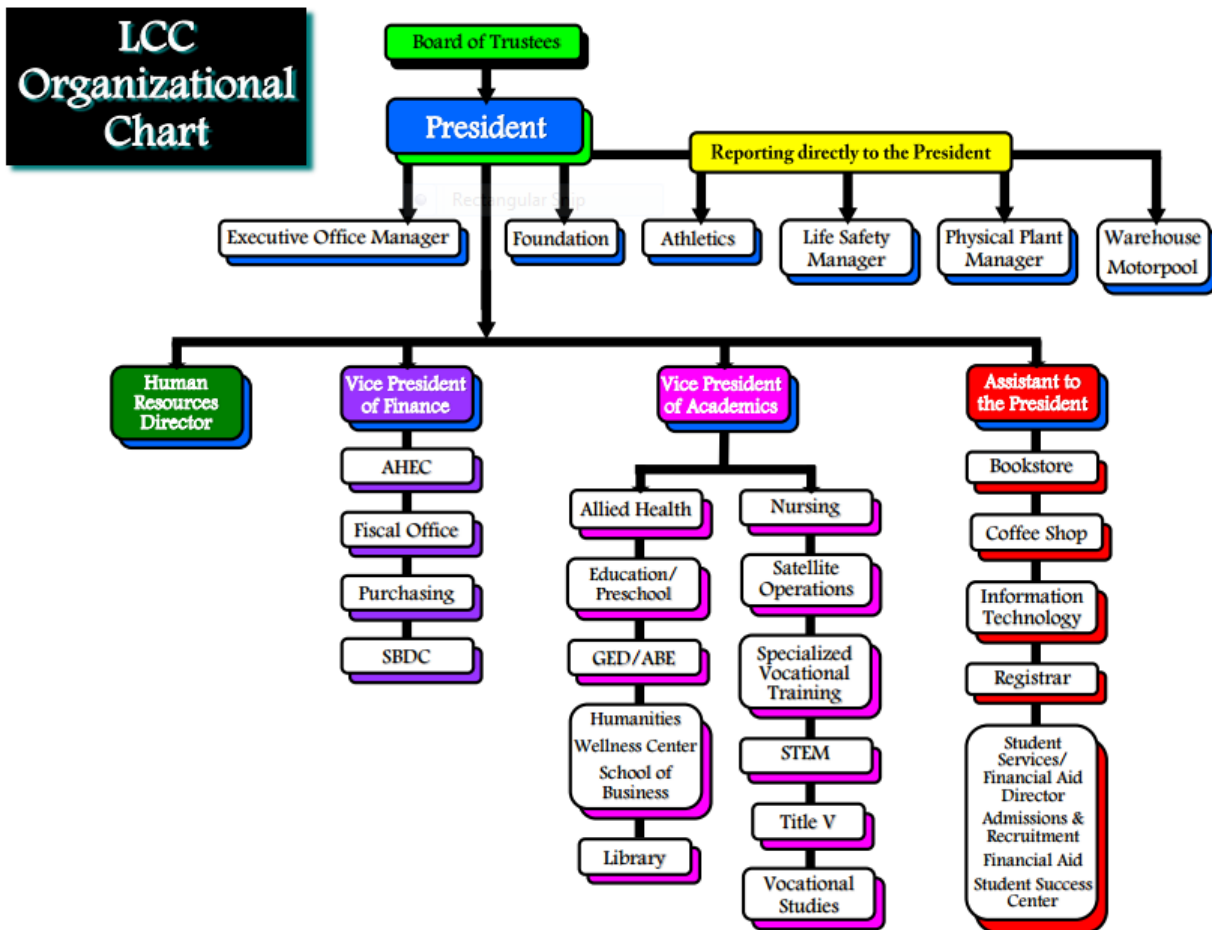
### **Diversity**

Recognizing that the College serves a diverse population consisting of individuals of various racial, ethnic and religious backgrounds, as well as students with special needs, the College shall serve as a catalyst for cross-cultural awareness and collaboration, and shall make available to its students, faculty and staff opportunities for participation in the cultural arts, as well as sports and recreation as defined in the Employee Handbook; Institutional Goals 1.4.6.

Luna Community College believes that cultural and social diversity contributes to the richness and vitality of the educational and employment experiences of the College community. Diversity statistics are discussed in Criterion1.C.2

### **College Leadership**

The following organization chart represents the College leadership at Luna Community College:



Ethical and responsible conduct of administration, faculty, and staff are guided by policies established by the Board of Trustees.

### LCC's auxiliary functions are conducted ethically and responsibly

Auxiliary definition as provided by HLC: denote activities and services related to but not intrinsic to educational functions: dining services, student housing, faculty or staff housing, intercollegiate athletics, student stores, and a Public Radio station.

LCC's auxiliary functions include the Bookstore, Small Business Development Center, Café de Luna, and athletics. The [Bookstore](#) is owned and operated by the College in support of students and staff. Section 12-1-98E of the New Mexico Statutes allows the Bookstore to purchase books and periodicals from the publishers of copyright holders.

Café de Luna provides food and beverage services to students, faculty, and staff. The Bookstore and Café de Luna managers report directly to the Assistant to the President. Processes to ensure ethical management of service and fiscal resources include annual audit of inventory, and internal audits submitted to the Warehouse Manager in charge of inventory management. These internal measures ensure the BOT as well as the public that College funds are being utilized and reported appropriately.

Luna Community College's [Small Business Development Center](#) (SBDC) operates through a grant, funded in part by the U.S. Small Business Administration and the State of New Mexico. SBDC staff are employees of the College and subject to all rules, operational guidelines and personnel requirements. The mission, values, and vision statements, as well as strategic goals, serve the common objective of client success. All new employees of SBDC are required to complete ethics training at the New Mexico SBDC office in Santa Fe.

### **Athletics**

Luna Community College is a member of the National Junior College Athletic Association (NJCAA). LCC is part of Region V and participates in Division II of the NJCAA. LCC competes in men's baseball and women's softball. The College holds student athletes to high standards of ethical and moral behavior as ambassadors of the school.

### **Data Security and Access**

To ensure the security of data, employees are only given access to that data necessary to perform their job duties. Access levels are determined at the origination point for which access is requested.

Institutional technology resources are provided for use to students, faculty, and staff of the institution. In compliance with the User Agreement Policy; all resources are to be utilized in a respectful, efficient, ethical, and lawful manner. LCC has established specific guidelines for use of its resources. Computer Use Policy includes:

- User Agreement
- Sanctions
- Acceptable Use of the Internet and Campus Networks

### ***Summary for Component 2.A.***

Luna Community College's policies and processes address all aspects of the institution's operations and ensure ethical and responsible conduct in financial, academic, personnel, and auxiliary functions. The institutions functions are consistent with higher education best practices and through its actions and processes create a welcoming environment that nurtures growth of its employees, students, and assures the public that LCC operates with integrity.

### **Core Component 2.C.**

**2.C. *The Governing Board of the Institution is sufficiently autonomous to make decisions in the best interest of the Institution and to assure its integrity.***

As established by the Legislature, the fundamental organizing principle of the New Mexico community College system is local control. Luna Community College is governed by a seven member Board of Trustees (BOT). Fair and equitable opportunity is ensured through the representation of one trustee from each of the seven member districts. The New Mexico Community College Act (21-13-10 Board Duties) provides the BOT authority, responsibility, rights, privileges, powers and duties to govern LCC. The BOT defines and upholds the vision and mission of the College. Its responsibilities encompass:

- 1) appointment and evaluations of the LCC President;
- 2) governance of LCC including oversight and budget approval, approval of tuition and fees, approval of

programs and degree requirements, approval of academic and master facility plans, and establishment and approve policies and procedures.

Prefaced in the current BOT [Policy Manual](#) “Policies and procedures have been developed to provide governance and direction for the College: policies and procedures also serve to facilitate and increase the communications that are essential to the overall health of the College.”

Each elected member of the Board signs an Oath of Office prior to becoming a Board of Trustee for Luna Community College. The Board is independent of external authority holding only accountable to its constituents, the State, and Federal governments in its capacity to uphold the Code of Ethics, and set policies for the College and its employees.

In July of 2016, the institution received notice of Enhanced Fiscal Oversight from the New Mexico Higher Education Department (HED) as a result of numerous anonymous complaints and derogatory media accounts. The College openly complied with all requests. The challenge was significant as the institution had limited staff resources to dedicate to the onslaught of records requests.

The special audit concluded after approximately eight weeks allowing the institution the opportunity to respond to concerns. The institution felt very confident in its ability to address concerns that led to the Enhanced Fiscal Oversight.

As an oversight body responsive to the needs of its constituents, the Board of Trustees (BOT) took decisive action in March 2017 to solicit a request for proposal to assist the Board with updating/rewriting BOT policies. The Board Policy Committee had more than 4000 hours invested in the process of updating policies before they hired a consultant to assist them with policy completion by July 2017. The aggressive timeline provided by the consultant will help the BOT revise and update policies that are no longer relevant; it will also address much needed issues not previously covered under BOT policy. (See [Appendix 2.C.1: Policy Outline](#))

Additionally, the Board of Trustees realized that policy changes to hiring and more specifically nepotism under previous and current administration could be perceived as favoritism. While it was not the intent of the BOT to project unfair employment practices, it was a means by which to improve opportunity for all qualified applicants to compete for employment.

<b>2.C.1 The governing board’s deliberations reflect priorities to preserve and enhance the institution.</b>
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Holding responsible to its duties as defined under the New Mexico Community College Act and to its constituents, the BOT upholds the vision and mission of LCC by executing its responsibility to:

- Employing, evaluating, and supporting the President as the institutional leader
- Setting budgets and monitoring the fiscal health of the College
- Setting and monitoring policy direction
- Attending meetings; and
- Advocating for the College

Las Vegas, the largest community in the LCC service area with a population of roughly 13,000 must draw from the limited talent pool. Previously, Luna Community College had one of the most stringent policies regarding the hiring of BOT and President family members. The policy created a hardship in regard to

large generational families who have roots in the community. Much of the community has some familial relationship and while the intent was not to create an employment agency for family it was determined that in some instances the most qualified applicant was not considered because he or she might have ties to a Board member or the President. With this in mind, the previous administration modified the hiring policy to allow the hiring of BOT family members. In October 18, 2016, the BOT extended the policy to cover the President and members of his family.

Since concerns were addressed in the institutions response to the audit, the current BOT moved to once again amend its nepotism policy to exclude the BOT and President from initial employment of immediate family members. HED made recommendation that the policy read to the 4th degree. Implementation would significantly limit the applicant pool of potential employees in classified and unclassified positions. As noted in the aforementioned many generational families reside within each of the communities served by the College. The following policy is in place:

*5.11 Anti-Nepotism (Updated October 18, 2016) 5.11.1 The President shall not initially employ or approve the employment in any capacity of a person who is the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister or sister-in-law of the President or of a member of the Board of Trustees of Luna Community College.*

*5.11.2 Nothing in this Policy shall prohibit the continued employment of a person employed on or before October 18, 2016. (Staff Handbook, p. 34.)*

**2.C.2 The governing board reviews and considers the reasonable and relevant interests of the institutions internal and external constituencies during its decision-making deliberations**

Authority of the BOT is governed by the New Mexico Community College Act (NMCCA 1978) and by the authority of the New Mexico Legislature. The organizational structure of the Luna Community College Board of Trustees provides opportunities for thoughtful deliberations by the entire Board on institutional priorities. Four Board committees, each consisting of one chairperson and one additional BOT, and institutional personnel (as assigned), engage in thorough review of actions to be recommended to the entire BOT for approval. These committees act as an advisory to the governing board and do not have authority to take final action on items.

The College takes seriously its responsibility to act in a fair and transparent manner, engaging stakeholders through shared governance. The institution has made significant strides moving from departments working in silos to an institution where the collective forward progress is far greater than that of the individual or department. The greatest cultural change institutionally is in the trust we regained, camaraderie, focus on student satisfaction and completion, faculty and staff engagement, and community confidence.

The following Board meetings were conducted in 2016 to Present. See [meeting minutes in Appendix 2.C.2.](#)

Year	Meeting Type	#
2016	Regular Board Meetings	5
2016	Special Board Meetings	12

2016	Work Sessions	3
2017	Regular Board Meetings	3
2017	Special Board Meetings	2
2017	Work Sessions	2

The Board may establish standing committees and, from time to time, ad hoc committees to engage in review of matters coming before the board and to enhance the productivity and actions of the Board at its duly called meetings. Each committee is chaired by a member of the Board. The following committees are in place:

#### The BOT Executive Committee

- Consults with the President on general personnel policy planning, and implementation between board meetings.
- Reviews long-range planning benchmarks for completion and analyzes environmental threats and opportunities.
- Ensures that collaboration and teamwork are maintained within the Board.
- Reviews and recommends the revision of personnel policies to protect student and employee rights and obligations.
- Ensures that approved administrative procedures for exhaustion of administrative remedies are completed prior to Board review.
- Ensures that hiring policies provide equal opportunity to all applicants, with the intention of hiring the best qualified.
- Refers outside complaints about the College and its operations to the President to research, investigate and determine the appropriate course of action.
- Periodically reviews mission statement of Board to clarify educational program and responsibilities of the College to the local and state constituencies.
- Audit/Finance Committee.
- Ensures that long range financial planning occurs.
- Ensures that trustees are kept informed on financial matters.
- Ensures that the College complies with all audit requirements.
- Ensures that the annual budget is developed in a timely manner.
- Ensures that the College's investment policies meet all statutory requirements.
- Reviews and makes recommendations on tuition and fee rates for resident and non-resident students.
- Reviews proposed budget adjustments and requests for capital expenditures.

#### Facilities Committee

- Ensures that long range planning occurs for land and facilities.
- Ensures that an ongoing schedule is developed for physical maintenance of College property.
- Ensures that new facilities are provided and older facilities are rehabilitated or removed as necessary.

## Education Committee

- Reviews and recommends educational programs and strategic planning goals to assure alignment with accreditation requirements of HED, program accreditation, and the Higher Learning Commission.

## Policy Committee

- Reviews policies and proposed policies which have significant impact on institutional programs and activities, to recommend appropriate action to the Board and to monitor results.

The responsibilities of the Policy Committee include review of the Board of Trustees Bylaws; the Board of Trustees Policy Manual; Board-approved documents such as the Bylaws for Academic Governance and Academic Freedom for Students at Luna Community College; the Ordinances; any proposed changes to Board-approved policies; and such other matters that shall be determined by the Board.

Formal approval for recommended actions occur at Board of Trustee meetings. The leadership of the Board is determined through election by members. Reorganization of the BOT occurs at each open election per the New Mexico Community College Act.

The Board establishes goals to ensure the College fulfills its mission and vision while operating transparently within its guiding principles.

To aid the BOT in its consideration of internal interests the Associated Student Government ([Student Government Bylaws](#)) President serves in an ex-officio capacity of the LCC Board of Trustee. Although the ex-officio member does not have voting privileges he/she is allowed to participate and encouraged to engage in the discussions with the governing board and provides monthly updates.

The [Faculty Senate](#) addresses the Board on matters that fall within its purview to represent the interest of the Faculty.

An examination of BOT agendas and minutes will reflect appropriate execution of BOT expected oversight and fulfillment of its legal and fiduciary responsibilities. [See Appendix 2.C.2.](#)

2.C.3 The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests, or other external parties when such influence would not be in the best interest of the institution.

Trustees sign an Oath of Office when their terms commence. The Oath of Office supports the LCC Board of Trustee's Policy and Procedure Manual and the Community College Act, NMSA 1978 Sections 21-13-1, et seq. as amended and by NMSA Article 10-16-3 Ethical Principles of Public Service: certain official acts prohibited; penalty. (2011)

To preserve the independence of the Board from undue influence, the Board is guided by BOT Ethics Policy which explicitly guides BOT to act responsibly, ethically, and serves to protect the institution, public constituents, students, faculty, staff, and the State of New Mexico by their conduct.

Luna Community College has an endowment [Foundation](#) which operates separately from the College with its own Board of Directors and an Executive Director. The Foundation's role in its relationship with the College is primarily to provide scholarships and stipends to financially needy and academically responsible students. Presently, the Foundation Board is in control of its day-to-day operations when concerns arose under the previous Foundation Director. The Foundation provides scholarships to students who meet the requirements set forth by the Foundation Board.

2.C.4 The governing board delegates day-to-day management of the institution to the administration and expects the faculty to oversee academic matters.

By policy, the BOT delegates the day-to-day management of the institution to the College President. The Board exercises authority to appoint, employ, dismiss, and determine compensation for the president under NMSA1978 Sections 21-13-10 and through the BOT policies 2.02 Duties of the Board of Trustees.

The Board adopts policies for the College. The President, as chief executive officer as defined in the Employee Handbook 3.2.2, carries out these policies and reports directly to the Board, NMSA 1978 21-13-1 et. seq. The President is responsible for the overall direction of the College while implementing the policies, rules, and regulations imposed on the College by the Board and the applicable law. The President is delegated the authority to appoint persons to all positions within the institution and approves all faculty and staff changes, subject to LCC policies and practices.

The senior leadership of the College directs and manages operations through the organizational structure and through coordination and collaboration among administration, faculty, and staff. The Administration leadership consists of the President, Vice President of Finance, Vice President of Academics, Human Resources Director, and the Assistant to the President. Each morning they meet to discuss institutional initiative and operations. An extension of the administration team, the Lead Advisory Team (LAT), is leadership across the institution. In July 2016, a leadership retreat was held for this team to address broad institutional issues. Recommendations were made by the team for the Fall 2016/17 academic year. See [Appendix 2.C.4.1: Retreat Agenda](#).

The Vice President for Academics, under the direction of the President, has the primary responsibility and authority for the supervision and development of learning programs and services. As an important part of the process, the Vice President for Instruction works directly and closely with academic directors and faculty in the development and support of programs. At the department level with faculty and directors, program and course proposals are developed, reviewed by the Vice-President for Instruction and submitted for Board approval.

#### *Summary Criterion 2.C.*

The deliberations of the Luna Community College Board of Trustees reflect priorities that serve to preserve, promote, and enhance the institution. By virtue of its state-established responsibilities, LCC BOT must review and consider the reasonable and relevant interests of the internal and external constituencies in its decision making. By state statute the Board is protected from undue influence on the part of donors, elected officials, or other external parties when such influence would not be in the best interest of the institution. Through the establishment of specific and published policy (BOT Policy Manual), LCC Board of Trustees has delegated the day-to-day management of the institution to the College President. State statute and Board policy communicate the expectation that the faculty provide

oversight to academic matters. These observations demonstrate that the Luna Community College Board of Trustees, the governing body of Luna Community College, is autonomous in making decision in the best interest of the institution and to assure the Board of Trustee integrity.

### *Summary Criterion 2*

Luna Community College operates with integrity and follows ethical policies and practices. The College has established procedures and practices that ensure ethical and responsible behavior by its leaders, faculty, staff, and students in fulfilling the institutions mission. The policies and procedures are the mechanisms by which the institution ensures proper checks and balances, and sanctions of an institution that values fairness, honesty, and transparency in all its activities. As a state institution, LCC is subject to the State of New Mexico fiscal rules and is clearly demonstrated in it Finance and Procedural Manual. All federal and state laws regarding functions of human resources are followed with a commitment to treating all employees and prospective employees with fairness and respect. The College presents itself to the public in a number of ways; however, the institutional website, catalog, and newsletter serve as primary information resources programs, requirements, faculty/staff information, cost, control, and accreditation.

The Board of Trustees is independent of external influence and operates under the authority of the state government in its capacity to enforce New Mexico statutes, including Code of Ethics and Policies for Public Officials and Employees. Delegation of personnel and budget authority to the College President provides the latitude necessary with respect to his responsibilities which include daily operations and business processes.

Policies evidenced in the attachments provide for a culture supporting freedom of expression in teaching and learning. These policies protect academic freedom and promote excellence within its responsibility to educate a workforce that is culturally responsive, to foster student engagement in policy making and politics of their communities, to promote life-long learning through inquiry, and to create a climate where individuality is accepted and valued.

### *Criterion Five, Resources, Planning and Institutional Effectiveness*

RESOURCES, PLANNING, & INSTITUTIONAL EFFECTIVENESS <i>The institution's resources, structures and processes are sufficient to fulfill its mission,...</i>
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“Creating Opportunities for You” is the inspiration behind how the College decides how to allocate resources, goals and ensure the institution is effective. The focal point for the structure and process of resource assessment and efficient use thereof is the student while creating the optimum opportunity to meet the personal goals of the students. In planning for continuous improvement of educational offerings, the aim remains to expand the opportunities in learning that are responsive to current trends, anticipate global demands and are flexible to the population served. Inclusive long-range planning and data driven decisions are key to improvement and preparation to continue to be responsive and responsible to our students and other stakeholders.

Luna Community College has built tradition, commitment, and progress into its institutional effectiveness and reputation. It has done so by effective planning and advocating for resources from federal, state, and local entities. LCC has traditionally received strong support from its legislative delegation to bolster the resources necessary to improve operations, programs, facilities, and

equipment. The investment in LCC has been supported by local taxpayers, program evaluators, students, faculty, staff, alumni and legislators. The institution's goals are outlined in its [strategic plan](#). Three Directions comprise the strategic plan:

Direction 1: Deliver Quality Education for Student Success

Direction 2: Student Persistence, Retention, and Completion

Direction 3: Effective Communication

Nine strategic goals along these Directions are designed to ensure that the College meets its mission, results in transformational growth to meet the vision, and acts as a guide for individual department activity to ensure a cohesive direction and guide activities. All departments work toward these goals. As a result, the emphasis is on strategic planning, dedication to the institution's mission, and being professionally assertive and innovative to secure needed funding.

#### Core Component 5.A.

THE INSTITUTION'S RESOURCE BASE SUPPORTS ITS CURRENT EDUCATIONAL PROGRAMS AND ITS PLANS FOR MAINTAINING AND STRENGTHENING THEIR QUALITY IN THE FUTURE.

#### Core Component 5.A.1.

THE INSTITUTION HAS THE FISCAL AND HUMAN RESOURCES AND PHYSICAL AND TECHNOLOGICAL INFRASTRUCTURE SUFFICIENT TO SUPPORT ITS OPERATIONS WHEREVER AND HOWEVER PROGRAMS ARE DELIVERED.

Luna Community College allocates its operating budget ([Appendix 5.A.1](#)) to HED for approval based upon its strategic plan. Facilities and technological infrastructure have been a significant part of LCC's efforts to organize its resources for the improvement of student learning. Funding from grants has played an important role supporting the quality of our educational programs. The College is dedicated to student financial support to provide students a quality education and related support services.

Luna Community College is an equal opportunity employer that provides compensation, benefits, and professional development opportunities for all employees. The New Mexico State Legislature conducts interim committee hearings each year to take testimony from College leaders regarding the operations and educational and related needs of their institutions. Then, during an annual legislative session, a budget, according to conservative revenue estimates is considered and approved. Once signed into law by the Governor, we are notified by the higher education department of our approved budget. Then, faculty, support personnel, and administrative staff work together to determine annual departmental budgets. Faculty and support personnel are asked to submit a needs assessment list to administrative directors which goes through a review by them. The budget is based on the needs of overall campus operations, each academic and vocational program, and student and staff comfort and safety.

When the budget is approved by the President, Board of Trustees and Higher Education Department, the Chief Financial Officer (CFO) then distributes approved budgets to each program based on needs for instruction, teaching materials, consumables, equipment, license fees, and professional development.

Effective use of our resources is an essential part of continuing our success at Luna Community College. We continue to improve our departments for the success of our students.

### **Technology**

Luna Community College's Information Technology Services provides service to Students, Faculty, and Staff at the Main Campus, and its Satellite and site locations. This service consists of workstation installations and support, software installations and support, and other network services.

LCC has eleven (11) primary buildings that are currently connected to the main infrastructure. Three other buildings will complete the Main Campus backbone. A 100 megabyte Internet service is provided to the Main Campus via fiber connection from Albuquerque to Las Vegas. This is the primary feed to the Internet for the Main Campus and the supported Satellites and sites.

LCC's Satellites and sites are connected through VPN or Point-to-Point connections. Springer is connected via a 20 megabit point-to-point fiber connection; Mora via VPN over 40 megabit DSL; and Santa Rosa via VPN over 50 megabit DSL.

The following buildings have student technology access:

- Health Occupations Building – 4 Student Lab/Access areas
- Media Arts Building – 1 Student Lab/Access area
- Education/Preschool Building – 1 Student Lab/Access area
- School of Business/Humanities Building – 4 Student Lab/Access areas
- Student Services Building – 1 Student Lab/Access area and 1 Faculty Training Center
- Learning Resource Center – 1 Student Lab/Access area and General computer access area (Public and Student)
- Adult Education Building – 1 Student Lab/Access Area
- Technologies Building – 4 Student Lab/Access Area
- Administration Building – 1 Student Lab/Access area
- Springer Satellite – 2 Student Lab/Access areas
- Santa Rosa Satellite – 2 Student Lab/Access areas
- Mora Extension – 1 Student Lab/Access area and 1 General Public Access area
- Pecos High School – 1 Student Lab/Access area

Commercially available software packages are mostly used for faculty and staff across campus for operation and instruction.

The IT department oversees the implementation and operations/scheduling of the ITV services. There are several ITV locations located within the Main Campus and several that service the outlying satellites and sites. ITV will be replaced with alternative web conferencing tools starting Fall 2017. In addition, Distance Learning operations and support will be moving to the IT Services Department in Fall 2017.

### **Core Component 5.A.2.**

THE INSTITUTION'S RESOURCE ALLOCATION PROCESS ENSURES THAT ITS EDUCATIONAL PURPOSES ARE NOT ADVERSELY AFFECTED BY ELECTIVE RESOURCE ALLOCATIONS TO OTHER AREAS OR DISBURSEMENT OF REVENUE TO A SUPERORDINATE ENTITY.

LCC's educational purposes are adequately funded, and the College does not allocate resources to non-educational purposes to the detriment of its academic objectives. LCC budgets its programs in accordance with provisions in the College's strategic plan, and funds are allocated to existing programs in response to objectives developed by departments throughout the College.

Resource allocation is driven by the department needs and students' needs assessments. There are no elective resource allocations to other areas as budget adjustments are authorized by each department director and focus on student needs. Directors request an operating budget based on needs of each program with justification. Directors request budget input from faculty, and after review and curriculum alignment, the budget is presented first to the VP of Academic, the CFO, President, and then for approval by the Board of Trustees.

#### Core Component 5.A.3.

THE GOALS INCORPORATED INTO MISSION STATEMENTS OR ELABORATIONS OF MISSION STATEMENTS ARE REALISTIC IN LIGHT OF THE INSTITUTION'S ORGANIZATION, RESOURCES, AND OPPORTUNITIES.

Planning processes are a major factor in ensuring that the College is keeping in line with the mission documents. The operational plan, both short and long term planning, come from the mission statements and strategic plan to the program course goals. One of LCC's priorities is to align goals with the mission.

Planning sessions are often influenced by external factors and resulting problem solving and changes occur to refine student-centered operations. Strategic planning is dependent upon the budgeting process as evidenced by annually submitted departmental budgets.

#### Core Component 5.A.4.

THE INSTITUTION'S STAFF IN ALL AREAS ARE APPROPRIATELY QUALIFIED AND TRAINED.

Luna Community College's hiring process requires minimum qualifications for all positions, and background and reference checks are performed for all new hires. An expanded search is conducted for all faculty and other key positions. The vast majority of faculty hold Master's or terminal degrees, and many have years of experience in their disciplines. Once employed, faculty, professional staff, and other personnel have a variety of training options available. Luna Community College (LCC) offers professional development opportunities for Regular full-time employees. This is provided to build skills, sharpen skills, and meet on-the-job requirements, thereby improving employee proficiency to effectively perform their mission. See [Appendix 5.A.4.1: Faculty and Staff Qualifications](#).

#### Core Component 5.B.

THE INSTITUTION'S GOVERNANCE AND ADMINISTRATIVE STRUCTURES PROMOTE EFFECTIVE LEADERSHIP AND SUPPORT COLLABORATIVE PROCESSES THAT ENABLE THE INSTITUTION TO FULFILL ITS MISSION.
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#### Core Component 5.A.5.

THE INSTITUTION HAS A WELL-DEVELOPED PROCESS IN PLACE FOR BUDGETING AND FOR MONITORING EXPENSE.

The office of Finance and Administration has a well-developed and effective budgeting and monitoring process in place. The foundation of the budget is a balance of available revenue, strategic planning, and the student-driven needs of each department. Individual Directors determine the needs of their

respective departments and present those needs during budget hearings. The basis for the budget level is performance based. Instructional Directors consider student enrollment, graduates and program review to determine the specific needs for the department. The College operates on a tight budget necessitating budgeting at a specific level of detail.

### **Budgeting**

During the spring of the preceding fiscal year, the Higher Education Department (HED) issues the annual Running Institutional Finance Schedule ([Appendix 5.A.5.1: HED Running Finance Schedule](#)) for the upcoming fiscal year. The schedule includes the submission deadlines and reporting requirements related to budgeting and monitoring.

The Finance and Administration Department issues a notice to all departments regarding the upcoming budget hearings. The overview of the budgeting process summarizes the entire process.

While budget managers have flexibility throughout the year to make necessary budget adjustments, at mid-year the budget adjustment Hearings are scheduled. All managers take a final look at their budget balances and consider the department's needs to year end. Final budget adjustments are submitted shortly thereafter.

### **Monitoring Expense**

All budget managers and assistants are trained in the requisitioning process (RP). The RP Training takes place as new staff is hired. The detailed process is covered during training, and the Purchasing Director conducts individual training as needed throughout the year. Budget managers have real-time online access to their respective budgets via the College's information management system (CARs) and Budget Review. Instances where the manager has overlooked an insufficient budget are noted with an e-mail requesting the matter be addressed before a Purchase Order (PO) is issued.

Purchase orders are issued by the Purchasing Director after verifying: budget availability, proper codes, sufficient budget, and assessment of expenditure meeting the three-prong test of *reasonable*, *allowable*, and *necessary*. While the manager has primary judgment and departmental driven need for expenditure, each organization level of approval makes further reviews.

The flow of document approval is: The RP is initiated and approved by the department director, then the Chief Finance Officer (CFO), then the Purchasing Director. The Board of Trustees (BOT) review a Monthly Report presented by the CFO at a work session. The reports compare current year to prior year by percent of budget and shows current year dollar amount of revenue and expenditures. The BOT's are also provided a system-generated Revenue and Expenditure Summary Report showing that data and a Transaction Report detailing each payment made for that month.

The Office of Finance and Administration also submits a Quarterly Report for BOT approval. See [Appendix 5.A.5.2: Sample of Qtrly report](#) to Board of Trustees. The HED required report compares current and prior year budget-to-actual along with a cash flow statement.

The Annual Audit encompasses the narrative above along with a myriad of other tests and assurances. **Luna Community College has for the past ten years received an Unqualified Opinion on its audits.**

### Core Component 5.B.1.

THE GOVERNING BOARD IS KNOWLEDGEABLE ABOUT THE INSTITUTION; IT PROVIDES OVERSIGHT FOR THE INSTITUTION'S FINANCIAL AND ACADEMIC POLICIES AND PRACTICES AND MEETS ITS LEGAL AND FIDUCIARY RESPONSIBILITIES.

The seven-member board, serving in staggered six-year terms, attends onsite and offsite Board of Trustee trainings in varied forms. There are specialty workshops and informational retreats for board members, Quality New Mexico training for trustees, presentations by the College's legal counsel, and numerous work sessions by College staff. The Board of Trustees provides oversight of the institution's financial policies and practices by representation on the Finance Committee which is also the audit committee, and offers input to all new and policy changes that are then acted upon by the entire board.

The Board follows the open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) and publicly meets each month regarding the College. In addition, they actively seek guidance to ensure that they are in unison concerning their roles and responsibilities. The following types of Board meetings were held:

Year	Meeting Type	No.
2016	Regular Board Meeting	5
2016	Special Board Meeting	12
2016	Work Session*	3
2017	Regular Board Meeting	3
2017	Special Board Meeting	2
2017	Work Session*	2

\*work session is in preparation for a regular meeting; all meetings are publicly held.

[See Appendix 5.B.1.1 LCC Open Meetings Act.](#) Content of the meetings are available in the [Board Minutes](#) for 2016-2017.

The Board also approves the annual budget and obtains quarterly reports of budget expenditures, budget and actuals.

### Core Component 5.B.2.

THE INSTITUTION HAS AND EMPLOYS POLICIES AND PROCEDURES TO ENGAGE ITS INTERNAL CONSTITUENCIES – INCLUDING ITS GOVERNING BOARD, ADMINISTRATION, FACULTY, STAFF, AND STUDENTS – IN THE INSTITUTION'S GOVERNANCE.

Policies and procedures are a vital part of Institutional management because they prevent each employee from having to reinvent the wheel, and they provide a standard against which individual performance can be judged. Keeping all policies and procedures ([see policy table](#)) in written form improves the chances that they will be fairly and impartially applied to every employee at the College.

To encourage a culture of shared governance, the College promotes governance and decision-making from the Board to the entire institution.

#### Board Committees

The following standing committees are chaired by a Board member:

- Board Executive Committee
- Board Audit/Finance Committee
- Board Facilities Committee
- Board Education Committee
- Board Technology Committee

The purpose of the standing committees of the LCC Board of Trustees is to engage in review of matters before the board, enhance the productivity and actions of the Board, and recommend actions to the board. Each committee is assigned one or two board members and specific employees of the College.

#### Executive Committee

The Executive Committee consults with the President on general personnel policy planning, and implementation between board meetings. The committee reviews long-range planning benchmarks for completion and analyzes environmental threats and opportunities, and ensures that collaboration and teamwork are maintained within the Board. Other responsibilities include:

- Reviews and recommends the revision of personnel policies to protect student and employee rights and obligations.
- Ensures that approved administrative procedures for exhaustion of administrative remedies are completed prior to Board review.
- Ensures that hiring policies provide for equal opportunities to all applicants while selecting the best employee available.
- Refers outside complaints about the College and its operations to the President to research, investigate and determine the appropriate course of action.
- Periodically reviews mission statement of Board to clarify educational program and responsibilities of the College to the local and state community.

#### Audit/Finance Committee

The Audit/Finance Committee ensures that long-range financial planning occurs, and that Board of Trustees are kept informed on financial matters. Other responsibilities include:

- Ensures that the College complies with all audit requirements.
- Ensures that the annual budget is developed in a timely manner.
- Ensures that the College's investment policies meet all statutory requirements.
- Reviews and makes recommendations on tuition and fee rates for resident and non-resident students.
- Reviews proposed budget adjustments and requests for capital expenditures.

#### Facilities Committee

The Facilities Committee ensures that long-range planning occurs for land and facilities. Other responsibilities include:

- Ensures that an ongoing schedule is developed for physical maintenance of College property.

- Ensures that new facilities are provided and older facilities are rehabilitated or removed as necessary.

#### Education Committee

The Education Committee reviews and recommends educational programs and strategic planning goals to assure alignment with accreditation requirements of The Higher Learning Commission.

#### Faculty Senate

In October 2012, Luna Community College established the Faculty Senate ([website](#)). The purpose of the Senate is to facilitate effective communication among the faculty of LCC and between the faculty as a whole and the administration of the College. The Senate presents the views and recommendations of the College faculty to the administration and to the College Board of Trustees as they relate to academic policies and professional matters. The Senate will act in an advisory capacity with regard to academic policies, including, but not limited to:

- Formulation of institutional long range plans, goals and strategies;
- Curriculum development and outcomes assessment;
- Organization of the College to execute its instructional mission;
- Development and use of instructional technology;
- Academic standards and policies;
- Faculty recruitment, appointment, evaluation, promotion and termination policies;
- Faculty duties, responsibilities and evaluation policies;
- Faculty grievance procedures;
- Faculty Professional Development;
- Regulations that directly and indirectly impact faculty and areas of instruction;
- Student advisement and retention activities;
- Faculty compensation, fringe benefits and leave policies;
- Ratio of full-time to part-time faculty;
- Adequacy of student services and administrative support as they pertain to the instructional mission of the College;
- Faculty Handbook update and revision;
- Participate in the Faculty Hiring process; and
- All other issues falling within the purview of the instructional umbrella.

The Senate encourages cooperation and fellowship among faculty and the instructional programs of the institution and foster community service programs and activities to develop leadership, character, and community involvement. As a result, the responsibilities of faculty are:

- Participate in the Senate nominating process.
- Vote in referenda on proposed major changes in policies and procedures affecting faculty, if such a referendum is called for by the Senate after the topic has appeared on the agenda of at least one Senate meeting which has provided faculty an opportunity for discussion and debate.
- Communicate ideas and opinions to Senators and Senate officers on issues of concern to the faculty and to the Senate.
- Serve on standing and *ad hoc* committees of the Senate.

- Regularly attend meetings of the Senate and at least one LCC Board of Trustees meeting each academic year.
- Participate in discussions and debate in the Senate.
- Make decisions in the spirit of what is best for the faculty and College as a whole.
- Serve as a liaison among the faculty, the Senate Officers, LCC Administration and the Board of Trustees.

The Faculty Senate solicits from full-time faculty the names of those faculty members wishing to serve on any of the standing committees of the Senate. The list of committee members shall be submitted to the Senate for approval.

#### Elections Committee

The Election Committee conducts any referenda and elections concerning amendments to bylaws called for by the Senate, assures that all faculty members get ballots seventy-two hours prior to election deadline. If a member of this committee becomes a nominee for Vice Chair (i.e. listed on the ballot), he or she must resign from the Committee.

Faculty Senate considers policies and procedures regarding professional development for the College, organizes faculty development presentations during in-service weeks and at other times during the semester, as needed, including Student Learning Outcomes Assessment (SLOA) training. See Faculty Senate [agenda and minutes](#).

#### Curriculum Committee

In February of 2015, Luna Community College established the curriculum committee. The Curriculum Committee is a standing committee adopted by Faculty Senate in 2016. The purpose of the committee is to promote educational quality, foster shared governance, and improve communication across departments. The specific responsibilities of the Curriculum Committee are to:

- Attend curriculum meetings (Fall and Spring).
- Review each Curriculum proposal for conformity with the mission of the College, need for the course or program, quality of the course or program, and feasibility of offering the course or program.
- Review, evaluate, and approve Curriculum proposals and educational programs.
- Review the requirements for the Associate of Arts Degree, the Associate of Science Degree, Associate of General Studies, Associate of Applied Science, and Certificate programs.
- Review all Curriculum proposals and changes for correct content and form.
- Review all Curriculum proposals for compliance with prerequisite and co-requisite standards.
- Address any other related curricula issues
- Forward recommendations on Curriculum proposals to the Vice President of Academics.

The composition of the Curriculum Committee is as follows:

A full time faculty member, representing each department, and the school Registrar shall serve as the Curriculum Committee. Committee members are made up of three components: Faculty, Registrar, and Members Ex-officio.

Faculty: one voting member from each of the following department:

- A) STEM
- B) School of Business
- C) Humanities
- D) Allied Health
- E) Trades & Vocational Studies
- F) Education
- G) Registrar (Permanent Member)
- H) Member Ex-officio: (non-voting members)
  - Vice President of Academics
  - Academic Directors

See Appendix [5.B.2.1 for FS Recommendations for 2017/18](#).

### **Adhoc Committees**

Several Adhoc committees were created in 2016 as a result of the need identified by HLC to engage faculty, staff, administration, and students in the institution's shared governance. The goal of the adhoc committees is to give staff, faculty, and students an advisory role in a number of significant topics pertaining to our strategic goals. The committees or groups are as follows:

#### **Institutional Analysis Leadership Team (IALT)**

The Institutional Analysis leadership team addresses accreditation issues and ensures that internal and external reports are aligned with the strategic planning of Luna Community College. This committee meets as needed.

#### **Goals:**

- Produce short and long-term strategies for data collection and analyses
- Provide guidance and direction for Accreditation issues
- Review internal reporting to ensure that data meets strategic directives
- Review external reporting to ensure that data meets strategic directives
- Conduct analyses of data
- Communicate results to the public (e.g., website, news)

The committee should consist of at least 1 faculty member, 1 student representative, the Registrar, the IR, 1 Student Services Representative, 1 Academic Director, and the VP of Academics. It should be noted that we could not get a student representative. [Appendix: 5.B.2.2 IALT Minutes](#)

#### **Advisement Team**

The purpose of this committee is to create student advisement strategies that can be institutionalized across the Luna campus. This committee meets at least once a month.

#### **Goals:**

- Create an advisement handbook and an update procedure for advisement processes
- Provide mentoring programs for all Luna students to ensure student success
- Create and evaluate advisement reports and make recommendations for advisement changes

- Communicate and Disseminate information pertaining to student advisement

The committee should consist of at least 2 faculty (1 full-time), 1 student representative, all student services Staff, 1 Academic Director, and the VP of Academics. See [Appendix 5.B.2.3: Advisement Minutes](#)

### Instructional Technology Committee

The purpose of this advisory committee is to research and discuss instructional technology needs, research possibilities, find funding opportunities, and recommend short- and long-term solutions related to planning of instructional technology and support at Luna Community College. This committee meets at least once a month.

Examples of instructional technology include:

- Emergency communication tools
- Learning Management System
- Broadband access
- Mobile learning
- Smart boards
- Multimedia classrooms
- Web Conferencing tool
- EPublishers
- FERPA compliance
- Social Media
- New instructional software/hardware
- Technology Support (incl. training, technical assistance, documentation)

The instructional Technology committee will be comprised of at least two representatives from support staff, faculty, academic directors, students, and administration. All members are voting members. It should be noted that in 2016/2017, a student from Student Government was the Chair until midterm. See [Appendix 5.B.2.4: Instructional Technology Minutes](#).

### Tutoring Committee

In July 2016, a tutoring committee was established to improve the tutoring program for all students. The purpose of tutoring program was to offer free tutoring services for all LCC students. During the spring 2017 semester the ACE (Academic Center for Excellence) Lab, located in the STEM department, was responsible for coordinating the tutoring services throughout campus. The goal was to assist any students needing help in classes with a long term goal of affecting retention and completion in a positive manner. Data on tutor usage was tracked through the ACE Lab for the purposes of being data driven. We also aim at being student driven by allowing students to dictate how we schedule and otherwise determine the operation of our tutoring services. With the data gathered and student input we can make appropriate decisions on future operations and techniques used to coordinate the tutoring services.

Members of the group included, one full-time staff who was the coordinator, faculty, staff, academic directors, the satellites and the VP of Academics. The Adult Education division made additional resources to students such as language testing and remedial support.

Data has been gathered all year long regarding the tutoring services for re-evaluation and implementation for academic year 2017/18. See [Appendix 5.B.2.5: Sample Spring 2017 report](#).

Student Government/Student Life ([Bylaws](#))

LCC offers a number of student activities that promote inclusivity and value culture. These organizations are directed by [Student Government/Campus Life](#) and supported with faculty or staff advisors. Student Government oversees the following LCC clubs: Culinary Arts LCC Car Club, Luna Fabricators, Skills USA, Student Dental, and Student Nursing. See [Appendix 5.B.2.6: SGCL 2016/17 Report/Survey](#).

### Core Component 5.B.3.

ADMINISTRATION, FACULTY, STAFF, AND STUDENTS ARE INVOLVED IN SETTING ACADEMIC REQUIREMENTS, POLICY, AND PROCESSES THROUGH EFFECTIVE STRUCTURES FOR CONTRIBUTION AND COLLABORATIVE EFFORT.

Luna Community College enables involvement through the leadership advisory team, Faculty Senate, Student Government/Student Life, staff development, strategic planning and persistence, and staff evaluations. All [policies](#) are accessible through the LCC Board of Trustees policies and procedures, College catalog, faculty and student handbooks and the [Luna website](#).

Collaboration is ongoing and involves all committees and groups across the institution. The leadership team, consists of the President, Vice President of Academics, Vice President of Finance, Human Resources Director, and the Assistant to the President. They meet every morning at 8 am in the President's office to discuss short-term and long-term issues/solutions. Academic Directors meet with the Vice President of Academics at least once a month to discuss academic issues and go over [academic guidelines](#).

Faculty Senate meet monthly on Fridays, inviting anyone who wishes to attend. The Vice President of Academics and the Chair began the much needed conversation between Administration and faculty. Results thus far includes updated faculty and student listservs, open discussion, transitioning roles of in-service activities to Faculty Senate, collaboration regarding accreditation needs in assessment and shared governance, and inclusion of Faculty into Adhoc Committees, assessment conferences, and HLC conference attendance. More collaboration is needed and both the Vice President and Faculty Senate Chair will continue to communicate institutional and faculty needs/concerns.

Improve Student Learning Reports ([website](#))

The Student Learning Outcomes & Assessment (SLOA) committee developed an infrastructure which implanted effective teaching and learning strategies. SLOA focuses on student learning outcomes and methods to measure those outcomes. Lead by Faculty Senate, faculty are randomly selected to participate in SLOA (Student Learning Outcomes Assessment) presentations where they present learning outcomes, assessment tools, data and how the data made a difference in student learning to a committee of fellow faculty members(adjunct and full-time faculty). The report is also assessed by the Academic Director in areas needing improvement.

## Student Government/Student Life ([website](#))

Student Government/Student Life is comprised of student officers, student members, and at least 1 employee advisor. The purpose of this student organization is to represent the student body of Luna Community College; to encourage cooperation and communication between the students, faculty, administration, board members and all campus organizations; to provide a forum for student expression and the exchange of student-faculty views; to enhance the quality of student life at LCC; to encourage educational retention and aid in the achievement of educational goals; and to represent LCC through word and deed which reflect well upon the College and the students represented. The Student Government/Student Life President is also an ex-officio member at has a seat at LCC Board meetings. Student events are scheduled as needed such as providing a haunted house and coordinating a coat drive. This year, they also co-participated in an with the Adhoc Advisement team with a Mentoring event where a questionnaire was distributed to students inquiring about their advisement/mentoring needs. Over 80 students responded to the questionnaire. Results were evaluated by the Advisement team for subsequent action.

All student clubs get approved by Student officers from the Student Government/Student Life. Each proposed club is required to develop measurable goals and follow up with an end-of-year report.

## Staff Development

Luna Community College (LCC) offers professional staff development (PDP) opportunities for Regular Full-time and part-time employees. Whether employees want to sharpen the skills they have or meet on-the-job requirements, thereby improving efficacy as employees of the College and ultimately the ability of the College to effectively perform its mission, the PDP can help them meet faculty and staff goals. Funding to faculty and staff professional development is available to all employees.

In addition to conference and workshop attendance, a number of on-campus training opportunities were offered in academic year 2016/17: FERPA training (staff, faculty), Active Shooter training (staff, faculty), Crucial Conversations (staff, faculty), Building Trust (staff, faculty), and Applying the QM Rubric (faculty).

Institutional Training	Description	Dates
FERPA (Classroom and F2F)	Faculty, staff and administration training on FERPA issues.	Aug 2016, Online
Active Shooter	Training offered by the Las Vegas police department regarding campus environment and security awareness.	Oct. 6, 2016
Crucial Conversations	Crucial Conversations is a 4-6 hour course that teaches skills for fostering open dialogue around high-stakes, emotional, or risky topics. Administrators, faculty, and staff were invited to practice speaking and being heard (and encouraging others to do the same). Participants begin to surface the best ideas, make the highest-quality decisions, and then act on your decisions with unity and commitment.	Dec 12, 2016 & Oct 25, 2016

Establishing Trust	3-hour workshop for faculty, staff, and administration establishing Trust/Setting Expectations in the Workplace.	Oct. 25, 2016
Applying the QM Rubric	Two-week online training for faculty and staff. The workshop introduces a national benchmark (Quality Matters) into online course design practices at LCC.	March 21, 2017; March 28, 2017; May 9, 2017

In addition, the College offers professional development opportunities that is available to any full-time staff and faculty and sometimes Adjuncts, depending on the value the training provides to the College. Since the professional development budget is limited, a staff or faculty member must fill out a PDP form and get it approved by their Director. The Director then submits the form to the Vice President of Academics, the Vice President of Finance, and finally the President.

### Strategic Planning

Luna Community College provides an [institutional strategic plan](#) that is available on the website. The vision, mission, and guiding principles are clearly stated. Three strategic goals are institutionally defined as *Directions*:

Direction 1: Deliver Quality Education for Student Success

Direction 2: Student Persistence, Retention, and Completion

Direction 3: Effective Communication

Each department and satellite produces an annual strategic plan to set department goals revolving around the institution's strategic plan. The department plans are used to guide operations and to self assess department needs. At the end of the academic year, recommendations are made for the subsequent academic year. These strategic plans are also used to provide direction in making decisions on allocating resources.

### Persistence, Retention, and Completion Planning

From Fall 2016 through Spring 2017, a conversation began institution-wide to learn more about persistence, retention, and completion at LCC. For the purpose of setting goals and improving student success, ongoing mandatory training workshops were facilitated by a third-party consultant to define persistence, retention, and completion. The results of the six-month series was a three-year Retention, Persistence, and Completion Plan that involved all departments across the institution. See [Appendix 5B.3.1: Persistence Completion Report](#).

### Staff Evaluations

Luna Community College performs employee evaluations where directors assess and review all full-time, faculty, and adjunct faculty's job performances. Luna Community College has an employee self-evaluation and evaluation system where employees are evaluated yearly. The purpose of employee evaluations is to help remind workers what is expected of them in the workplace, and provide employers with information to use when making employment decisions, such as promotions, pay raises, and layoffs. Once evaluations are completed, directors then provide the president with an employee

renewal recommendation request for rehire. See [Appendix 5.B.3.2: Staff Evaluations Form](#) and [Appendix 5.B.3.3: Faculty Evaluation Form](#).

### Assumed Practice A.1.

THE INSTITUTION HAS A CONFLICT OF INTEREST POLICY THAT ENSURES THAT ENSURES THAT THE GOVERNING BOARD AND THE SENIOR ADMINISTRATIVE PERSONNEL ACT IN THE BEST INTEREST OF THE INSTITUTION.

#### **Conflict of Interest – Governing Board**

A draft of the conflict of interest policy is being reviewed; it will be redrafted and presented to Academic Directors and staff to get their feedback before implementation of the [outline policy Fall 2017](#).

#### **Conflict of Interest in Contract Services**

Established policies and procedures ensure that individuals purchasing or otherwise using funds within the institution do so ethically, responsibly, and in keeping with the best practices in higher education. Purchasing and procurement procedures establish processes for the acquisition of goods and services. LCC's procurement policies also identify those individuals who have signatory authority to execute contracts. Additionally, these policies state the requirements for justification of sole source transactions, procurement card policies, and public competitive solicitation requirements.

The BOT defines and upholds the vision and mission of the College. Its responsibilities encompass

- 1) appointment and evaluations of the LCC President; and
- 2) governance of LCC including oversight and budget approval, approval of tuition and fees, approval of programs and set degree requirements, approve academic and master facility plans, and establish and approve policies and procedures.

### Assumed Practice A.2.

THE INSTITUTION HAS ETHICS POLICIES FOR FACULTY AND STAFF REGARDING CONFLICT OF INTEREST, NEPOTISM, RECRUITMENT AND ADMISSIONS, FINANCIAL AID, PRIVACY OF PERSONAL INFORMATION, AND CONTRACT.

Resources provided to Luna Community College by students, donors, the State of New Mexico, and the nation are invested with the understanding that LCC will exercise responsible stewardship of those resources and utilize them ethically for the public good. To that end, LCC has established procedures and practices to ensure open decision-making and ethical behavior by its leaders, faculty, staff, and students.

The College's policies and processes create, advance, and enforce a publicly transparent atmosphere of mutual respect, both within the institution and those with whom the institution interacts. These policies have been approved by the Board of Trustees (BOT) as part of its oversight of the institution. All policy manuals are maintained within the Office of Human Resources and may be accessed by anyone on the Luna website.

Integrity is assured at Luna Community College through its policies and procedures that encompass the principles of ethical integrity in all aspects of the College's operation. These practices are very visible and thoroughly integrated into the day-to-day operations of the institution so that they serve as the basis for fairness, honesty, inclusion, and transparency in all areas.

LCC believes ethical behavior is built on mutual respect. Within the academic community, mutual respect is paramount for promoting learning and advancing free exchange of ideas. Operating from this belief, LCC works for the public good. The College communicates its policies to students, faculty, and staff through orientations, training programs, and printed material. As a direct result of these communication efforts, knowledge of the policies is pervasive in the institution.

Processes that assure compliance, address breaches of policies, and provide for the redress of grievances are also built into these policies. Breaches of policy are dealt with at the supervisor level. To assist in handling employee grievances, the office of Human Resources has authority to utilize a third-party arbitrator when necessary to assist in the informal resolution of problems.

The policies and processes in place at LCC include mechanisms for addressing grievances and concerns. The following evidence demonstrates that LCC meets the expectation for ethical and responsible conduct.

Evidence presented includes descriptions and usage of the policy documents listed in the table below. These policies provide assurance to the public that LCC monitors its activities in ways that preserve its integrity and that, when occasions arise, missteps or failures are addressed appropriately.

The direction of the institution has been guided by integrity and adherence to policies and procedures adopted by the Board of Trustees for the overall well-being of the College. The Faculty Manual and Staff Handbook contain the policies that direct how personnel-related functions are performed and that ensure those functions are carried out transparently, ethically, and responsibly. The LCC Employee Handbook provides guidance to professional and support employees in reference to ethical standards, professional practice, and the moral framework within which the institution operates. The Faculty Manual supplements the Staff Handbook with additional policy related to faculty.

<b>Policies related to promoting ethical conduct, fiscal responsibility, and transparency</b>		
<b>Policy Area</b>	<b>Publication</b>	<b>Location</b>
<b>Board of Trustees</b>		
Board Policy and Procedures	<a href="#">Board of Trustees Policy and Procedure</a>	LCC Website, Revision due June 30, 2017
<b>Human Resources</b>		
Non-discrimination Policy	<a href="#">Staff Handbook</a>	Section 2.1, p. 4
Faculty Employment Policy	<a href="#">Staff Handbook</a> <a href="#">Faculty Policy Manual</a>	LCC Website
Anti-Nepotism	<a href="#">Staff Handbook</a>	Section 5.11, p. 34
Promotion and Transfer Policy	<a href="#">Staff Handbook</a>	Section 7.3, p. 44
Employee Conduct – ethical behavior	<a href="#">Staff Handbook</a>	Section 8.1, p. 46
Grievance Resolution	<a href="#">Staff Handbook</a>	Chapter 10, p. 55
	<a href="#">Faculty Policy Manual</a>	Section 9.4, p. 61
Sexual Harassment	<a href="#">Staff Handbook</a>	Chapter 11, p. 59
	<a href="#">Faculty Policy Manual</a>	Chapter 10, p. 67
Annual Leave Policy	<a href="#">Staff Handbook</a>	Section 12.1, p. 63
Sick Leave Policy	<a href="#">Staff Handbook</a>	Section 12.3, p. 68
	<a href="#">Faculty Policy Manual</a>	Section 11.1, p. 74
Right to Inspect Public Records	<a href="#">2015/2018 Catalog</a>	p. 3
Drug-free Workplace	<a href="#">Staff Handbook</a>	Chapter 13, p. 97
Tobacco Policy	<a href="#">Campus Tobacco Use Policy</a>	LCC Website
Family Educational Rights and Privacy Act (FERPA)	<a href="#">2015/2018 Catalog</a>	pp. 38-40
Computer Use Agreement	<a href="#">Computer Use Policy</a>	LCC Website
<b>Financial</b>		
Finance and Administration	<a href="#">Finance and Administration Procedural Manual</a>	LCC Website
Travel and Professional Dev.	<a href="#">Travel and PDP</a>	Travel – pp. 1-19 PDP – pp. 21-23
Travel and Professional Development	<a href="#">Staff Handbook</a>	Section 12.9, p. 92
Financial Aid – Title IV Code of Conduct	<a href="#">2015/2018 Catalog</a> <a href="#">Title IV-Code of Conduct</a>	pp. 52-53 LCC Website
Financial Aid Information	<a href="#">Financial Aid</a>	LCC Website
Student Financial Assistance Satisfactory Academic Progress Policy	<a href="#">Satisfactory Academic Progress Policy</a>	LCC Website
<b>Academic</b>		
Student Code of Conduct	<a href="#">2016/18 Student Handbook</a>	LCC Website
Faculty Senate Bylaws	<a href="#">Faculty Senate Bylaws 2012</a>	LCC Website
Student Government Bylaws	<a href="#">Student Government Bylaws 2012</a>	LCC Website
Students Right-to-Know Policy	<a href="#">2015/2018 Catalog</a>	pp. 18-19
Academic Freedom	<a href="#">VP of Academic Guidelines 2016/2017</a>	p. 11

Academic Guidelines	<a href="#">VP of Academic Guidelines 2016/2017</a>	LCC Website
<b>Security</b>		
Campus Security	<a href="#">Emergency Action Plan</a>	LCC Website

### Process for Policy Changes

Modifications to the existing Policy are introduced to the Board for approval at Board meetings. For example, the Anti-Nepotism policy was revised as a result of external questions regarding the ethical practice of hiring immediate family at LCC. As a result, the language of the policy was modified and sent to the Board for approval; the policy was then modified and appended to the existing policy manual, and an email announcement is made to indicate the change. The institution is looking into adopting a modifications plan for small and complete revisions of policy. **EVIDENCE?**

Staff and Faculty Handbooks updated with an anti-nepotism policy on October 18, 2016  
(Faculty Anti-Nepotism Policy – obtained from Faculty Manual (pg.33))

### 5.11 Anti-Nepotism

*5.11.1 The President shall not initially employ or approve the employment in any capacity of a person who is the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister or sister-in-law of the President or of a member of the Board of Trustees of Luna Community College.*

*5.11.2 Nothing in this Policy shall prohibit the continued employment of a person employed on or before October 18, 2016.*

### Employee Conduct

Employee conduct is discussed in the LCC Staff Handbook (Section 8, pp. 46-52). The following rules and regulations regarding employee behavior follow:

#### 8.1 Employee Conduct

Certain rules and regulations regarding employee behavior are necessary for efficient College operations and for the benefit and safety of all employees. Conduct by employees that interferes with operations, discredits the College, is in violation of College policy or federal, state or local laws, is unsatisfactory, or is offensive in nature will not be tolerated. Employees are expected at all times to conduct themselves in a positive and professional manner and to promote the best interests of the College. The College expects the highest standards of conduct from all its employees, and believes that with appropriate supervision, disciplinary actions against employees should not be necessary. However, disciplinary actions are necessary for employees who fail to perform the duties of their positions in a satisfactory manner or who engage in misconduct.

#### 8.2 Corrective Disciplinary Action

Supervisors may take corrective disciplinary action with regard to an employee under their authority. Corrective actions are primarily intended to correct and improve an individual's job performance and attitude and do not adversely affect the current pay status. Corrective actions should be designed to provide the individual with an opportunity to become aware of and correct his or her misconduct or substandard performance and should seek to restore the individual to a productive capacity. Disciplinary actions that result in demotion, suspension, or dismissal of an employee shall be under the exclusive

control of the President. However, when disciplinary actions involve the President, the Board shall have the final authority to implement corrective disciplinary actions.

### **8.3 Prohibited Conduct**

It is the duty and the responsibility of every employee to be aware of and abide by the College's policies and procedures. It is also every employee's responsibility to perform his or her job responsibilities to the best of his or her ability and to the standards set forth in the employee's job description (or as otherwise established). Employees, therefore, are strongly encouraged to request additional instruction from their supervisors regarding fulfillment of their job responsibilities, when the employee has questions or concerns about what is required of him or her.

Employees engaging in any of the following behaviors may be subject to immediate disciplinary action, up to and including demotion, suspension, or dismissal of employment:

8.3.1 Engaging in acts of insubordination including, but not limited to, refusing to follow a supervisor's instructions concerning a job-related matter;

8.3.2 Engaging in deliberate or careless conduct endangering the safety of the employee or other members of the College community, including but not limited to, provoking or instigating a fight, or assaulting another individual on College property;

8.3.3 Engaging in malicious or dangerous pranks or practical jokes or horseplay;

8.3.4 Excessive tardiness or absenteeism;

8.3.5 Failing to report for work without giving advance notice to the employee's supervisor or appropriate Department Director;

8.3.6 Failing to report to work punctually, at the assigned time, or failing to be at the proper work station, ready for work as scheduled, or leaving an assigned work area without authorization;

8.3.7 Gambling on College property;

8.3.8 Immoral or indecent conduct on College property;

8.3.9 Inattentiveness to work responsibilities, neglect of job duties, or pursuit of personal projects during working hours without authorization from appropriate supervisor(s);

8.3.10 Intentionally falsifying or altering any College record or report, including but not limited to, an application for employment, a medical report, a production record, a time record, a financial record, an absentee report, student records, personnel records, or a shipping and receiving record;

8.3.11 Intimidating, abusing, threatening, or coercing another individual while on duty or on College property;

8.3.12 Knowingly admitting an unauthorized person or persons into any locked or otherwise restricted area of the College;

8.3.13 Possessing or consuming controlled substances while on duty;

8.3.14 Posting unauthorized materials on walls or bulletin boards;

- 8.3.15 Reporting for work under the influence of alcohol or controlled substances;
- 8.3.16 Sexually harassing or discriminatory statements or actions;
- 8.3.17 Sleeping while on duty;
- 8.3.18 Smoking in prohibited areas of the College;
- 8.3.19 Theft, intentional destruction, or defacing of property of the College or the property of another employee or student;
- 8.3.20 Using profanity or abusive language;
- 8.3.21 Vending, soliciting, or collecting contributions on College property without prior authorization from the President;
- 8.3.22 Violating any state or federal law;
- 8.3.23 Violating College policies and/or procedures;
- 8.3.24 Violating the chain of command for operational issues; or
- 8.3.25 Wearing inappropriate clothing for the work being performed.

NOTE: This is not an exhaustive list of behaviors subject to disciplinary action, including demotion, suspension, or termination of employment.

#### 8.4 Discipline Proceedings

8.4.1 Disciplinary actions shall be evaluated on a case-by-case basis. The College reserves the right to immediately terminate, suspend, or demote an employee depending on the circumstances or severity of the employee's misconduct. The College may elect, in its discretion, to engage in progressive discipline to provide employees the opportunity to improve job performance and otherwise to comply with College policies and procedures. However, **this section in no way creates a right, expressed or implied, to engage in progressive discipline prior to a demotion, suspension, or termination.**

8.4.2 Supervisors shall inform the Human Resources Director within five (5) days following the actual or constructive knowledge of the alleged employee misconduct.

8.4.3 Disciplinary action should be administered as soon as possible after the misconduct occurs or is discovered. Employees may be immediately placed on administrative leave with pay during an investigation. An employee is not entitled to any hearing or appeal process of the decision to place the employee on administrative leave, nor can the employee grieve the decision to place the employee on administrative leave.

#### **8.4.4 Supervisor Responsibility**

During a disciplinary investigation, the employee's supervisor shall do the following:

8.4.4.1 Document all actions on the Counseling and Discipline Form (attached hereto as Attachment C). The Human Resources Director shall be available to provide guidance to supervisors.

8.4.4.2 Conduct a thorough investigation to determine whether the facts show that the employee violated a College policy and/or procedure. Documentation should include dates, times, names of the employees questioned, and the information they provided.

8.4.4.3 Allow the employee an opportunity to explain what happened.

#### **8.4.5 Witnesses**

8.4.5.1 An employee may invite a witness to be present during meetings to discuss the employee's misconduct and disciplinary consequences. In the event an employee elects to have a witness present, the employee may only select a current College employee who does not act in a supervisory capacity. If the employee elects not to have a witness present, the supervisor will note, on the appropriate disciplinary form, that the employee declined to have a witness present and the employee will sign the indicated form.

8.4.5.2 Role of the Witness. A witness is present to verify what was said or seen and may take notes for the employee. A witness may not provide advice and the witness shall not be allowed to represent the employee in any capacity other than for the purpose of taking notes and witnessing the meeting on behalf of the employee.

#### **8.4.6 Disciplinary Consequences**

If, after investigation, the supervisor determines that the employee engaged in misconduct, the supervisor may issue the following discipline:

##### **8.4.6.1 Oral Warning/Counseling Session**

The supervisor shall meet with the employee (and witness, if applicable) in a private location, and describe the misconduct. The supervisor shall inform the employee that the meeting is an Oral Warning/Counseling Session@ and that there will be a written record of the Oral Warning/Counseling Session placed in the employee's official personnel file. The supervisor's oral warning shall include a discussion of the employee's expected conduct and a stated period of time in which the employee is expected to correct the behavior or problem. The employee will be informed that failure to correct the behavior or problem will lead to further disciplinary consequences up to and including termination.

##### **8.4.6.2 Written Warning**

If the employee fails to correct the problem or behavior within the specified timeframe after the oral warning, or if the employee engages in additional misconduct, the supervisor may issue a formal Written Warning. The supervisor shall meet with the employee in a private location and describe the misconduct. The supervisor shall inform the employee that the meeting is for the purpose of issuing the employee a Written Warning” and that there will be a written record of the Written Warning placed in the employee’s official personnel file. The Written Warning shall include a timeframe during which the employee is expected to correct the problem or behavior, and inform the employee that failure to correct the problem or behavior will lead to further disciplinary consequences up to and including termination.

#### **8.4.6.3 Demotion or Suspension**

In the event an employee does not correct the problem or behavior within the specified timeframe outlined in Subsection 8.4.6.2, demotion or suspension of the employee may be necessary. Prior to the consideration or imposition of a demotion or suspension, the supervisor or Department Director, with the assistance of the Human Resources Director, must receive approval from the President of the College.

8.4.6.3.1 A demotion in position may result in a decrease in pay in accordance with the College’s compensation structure.

8.4.6.3.2 A suspension is the temporary removal of the employee from the work place for a specified period of time. A suspension may be without pay, and its duration may vary depending on the circumstances. The employee may not accrue vacation and Sick Leave benefits during a suspension.

#### **8.4.6.4 Termination of Employment**

If an employee has failed to correct the problem or behavior at issue in Subsections 8.4.6.1 through

8.4.6.3, engages in additional misconduct, or engages in conduct severe enough to warrant immediate termination, the employee may be terminated by the President of the College.

#### **8.4.7 Pre-Disciplinary Hearing Prior to Suspension Without Pay, Demotion, and/or Termination**

8.4.7.1 If the employee’s supervisor and/or the Human Resources Director recommend to the President an employee’s suspension without pay, demotion, or termination of employment as a disciplinary consequence of misconduct, the employee shall be afforded a Pre-Disciplinary Hearing. Probationary and Temporary employees are not entitled to a Pre-Disciplinary Hearing or Post-Disciplinary Hearing.

8.4.7.2 Notice of the hearing time and place, and alleged charges shall be given to the employee at least five (5) days prior to the Pre-Disciplinary Hearing by certified U.S. mail or by a private courier service, so long as the employee’s signature is obtained upon delivery (Hearing Notice). The employee may waive his/her right to a pre-disciplinary hearing and accept the recommended discipline by executing a written waiver of rights form.

8.4.7.3 A Hearing Officer designated by the President or the President’s designee shall conduct the Pre-Disciplinary Hearing. At such hearing, the employee shall have the right to be represented by counsel, to present witnesses and evidence, and otherwise defend against the proposed discipline. The employee

shall give the College notice of 72 hours in advance of the Pre-Disciplinary Hearing that the employee will have a representative present and identify the representative.

8.4.7.4 The Hearing Officer shall provide the employee with written findings and conclusions within five (5) business days after the hearing.

8.4.7.5 If the employee does not respond to the Hearing Notice or fails to attend the scheduled Pre-Disciplinary Hearing, the College will implement the recommended discipline. The employee will have waived his or her right to appeal the decision pursuant to Section 8.4.8, below.

#### **8.4.8 Post-Disciplinary Hearing**

8.4.8.1 If the employee is dissatisfied with the Hearing Officer's decision, the employee has the right to appeal the decision to an independent arbitrator by filing a written notice of appeal with the President ("Notice of Appeal") within five (5) business days after receipt of the Hearing Officer's decision. The employee must specify the grounds upon which he or she contends that the decision was justified and include a statement of facts to support the employee's contentions.

8.4.8.2 An independent arbitrator selected by mutual agreement by the parties shall conduct a Post-Disciplinary Hearing within forty-five (45) calendar days following receipt of the Notice of Appeal. If the parties cannot agree within two weeks of receipt of the Notice of Appeal by the employee, then the independent arbitrator shall be by appointment by the chief judge of the district court of San Miguel County on application of either party. Unless otherwise agreed to by the parties, the arbitrator shall be a retired New Mexico federal, district court or appellate judge. At such hearing, the employee has the right to be represented by counsel, to present witnesses and evidence, and otherwise defend against the decision being appealed. The hearing shall be conducted informally in accordance with the New Mexico Open Meetings Act. The independent arbitrator shall provide a written decision within five (5) business days from the conclusion of the hearing. The cost of an arbitrator will be divided equally among the parties to the arbitration in the first instance, but may be awarded disproportionately in the arbitrator's decision.

8.4.8.3 Further Appeals. If the employee is dissatisfied with the decision made by the independent arbitrator, the employee may appeal to the New Mexico State District Court, as may be provided by law.

In summary, the system of policies and controls and the high level of integrity required for those individuals implementing the processes have made certain, and ensure the future, that LCC's activities are conducted e

The following policies and procedures are available and in practice. The conflict of interest policy is currently under review and draft phase.

Table 2.1: Example of Policies related to promoting ethical conduct, fiscal responsibility, and transparency		
Policy Area	Publication	Location
Board Policy	Board of Trustees Policy and Procedure	Under Revision, Due June 30, 2017
FERPA		
Recruitment and Admissions		
Student Handbook	LCC Student Handbook	
Non-discrimination Policy	Employee Handbook (EH) Faculty Handbook (FH)	EH 2.1 pg. 4 FH Pg. 9 line 1
Faculty Employment Policies and Procedures	Employee Handbook Faculty Manual	EH 4.1 pg. 19 FH Pg. 11 line 10
Faculty Senate Bylaws	Faculty Senate Bylaws 2012	
Nepotism	Employee Handbook, 5.11 BOT Policy Manual	p. xx Under Revision
Catalog	Catalog 2015/2018	
Academic freedom	Academic Guidelines 2016/17	pg. 11, Appendix N
Student Government Bylaws	Student Government Bylaws 2012	
Promotion and Transfer Policy	Employee Handbook 7.3	EH pg. 34
Employee Conduct – ethical behavior	Employee Handbook 8.1	EH pg. 36
Grievance	Employee Handbook 10.1	EH pg. 45
Sexual Harassment	Employee Handbook 11.3	EH pg.49
Annual Leave Policy	Employee Handbook 12.1	EH pg. 53
Sick Leave Policy	Employee Handbook 12.3	EH pg. 57
Finance and Administration	Finance and Administration Procedural Manual	
Travel Policy and Procedure	2016 Travel, Cars, & Bars Policy and Procedures	
Financial Aid	Satisfactory Academic Progress Policy	Web
Governmental Conduct Act Compliance	New Mexico Governmental Conduct Act Compliance	
Financial Aid – Title IV Code of Conduct	Title V-Code of Conduct	Title V-Code of Conduct

#### Assumed Practice D.6.

The institution's administrative structure includes a chief executive officer, chief financial officer, and chief academic officer with appropriate credentials and experience and sufficient focus on the For transparency purpose and to inform those seeking employment at LCC is publicly available through the web and various and govern all positions within the institution. Essential job functions for the position

are determined before a position is open for recruitment and all job announcements are made through the Human Resources department. LCC's Employment [application](#) begins with the Equal Employment Opportunity and Affirmative Action statement.

The procedure for recruiting Regular Employees is as follows is in the Staff Handbook under Hiring practices:

- A Position Vacancy Notice and Recruitment Approval Form shall be filled out by the relevant Department Director or Program supervisor, signed by all required administrators and submitted to the President.
- The Vacancy Request Form shall identify the availability of the funds for the position, the job description, the minimum qualifications for the position, the justification for the position, the intended date of hire, and the account number for the available position. For newly created positions, the Department Director or Program Supervisor shall fill out an RPSP form, as approved by the Vice President for Finance and Administration. Each RPSP form shall include a written explanation of the need for the new position, a budget summary, and a description of how the new position will benefit the College. (Note: A reclassified or upgraded position shall not be considered a new position).
- Each proposed job announcement for an open position shall include a brief job description and the minimum qualifications required for the position.
- The President shall approve the position before any Regular Employee position opening may be announced.
- The job announcement shall be posted on the bulletin board near the Human Resources Office and on the College's website for a period of not less than five (5) days. Each job announcement shall contain a closing date for consideration of applications.
- All qualified applicants who apply within the time specified in the job announcement shall be considered for the position. A record of each job application received shall accompany the final recommendation for employment by the Human Resources Office. Contingent upon the number of job applications received, up to five (5) applicants with the best qualifications shall be given the opportunity to interview with the Interview Committee.
- The Interview Committee shall consist of the following: one representative from the department requesting the employee, one representative from the Human Resources Office to facilitate the interview process, and two randomly picked employees from the College's pool of Administrative Professional, Faculty, and Other Regular Full-Time Staff.
- The applicants interviewed shall be ranked by the Interview Committee based on their performance in the job interview and their qualifications for the position.
- The President shall be responsible for evaluating the qualified applicants presented by the Interview Committee and for conferring with the Department Director or Program Supervisor seeking to fill the job opening.
- Only the President shall be authorized to offer employment to the applicant. When a candidate is selected, OHR prepares the offer of employment, which is not made until required background checks are complete. Upon acceptance of the job offer, a drug test is required and the individual will be hired after the drug results are verified with negative results.

- In the event of a dire institutional need, the President is sufficiently autonomous to seek and offer emergency short term employment to mitigate the institutional need.
- The President shall include an informational item on the agenda at the Board's first regular meeting after an employment offer has been accepted to inform the Board of the College's hiring activities.
- When a position is filled, unsuccessful applicants for the job shall be notified by mail by the Human Resources Office.

In the event of a dire institutional need, the President is sufficiently autonomous to seek and offer emergency short term employment to mitigate the institutional need. The following process is adhered to:

- The decision to fill a position with a Regular Part-Time or Temporary Employee shall be made by the President, in consultation with the relevant Department Director or Program Supervisor.
- Department Directors or Program Supervisors wishing to hire a Regular Part-Time or Temporary Employee to fill a Regular Full-Time Employee position must submit a memorandum rationalizing the need for a Regular Part-Time or Temporary Employee to fill the position, in addition to the Vacancy Request Form.
- Employment Eligibility Verification Form (I-9) The Immigration Reform Act of 1986 requires employers to verify the identity and authorization to work in the United States on every individual hired after November 6, 1986. All persons hired by the College must provide the required information within three (3) days of hire. The College will only employ individuals who have been approved to work in the United States and can present the appropriate documentation.

Performance review and promotion processes are outlined in Faculty and Employee handbooks. In instances where the performance review of an employee is unsatisfactory, policies require the establishment of an individualized performance improvement plan to help guide the employee back to a level of satisfactory performance. Failure to achieve satisfactory performance through the individualized performance improvement plan can result in dismissal from the institution.

As required by federal and state laws, LCC observes all provisions of the Family and Medical Leave Act, participates in Worker's Compensation program, and complies with the Americans with Disabilities Act of 1990 (as amended in 2008).

An External audit is conducted annually assessing policy implementation and processes. Information regarding audit outcomes is available through the Office of Human Resources. As noted earlier, the BOT is in the process of revision of their policies. Upon completion of BOT Policy revision the institution will then move to reviewing and revising its Faculty and Staff Policies with representation from various levels of personnel directly affected by policy revision. Upon completion, the policies will be presented to the BOT for approval.

Job Descriptions ([Staff Handbook](#), p. 9-14)

### 3.2.2 President

The President is the Chief Executive Officer of the College. The Community College Act, the rules and regulations of the New Mexico Higher Education Department (HED) and the policies of the Board charge

the President with carrying out the policies of the Board and administering the College efficiently and effectively. The President is directly responsible to the Board for the College's operation and is expected to provide creative educational leadership in achieving the College's mission and goals.

Upon the President's recommendation, the Board shall employ other administrative personnel, instructional staff, and other personnel as needed for the operation, maintenance, and administration of the College. The President is responsible for the establishment of an administrative organization as appropriate to the size, complexity, and objectives of the College. The College is organized into seven major departments, with the President providing general administrative leadership in these seven areas. The seven major departments are:

- (1) Academics,
- (2) Satellite and Instruction,
- (3) Finance and Administration,
- (4) Student Services and Planning,
- (5) Human Resources,
- (6) Development, and
- (7) Plant and Maintenance.

The President shall hold regularly scheduled meetings with the administrative staff to give and seek advice, provide counsel, and give direction consistent with the goals of the College.

### 3.2.3 Vice President of Instruction (Now Vice President of Academics)

The Vice President for Instruction will help lead Luna Community College toward the fulfillment of its Mission Statement, and its journey toward a premier rural community college in America. Essential Functions: Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics.

Tasks: The Vice President for Instruction is the Chief Academic Officer of the College, reporting directly to the President and serving as a member of the President's Executive Committee. The incumbent is a senior officer for the College working with and coordinating the team of senior staff who are responsible for achieving the College's major goals, which are established by the President and the Board of Trustees.

The Vice President for Instruction has responsibility for the leadership of all academic division operations. The Vice President for Instruction provides the leadership for Luna Community College's strategic planning for academic programs. The incumbent ensures the development and enhancement of high quality certificate and associate degree programs through ongoing program review and assessment, the raising of academic standards.

The VP of Instruction works with the VP of Student Services on the expansion of research and other scholarship/creative activity. As an important part of this process, the Vice President for Instruction works directly and closely with development teams to identify new sources of revenue to support

existing programs. The Vice President for Instruction leads a multifunctional integrated academic team consisting of seven academic departments:

- 1) ABE & Developmental Education Department
- 2) Business & Professional Studies Department
- 3) Department of Humanities
- 4) Allied Health Department
- 5) Department of Education and Childcare Services
- 6) Math, Science, & Technologies Department
- 7) Trades & Vocational Education Department.

Specific responsibilities include, among others, on-campus and off-campus academic programs, specifically Springer Satellite, Santa Rosa Satellite and the Mora Satellite.

The Vice President of Instruction is also responsible for the development, implementation, of delivery of program coordinated through all of the Academic Directors. The incumbent must possess the intellectual vision and energy necessary to lead the college on its journey toward a status of premiere. The incumbent must also possess an ability to successfully motivate and collaborate with a college-wide team at all levels, to deepen the understanding and appreciation of the College's core values, and to demonstrate appropriate responsiveness to the needs and concerns of students, faculty and staff of Luna Community College.

**SUPERVISION RECEIVED:** The Vice President for Instruction functions as an employee under the general supervision of the President of the College. The incumbent will be evaluated annually by the President on the basis of goal accomplishment and leadership effectiveness.

**SUPERVISION EXERCISED:** The Vice President for Instruction directly supervises the academic directors, and satellite and site directors and coordinators.

**MINIMUM QUALIFICATIONS:**

- Earned doctorate in an academic discipline from an accredited institution
- Demonstrated record of distinguished research/scholarship or teaching
- Understanding of a broad range of academic scholarship
- Understanding of academic and student services administration
- Demonstrated commitment to diversity
- Fiscal management experience
- Demonstrated ability to manage a complex academic organization and work effectively with colleagues across all units of the campus
- Demonstrated success as a creative leader and in securing external support of academic programs

- Highly motivated team player who possesses a high level of energy and who functions effectively in a fast-paced environment
- Excellent communication skills, both oral and written

#### PREFERRED QUALIFICATIONS:

- Demonstrated sustained, inclusive and decisive leadership in higher education at the level of dean or higher
- Successful experiences, such as the following: leading strategic planning, substantive and decisive evaluation of academic programs, learning outcomes assessment and accreditation, developing interdisciplinary programs and the application of new technologies
- Demonstrated critical thinking skills
- Experience administering college-level education
- Ability to function effectively in external and internal environments with sound judgment in the context of politics, public relations, and academe

#### 3.2.4 Vice President of Finance and Administration

Under Presidential direction, serves as the College's treasurer and chief financial officer charged with maintaining the fiscal integrity of the College; responsible for financial affairs, administrative services, develops short and long-term plans for the Finance and Administration areas.

#### Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics.

#### Tasks:

Develops the annual budget in cooperation with designated College personnel and oversees the administration of the budget. Coordinates and oversees the auditing process.

Serves as a member of the Executive and President's council and advises the President on areas of fiscal responsibility.

Has review and/or approval responsibility of all financial transactions of the college including but not limited to payroll contracts, purchasing transactions, and external contracts.

Establishes policies and programs related to fiscal affairs and attendant support services of the College; oversees all curricular and co-curricular functions as they relate to academic programs, student services, planning and development, fiscal planning and administration.

Provides for fiscal and support services including accounting, budgeting, contract administration, administrative computing and information processing; directs and manages functions related to the College's financial resources, including loan collection, debt management, internal auditing and managing investments; oversees campus bookstore, cafeteria, purchasing, Shipping and Receiving other fiscal matters via oversight of Fiscal Office Supervisor.

Assists in all physical facilities' planning, operations and maintenance including utilities, energy conservation, environmental health and safety, grounds, maintenance, safety and security, parking and traffic control, capital planning, assets control and facility usage.

Coordinates all financial and administrative functions to ensure optimum efficiency and compliance to appropriate policies and procedures according to the mission set forth by the College's Board of Directors; as a member of the Executive Council active in the assessment, development, and administration of resources.

Assists operating units in defining strategies and developing plans to ensure continued growth and prosperity of the academic enterprise; interacts regularly with other administrators and College committees coordinating data collection and analysis for planning, decision-making, and resource allocations.

Provides leadership and coordinates the College's learning support services programs with the campus community, high schools, parents, prospective students, and special interest groups; confers with and advises staff, students and others to provide technical advice, problem solving assistance, answers to questions and interpretation of program goals.

Is involved in contract negotiation, legal matter resolutions, and formulation of joint ventures or memorandums of understanding.

#### Knowledge, Skills and Other Characteristics:

Knowledge of advanced budget development and financial administration. Knowledge of higher education policies, programs and services. Knowledge of principles and practices of supervision and management. Knowledge of college level instruction and administrative role in faculty development, evaluation and management. Knowledge of issues pertaining to management principles and practices in a community college environment that includes knowledge of college policies, procedures, and supporting state and federal laws or mandates. Knowledge of academic innovation and program development to advocate college needs and achievements. Skill in interpretation of policy and analysis of trends. Skill in program development, administration and evaluation. Skill in working under pressure, handling significant problems and tasks that arise simultaneously and/or unexpectedly.

#### Qualifications:

Must have a valid New Mexico Driver's License. Bachelor's degree in Accounting or finance related field; a Master's Degree in Business Administration or a closely related field or Certified Public Accountant (CPA) licensed preferred. Eight (8) years of progressively responsible management experience, including three (3) years of supervisory experience in an academic environment; or an equivalent combination of education and experience. (Updated 7-22-14)

## Appendices

## Appendix A: Response to Financial Distress Designation

April 14, 2017

### VIA ELECTRONIC FILE UPLOAD

Barbara Gellman-Danley  
HLC Commission President  
230 South LaSalle St., Suite 7-500  
Chicago, IL 60604-1411

HLC Commission:

Luna Community College (LCC) hereby responds to the HLC intent to designate LCC as an institution in Financial Distress. The purpose for the designation change cites ongoing investigations and Enhanced Fiscal Oversight Program (EFOP) that was placed on the College by the New Mexico Higher Education Department in July 2016. We respectfully ask the Commission to reconsider imposing the Financial Distress designation based on the following facts:

According to the HLC definition for imposing a Financial Distress designation, it is our understanding that the factors impacting a decision for imposing a Financial distress Designation defined by the Special Monitoring, Policy Number INST.F.20.010 appear to be largely non-applicable to Luna Community College.

- The institution has a significant diminish of financial contribution from a state;
  - The College has not realized a disproportionate claw back in funding from other state institutions of higher education.
- Significant escalation in institutional indebtedness;
  - The College does not have any long-term debt as verified by the 2016 audit.
- Placement by the US Department of Education on heightened cash monitoring for significant reasons related to finances or financial management of the institution;
  - The College has not been notified by the US Department of Education of heightened cash monitoring.
- Formal declarations by the institution of financial exigency or emergency;
  - The College continues to meet mandatory reserves and has avoided layoffs and/or reduction in force due to financial hardship. The institution has been able to absorb duties and responsibilities through its current workforce. In instances where new hires are necessary, savings through attrition has offset the cost. The College does not foresee fiscal emergency. Conservative financial planning has been the key to maintaining its level of service and instruction during state and federal reduction in higher education spending.
- A going concern warning by the institution's auditors;
  - The College's auditors have not issued warning of concern.
- Other similar financial situations.
  - The College has been responsive to the inquiries, audits, and current ongoing investigations. A Special Audit and the LCC State Annual Audit have made similar

conclusions regarding our institutional financial status. Luna Community College is in good fiscal health. The College will provide details in subsequent sections about the mentioned audits and any corrective measures regarding financial practices taken thus far.

### Special Audit

On June 20, 2016, LCC received a notification that the New Mexico Higher Education Department's Finance Bureau would be conducting a special audit of LCC based on "serious allegations and concerns communicated by the general public..." (6-20-2016 Letter). On June 22, 2016, NMHED met with the Board of Trustee Chair, President, and the Vice President of Finance and Administration prior to beginning the investigation.

In order to determine validity of these concerns, interviews were conducted with LCC officials, faculty, staff, and students. Reviews were conducted on the laws, rules, regulations, policies, and procedures pertinent to achieving the audit's objectives. Primary laws and policies include the Community College Act (CCA), Governmental Conduct Act (GCA), §21-1-16.1 NMSA (Presidential Search), OMA, FERPA, and LCC's policies and procedures including Board Policies and Staff Handbook.

### Special Audit Scope

The following specific areas were listed and were to be reviewed by NMHED staff:

1. Presidential Search, Hiring and Compensation;
2. Nepotism and Favoritism;
3. Employee Misrepresentation;
4. **Fiscal Health Status;**
5. Open Meetings Act (OMA) Violations;
6. Integrity of Inventory;
7. Adult Education (AE) Program Compliance;
8. Misuse of College Equipment; and
9. Family Educational Rights and Privacy Act (FERPA) Violation.

Regarding fiscal health status (#4 above) an assessment was conducted to obtain a level of assurance that LCC decisions resulting from necessary budget cuts due to decreasing enrollment and reduced State appropriations had not had an immediate negative impact on LCC's fiscal health. The result of the assessment concluded that LCC "remains in good fiscal health although continued declining enrollment patterns and reduced state appropriates remain a substantial risk factor (p. 30 of Special Audit Report).

In addition, LCC has begun a number of activities in 2016/2017 to increase enrollment beginning with a strategy to improve student advisement and online course quality, creation of program maps, and an institution-wide approach to retention, persistence, and completion.

### LCC Placed on Enhanced Fiscal Oversight Program

In July 27, 2016, LCC was placed on an Enhanced Fiscal Oversight Program (EFOP). It should be noted that NMHED prefaced the decision with the fact, "...that the College carried over a positive fund balance from FY16 to FY17..." (Email communication, Eccles, S., 7-27-16)

In terms of #4 regarding fiscal health concerns, LCC has complied with NMHED's request to provide quarterly fiscal health reports to the LCC Board of Trustees during the Board meetings.

Dissemination of the quarterly report to the LCC Board of Trustees began with the quarter ending September 30, 2016, and included the following financial information:

- A review and comparison of end-of-quarter budgeted revenues and expenditures with actual revenues and expenditures
- A plenary review of all budget adjustments recommended by the President

First and Second quarterly financial action reports were provided at board meetings in December 13, 2016 and February 14, 2017, respectively. Supporting documentation is available on request.

### State Audit

The annual State Audit reviewed LCC financial statements for the period that ended June 30, 2016 and yielded a "clean" opinion. The findings contained therein have either been addressed or are in progress. Related to the findings, A Current Status of Audit Findings Report was submitted to NMHED before the due date of March 31, 2017.

LCC does have a record of healthy balances (as shown in the financial table at the end of this letter) and has always submitted a balanced budget. The BARs submitted annually show an increase to beginning fund balance as all budgeted expenditures do not materialize.

### Summary

Luna Community College does not take lightly any of the concerns identified by external audits and investigations. LCC administration and staff have complied with and continues to work cooperatively with the audit and any and all investigations and recommendations. The results of the fiscal audits reveal that the College remains in good fiscal health despite sluggish enrollment patterns and corresponding State appropriations which affect all of New Mexico higher education institutions; the College is taking active measures to increase student enrollment and persistence.

The College believes that the financial distress designation is unwarranted. Assigning a Financial Distress designation on LCC contradicts our current fiscal health, appears speculative, and doesn't consider LCC's openness and willingness to address concerns and provide corrective actions as needed.

Our plan to be more transparent about the audits and investigations are currently underway to ensure public awareness. LCC thus requests that the Commission revisit the designation for Luna. Furthermore,

LCC welcomes the peer review team to Luna and recognizes that peer reviews and advisory visits result in continuous improvement that is inherent in our institution's goals.

Respectfully Submitted,

President Leroy Sanchez  
Luna Community College  
Las Vegas, NM 87701

## LUNA COMMUNITY COLLEGE FISCAL DATA

	2016	2015	2014	2013	2012
<b>CASH AND EQUIVALENTS</b>					
Audited Cash and Equivalents at June 30	N/A	3,654,209	3,227,079	2,666,620	3,312,368
<b>AUDITS</b>	2016	2015	2014	2013	2012
RESULTS - UNQUALIFIED	N/A	YES	YES	YES	YES
<b>CFI</b>	2016	2015	2014	2013	
From HLC Reporting	N/A	5.39	3.40	3.40	
<b>Unrestricted Net Assets Exclusive of Pension</b>	2016	2015	2014	2013	2012
Exclusive of Pension	N/A	3,783,352	2,883,830	2,517,024	3,026,717
<b>ENROLLMENT TRENDS</b>	2016	2015	2014	2013	2012
Total Credit Hours					
Full Year	20,795	20,595	24,526	26,335	29,904
Change from prior year	1%	-16%	-7%	-12%	Base
<b>BUDGET SUBMISSION</b>	2016	2015	2014	2013	2012
RECEIVED BY DEADLINE	YES	YES	YES	YES	
APPROVED BY HED & DFA	YES	YES	YES	YES	



## Appendix 2.A.1: Financial Training Samples

### CARs Budget, BAR's & Travel Training March 14th, 15th, 16th & 17th

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Comp Stations Avail	14th 2:00-5:00	15th 9:00-12:00	16th 9:00-12:00	17th 2:00-5:00
1	Andrellita - 1034	Moses M.	Anita Roybal - 1034	Bernadette R. - 1034
2	Sheryl - 2264-2264	Michael M.	Mary Duran	Francisco A. - 1034
3	Joyce	Antonio S. - 1034	Carl Vigil - 1034	Amanda T.
4	Paul S. - 1034	Marcella S. - 1034	Lorraine M. - 1034	Don Bustos - 1034
5	Francina - 1221	Matthew C.	Marsha A.	Lawrence M.
6	Juliana - 2225	Wanda M.	Keith G.	Linda S.
7	Gary - 1034	Albert C.	Ron D. - 1034	Debbie T. - 1034-1034
8	Karen W.	Carolyn	Marley E.	Vidal - 2201
9	Raymond V.	Amanda L.	Denise M. - 1034	<u>Kayleen Albert C.</u>
10	Ron D. - 1034	Leticia	Renee M.	Gloria Pacheco - 1034
11		Darren W.	Susan O. - 1034	Elaine L. - 1034-1034
12		Marjorie K.	Elaine Kayleen Evelyn	Amanda S. Nicole C. - 1034 Tina

Director/Office Manager  
Everyone will be required to sign in

3/14/2016



## Appendix: 2.A.2: In-service sample

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### In-service Week

Dec 12 – Dec 16 (TENTATIVE)

#### Dec. 12

- 8:00 – 8:30 Welcome and Announcements (Coffee and donuts)
- 8:30 – 9:00 Committee Updates
- 9:00 – 9:30 TBD
- 10:00 – 5:00 Crucial Conversations Workshop (Registration required. Lunch provided)

#### Dec. 13

- 8:00 – 8:30 Why we Assess
- 8:30 – 11:30 Writing Measurable Objectives (Bring syllabi)
- 1:00 – 4:30 Assessment Presentations

#### Dec. 14

- 8:00 – 9:00 Aligning Learning Objectives to Programs
- 9:00 – 10:00 Creating Capstone courses
- Departments Work on Capstones or Program Assessment Activities

#### Dec. 15

- 9:00 – 5:00 Promethian Boards Instruction (every hour on the hour)
- 9:00 – 5:00 FERPA Training (online all day)

#### Dec. 16

- 11:30 – 2:00 Lunch/Meeting (Bring Celebration Success Page)
-

## Appendix 2.C.1: Policy Outline

### Luna Community College Board of Trustees Policy Table of Contents/Timelines

It is being proposed that the board consider adopting the following table of contents as a framework for updating its policies.

I.	Mission*		
II.	Vision*		
	a. Institution Established		
	b. Constitutional references		
III.	Established Satellites and Centers		
IV.	Board Authority		
	a. Introduction		
	b. Composition		
	c. Term Limits		
	d. Filling Board Vacancies		
	e. Elections Process		
	i. Dates		
	ii. Districts		
V.	Board Organization*		
	a. Officers of the Board		
	i. Duties		
	b. Standing Committees –		
	c. Interim Committees –		
VI.	Board Compensation		
VII.	Policy Revisions and Adoptions*		
	a. Process		
VIII.	Board Training and Orientation		
IX.	Role of the President		
	a. Authority		
	b. General Duties and Responsibilities		
X.	Evaluation of the President*		
	a. Dates and deadlines		
	b. Evaluation metrics		
XI.	Financial Oversight*		
	a. Role of Board		
	b. Role of Administration		
XII.	Board Travel*		
XIII.	Board Meetings		
	a. Locations		
	i. Meetings off main campus		
	b. Regular Meetings		
	i. Notice requirements		
	c. Special Meetings		

#### Priority 1

Contractor: Prepare draft language for Board Review

LCC: Point person for questions and document sharing; draft review and feedback

Timeline: May 22 – Draft Due

May 31 – LCC Feedback

June 5 – Revisions complete

Included in Priority 2; see next page.

- i. Notice Requirements
  - d. Emergency Meetings
    - i. Notice Requirements
  - e. Board Work Sessions
- XIV. Board Meeting Procedures
  - a. Robert's Rules of Order
  - b. Order of Business
  - c. Quorum
    - i. Agenda\*
  - d. Meeting Minutes
    - i. Recorder
  - e. Board Motions
  - f. Voting
  - g. Public Input
  - h. Executive Session
- XV. Consultation with Legal Counsel\*
  - a. Process and authority
- XVI. Code of Conduct and Ethics\*
  - a. Conflict of interest disclosure
  - b. Abstentions

#### Priority 2

**Contractor:** Prepare draft language for Board Review

**LCC:** Point person for questions and document sharing; draft review and feedback

**Timeline:** June 12 – Draft Due

June 23 – LCC Feedback

June 30 – Revisions complete

\*Indicates a policy currently in place at the institution

#### Format for each policy section:

- Consistent alpha and numeric formatting
- Numbered lines for quick referencing
- Section formatting:
  - Policy title
  - Policy number
  - Most current revisions date
  - Purpose or Introduction
  - Definitions (when appropriate)
  - Policy by sub-sections

#### Secondary work for LCC Consideration:

- Naming Institutional Property
- Foundation Policies
- Shared Governance
- Administrative Organization
- Personnel Policies
- Tuition/Fees
- Media Relations

## Appendix 2.C.2. Board Minutes

January 2016-May 2017

LUNA COMMUNITY COLLEGE BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Tuesday, January 12, 2016 @ 5:30 p.m.  
LCC Student Services Board Room

**CALL MEETING TO ORDER AND ESTABLISHMENT OF A QUORUM**

**Roll Call:**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez, Trustee Abelino Montoya, Jr. and Trustee Severiano "Sev" Sisneros.

**Also Present:** President Leroy Sanchez, SherylAnn Yara, Executive Office Manager, Joyce Garcia, Informational Specialist, Debbie Trujillo, Assistant to the President, Elaine Luna, AHEC Director, Andrellita Chavez, Allied Health Director, Suzanne Gonzales, Student, Bernadette C. Rael, Registrar, Larry Paiz, Title V/Distance Learning, Joseph Cruz, Veteran's Affairs Director, Gary Martinez, Trades Director, Michael Sanchez, Cross Connection, Corp., Marlene Sanchez, MAR Tech Services, Ross Sanchez, Cross Connection, Corp., Antonio Siqueiros, Athletics Director, Matthew Cordova, Physical Plant, City of Las Vegas Community Development Department, Marsha Archuleta, Title V, Mimi Overhusler, Humanities and Leticia Archuleta, Human Resources Director.

**Pledge of Allegiance**

Secretary Ernie Chavez led the Pledge of Allegiance.

**Approval of Agenda**

Trustee Abelino Montoya, Jr., moved for approval of the agenda. Trustee David Gutierrez seconded the motion, with all in favor, the motion carried.

**Approval of Minutes**

Trustee Montoya noted a couple of corrections for the minutes, first for December 8<sup>th</sup>, page 2, paragraph 5 states that Trustee Abelino Montoya, Jr. is leaning towards having the individual remove the mobile home from LCC property and further states that Trustee Montoya further stated that he would like to see about the possibility of purchasing mobile homes for student housing. Trustee Montoya advised that this was not his recommendation, but the recommendation of Trustee David Gutierrez. Trustee Montoya further stated that on action item # 3, about 7 lines down, states that President Sanchez then advised he feels that anything over th and trm and this also needs to be corrected.

Trustee Severiano "Sev" Sisneros then advised that on the December 18, 2016 minutes, it reads Trustee Sisneros is not present and it should read, Trustee Sisneros is now present.

Vice Chairman Kenneth Medina moved for approval of the minutes with the above listed changes. Secretary Ernie Chavez seconded the motion, with all in favor, the motion carried.

### **President's General Informational Report**

Mr. Ignacio "Naki" Lucero, film industry employee, addressed the board and spoke on what the schedule is for the 16<sup>th</sup>, film industry day and advised that they will be showing all the films which were made here in Las Vegas as well as having a casting and will also be showing people what the casting company is all about. Mr. Lucero then thanked the Luna Board for hosting this event. Mr. Lucero also advised that we have cooperation from both the County Commissioners and the City Council. Mr. Lucero further stated that the Optic is running a story today and we have radio stations in the area talking about it, it has also been on facebook. He further stated that the event starts at 10:00 and runs until 5:00 p.m.

1. Information/Discussion on Preliminary Board approval to explore annexation (City of Las Vegas).

Discussion on annexation of Luna community college itself, and not the remainder of the residences at Luna. Maria Lopez, Lindsey Valdez and Floyd Lovato of the city of Las Vegas. Ms. Lopez advised that they started the exploration back in 2010 and also advised that included their packets she submitted an estimate of what Luna would be saving. Ms. Valdez advised that they will be holding a DRT (Design Review Team) meeting and would be able to provide additional information after that. Ms. Lopez advised that Luna would be zoned as an RA zone and there is a cost of \$100 for the permit. Ms. Lopez advised that it looks as though Luna has approximately 75 acres.

Chairman Daniel J. Romero asked about the residential zone would cover our culdesac.

Ms. Lopez advised the Board that this is definitely something which the City may look into.

Trustee Montoya advised that a poll was taken back in 2010 and most of the residents voted not to annex with the city.

President asked Ms. Lopez if LCC we were to annex the 75 acres, would we be able to annex the wellness center at another time.

Ms. Lopez advised that this could be done as long as the boundaries meet.

President advised that the City of Las Vegas are looking at us giving them approximately 2 acres of property in order to build a fire substation up in the Luna area.

President Sanchez advised the Board that the petition is not a commitment, it only allows for the City to go back and present to their Design Review Team and get more answers for LCC.

Chairman then asked the board to give direction to President Sanchez to follow up with this for more information and then when it is time, we will bring it back as an action item.

2. Information/Discussion regarding Lease Agreement between Luna Community College and Rio Gallinas Charter School.

President spoke on the Rio Gallinas Charter School and advised that he spoke with Mr. Parson, West Las Vegas Superintendent and he advised that they are looking at a one year contract with Rio Gallinas. President Sanchez advised that he would recommend waiting to see what direction West Las Vegas will be taking before we take any steps.

Trustee Gutierrez advised that right now we talked about bringing these programs in and we've tried it before and we have not had very much interest. He advised that we need to do a study.

3. Information/Discussion on the possible use of monies allocated for (Planning & Designing – Springer) to be reallocated for the Springer HVAC renovation.

Discussion on possible use of monies allocated for Planning & Designing – Springer to be reallocated for Springer HVAC renovation. President Sanchez advised that we are now waiting for the individual who is working on this to get back with us and this individual works in Santa Fe.

Trustee Gutierrez advised that the asbestos report is here and there is going to be a problem as there is a finding of asbestos at this point. Trustee Gutierrez also advised that there was an email sent to the director which advised that there was a problem with them not having access to the basement. Trustee Gutierrez advised that they were given access to the basement, but the questions was what is going to be done in the basement.

John Montoya of Wilson & Co., addressed the board and advised that he did find some results, however when they were walking around the building they did have suspicion of concern in the basement which Trustee Gutierrez talked about. Mr. Montoya further advised that the two to three day delay should not be a problem with classes as in the past, they have moved classes to other classrooms in order to accommodate certain situations.

### **Informational Items**

1. Presentation to the LCC Board of Trustees – Title V yearly progress report.

Ms. Lorraine Martinez, Title V Director addressed the Board and spoke of the requirements of the Title V grant. Ms. Martinez advised that year 3 ended on September

30, 2015 and she thanked all her staff for all their help in the project as well as members of the IET committee.

Ms. Martinez then went over the report by tabs (refer to hard copy report). Ms. Martinez also introduced the members of Cross Connection who worked on the project. Owners, Ross and Michael Sanchez addressed the Board and thanked them for allowing them to work on the project and advised that they would like to work on more projects at LCC in the future.

Ms. Martinez spoke on the future grant and advised that the first week that the President was here, he spoke of already preparing for the next grant.

Future grant for Title V, Elaine Luna gave her a list of the things we could look at for the next grant. Lorraine advised that future funding depends on what we have done this year.

Ms. Martinez advised that she has already spoke to Ms. Elaine Luna, AHEC Director regarding the many things we can work on in the future.

The Board thanked Ms. Martinez for a fine job and a job well done with these projects and as director of the Title V department. The Board also thanked her staff.

2. Presentation to LCC Board of Trustees – Temporary Employees, Employee Handbook 5.2.5.

Ms. Archuleta, Human Resources Director addressed the Board in regards to the above listed item and took questions from the Board. Ms. Archuleta advised that the information in the Board's packets should answer questions which were brought up by Trustee Montoya at the last meeting.

Trustee Montoya thanked Ms. Archuleta for doing a fine job in bringing the information to the Board.

3. Presentation and Discussion – Luna Community College Board of Trustees Policy Review Committee.

Trustee Sisneros advised that the purpose of the committee is to look over the present LCC BOT policies. Trustee Sisneros advised that he and Trustee Michael Adams sat down and went over the policies and compared them to CNM which are almost mirrored. Trustee Sisneros also went over an agenda which they went over at their meeting and briefed the Board on some of the policies which they went over. After a brief discussion such as per diem, travel, etc., Trustee Sisneros asked the Board for direction to proceed with the revisions.

Trustee Montoya then advised that he is pleased with the step by step process and recommended that the state auditor looks at this and makes sure we are within the rules and also to make sure that our CFO knows that this has been blessed by the state auditor.

Chairman Romero than thanked both Trustee Sisneros and Trustee Adams for their hard work.

### **Action Items**

1. Requesting approval of revision to Employee Handbook 5.2.4 Regular Employee – 5.2.4.5 – Regular Full-Time Employee Additional Duties.

Ms. Leticia Archuleta, Human Resources Director addressed the Board and briefed as to what the revision would entail.

After a brief discussion, Trustee Severiano "Sev" Sisneros moved for approval of the revision to Employee Handbook 5.2.4 – Regular Employee 5.2.4.5. Trustee Montoya seconded the motion, with all in favor, the motion carried.

2. Requesting approval to partner with "Partners for Progress" – Las Vegas & San Miguel County Day and Night at the New Mexico Legislature 2016 – Spearheaded by the City of Las Vegas – Partnership fee - \$3,500.00.

Ms. SherylAnn Yara, Executive Office Manager addressed the Board and advised as to how this would benefit Luna Community College during the Las Vegas Day and Night at the Legislature.

Chairman Romero asked President Sanchez for his recommendation. President advised that he is recommending approval of the \$3,500.00 and is also recommending that we hold our work session on this same date to be held in the morning.

Trustee Montoya advised that this is a very good thing and has always been successful, and with that, Trustee Montoya moved for approval to partner with "Partners for Progress". Trustee Michael Adams seconded the motion, with all in favor, the motion carried.

3. Requesting approval allowing Trustee Michael Adams to attend the 22<sup>nd</sup> Annual Tribute to Hispano Legislators on January 27, 2016 @ 5:30 p.m. at the legendary La Fonda Hotel in Santa Fe, NM.

After some discussion as to the benefits of sponsoring a larger table, Trustee Montoya moved for approval of LCC BOT sponsoring a Vecino Table at the Hispano Round Table in the amount of \$1,500.00. Vice Chairman Medina seconded the motion, with all in favor, the motion carried.

4. Approval of Budget Adjustment Requests (BAR's).

Trustee Gutierrez moved for approval of the Budget Adjustment Requests (BAR's). Trustee Adams seconded the motion, with all in favor, the motion carried.

## **Executive Session**

Vice Chairman Medina moved to convene into Executive Session. Trustee Sisneros seconded the motion.

Chairman Romero called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry.

## **Reconvene into Regular Session**

Chairman Romero advised that there was no action taken during the Executive Session portion of this meeting.

Vice Chairman Medina moved to reconvene into regular session. Trustee Montoya seconded the motion.

Chairman Romero called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry.

## **Announcement on date, time and location of next LCC BOT meetings(s).**

Tuesday, February 9, 2016.

## **Adjourn**

Vice Chairman Medina moved for adjournment. Trustee Adams seconded the motion.

Chairman Romero called for a roll call vote. Roll call was taken and reflected the following:

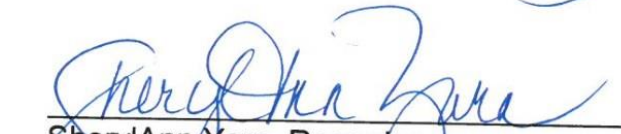
Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Monotya, Jr.	Yes

Trustee Severiano "Sev" Sisneros

Yes

  
Daniel J. Romero, Board Chairman

  
Ernie Chavez, Board Secretary

  
SherylAnn Yara, Recorder

LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES WORK SHOP  
Tuesday, January 28 2016  
New Mexico State Capitol Building, Rm. 303, Santa Fe, NM  
11:00 a.m.

**Call Meeting to Order and Establishment of a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez and Trustee Abelino Montoya, Jr.

Chairman Daniel J. Romero advised that Trustee Severiano "Sev" Sisneros called and advised that he would be available via cell phone if the need be.

**Also present:** President Leroy Sanchez, Joyce Garcia, Informational Specialist, Donna Flores-Medina, Vice President of Finance, Debbie Trujillo, Education/Administration, Joseph Montoya, Trades, Antonio Ortega, Foundation, Gil Gonzales, Foundation, Francisco Apodaca, LCC STEM, Vidal Martinez, Vice President of Academics – Present @ 11:35 a.m.

**Pledge of Allegiance**

**Approval of Agenda**

Vice Chairman Kenneth Medina moved for approval of the Agenda. Secretary Ernie Chavez seconded the motion, with all in favor, the motion carried.

**Informational Items**

1. Meet and open up communication/discussion between Luna Community College and the LCC Foundation Board.

President Sanchez advised that the reason he asked for this type of meeting is because he feels that it is important to the LCC Board in order to work with the Foundation on scholarships and other issues.

President Sanchez further stated that he is a little disappointed to see only one Foundation Board member present, so he would like to host a luncheon here in the near future where we can have all members of both Boards present.

Chairman Daniel J. Romero then advised that he is unsure as to who currently sits on the Foundation Board but asked that when any vacancies exist, he would like for the Foundation to contact the LCC Board in order that they take a look at it and possibly

make some recommendations.

Mr. Gil Gonzalez, Foundation Director advised that he agrees and is happy that Mr. Antonio Ortega of the Foundation was also able to attend as he has been a really strong Advocate. Mr. Gonzales advised that with the new by-laws which were passed, there is a minimum of nine (9) members on the Foundation to as an as twenty-five (25). Mr. Gonzales advised that he feels that they have very good Board now and are looking for Additional Board members and will take any suggestions on Board Members submitted by President Sanchez.

Next, Mr. Antonio Ortega introduced himself and advised that he has been a member of this Board for approximately 14 years and he has been very happy to representation the Foundation. Mr. Ortega advised the Board the he had been in a pretty bad accident and had been very minimally active with his participation, although he is pretty healthy now and is looking forward to giving more time to the Foundation. Mr. Ortega further stated that the Board's sole purpose is to serve the students of Luna Community College. Mr. Ortega advised that the Foundation regrets that the relationship between the Foundation and the Board has somewhat deteriorated but the Board would like to maintain a good relationship. Mr. Ortega further stated that they are facing a task of raising a quarter of a million dollars within the next six months and will be doing far more unique fundraisers than what they have in the past.

Mr. Ortega then advised that President Sanchez asked the Foundation how many meetings they have had in either Springer, Santa Rosa or Mora. Mr. Ortega advised that he is very embarrassed that they have not any meetings in these areas but have restricted the Foundation to the Las Vegas area. Mr. Ortega further advised that he promises that this is going to be their mission, to meet with these other areas. Mr. Ortega further stated that the Board is long overdue in serving not only the Las Vegas area, but the surrounding service areas as well.

Mr. Ortega then thanked the Board for this meeting with the Foundation and for the willingness to work with the Foundation.

Trustee Abelino Montoya, Jr. advised President Sanchez that he feels that we need to Have our Attorney look at all the by-laws.

Trustee Montoya then advised Mr. Gil Gonzalez, current Foundation Director, that the Board not sit around and wait for things to come to us, he is expecting him to go after those things, and further advised that he is going to be very critical of the area. Trustee Montoya further stated that this school needs to move forward and get to where it needs to be. Trustee Montoya finished off by advising that he is looking for great things.

Trustee David Gutierrez advised that he has tried to be an advocate for the Foundation since he was elected as a Board Member, and he has yet to see anyone offer any information as to what the Foundation is about. Trustee Gutierrez further stated that he cannot advocate for the Foundation in Springer because there is no one there to follow

through with it. Trustee Gutierrez then stated that he has set up several meetings with the Foundation but for some reason or another, they fall short of taking place as either is not the appropriate date or the appropriate time. Trustee Gutierrez advised that he is very skeptical about the situation, although the Foundation said that they will go to Springer, he wonders if he will be able to bring a good amount of people to work when there is not going to be a give back. Trustee Gutierrez ended by advising the Foundation that if they want to be a success in his area, they will need to come with a huge load.

Mr. Gil Gonzalez advised that when he met with President Sanchez before he was hired, he advised that he does come with a big success rate, as when he was employed by New Mexico Highlands University, they were able raise the enrollment by about 2,900 to 3,600, both at the main campus and at the centers. Mr. Gonzalez further advised the Board that he holds himself to very high standards.

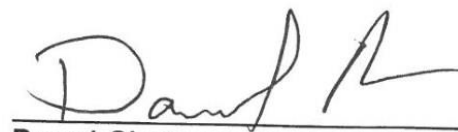
Mr. Gonzalez then advised that the Foundation report states that they will be busy getting prepared to move forward and begin fundraising and meeting the objective asked for by Luna President Sanchez to raise a quarter of a million dollars.

Mr. Gonzalez then advised that Board that they have appointed two new members, Ms. Annette Valverde and Ms. Nichole Jones to the Foundation Board. They have teamed up with Varsity Tours, who offer \$1,000.00 scholarships on a monthly basis, (Mr. Gonzalez also provided the link which may be retrieved on the LCC Foundation page <http://www.varsitytutors.com/college-scholarship>). Mr. Gonzalez further stated that the Foundation has appointed Mr. Phil Warfield to the Chairman position due to the resignation of the previous Chairman, Mr. Chris Cavazos, they also appointed Mr. Matt Martinez to the Vice Chairman position and Mr. Jonathan Madrid to the Treasurer Position, they have also revised and approved new by-laws for the Foundation and they have received \$500.00 from the Rotary Club for scholarships. Mr. Gonzalez ended by advising the Board that the next Foundation meeting is scheduled for February 3, 2016 and they will be discussing fundraising activities that they will sponsor to meet their objective and their goal is to have one event a month. Mr. Gonzalez thanked the Board and asked that they lend their support to these efforts.

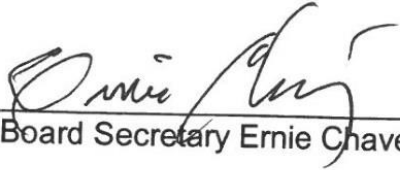
Chairman Romero then advised that the next Board meeting is scheduled for February 9, 2016 at the Luna Community College Student Services Board Room.

### **Adjourn**

Trustee Gutierrez moved for adjournment. Secretary Ernie Chavez seconded the motion, with all in favor, the motion carried.



Board Chairman Daniel J. Romero



Board Secretary Ernie Chavez



SherylAnn Yara, Recorder

LUNA COMMUNITY COLLEGE BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Tuesday, February 9, 2016 – 5:30 p.m.  
LCC Student Services Board Room

**Call Meeting to Order and Establishment of a Quorum**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez, Trustee Abelino Montoya, Jr., Trustee Severiano "Sev" Sisneros.

**Also present:** President Leroy Sanchez, SherylAnn Yara, Executive Office Manager, Joyce Garcia, Informational Specialist, Martin Garcia, Admissions, Lorraine Martinez, Title V Director, Cindy Armijo, Humanities, Phi Theta Kappa, Dr. Twila Quintana, Humanities, Phi Theta Kappa, Matthew Cordova, Physical Plant, Donna Flores-Medina, Vice President of Finance, Elaine Luna, AHEC Director, Mr. Perea, Santa Rosa Schools Superintendent, Mimi Overhausler, Humanities.

**Pledge of Allegiance**

**Approval of Agenda**

Trustee Abelino Montoya, Jr. moved for approval of the Agenda. Vice Chairman Kenneth Medina seconded the motion, with all in favor, the motion carried.

**Approval of Agenda**

Trustee David Gutierrez moved for approval of the minutes of January 12, 2015. Trustee Montoya seconded the motion, with all in favor, the motion carried.

**Acknowledgements**

At this time, Chairman Daniel J. Romero acknowledged Santa Rosa Superintendent Richard Perea.

Superintendent Perea of Santa Rosa addressed the Board and advised that he is here tonight as he makes an effort to come up at least once a year to advocate for the Santa Rosa consolidated school district. Superintendent Perea then advised that LCC is very special to him because it is an institution which has always geared at Vocational and Technology programs. Superintendent Perea advised that that an LCC satellite program does exist in Santa Rosa, although they are also looking to the future. Superintendent Perea further stated that he met with President Leroy Sanchez regarding some construction on 4<sup>th</sup> street in Santa Rosa for a vocational wellness center and advised that they are 100% on board and advised that he believes that they may have some monies to assist with this. Superintendent Perea advised that they currently assist a lot of

students and Luna Community College has always been the affiliate which they have worked with and he is here tonight to see if there are any questions.

Ms. Cindy Armijo, Phi Theta Beta Advisor addressed the Board and introduced her co-Advisor Dr. Twila Quintana as well as Ms. Angela Martinez who is a high achiever at Luna Community College. Ms. Armijo advised that Ms. Martinez completed a long application and is referred to as the All USA Academic Team, which includes the Coca Cola Scholarship and the All State Academic Team which was awarded to Angela, she was awarded on Thursday at the Legislature in Santa Fe. Ms. Armijo advised that Angela was among 40 members awarded. She is not only receiving her Associates Degree at Luna but is receiving her Bachelor of Arts Degree at NMHU in Computer Science.

Next Dr. Quintana addressed the Board and advised that Luna Community College has always had a student recognized, and last year there were two students who received the Coca Cola Scholarship. Dr. Quintana advised that Phi Theta Kappa is at the foundation of these scholarships.

President Sanchez and the Board of Trustees presented Ms. Martinez with a couple of certificates of achievement as well as placed her medallion around her neck. Photographs were taken.

### **President's Informational Report**

#### **1. Report on roofing at Luna Community College Humanities Building.**

President Sanchez advised that the Humanities building is going to be re-roofed by Progressive at a cost of \$67,890.61 which includes taxes, and asked Matthew Cordova of the Physical Plant to address the Board.

Matthew Cordova advised that he was on the roof with the Insurance Company last week and advised that the monies are severance tax bond money which already been appropriated. Mr. Cordova advised that this will stop the leaks in the Humanities building completely as the roofs are leaking very badly so they have had to close out a few of the classrooms. Mr. Cordova advised that he got a price from last year and it is about 8% of what it would be cost to re-roof the roof and we will be able to utilize those classrooms without replacing floor, carpet and ceiling tiles.

(Inaudible speaker) asked Mr. John Montoya of Wilson & Co., if it would be possible to ask for an extended warranty as the standard warranty is one year.

Mr. John Montoya advised that he would definitely check with Progressive and ask that they look at the possibility of a two year warrant.

#### **2. Report on HVAC System at the Springer satellite office.**

President Sanchez passed out a handout and advised that they had talked about completing the project at the Springer site and we have from the Santa Rosa site, \$376,200 that will be coming in on the 1.2 million or 1.3 million which Luna got a couple of years ago on the bond issue. President Sanchez further advised that Springer had \$200,000 for the planning & design, so the balance left is \$576,257 and the total amount to complete the project at Springer is \$728,591.00, therefore we are lacking \$152,334.44. President Sanchez advised that what he would like to do is, get some of that money from Santa Rosa which would leave us with \$892,000 at the Santa Rosa site. President Sanchez further stated that what they were actually going to get was \$900,000.00 which would leave them \$20,000.00 short in the Santa Rosa site. President Sanchez further advised that this way we could complete the project at the Springer site and not have a part time jobs done on different sides. President Sanchez stressed that he feels that we need to complete this project in Springer. President Sanchez further stated that he would like to ask the State if it would be possible to re-appropriate some of the monies which we have left over from the Dental program and use it to complete the Springer site and what is left, we can use on the welding site. President Sanchez further stated that he feels that it is only right that we complete each project before we go to another one because it seems that we start on one project and never finish it and a perfect example is the media center, it is a beautiful building as you look at it from the outside, but once you go into the middle for the seating purposes, it is just blank and is going to waste. *(President Sanchez is speaking of the LCC Media Arts Center Auditorium).*

Trustee David Gutierrez then advised that at one time they did have sufficient funding when the both phases of the project were initiated but he recalls that John (Montoya) advised that Hays Plumbing had said that there was not enough for some of the mechanism pricing, there had been an increase in the pricing.

Mr. Montoya of Wilson, & Co. addressed the Board and advised that when they first met with Hay's and they broke it up into two phases with phase one being \$480,000.00 and it remained at \$480,000.00 and it would be cheaper to do phase one and phase two because you only have one mobilization instead of two phases. Mr. Montoya advised that we are still within the overall budget that was discussed earlier.

Trustee Gutierrez then advised that it is still the asbestos which still needs to be removed.

Mr. Montoya advised that this is correct. Mr. Montoya further stated that they did receive the samples back testing positive for asbestos in the crawl space, the boiler room and the mastic for the ceiling tiles. Mr. Montoya advised that the price today for having those materials removed was given to President Sanchez to day and he believes is approximately \$17,000.00.

Trustee Severiano "Sev" Sisneros addressed the Board and advised that the general obligation bond 2014, specified amounts and where they need to go. Trustee Sisneros then advised that it went to the voters and he does not feel that as a Board, they cannot change that. Trustee Sisneros further stated that he does believe that we must complete

our projects, although he does not feel that we should move the monies and keep them where they are at.

At this time President Sanchez advised that he is not sure of the total amount for Santa Rosa and asked that Mr. Cordova help him with this. President Sanchez advised that he believes that it was 1.3 million.

Mr. Cordova advised that it was 1.38 million dollars and \$13,800.00 of that went to the Arts leaving us with \$1,366,000.00.

President Sanchez then asked Mr. Cordova what was to go to Springer from that remaining balance.

Mr. Cordova advised that what was separated is not listed on the actual legislation for the GO Bond. Mr. Cordova further stated that it is done internally and internally it states that \$990,000.00 goes to Santa Rosa and \$376,200.00 goes to Springer, but that is done internally at LCC by the previous President and previous Physical Plant Director and is not actually on the legislation for the State of New Mexico. Mr. Cordova further stated that all it states with the legislation is that it is assigned to LCC satellite campuses, Santa Rosa and Springer.

President Sanchez then asked the Board if anyone of them ever remembers any of this information being shared or brought before them in the past.

Trustee Gutierrez advised that when the bond was proposed, that was the total amount which was proposed to be split between all satellites. Trustee Gutierrez further stated that it was not designated for x amount for Santa Rosa or x amount for Springer. Trustee Gutierrez advised that the previous president advised that this is what you are going to need right to fulfill the HVAC system at this point and this is what we have for architectural design. Trustee Gutierrez further stated that the previous President internally did the separation himself but was done some years back and over the years the equipment and everything else has jumped up pretty high.

Trustee Sisneros advised that his personal opinion is to leave it as it is and if not, he recommends a Board meeting in Santa Rosa in order to explain it to the people of Santa Rosa.

President Sanchez then recommended taking care of the asbestos problem and asked how soon that could be done.

Mr. Montoya of Wilson & Co. advised that this would take possibly one week as they would go in and take down the material.

President Sanchez asked Mr. Montoya if we would have to go through the whole 3 bid process again.

Mr. Montoya advised President Sanchez that LCC would definitely need to go through the 3 bid process and further advised that we could probably get bids in from two other companies, so it should be approximately one week.

President Sanchez again recommended taking care of the asbestos problem and then within that time, we will know if we got that money reallocated and if we do, we will ship it to Santa Rosa and then we will keep \$990,000.00 at Santa Rosa, but in the meantime, his conversation with Senator Campos is that the money will be reallocated.

Chairman Romero again reminded that this is form information only.

## **Presentations**

### **1. Presentation of Luna Community College Audit by AXIOM.**

Ms. Donna Flores-Medina, Vice President of Finance addressed the Board and advised that she had passed out a copy of the audit and advised that she is pleased that LCC received their release letter from the State Auditor last week. At this time Ms. Flores-Medina introduced the auditors, Mr. Bryan Runyan who performed the audit and Mr. Chris Garner.

Mr. Garner of the AXIOM group addressed the Board and advised that tonight's presentation will be a partial presentation of what took place at the exit audit, so he has taken the highlights of the communications and spoke on the responsibilities of the auditors. Mr. Garner advised that an Auditor is hired to make an opinion on the School's financial statements and give reasonable and not absolute assurance on the financial statements. Mr. Garner further spoke on the responsibilities of the Auditor and advised that they gave LCC an unmodified opinion which means it is clean opinion type of an opinion which we definitely want. Mr. Garner advised that they must report any issues which arise and this year they were able to find just one finding. *(For charts and numbers, please refer to the AXIOM Audit dated June 30, 2015).*

Next, Mr. Garner spoke on previous findings which have since been taken care of and are not included in the Audit. Mr. Garner then advised that the only finding in this year's Audit was the approval of the payroll. Mr. Garner then opened it up to questions.

At this time, Chairman Romero thanked Mr. Garner for his presentation as well as Mr. Runyan for their work on the Audit.

Trustee Abelino Montoya, Jr. then thanked LCC's CFO and staff for always continuing to keep Luna above the line of success as far as our finances are concerned and every year we get a clean Audit and he appreciates that.

2. Presentation on deductive change order for Building Trades.

John Montoya of Wilson & Co., addressed the Board and advised that they have successfully completed the Building/Trades project, with the original contract being 1,339,687.00 and during the course of the project, we came in under budget and we are reducing approximately \$24,000.00 out of their contract and crediting LCC at the \$23,000.00. **(Applause from the audience).**

Vice Chairman Kenneth Medina thanked Mr. Montoya for keeping them abreast of the change orders and he also congratulated Cross Connection and thanked Ms. Lorraine Martinez of Title V as well as Mr. Montoya of Wilson & Co.

3. Presentation to LCC BOT by New Mexico Highlands University Dr. Edward Martinez and Mr. Raymond Varela, Luna Community College ACE Lab Manager on the ACE Lab Data.

Dr. Edward Martinez addressed the Board and thanked them for allowing him some time to speak about the ACE Lab. Dr. Martinez introduced Mr. Raymond Varela and acknowledged Mr. Francisco Apodaca, STEM Director and Ms. Elizabeth Ratzlaff who also works in the ACE Lab at the sister center at New Mexico Highlands University. Dr. Martinez advised that tonight he is asking the Board to institutionalize the ACE Lab here at LCC into the future. and advised that he is looking at asking Luna Community College to institutionalize the ACE Lab. Dr. Martinez then advised that in the year 2008, New Mexico Highlands University acquired a grant from the US Department of Education and in that grant they had a sub award with Luna Community College from 2008 to October, 2011, LCC received about \$800,000.00 from that US Department of Education grant that was initially used for the renovation of the building where the ACE lab is now located and to purchase equipment and to also run the program. Dr. Martinez continued by advising that again in October of 2011, New Mexico Highlands University received another Department of Education grant where they partnered with LCC to continue some of these services that were provided at the ACE Lab at LCC, and from the grant Luna would receive approximately \$300,00.00 between 2011 and 201and so the urgency here is that the grant which is currently supporting the ACE Lab is slated to end on September 30, 2016 and therefore, his request is to consider looking at the budget and try to determine if we can institutionalize the activities which are occurring out of that center.

Dr. Martinez then referred to the handout which was provided to the Board and spoke on the core centers as well as the numbers and charts within the handout, *(Refer to handout Ace Lab and Supplemental Instruction Program).*

Trustee Montoya recommend that we get some kind of board or group of people so we can sit down and look into these types of issues.

4. Presentation to LCC BOT by Mr. Joseph Cruz, LCC Veteran's Center Director.

Joseph Cruz advised that he wanted to give a brief progress report. He further advised that they are looking into the DAV Building up at Luna and possibly having the land grant committee donate it to LCC for a small donations. He advised that they have started a VA work study program and are only able to get one student per semester. HE also advised that they have applied to Washington to become a National Chapter and to see how it can benefit us at LCC. He advised that he went to visit the center in Santa Fe and they have a really fine center and were able to get it through the National Chapter. He is trying to raise monies to offer a veteran's scholarship. HE advised that they would be attending the Legislature on Feb. 15<sup>th</sup> for Veteran's Day with a couple of his veteran students. Mr. Cruz further stated that they are looking at possibly putting together a veterans wall and will look at a place on campus and bring that case back to the Board of Trustees for approval.

### **Action Items**

1. Discussion and approval of sponsorship to Quality New Mexico.

President recommends going with Quality New Mexico but as a whole, he does not want two or three voting no and then throwing and leaving this up to the administration.

Trustee Michael Adams moved for approval and advised that we also have a committee put in place who will come back to report to the Board as to what the \$5,000.00 is being applied to, what we can possibly receive for this amount.

Trustee Montoya abstained from voting as he is a member of the Quality New Mexico Board.

2. Discussion and approval of Luna Community College quarterly report (December 31, 2015).

Ms. Donna Flores-Medina addressed the Board regarding the Luna Community College Quarterly report and opened up the floor for any questions.

3. Approval of the Budget Adjustment Requests (BAR's).

Ms. Flores-Medina addressed the Board and opened up the floor for any questions.

### **Executive Session**

Vice Chairman Kenneth Medina moved to convene into Executive Session. Trustee Montoya seconded the motion.

Chairman Romero called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
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Secretary Ernie Chavez Yes  
Trustee David Gutierrez Yes  
Trustee Severiano "Sev" Sisneros Yes

Trustee Michael Adams Yes  
Trustee Abelino Montoya, Jr. Yes

The motion did carry.

### Reconvene into Regular Session

Vice Chairman Medina moved to reconvene into Regular Session. Trustee Montoya seconded the motion.

Chairman Romero called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion carried.

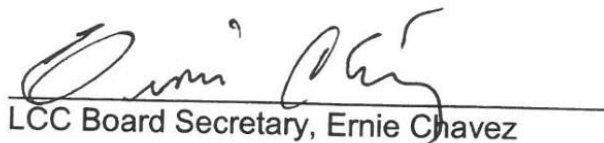
### Adjournment

Trustee Montoya moved for adjournment. Trustee David Gutierrez seconded the motion.

Chairman Romero called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

  
LCC Board Chairman, Daniel J. Romero

  
LCC Board Secretary, Ernie Chavez

  
RECORDER

**LUNA COMMUNITY COLLEGE BOARD OF TRUSTEES  
WORK SESSION  
TUESDAY, FEBRUARY 23, 2016 – 10:00 A.M.  
OFFICE OF THE PRESIDENT**

**ROLL CALL AND ESTABLISHMENT OF A QUORUM**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez, Trustee Abelino Montoya, Jr., and Trustee Severiano "Sev" Sisneros.

**Also present:** President Leroy Sanchez, Executive Office Manager SherylAnn Yara, Donna Flores-Medina, Vice President of Finance, Keith Gutierrez, Springer satellite Director and Mr. Michael Springlemeyer, owner of the Guadalupe County Gazette newspaper of Santa Rosa, NM.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

Due to Mr. Michael Springlemeyer being present specifically for informational item #2, Chairman Daniel Romero recommended moving informational item #2 to item #1 and item #1 to item #2.

Trustee Abelino Montoya, Jr. moved for approval of the agenda with the following change; informational item #2 be moved up to item #1 and item #1 be moved to item #2. Secretary Ernie Chavez seconded the motion, with all in favor, the motion carried.

**INFORMATIONAL ITEMS**

2. Discussion regarding funding for the Santa Rosa and Springer satellite offices.

President Leroy Sanchez advised that there has been a lot of misconception regarding the moving of funds from one place to another and this is not only in Santa Rosa and Springer sites, but also within the Nursing Department. President Sanchez advised that we received a phone call from Scott Eccles of the Higher Education Department who advised that his office had received an anonymous letter with no signature, stating that Luna was spending funds from the nursing program. President Sanchez further stated that this is coming from our last Board of Trustees meeting when the Board was discussing using funds from the dental department, not the nursing department, although, people either did not listen or only heard what they wanted to hear and the information came from the Board meeting on that night, got out to the public and also got to the newspaper in Santa Rosa. President Sanchez further stated that monies **will not** be removed from the Santa Rosa project and monies **will not** be removed from the Nursing Department. He further stated that 990,000 for the brown building will not be moved and should be ready to go out to bid in about three months. President Sanchez then advised

that the information which is going out to the community are either lies or someone who does not want to see Luna succeed and are not taking the facts out there as he reiterated that we are not moving funds from one department to another. President Sanchez then advised that we have projects which we must complete such as the project in Springer, the project in Santa Rosa and the project we have here on the main campus at the auto body shop. President Sanchez then advised that in regards to the Brown building in Santa Rosa, we are working on changes to have the south side of the building be a building trades department and that is because they need a bigger facility. The President further stated that this is probably not going to be enough as the longer the project is delayed, the more prices go up. Again, President Sanchez advised that he just wants to clarify for the news media in Santa Rosa, these monies should be used in about three months. President Sanchez then advised that when we started the HVAC project in Springer, it started out at about \$250,000.00 and not is it at \$300,000.00 plus some.

President Sanchez went on to further state that the legislature stated that there were 1.3 million, eighty thousand dollars for Santa Rosa and Springer and later it was printed that Santa Rosa would get almost 1 million dollars and Springer would get 3 million. The President further stated that the Legislature never broke it down as to how it would be divided, this was broken down by either a previous Board or previous President.

He further stated that we have already committed ourselves to these two projects and that is not going to change.

Chairman Romero then asked President Sanchez when it was that the previous President earmarked the monies.

President Sanchez then advised that he was unsure but believes that there was some type of article in the Luna Light and called on Mr. Springlemeyer to address the Board.

Mr. Springlemeyer advised that the Luna Light published, more than once that 1 million would be going to Springer and that \$380,000.00 would be going to Santa Rosa. Mr. Springlemeyer further stated that this was run in the Luna Light prior to the election.

President Sanchez then advised that the Higher Education Department sent over the agreement on April 15, 2015.

Trustee Adams then asked President Sanchez what the numbers were that were listed in the Luna Light.

President Sanchez advised that it was listed that \$990,000.00 would go to the Santa Rosa site and \$376,200.00 would go to the Springer site.

Trustee Montoya advised that he is recommending that this item be placed on the agenda for the next meeting as an action item, as the Board did not at any time, vote on this issue.

President Sanchez advised that if we honor what was done by whatever President, we can move forward and allow people to sleep at night both in Santa Rosa and in Las Vegas, and stop the metote.

1. Discussion regarding the utilization of the Luna Community College Wellness Center by the Veterans.

President Sanchez advised that he has been approached by several members of the community asking if the veterans would be able to use the wellness center for free.

Trustee Montoya advised that he has no problem except for the liability issues, especially in a gymnasium situation. Trustee Montoya further stated that the logical thing is that we also have taxpayers who put money into this school and we will have people wanting to use the center in the same way. Trustee Montoya suggested some type of a fee and also that we look into the school's insurance company regarding the liability.

After a brief explanation by Ms. Donna Flores-Medina, Vice President of Finance as to the process of students who do sign up for the Wellness Center, such as a waiver of liability, background check, etc., Trustee Michael Adams advised that this is not an action item, and suggested that we get our veterans representative to look into this further and bring it back to the Board for an action item, as far as liability and a fee, again not an expensive fee because not a lot of veterans make as much money as people think they do, but he would like to see the veterans utilize the Wellness Center as well.

President Sanchez then advised that if we are going to open it up to the veterans here, we should also open it up to the Springer, Santa Rosa and Mora sites on some type of wellness courses.

3. Discussion – Legislative Appropriations.

President advised that what was done at the Legislature was an injustice and he did voice his opinion about that to both Senator Pete Campos and Mr. David Abbey. President Sanchez further stated that projects at UNM and in Las Cruces and being funded to be completed, although Luna was given 2 million dollars, knowing that there was not a darned thing that we could do with this money. President Sanchez further stated that the metote that is going out in the community is out of control and he has expressed to Mr. David Matthews, the Attorney for the Higher Learning Department that he is tired of answering questions regarding people who are going out there and causing metote and don't have the guts to come forward, instead are causing problems. President Sanchez advised that the problem is coming from within the college and is being taken out to the public.

President Sanchez advised that we do need to meet with Mr. David Abbey and let him know that we need to get these projects done. President Sanchez then assured Trustee Gutierrez of Springer that we will definitely complete the project in Springer as they have

the three quotes for the asbestos and it should go out next week, and then we will begin with the completion of the project. President Sanchez further stated that we would then begin with the project in Santa Rosa, although he is not sure if we will have enough money to complete it, depending on the cost, as he believes that it will run over the \$990,000.00.

President Sanchez then spoke on the welding project which he does not believe that we are going to be able to complete as we are short monies for its completion. President Sanchez advised that what we needed for the project was 1.3 million dollars and currently we have seven hundred and some thousand dollars. President Sanchez further stated that he cannot see starting a project and then not being able to complete it.

President Sanchez went on to inform the Board that Mr. David Abbey advised the President that he would be coming down in a couple of weeks, just as soon as it settles down at the legislature and are using some of the reoccurring funds which we have, or looking at something different, but Mr. Abbey advised that he would be coming down to see what we can do here for Luna.

Trustee Montoya advised that the Welding program and the Vocational program is where we need to be and we need to show Mr. Abbey and Governor Martinez what this vocational program is doing for the community and he would rather be strong with vocational programs.

A brief discussion ensued regarding increasing tuition as Highlands has spoken of increasing their tuition. Trustee Gutierrez advised that we really need to look at this and move forward as we cannot stay behind if we want to be self-sufficient.

President Sanchez advised that he has been in discussions with his Vice Presidents regarding the possibility of first year freshman (free college for a year). President Sanchez then advised that he will soon be bringing this issue before the board.

**NOTE: Chairman Romero advised that when President Sanchez gets word from Dave Abbey and Secretary Bussey regarding the meeting, he would like that the Board be notified in order to see who all will be able to attend in order to support President Sanchez.**

Vice Chairman Kenneth Medina advised that he would like to go back to the two million dollar as he too is very disappointed, as when we met with our Legislators and asked for direction from them, Senator Campos advised that he would work to get the money, so he believes that some of this is their fault,

President Sanchez then advised that we are also looking at making a change on the copiers and it looks like we are going to have to go out to bid and we can get in on the state contract although it will cost us another 15%. President Sanchez advised that we are spending too much money for the printers which, not all are being used. President Sanchez further stated that IT met with the people of Plateau regarding our phone system

and out data line, and if we change over, it looks like we will be paying half of what we are currently paying.

Trustee Michael Adams then advised the Board that he attended a recruitment function at Coachella Valley in California and Phoenix and it was a huge success as they made a lot of contacts which are going to be fundamental to LCC.

President Sanchez advised that he has a conference call scheduled with a Mr. Benjamin Hernandez out of California who is proposing an exchange of students from where he is located and will be sending 10 students out this way as well for a three week course.

President Sanchez advised the Board that he met with some folks who are interested in putting up some dorms for the institution, they could probably come up with the funds, although we would need to come up for the property.

Chairman Romero advised that he feels that it is a good idea and asked that the President let the Board know once he has met with these individuals.

### **ACTION ITEMS**

#### **1. Approval of Budget Adjustment Requests (BAR's).**

Ms. Flores-Medina advised that Board that they have before them a very small list which contains five items that did exceed the \$10,000.00 and therefore must be brought before the Board, and opened up the floor for any questions from the Board.

President Sanchez recommended to the Board the list of BAR's be approved for the purpose of fulfilling the things which we need to get done here at Luna.

Trustee Adams moved for approval of the Budget Adjustment Requests (BAR's). Secretary Ernie Chavez seconded the motion, with all in favor, the motion carried.

### **EXECUTIVE SESSION**

Vice Chairman Medina moved to convene into Executive Session. Trustee Montoya seconded the motion.

Chairman Romero called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion carried.

## RECONVENE INTO REGULAR SESSION

Vice Chairman Medina moved to reconvene into regular session. Trustee Montoya seconded the motion.

Chairman Romero advised for the record that no action was taken during the Executive Session portion of this meeting.

Chairman Romero called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion carried.

## ADJOURN

Trustee Montoya moved for adjournment. Secretary Chavez seconded the motion.

Chairman Romero called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

  
Board Chairman Daniel J. Romero

  
Vice Chairman Kenneth Medina

  
SherylAnn Yara, Executive Office Manager  
RECORDER

**LUNA COMMUNITY COLLEGE BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Tuesday, March 8, 2016 – 5:30 p.m.  
LCC Student Services Board Room**

**Call Meeting to Order and Establishment of a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, (appeared telephonically), Trustee Michael Adams, Trustee David Gutierrez, Trustee Abelino Montoya, Jr. and Trustee Severian "Sev" Sisneros.

**Also Present:** LCC President Leroy Sanchez. SherylAnn Yara, Executive Office Manager, Joyce Garcia, Administration, Vanessa Chung, Allied Health/Phi Theta Kappa student, Joseph Griego, West Las Vegas Head Start Director, Debbie Trujillo, Executive/Education, Dr. Jim Abreu, NMHU NEREC, Andrellita Chavez, Allied Health Director, Gil Gonzalez, LCC Foundation, Moses Marquez, Admissions Director, Susan Olson-Smith, Nursing Director, Joseph Cruz, Veteran's Center, Cindy Armijo, Humanities, Faculty Senate PTK, Dr. Twila Quintana, Humanities, Faculty Senate, PTK, Elaine Luna, AHEC Director, Joseph Montoya, Building Trades.

**Pledge of Allegiance**

**Approval of Agenda**

Adjustment on agenda it should read March 8<sup>th</sup> as opposed to March 9<sup>th</sup> the publication went out with the correct date.

Trustee Abelino Montoya, Jr. moved for approval of the Agenda with the recommended change. Vice Chairman Kenneth Medina seconded the motion, with all in favor, the motion carried.

**Approval of Minutes** – *(January 28, 2016 Work Session and February 23, 2016 Work Session).*

Trustee David Gutierrez moved for approval of the minutes with the recommended changes. Trustee Michael Adams seconded the motion, with all in favor, the motion carried.

**Luna Community College**

DAN advised that the Board wen to the signing of the SB bill

Sev advised the the poicy committee et on Feb. 13 and advised that the BOT needs to move forward with the policy changes. He advised that they looked at CNM's policies to try to compare. He advised that once they have a draft, they will bring the before the Board for approval.

Ms. Cindy Armijo of the Phi Theta Kappa advised that they attended a coference in Santa Fe which is the Springe convention in order to recognize students in the Phi Theta Kappa. She dvised that fpr the third consecutive has been , She advised that the chapter is the top c hapte in the state for 3 consecutive years and there have been previous years where we have had to share the spotlight. She introduced Ms. Twila Quintana her co advisor as well as Ms. Vanessa Chung who has been elected to serve as Vice President of the New Mexico Regional Northern District Vice President.

Cindy then went of the list of awards which Phi Theta Kappa received during 2016.

Vanessa addressed the Board and thanked them for all they have done and further advised that she has learned so much through Phi Theta Kappa.

Dan thanked Vanessa for making the school shine.

Kenny also thanked Vanessa for all her work.

Twila advised that you can see the passion that Cindy has for the students and how much she cares for these students and feels that Cindy really deserves the majority of the credit.

Abelino then advised that when Cindy first came before the Board regarding Phi Theta Kappa she advised that she would bring forth one of the best chapters forward and she held true to it.

Sev then spoke on the visit to LCC by United Stated Senator Martin Heinrich and advised that the student and staff did a great job welcoming the Senator to LCC.

### **Informational Items**

1. Presentation regarding grant – Dr. Jim Abreu

Dr Abreu advised that he has a request from one of his staff members regarding the fro 9:00 to 3:00 p.m. at NMHU – people can check the kids out and make sure that they are o.k.

He further stated that he is working on 2 NFS Grants and a TRio Grant which they are working on

Abelino asked do you collaborate with the United Word College?

Dr. Abreu advised that they have not as we have lost touch with them since the last President.

Abelino then asked about submissions and when the Board will know the outcomes and asked how we work with the REC to know what is going on.

Dr. Abreu advised that he is working with Mr. Francisco Apodaca who is the LCC STEM Director. He further advised that Mr. Apodaca reports back to Dr. Martinez who should be reporting to the President. He advised that the NFS grants are not due until October. He further stated that they will be coming before the Board to request letters of reference regarding these grants.

Abelino then advised President Sanchez that he would like to know where we are with the grants and how things are moving in order to know what the Board may do to help the situations.

Dr. Abreu advised that he would be more than happy to attend the meetings on a regular basis in order to update the Board as to how things are going, he would be ore than happy to that.

2. Presentation – Possible submission and collaboration of a grant regarding Early Childhood Services.

Mr. Joseph Griego, Director of the West Las Vegas Head Start program addressed the Board and advised that in order for us to successful in receiving grants (5 year grants). They would like to partner with LCC because LCC already has the faciliity and would provide faciliity, employees equipment and training that comes along with it. HE advised dthat the RFP will come out on May 1, 2016 and requested that it be placed on the LCC's next meeting.

Dan advised that Debbie is still in charge of the Early Childhood Program and asked if he as been in contact with her.

Mr. Griego advised that she was a part of the meetings with President Sanchez.

Kenny advised that he has worked with both Dr. Abreu and Mr. Griego and advised that he has nothing but the utmost respect for both gentlemen.

Abelino then asked Debbie how this would effect

### 3. Nursing

Susan advised that ACEN were here for three days last week, very intese and they are recommehding that we get full accreditation which would be for the next eight years and since we don 't have a good passing history and we have a 80% and they are

recommending that we keep at 80% or higher. They recommend that we continue with the green light.

Michael thanked Susan for a great job as well as Chairma Romero.

### **Action Item**

1. Discussion and approval of the removal (from inventory list) of LCC computers.

President Sanchez advised the Board that he would like to break this item down in to two sections, first he would like to have approval of removal (from inventory list) of LCC Computers, and then the second portion at a later time.

Michael first, Kenny second, the motion does carry.

### **Executive Session**

Vice Chairman Medina moved to convene into Executive Session. Trustee Adams seconded the motion.

Chairman Romero called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion carried.

### **Reconvene into Regular Session**

Vice Chairman Medina moved to reconvene into Regular Session. Trustee Montoya seconded the motion.

Chairman Romero called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Absent	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

***\*\*Secretary Ernie Chavez is not telephonically present for the Executive Session portion of this meeting.***

  
Daniel J. Romero, Board Chairman

  
Ernie Chavez, Board Secretary

  
SherylAnn Yara, Recorder

**LUNA COMMUNITY COLLEGE BOARD OF TRUSTEES  
SPECIAL BOARD MEETING  
Tuesday, March 22, 2016 – 4:30 p.m.  
LCC Student Services Board Room**

**Call Meeting to Order and Establishment of a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez, Trustee Abelino Montoya Jr., and Trustee Severiano "Sev" Sisneros.

**Also present:** Leroy Sanchez, LCC President, SherylAnn Yara, Executive Office Manager, Marc Grano, LCC Legal Counsel, Joyce Garcia, Information Specialist, Mercy Lopez, Las Vegas Optic Staff, Cindy Armijo, Faculty Senate, Humanities, Phi Theta Kappa and Joseph Cruz, Veteran's Center.

**Pledge of Allegiance**

Vice Chairman Kenneth Medina led the Pledge of Allegiance.

**Approval of Agenda**

Trustee Severiano "Sev" Sisneros moved for approval of the Agenda. Trustee Michael Adams seconded the motion, with all in favor, the motion carried.

**Executive Session**

Vice Chairman Medina moved to convene into Executive Session. Trustee Sisneros seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry.

## Reconvene into Regular Session

Vice Chairman Medina moved to reconvene into Regular Session. Secretary Ernie Chavez seconded the motion.

Chairman Romero advised that there was no action taken during the Executive portion of this meeting and asked for a roll call. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry.

## Action Items

1. Discussion and Approval of Luna Community College Presidential Contract.

Chairman Romero asked that LCC Attorney Marc Grano address the modifications which were discussed during the Executive Session portion of this meeting.

Mr. Grano advised that there exists an error under Section II (TERM) of the contract, (*The Board shall employ the President commencing on August 1, 2015 through June 30, 2017, inclusive*). Mr. Grano advised that the term should read for one year as opposed to the two years. Mr. further stated that under Section IV, Subsection A (Salary), the President shall be paid a salary of \$150,000.00 for the first year. Mr. Grano then stated that under iv. (Post-Termination Process), subsection (a) should be deleted entirely. Mr. Grano then advised that the modifications should be approved at the LCC Board of Trustees March 30, 2016 Work Session.

Trustee Michael Adams moved for approval of the contract. Secretary Ernie Chavez seconded the motion, with all in favor, the motion carried.


Trustee Adams then moved for adjournment. Vice Chairman Kenneth Medina seconded the motion.

Chairman Daniel J. Romero called for a roll call. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

  
Daniel J. Romero, Board Chairman

  
Ernie Chavez, Board Secretary

  
SherylAnn Yara, Recorder

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
WORK SESSION  
WEDNESDAY, MARCH 30, 2016 – 1:00 P.M.  
OFFICE OF THE PRESIDENT**

***\*\* THIS MEETING FOLLOWS A WORKFORCE DEVELOPMENT MEETING WITH NEW MEXICO SECRETARY OF WORKFORCE SOLUTIONS, CELINA BUSSEY. (A list of attendees along with minutes are attached).***

**Call Meeting to Order and Establishment of a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez, Trustee Abelino Montoya, Jr. and Trustee Severiano "Sev" Sisneros.

**Also Present:** LCC President Leroy Sanchez and SherylAnn Yara, Executive Office Manager.

**Approval of Agenda**

Chairman Daniel J. Romero advised that the last page of the Agenda states that the next meeting is scheduled for Tuesday, April 12, 2016 @ 5:30 p.m., and advised that he would like to have that time changed to 4:00 p.m.

Trustee Abelino Montoya then advised that the Quality New Mexico Learning Summit Conference is scheduled for April 12th thru 13th to be held at Isleta Resort and Casino.

Chairman Romero asked for copies of the Quality New Mexico Learning Summit Agenda as he believes that we had decided that we would be sending ten of Luna's employees.

President Leroy Sanchez then advised that we must have the budget approved and over to the Department of Finance Administration before May 1, 2016. President Sanchez advised that he had mentioned to Chairman Romero as well as to Ms. Donna Flores-Medina, Vice President of Finance that he would like to have a type of mini budget meeting prior to the regular meeting in order to go over the budget in case of any questions on what we plan on doing. The approval of the 2016-2017 budget will then be placed on the agenda for the April 29, 2016 meeting with minimal discussion as discussion will take place on April 11, 2016.

Chairman Romero then recommended having the meeting on April 11, 2016 @ 4:00 p.m. All were in favor of the recommendation.

Vice Chairman Kenneth Medina moved for approval of the agenda. Secretary Ernie Chavez seconded the motion, with all in favor the motion carried.

At this time, President Sanchez spoke with the Board regarding tuition increases, as we have a Board Member who is concerned about this matter. President Sanchez advised that we might want to look at a possible \$2.00 increase. President Sanchez advised that we are possibly looking at an increase from \$23.00 to \$25.00, and further advised that he hopes that we can put something together for the meeting of April 11, 2016. President Sanchez then advised the Board that Luna Community College has not talked about tuition increases in quite a long time and eventually it is something that we will have to look at as an institution and if it is something the Board would like to be looked into now, he needs direction as we will need to incorporate it into our budget before submitting it to DFA before May 1, 2016.

President Sanchez then asked for direction in order to get staff to start working on it.

Vice Chairman Kenneth Medina advised Chairman Romero and the Board of Trustees that the Pledge of Allegiance is missing from the Agenda. At this time the Pledge of Allegiance was recited by all.

Trustee Michael Adams then asked if we could look into tuition fees, lab fees as well as parking fees and would like to see what the total is that they get charged for per semester. Trustee Adams then advised that we have distance learning fees and maybe we can compare and not raise tuition but possibly raise fees.

Trustee Montoya advised that he has always been an advocate for parking and he talked about bumper stickers for the vehicles and recommended possibly doing a \$5.00 per semester parking fee for the students' vehicles. Trustee Montoya further advised that the University of New Mexico is currently 18 million in the hole and Northern is also in the hole and are looking at tuition increases and cutting programs and looking at buying out retirements. Trustee Montoya further stated that LCC is not in the hole and this is the time to start looking into doing something relatively small.

Trustee David Gutierrez advised that he is the one who instrumented this and advised that it is going to affect us, although it is long overdue and yes it will impact our students but we must take baby steps and implement this as we do not know what the budget brings and in order for us to stay afloat, this is something that we must look into.

President Sanchez advised that he will bring the information to the Board for the mini budget meeting which is planned for April 11<sup>th</sup>.

Trustee Severiano "Sev" Sisnero then asked how this would be enforced, as UNM has police officers who patrol and place the boot on vehicles that should not be parked in certain places, and he just wonders how we would enforce this at LCC.

President Sanchez advised that right now it would not be anything that could be enforced as we have someone who is currently doing a Security Study and once that it is complete, it may be a possibility.

### **Approval of Minutes**

Trustee David Gutierrez moved for approval of the February 8, 2016 Regular Board Meeting, March 8, 2016 Regular Board Meeting and the March 22, 2016 Special Board Meeting. Trustee Abelino Montoya seconded the motion, with all in favor, the motion carried

### **Luna Community College Committee Reports**

Trustee Adams advised that the LCC Foundation is moving on the 3 on 3 Tournament and are currently working on the recruitment of the teams. Trustee Adams further advised that the Foundation has the 3 on 3 Tournament company who is coming in, and they are also working fundraisers in or order to make monies to pay the company. Trustee Adams further stated that they are hoping to recruit at least 200 teams and will have 40 teams playing at one time. He further stated that the event will take place in new town and the vendors such as Charlie from Charlie's Spic & Span and Charlotte from Dick's are very excited that the event will take place on that side of town.

Trustee Adams advised that at the next Board meeting, President Sanchez has asked that the foundation present to the Board, how much money we have, where the money has gone and what we plan to do with the monies. Trustee Adams further advised that as of right now, the Foundation only has approximately \$58,000.00.

Trustee Adams then advised a company out of California would like to come in and do commercials who would mention us.

President Sanchez informed the Board that Benjamin Hernandez called this morning and advised that he would like to come to Las Vegas to present to the Board. President Sanchez further stated the he is unsure what exactly he would be presenting other than he would like to help us out with some advertising, newspaper, radio, television stations, etc. President Sanchez advised that during the initial phone call, Mr. Hernandez was asking the LCC pay for his trip here and then later advised that he would come for free. President Sanchez then advised the Board that he is asking for direction regarding this issue.

Trustee Montoya advised that he met with Mr. Hernandez at the Spic and Span and that as Mr. Hernandez got out of the vehicle, there were two brown berets who stood on each side of him throughout the meeting. Trustee Montoya further advised that Mr. Hernandez also met with Senator Pete Campos, and he believes what Mr. Hernandez was wanting, was to bring a gentleman from California to be the President here at LCC. Trustee Montoya advised that he did meet the gentleman who was a Jesuit priest and a very nice

man with some really good ideas, although once they returned to California, they lost contact and stopped talking.

Trustee Adams advised that what Mr. Hernandez wants is \$75,000.00 to start off and advertise for us global and he does not feel that we need to go global. Trustee Adams advised that he has also asked for stats on production on another schools which Mr. Hernandez has been associated with.

Trustee Montoya then advised that he did like the man, although at the time of the meeting, he just felt that there was something else under the current which Mr. Hernandez was wanting but he just could not grasp. Trustee Montoya further stated that he feels that the Chairman and the President should meet with Mr. Hernandez prior to him coming before the Board and then decide if they want him to come before the Board.

Secretary Ernie Chavez asked to attend a conference for the Student Veteran's Association in Indiana for himself and Veteran Director Joseph Cruz on April 22 and 23<sup>rd</sup>.

President Sanchez advised that right now, everything is on hold until we figure out what we are going to do with our budget and we need to start planning early on. President Sanchez further advised Secretary Chavez that if the Board agrees to send him, he has no problem, although when it comes to Mr. Cruz, he will have to look over the whole budget to see what we have and don't have before he can agree to him attending. President Sanchez then advised that he and the Board would look at it and see how it will fit into the budget.

### **Action Items**

1. Discussion and approval to enter into a one (1) year contract with the Rio Gallinas Charter School for the use of the LCC (old) Vocational Agricultural Building.

President Sanchez advised that he checked with West Las Vegas and they did give them a one year contract so he is asking what the Board would like to do.

Chairman Romero advised that when they were brought in here, we were advised that we would benefit from them being housed here, although, the students are not even allowed to have lunch at our cafeteria.

President Sanchez then advised that he believes that currently, all they pay is the electricity bill, other than that, it is all on LCC's dime.

Chairman Romero asked if there is any reason that anyone has as to why we would not extend the contract for another year.

President Sanchez then advised that he would like to utilize it as it was utilized before which may take up to a year to get the program going, but he does have plans for the institution to use that building.

Trustee Adams would like to have the offices back for many reasons such as, we still have equipment, it is spread out throughout the campus but we still do have the equipment.

Trustee Montoya brought up the liability issue and further advised that he also has heard of students not attending school that are running around the LCC campus.

Vice Chairman Medina asked what kind of a situation we would be putting them in with notice.

President Sanchez advised that if a contract is not approved today by this Board, Rio Gallinas will definitely need to start looking for other housing.

Trustee Adams moved not to approve the one year contract for the Rio Gallinas Charter School. Secretary Ernie Chavez seconded the motion.

After some discussion regarding what the wording should be regarding Trustee Adams' motion, he amended his motion to read, "Given the point that Luna Community College in the past has attempted to help the Rio Gallinas Charter School, as they were given a certain amount of time, although they knew this relationship would come to an end and Luna Community College has plans for this building, and at this point we are sorry but we cannot accommodate them in the future and wish them well in their endeavors." And leave the time in which they must vacate up to the President. Secretary Chavez seconded the amended motion, with all in favor, the motion carried.

Trustee Montoya then advised that he would like to see a unanimous vote on this issue and not have the vote staggered.

At this time, President Sanchez advised the Board that we could possibly let them know that they have a certain amount of time in which to move on as Luna has made plans for the building. President Sanchez then advised that he needs to call Mr. Gerald Garcia in and speak with him and let him know that their option is to move now in May and if for some reason they cannot find a place by May, their ultimatum will be December as we need to utilize that building for our students and be upfront and honest with them.

2. Approval of the *"Proper use of Letterhead"* Policy.

Secretary Ernie Chavez moved for approval of the *"Proper use of Letterhead"* Policy. Trustee Montoya seconded the motion, with all in favor, the motion carried.

3. Approval of changing the Luna Community College Pay Cycle Policy from semi-monthly (the 15<sup>th</sup> & 30<sup>th</sup>) to bi-weekly (pay every 2 weeks).

President Sanchez advised the Board that this change would fit right in with us changing to Banner and the new pay cycle would begin in July of 2016.

Trustee Adams moved for approval of changing the Luna Community College Pay Cycle Policy from semi-monthly (the 15<sup>th</sup> & 30<sup>th</sup>) to bi-weekly (pay every 2 weeks). Trustee Montoya seconded the motion, with all in favor, the motion carried.

4. Approval of Presidential Contract to include modifications discussed at LCC Board of Trustees March 22, 2016 Special Meeting.

Trustee Gutierrez moved for approval of the Presidential Contract to include modifications discussed at LCC Board of Trustees March 22, 2016 Special Meeting. Secretary Chavez seconded the motion, with all in favor, the motion carried.

**Announcement on date, time and location of next LCC BOT meeting(s)**

Next meeting scheduled for Monday, April 11, 2016 @ 10:00 a.m. (Mini budget discussion), lunch, then convene into regular work session at 1:00 p.m.

President Sanchez advised that we are working on reorganizing and changing some things here at LCC. He advised that we are looking at bringing some programs together and he feels that he needs to give these to the Board very soon.

**Adjourn**

Vice Chairman Medina moved to adjourn, Trustee Adams seconded the motion with all in favor, the motion carried.

  
LCC Board Chairman Daniel J. Romero

  
LCC Board Secretary Ernie Chavez

  
SherylAnn Yara, Recorder

**LUNA COMMUNITY COLLEGE BOARD OF TRUSTEES  
SPECIAL BOARD MEETING  
MONDAY, APRIL 11, 2016 – 10:00 A.M.  
OFFICE OF THE PRESIDENT**

**Call Meeting to Order and Establishment of a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Trustee Michael Adams, Trustee David Gutierrez and Trustee Abelino Montoya, Jr, (Via telephone).

Chairman Daniel J. Romero advised that for the record, Secretary Ernie Chavez will be running a little late and Trustee Severiano "Sev" Sisneros is on his way from Santa Rosa.

**Also Present:** President Leroy Sanchez, SherylAnn Yara, Executive Office Manager, Joyce Garcia, Information Specialist, Donna Flores-Medina, Vice President of Finance, Evelyn Montoya, Executive Office Manager (Finance), Mr. Gerald Garcia, Director of Rio Gallinas Charter School, Ms. Crystal Gallegos, Rio Gallinas Board Chairman, Mr. Rudy Castellano, Rio Gallinas Board Member and Ms. Georgina Ortega Rio Gallinas Board Member.

**Pledge of Allegiance**

Trustee Michael Adams led the Pledge of Allegiance.

**Approval of Agenda**

Chairman Romero recommended moving the update by Rio Gallinas Charter School Director, Gerald Garcia up before the budget discussion portion of the meeting.

Vice Chairman Kenneth Medina moved for approval of the Agenda with the recommended changes. Trustee Michael Adams seconded the motion, with all in favor, the motion carried.

**Approval of Minutes** (March 30, 2016 Special Meeting Minutes)

Vice Chairman Medina moved for approval of the March 30, 2016 Special Meeting minutes. Trustee Adams seconded the motion, with all in favor, the motion did carry.

**Luna Community College Committee/Board Reports**

Update on Rio Gallinas Charter School utilization of the Vocational Agricultural Building on the LCC Campus.

President Sanchez addressed the Board and advised that the Board has previously entered into discussion regarding the possibility of the Rio Grande Charter School moving out either in June or in December. President Sanchez further stated that if they are not able to move in June, December would be much harder due to the two week window in which they have. President Sanchez advised that he is recommending that if Rio Gallinas cannot find a place by June 30<sup>th</sup> of this year that they be allowed to stay until June of 2017.

- **10:14 a.m. – Trustee Severiano “Sev” Sisneros is now present.**

Vice Chairman Medina advised that he feels that this is a great recommendation on President Sanchez' part.

Trustee David Gutierrez advised that there is still a concern with the students walking around the campus unsupervised as well as the students not using the cafeteria and asked if these issues will be addressed again.

President Sanchez advised that if they do not have a place by June, the meal issue will be addressed with our cafeteria supervisor, Paul Sandoval. He further advised that the students walking around campus issue has been addressed with Mr. Garcia.

Chairman Romero asked Mr. Garcia what number of students he is looking at for next semester.

Mr. Garcia advised that they currently have approximately 22 students enrolled and are looking at approximately 25 to 27 students for next semester.

Mr. Garcia advised that he will be working with President Sanchez regarding the food service issue. Mr. Garcia further stated that the meals for his students must meet a certain criteria in order to have the refundable ticket returned and stated that currently the Luna Community College kitchen is kind of an a la carte.

Mr. Garcia further advised the Board that one of the reasons why they did not move in right away was because there were two bathrooms which were not handicapped accessible, so they hired a contractor in order to bring them up to compliance and it took them approximately 7 months to move in from the time of the Springer meeting.

Mr. Garcia further stated that Rio Gallinas Charter School pays between \$2,500 to \$3,000 per month to LCC and at the end of the academic school year, that lease payment comes out to about \$32,000.00, and that is in addition to their utilities.

Mr. Garcia further stated that it has been a pleasure working with President Sanchez and the Maintenance crew as they are very responsive to their needs and are very helpful.

Chairman Romero then advised that one of the issues he has is that he would like to have the students take classes at Luna as well.

Mr. Garcia then advised Chairman Romero that Rio Gallinas Charter School is K-8 only.

A brief discussion ensued by Ms. Crystal Gallegos, Mr. Rudy Castellano and Ms. Georgina Ortega who voiced their concerns as to what happens to these children if they have no place to go as well as concerns for the school itself. All thanked LCC President Sanchez and the Board of Trustees for their assistance throughout this situation.

Mr. Castellano ended by advising the Board that they are also in talks with West Las Vegas and asked that LCC allow them one more year in order to shop around to find a place in which to house the students.

Vice Chairman Medina thanked the Rio Gallinas Charter School Board for coming up to address the LCC Board.

RGCS Board Chairman Gallegos asked if the LCC Board would like that they come up more often for updating purposes.

Vice Chairman Medina advised that he would leave that up to President Sanchez, although he feels that it might be a good idea as he feels that communication is the best thing.

Trustee Montoya then reminded the LCC has plans for the building for the benefit of the college, although we have put those plans on hold in order to house Rio Gallinas, and reminded, for the record that LCC does have plans for that building.

## **Discussion**

### **1. 2016-2017 LCC Budget**

President Sanchez reminded the Board that LCC must have a budget presentation by April 29, 2016 to HED. President Sanchez further advised that today we will explain how we have reached the budget and further advised that he feels that we did a better job this year as opposed to the previous year. President Sanchez also reminded that for our ending balance, we must have a 3% in our reserves, and as it looks today, we are still lacking \$127,000.00. President Sanchez then read the names of employees who have recently either resigned or left to other employment, and further advised that we will not be refilling those positions and will still be lacking approximately \$150,000.00 even after those employees leaving.

President Sanchez then advised the Board that this budget is a daily working budget as Donna works on it daily and then reports back to us.

President Sanchez then advised that our budget for this year will be 12.69 million and our expenditures which we are looking at spending are \$12,396,000.00 and we are still lacking about \$150,000.00.

Ms. Flores-Medina then went over the different areas of expenditures, showing our main area as instruction which is as it should be, followed by academic support, student services, institutional support (executive lies in this area), operations and plant and finally transfers.

Ms. Flores-Medina then spoke briefly on the mandatory and non-mandatory transfers which reflect in the budget.

Ms. Flores-Medina also spoke briefly on the different funding which LCC does receive and advised the Board that they have President Sanchez to thank for the format of the breakdowns.

Both Chairman Romero and Trustee Adams thanked Ms. Flores-Medina as they were very impressed with the budget format.

Ms. Flores-Medina briefed the Board on the different areas of the budget and gave explanations as to how they work.

Board members had questions regarding R&C funds, ER&R funds, BR&R funds and PDP funds. Ms. Flores-Medina informed the Board what each one of the funds represents.

A discussion ensued regarding the Library, salaries, the board, supplies, etc. (***Refer to handout for amounts***).

President Sanchez then spoke to the Board about the employees who were hired with R&C monies by the previous administration and advised that if R&C monies run out, we can no longer compensate the employees hired with those monies. President Sanchez further stated that R&C monies are not a part of our general budget so he and Donna are working at trying to find a way to hire these individuals through the general budget as opposed to the R&C monies.

President Sanchez then advised that are several things which need looking into, for instance, we really need to do something with our IT Department, which is in need of work. President Sanchez further stated that that department cannot be left as it because it is not working, so we need to look at it and do a better job for the students.

After a brief discussion regarding fringe benefits, Trustee Montoya recommended that the Board receive a listing of all employees which LCC is compensating along with a list of the fringe benefits, salary, number of years of service, etc., in order for the Board to have an idea as to what those expenditures are about.

The question arose regarding PDP funds increasing.

President Sanchez advised that PDP funds would not increase as he feel that there have been individuals who have totally taking advantage of the PDP funds by getting their degrees on LCC's dime and then moving on to other Institutions once they have

graduated. President Sanchez further advised that he just does not agree with it and we are trying to do a better job at it and further stated that we do need PDP for our staff, but we are working on it.

Chairman Romero then advised that the agenda states the our next scheduled meeting is April 29, 2016 and Ms. Flores-Medina advised that we must have a budget presentation to HED by April 29, 2016, so he is recommending that the Board meet on Tuesday, April 26, 2016 @ 5:30 p.m., which will give Ms. Flores-Medina a little more time.

Ms. Flores-Medina advised that at the next meeting to be held on Tuesday, April 26, 2016 @ 5:30 p.m., she will bring the final BAR 15-16 and the 16-17 budget items before the Board for approval.

**12:20 – Break – (10 minutes)**

**Informational Items**

1. Presentation on 6 month Security Study performed by Carl Armijo.

President Sanchez advised that he had hired Carl Armijo to conduct a security study as to what Luna Community College is lacking in the case of an active shooter incident and other situations which may occur. President Sanchez further stated that his concern is what we can possibly do to provide better security for our campus.

President Sanchez went over a list of concerns which were taken from some of the students on campus.

President Sanchez advised that once he does his reorganization he will be taking Fire Safety and Security and making it one position and one scope of work which that individual will take over.

President Sanchez further advised that he had asked the previous Head of Security for several things which were never taken care of.

Trustee Montoya advised that he has gone over the information submitted by Mr. Armijo and feels that what Mr. Armijo is doing looks very good.

After a brief discussion regarding concerns regarding the security which currently exists at LCC, Mr. Carl Armijo addressed the Board and advised that it is all about the finances and he feels that the major thing which this campus is in need of is a minimum of two full time Security Guards throughout the day. Mr. Armijo further stated that he has visited the different schools in order to observe their security programs. Mr. Armijo advised that he has visited Rio Ranch Schools and Cleveland School in Albuquerque and these schools have a minimum of 4 Security Guards during the day.

Mr. Armijo further advised the Board that he has spoken with a couple of the security officers at LCC and found that one of them has quite a bit of training and the other had minimal training, so obviously, LCC needs across the board training done.

Trustee Montoya advised that we have an advantage which other campuses do not have and that is that there are only two entrances to the campus. Trustee Montoya then asked Mr. Armijo how he felt about having a Security Guard at each gate where a camera is available. Mr. Armijo advised that he has been working with the IT department, Mr. Kenny Abeyta, Ms. Denise Montoya and Mr. Andrew Duran and have gone throughout the LCC campus to see where cameras are really necessary and all the findings will be in his SOP (Standard Operations Procedure/Policy) which he will be submitting to President Sanchez. Mr. Armijo further stated that they have discussed huts being placed on each entrance of the campus and he feels that it is a great idea.

Trustee Montoya then asked Mr. Armijo if he has heard of any types of grants from ---- Homeland Security which are available for cameras and things of that nature.

Mr. Armijo advised that there are grants, although he is not aware if they are specifically for cameras, but there are definitely grants available and he plans to present this to President Sanchez.

Trustee Severiano "Sev" Sisneros then asked Mr. Armijo what the concerns are relating to the Rio Gallinas Charter School.

Mr. Armijo advised that if there is anything that happens within that school, we do not have any background checks on any of the students, we do not have any background checks on some of the staff and we do not know if there are any sex offenders and keeping those type of students within our campus is scary because you do not know what can possibly happen. Mr. Armijo went on to further state that in his opinion, Rio Gallinas is a problem.

Trustee Adams advised that the Board has previously discussed the possibility of car stickers and asked if this is still something that would be considered. Trustee Adams then asked Mr. Armijo if other schools are using these type of stickers.

Mr. Armijo advised that not all schools are using these stickers, although you cannot enter Rio Rancho Schools without some type of sticker, slip or badge. Mr. Armijo further stated that in his opinion, we do not want to lock down the campus, but we do want to make it safe.

Mr. Armijo advised that he has also contacted San Miguel County Sheriff Gary Gold and we have had the Sheriff's Department patrolling up here on campus especially at night as there a lot of women who walk the campus. Mr. Armijo further stated that he will contact Springer, Mora and Santa Rosa Law Enforcement to see if they would be willing to do the same for us at those satellites.

Trustee Gutierrez advised that the Springer satellite had a State Police Officer go by and give a presentation on active shooters and currently, the Springer satellite is being patrolled by Law Enforcement.

Chairman Romero thanked Mr. Armijo for his presentation and advised that they will be looking forward to his report as well as his SOP (Stand Operations Procedure/Policy).

2. Presentation regarding financial status and plans and/or intentions of the LCC Foundation Board.

Mr. Gil Gonzalez of the LCC Foundation addressed the Board and apologized as he had hoped that his Chairman, Mr. Phil Warfield would be present and was unable to attend. Mr. Gonzalez went on to advised the Board of the Helen O'Brien Scholarship Fund which was given by Ms. Helen O'Brien for the Nursing Program. Mr. Gonzalez went on to state that originally, the amount was \$250,000.00 and when Mr. Ernesto Salazar ran it at the bank, he put \$273,000.00, so one of the local Attorney's, Ms. Nancy Richards held up the account due to there being too much money in the account. Mr. Gonzales went on to state the Ms. Richard's passed away and he was finally able to meet with the person who is currently in charge of the trust, Mr. Lorenzo Martinez and explained what had gone on with the money and he was able to negotiate with him to just keep the money there. Mr. Gonzalez then advised that again, their concern was that none of the money had been used for Nursing scholarships. Mr. Gonzalez advised that he met with Mr. Martinez and Ms. Susan Olson, LCC Nursing Director and assured Mr. Martinez that at least half of the monies would go to nursing students.

Mr. Gonzalez then reported on the Automotive Technologies Open House which recently took place and advised that it came out to zero cost for LCC as he was able to fundraise from the subcontractors to sponsor the food and the soft drinks and advised that it was a very, very nice grand opening.

Mr. Gonzalez then spoke of some outstanding bills which have come up such as a \$2,100.00 insurance jacket which will cover our Board and we are trying to get proposals on of course to get a better cost. Mr. Gonzalez further stated that there is also a \$380,000.00 jacket which will also cover all events. Mr. Gonzalez went on to state that they have their biggest event coming up called Nets for Knowledge which will be held June 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>. Mr. Gonzalez then touched on the golf tournament on June 18<sup>th</sup> at Pendaries and advised that they are not going to charge \$1,000.00 a team as they would like to host other tournaments as well as other events. Mr. Gonzalez also advised that they are in talks with Sandia to possibly hold a tournament sometime in either September or October.

Trustee Montoya advised that he had a conversation with the Foundation Board Chair, Mr. Phil Warfield and he is requesting that we have the appointment of one or two board members to the foundation be placed on the next agenda. Trustee Montoya then suggested the appointment of P.J. Wolf, the son of the previous Foundation Board Chair,

Mr. Phil Wolf who started way back with only \$7,000.00 and we have come all the way to where we are at today.

Mr. Gonzalez ended by advising that he should have a very good report for the next meeting regarding the Nets for Knowledge.

Chairman Romero thanked Mr. Gonzalez for his report.

### **Action Items**

1. Approval to partner with West Las Vegas Head Start Program – submission of application for a five (5) year grant.

Chairman Romero reminded the Board that previously, we had a presentation from Mr. Joseph Griego, Director of the West Las Vegas Head Start Program regarding a five (5) year grant.

President Sanchez recommended that we keep working on it and if it is approved, at least it will give him permission to use Luna Community College.

Chairman Romero then advised that the LCC Daycare only accepts children who are potty trained and the grant would allow infants and he feels that this is a great thing.

Secretary Chavez moved for approval to partner with West Las Vegas Head Start Program – submission of application of a five (5) year grant. Vice Chairman Medina seconded the motion, with all in favor, the motion did carry.

2. Discussion and Approval/Disapproval of the increase of Tuition Fees, and/or implement any other Fees at Luna Community College.

President Sanchez advised that we could discuss this item and vote on it at the next meeting, although, we do have to have the budget to HED by April 29, 2016.

Secretary Chavez moved for approval of the increase of Tuition Fees, and/or implement any other Fees at Luna Community College. Trustee Adams seconded the motion, with all in favor with the exception of Trustee Sisneros who abstained from the vote and Trustee Montoya who voted no due to the fact that he feels that there are other areas where we can cut from. The motion carried.

President Sanchez recommended a \$2.00 fee for student activities and a \$3.00 fee on tuition rates which would be 8.6% and in looking at the total we would raise \$32,494.00.

## **Executive Session**

Vice Chairman Medina moved to convene into Executive Session. Trustee Adams seconded the motion.

Chairman Romero called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	
		(no longer on telephone)	
Trustee Severiano "Sev" Sisneros	Yes		

The Motion did carry.

## **Reconvene into Regular Session**

Vice Chairman Medina moved to reconvene into Regular Session. Secretary Chavez seconded the motion.

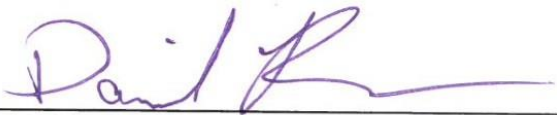
Chairman Romero called for a roll call. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	
		(no longer on phone)	
Trustee Severiano "Sev" Sisneros	Yes		

Chairman Romero advised for the record, that no action was taken during the Executive Session portion of this meeting.

## **Adjourn**

Vice Chairman Medina moved to adjourn. Trustee Adams seconded the motion, with all in favor, the motion carried.

  
Daniel J. Romero, Board Chairman



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Ernie Chavez, Board Secretary



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SherylAnn Yara, Recorder

**LUNA COMMUNITY COLLEGEBOARD OF TRUSTEES  
SPECIAL BOARD MEETING  
TUESDAY, APRIL 26, 2016 @ 5:30 P.M.  
LCC STUDENT SERVICES BOARD ROOM**

**Call Meeting to Order and Establishment of a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez, Trustee Abelino Montoya, Jr. and Trustee Severiano "Sev" Sisneros.

**Also Present:** President Leroy Sanchez, SherylAnn Yara, Executive Office Manager, Joyce Garcia, Information Specialist, Cindy Armijo, Phi Theta Kappa, Humanities & Faculty Senate, Vanessa Chung, Phi Theta Kappa (student), Germaine Sandoval, Trades/Cosmetology, Elena Encinias, Cosmetology (student), Melissa Serna, Cosmetology (student), Christine Romero, Cosmetology (student), Debbie Trujillo, Assistant to the President, Early Childhood Director, Susan Olson-Smith, Nursing Director, Matthew Cordova, Physical Plant, Dawna Ortega Gallegos, Dental/SkillsUSA, Joseph Cruz, Veteran's Center/ACCESS, Mimi Overhusler, Humanities, Twila Quintana, Phi Theta Kappa, Humanities & Faculty Senate, Emilio J. Aragon, Rio Gallinas (guest), Elaine Luna, AHEC, Lorraine Martinez, Title V Director and Joseph J. Montoya, Building Trades.

**Pledge of Allegiance**

Secretary Ernie Chavez led the Pledge of Allegiance.

**Approval of Agenda**

President Leroy Sanchez recommended moving action item #2 to action item #1, action item #3 to action item #2 and action item #1 to action item #3.

Vice Chairman Kenneth Medina moved for approval of the agenda with the recommended changes. Trustee Abelino Montoya, Jr. seconded the motion, with all in favor, the motion did carry.

**Presentations**

1. Presentation of 10 year service pin honoring Dr. Twila Quintana for her dedicated service to the Phi Theta Kappa Beta Mu Nu Chapter of Luna Community College.

President Leroy Sanchez presented Dr. Twila Quintana with a 10 year service pin from the National Phi Theta Kappa for her dedication to the Chapter. President Sanchez then

thanked Dr. Quintana for her hard work and dedication to the students at Luna Community College. President Sanchez further stated that one of the reasons LCC's Phi Theta Kappa Mu Nu Chapter ranks so highly is due the dedication and passion which Dr. Quintana has for the students at LCC and asked that she keep up the good work as he feels that her advisement is one of the reasons which the students in Phi Theta Kappa excel as well as they do.

Trustee Montoya then also thanked Dr. Quintana for a job well done with the Phi Theta Kappa students and praised her dedication for such a long period of time to the students at LCC. Trustee Montoya further stated that without the dedication of Dr. Quintana along with her co advisor, Ms. Cindy Armijo, Phi Theta Kappa would not have gotten off the ground and grown to its level today.

2. Presentation by students of Luna Community College SkillsUSA program.

Ms. Germaine Sandoval of Cosmetology and SkillsUSA addressed the Board and briefed on SkillsUSA's recent state competition where one of LCC's students, Ms. Melissa Encinias placed first in the nail competition (Ms. Christine Romero served as Ms. Encinias' model), with Ms. Elena Encinias placing second in the hair competition and Ms. Amber Martinez placing third in the hair competition. Ms. Sandoval went on to say that judges at the state competition were very impressed with the work coming out of the students at LCC. Ms. Sandoval then congratulated all students who attended the state completion and advised that she, Melissa Martinez and Christine Romero will be attending the National competition to be held in Louisville, Kentucky on June 20, 2016.

### **Action Items**

1. Approval of the 2015-2016 BAR (Budget Adjustment Request) for submittal to NMHED (New Mexico Higher Education Department).

Ms. Donna Flores, Medina, Vice President of Finance addressed the Board and advised that this would be the final year BAR (Budget Adjustment Request) which by requirement must be submitted to the New Mexico Department of Finance and Administration.

Trustee Michael Adams then advised that since the change, he is very satisfied with the way the BAR's have been handled as it is a lot clearer as to where the money is being adjusted. Trustee Adams further stated that he no longer has a problem with the way BAR's are being presented.

Trustee Montoya then moved for approval of the 2015-2016 BAR for submittal to the NMHED (New Mexico Higher Education Department). Trustee David Gutierrez seconded the motion, with all in favor, the motion did carry.

The Board thanked Ms. Flores-Medina for her hard work.

2. Approval of 2016-2017 Luna Community College budget for submission to the New Mexico Department of Finance and Administration.

Ms. Donna Flores, Vice President of Finance addressed the Board and advised that on April 11, 2016, the Board held a Special meeting and at said meeting, there was some final discussion regarding the 2016-2017 Luna Community College budget which was to be submitted to the Department of Finance and Administration before May 1, 2016. Ms. Flores-Medina then opened up the floor for any further questions which the Board may have.

Trustee Montoya thanked Ms. Flores-Medina for her work on the budget and with that, moved for approval of the 2016-2017 budget for submittal to the Department of Finance and Administration. Trustee Michael Adams seconded the motion, with all in favor, the motion did carry.

3. Discussion and Approval of replacing fluorescent lighting throughout the Luna Community College campus with LCD lighting.

President Sanchez addressed the Board and advised that he met with Chicken River 'Lectric owner Mr. Doug Cantrell, upon Mr. Cantrell's request who was looking to promote his merchandise being LED tubes which would replace the fluorescent lighting throughout the Luna Community College campus. Mr. Cantrell brought in tubes for a demonstration and a couple of meetings followed which also included Mr. Matthew Cordova of the LCC Physical Plant.

President Sanchez further advised that Board that LCC has followed the procurement code to include obtaining three quotes from different vendors with the same merchandise, although we will be using CES (Cooperative Education Services) which is approved by the State of New Mexico.

President Sanchez then went on to explain the type of wattage as well as minimal if any rewiring which would possibly have to be done, due to the T8 ballasts which are currently used on the LCC campus.

President Sanchez ended by advising the Board that by purchasing and utilizing the LED tubes, LCC would use less wattage which will be a saving on utilities, and with this President Sanchez recommended approval of replacing the fluorescent lighting throughout the LCC campus with LED lighting.

Secretary Chavez moved for approval of replacing the fluorescent lighting throughout the LCC campus with LED lighting. Trustee Adams seconded the motion, with all in favor, the motion did carry.

### **Executive Session**

Vice Chairman Medina moved that the Luna Community College Board of Trustees convene into Executive Session. Trustee Gutierrez seconded the motion, with all in favor, the motion carried.

### **Reconvene into Regular Session**

Vice Chairman Medina moved to return to Regular Session. Secretary Chavez seconded the motion, with all in favor, the motion did carry.


Chairman Daniel J. Romero advised that for the record, no action was taken during the Executive Session portion of this meeting.

### **Announcement on date, time and location of next LCC meeting(s)**

- Special Board Meeting – Thursday, May 5, 2016

### **Adjourn**

Trustee Montoya moved for adjournment. Vice Chairman Medina seconded the motion, with all in favor, the motion carried.

  
Daniel J. Romero, Board Chairman  
Ernie Chavez, Board Secretary  
SherylAnn Yara, Recorder

**LUNA COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**SPECIAL BOARD MEETING**  
Thursday, May 5, 2016 – 5:30 p.m. – LCC Student Services Board Room

**Call Meeting to Order and Establishment of a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez, Trustee Abelino Montoya, Jr. and Trustee Severiano "Sev" Sisneros.

**Also Present:** President Leroy Sanchez, Executive Office Manager SherylAnn Yara, Information Specialist Joyce Garcia, Marc Grano, LCC Counsel (refer to sign in sheet for additional attendees).

**Pledge of Allegiance**

Trustee Michael Adams led the Pledge of Allegiance.

President Sanchez then recommended moving each action item to take place immediately following the discussion regarding the item.

**Approval of Agenda**

Trustee Adams recommended removing item # 7 (Executive Session) from the Agenda and with that moved for approval of the Agenda. Trustee Abelino Montoya, Jr. seconded the motion, with all in favor, the motion carried.

**Luna Community College Committee Reports**

Trustee Severiano "Sev" Sisneros addressed the Board and advised that he looking into Board powers and duties and Presidential duties and was looking over what the different universities are doing policy wise and somehow as we go through, those are the biggest things which we need to work on and settle on. Trustee Sisneros advised that both he and Trustee Adams will look further and bring a draft for the Board to review.

**Informational Items**

1. Discussion on the telephonic appearance/participation of Board Members during the Executive Session portion of any and all LCC BOT meetings.

Mr. Marc Grano, LCC Counsel addressed the Board and advised that one of the questions which has arisen is the telephonic appearance. Mr. Grano advised that the Open Meetings Act does allow for telephonic appearance as long as certain requirement can

be met and those requirements are that when the person appearing telephonically must be heard by everyone simultaneously and heard clearly by the public almost to the point of it being live. Mr. Grano went on to advise the Board, when appearing by cell phone, you must be very cautious. Mr. Grano further stated that in his opinion, he does not feel at this time this Board is set up to effectively comply with any type of Open Meetings Act requirement as far as telephonic appearance. Mr. Grano further stated that the Open Meetings Act does allow telephonic appearance if the entity's policy and procedure allows for it, more specifically, the college policy allows for telephonic appearance by Board Members if the member is unable to attend due to unforeseen circumstances which make it difficult to appear in person and that the requirements of the Open Meetings Act can be met. Mr. Grano further stated that his interpretation of unforeseen circumstances which make it difficult to attend in person is that it cannot be a vacation planned.

Mr. Grano then addressed the Board about appearing telephonically during the Executive Session portion of the meeting and advised the he would caution the Board more and advised that in his opinion, it would be a bad idea to allow a Board Member to call in for an Executive Session.

Trustee Abelino Montoya, Jr. advised Mr. Grano that he had contacted the New Mexico Foundation for Open Government and advised that he agrees with Mr. Grano up until the aspect that our policy says, in the event of an unforeseen situation but the information he got back today that Trustees, as an elected official, do have the right to be present and cannot be closed off when you are on the telephone.

Again Mr. Grano went over the specific requirements for appearing telephonically and again reiterated his opinion as to what unforeseen circumstances is. Mr. Grano went on to say that he is in no way questioning the integrity of any of the members, but again advised that it is a bad practice.

Mr. Montoya then asked President Sanchez what kind of plan he has in order to conform with what Mr. Grano is requesting.

President Sanchez advised Trustee Montoya that currently, he has no plan, as this was brought to our attention because we have had this conversation regarding the cell phones at a couple of meetings and he and the Chairman felt that this was something which needed discussing with the Board. President Sanchez further stated that if the Board wants to keep things the way they are, that is fine with him as it is also up as an action item.

Chairman Romero advised that the President will get the IT department in here in order to see what can be done to comply with the requirements of the Open Meetings Act.

Trustee David Gutierrez advised that he understands what is being said here today, although he feels that he must have the policy in front of him before we can make any amends to anything at this point and to see how it is going to be worded.

Trustee Adams advised that being that we are working on the policies, he feels that we must implement or at least agree upon so that we can change these in the policies and not delay what he and Trustee Sisneros are trying to do.

Trustee Montoya advised that he would go as far as changing the wording to read, *Approval to restrict telephonic appearance/participation of any LCC Board Member during the Executive Session portion of LCC BOT meetings.*

### **Action Items**

1. Approval to restrict telephonic appearance/participation of any LCC Board Member during the Executive Session portion of any and all LCC BOT meetings.

Trustee Adams then moved for approval of action item #1 with the changes recommended by Trustee Montoya. Vice Chairman Kenneth Medina seconded the motion, with all in favor with the exception of Trustee Montoya and Trustee Gutierrez, the motion carried.

Trustee Montoya asked to state his reason for voting down action item #1. Trustee Montoya advised that if you cannot be in the Executive Session portion of the meeting then you should not receive a per diem check because you are not participating in the full meeting.

### **Informational Items continued**

2. Discussion on proposed Luna Community College Reorganizational Chart.

Trustee Montoya advised that when you have something of this importance coming in front of us which impacts the school, the community, the students and the staff, we did not receive this information at our homes, he does not see any names and we don't know what the impact is going to be. Trustee Montoya further stated that we don't know if these people are qualified to be in the positions which you are going to put them in. Trustee Montoya then advised that the Board has been asking for the information ahead of time in order that they can study it.

Chairman Romero then advised Trustee Montoya that as a Board, it is their duty to set policies and procedures and to hold the President accountable and it is the President's duty to do the restructuring and put the people where they are going to work.

Trustee Montoya went on to say that this chart has a financial impact on the school and with that it has a financial impact on students in the classrooms and a financial impact on our employees as far as salaries go.

President Sanchez then reminded the Board that at the last meeting held, we talked about finances for the institution and the Board was advised that we were lacking about \$500,000.00 which we needed to make up. President Sanchez went on to say that this

reorganizational chart includes that saving that we are putting into our budget for this coming year. President Sanchez then advised the Board that if they want names attached to the chart, to tell him who they want placed in those position.

President Sanchez further stated that this chart fits the organizations which we have today at the college.

Trustee Montoya then advised that he has concerns because he received a phone call from someone who has been here for twelve years who has been told that he is leaving. Trustee Montoya further stated that he wants to know who is going to be placed where and how much we will be paying them.

Chairman Romero then advised Trustee Montoya that if they are going to discuss personnel, they will need to move into Executive Session.

President Sanchez then advised that he does know what individuals are calling him because we have not made any cuts. President Sanchez further went on to say contracts have not gone out and he would be more than glad to sit down with that individual. President Sanchez then advised that there will be some changes, if someone is let go, it will be because either they are not doing their job or it does not fit into our program.

Trustee Montoya then advised President Sanchez that those are exactly his concerns. Trustee Montoya further stated that we have individuals on this Board who have been going down town telling people who is going to be here and who's going to be there and who is going to be gone..

Chairman Romero then asked that Trustee Montoya not accuse Board Members of such things unless he has facts.

After a tense discussion, Vice Chairman Medina advised that the Board must get the meeting back to order and keep personal feelings to ourselves and act professional.

Trustee Gutierrez then asked that if in fact employees are going to be let go, have the proper evaluations gone through and do we have enough evidence through evaluation.

President Sanchez then advised Trustee Gutierrez that there is only one program which is being eliminated due to no student population in the business program.

Dr. Vidal Martinez advised that they have met and due to budget cuts, they feel that it is in the best interest to eliminate the school of business. Dr. Martinez further stated that specific programs would be phased out as we cannot immediately shut down a program and would have to phase out specific degrees. Dr. Martinez advised that the two degrees which we would phase out are the Accounting Associate Degree and the General Business Degree. Dr. Martinez advised that we would be using adjunct faculty to finish the students.

## **Action Items continued**

### **2. Approval of Luna Community College Reorganizational Chart.**

Trustee Adams moved for approval of the Luna Community College Reorganizational Chart. Secretary Ernie Chavez seconded the motion with Chairman Romero in favor, Trustee Adams in favor, Secretary Chavez in favor, Trustee Gutierrez against, Trustee Montoya against, Vice Chairman Medina against and Trustee Sisneros against. The motion did not carry.

Vice Chairman Medina then advised that he does not see anything wrong with the chart but he feels that going into Executive Session and discussing it would make it a little easier in making their decision.

Trustee Sisneros moved to tentatively approve the chart and discuss it in Executive Session. The motion died for a lack of a second motion.

President Sanchez then asked the Board to give him direction and he will follow whatever they want him to do.

### **Announcement on date, time and location of next LCC BOT meeting(s)**

- Tuesday, May 10, 2016 @ 5:30 p.m. – LCC Student Services Board Room.

### **Adjourn**

Trustee Adams moved for adjournment. Trustee Gutierrez seconded the motion, with all in favor, the motion did carry.

  
Daniel J. Romero, Board Chairman

  
Ernie Chavez, Board Secretary

  
SherylAnn Yara, Recorder

**LUNA COMMUNITY COLLEGE BOARD OF TRUSTEES  
SPECIAL BOARD MEETING MINUTES  
THURSDAY, MAY 10, 2016 – 5:30 P.M.  
LCC STUDENT SERVICES BOARD ROOM**

**Call Meeting to Order and Establishment of a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez and Trustee Abelino Montoya, Jr.

**Also Present:** President Leroy Sanchez, SherylAnn Yara, Executive Office Manager, Joyce Garcia, Information Specialist, Susan Olson-Smith, Nursing Director, Amanda Lucero, School of Business, Julianna Ortega, Purchasing Director, Leticia Archuleta, Human Resources Director, Antonio Siqueiros, Athletics Director, Joseph Cruz, Veteran's Center/ACCESS, Andrellita Chavez, Allied Health Director, Moses Marquez, Director of Admissions, Gil Gonzalez, Foundation, Crystal Gallegos Rio Gallinas Board Chair, Cindy Armijo, Phi Theta Kappa/Humanities/Faculty Senate, Twila Quintana, Phi Theta Kappa/Humanities/Faculty Senate, Elaine Luna, AHEC, Lorraine Martinez, Title V Director and Dr. Anita Roybal, Humanities Director.

**Absent:** Trustee Severiano "Sev" Sisneros

**Pledge of Allegiance**

**Approval of Agenda**

Trustee Michael Adams moved for approval of the Agenda. Trustee David Gutierrez seconded the motion, with all in favor, the motion did carry.

**Luna Community College Committee Reports**

**Informational Items**

1. Approval of HED Quarterly Report.

Trustee Abelino Montoya, Jr. moved for approval of the HED Quarterly Report. Vice Chairman Kenneth Medina seconded the motion, with all in favor, the motion did carry.

**Executive Session**

Vice Chairman Medina moved to convene into Executive Session. Trustee Montoya seconded the motion.

Chairman Daniel J. Romero called for a roll call vote.

Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
		(via telephone)	

The motion did carry.

### **Reconvene into Regular Session**

Vice Chairman Medina moved to reconvene into Regular Session. Trustee Adams seconded the motion.

Chairman Romero called for a roll call vote.

Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
		(via telephone)	

Chairman Romero advised, for the record that no action was taken during the Executive Session portion of this meeting.

### **Action Items continued**

#### **2. Approval/Disapproval of Luna Community College Reorganizational Chart.**

Trustee Michael Adams moved for approval of the Luna Community College Reorganizational Chart. Secretary Ernie Chavez seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call was taken and reflected the following:

Daniel J. Romero	Yes	Vice Chairman Kenned Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	No	Trustee Abelino Montoya, Jr.	No
		(via telephone)	

The motion did carry.

### **Announcement on date, time and location of next LCC BOT meeting(s).**

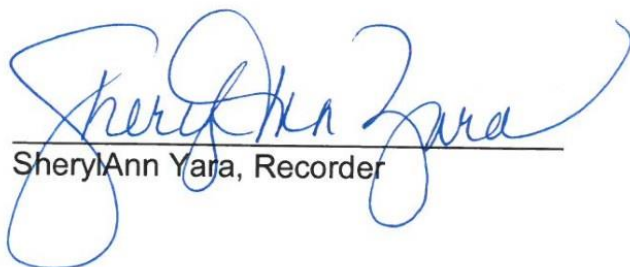
- Wednesday, June 8, 2016 @ 5:30 p.m. – LCC Student Services Board Room.
- June Work Session TBA.

### Adjourn

Trustee Adams moved to adjourn. Secretary Chavez seconded the motion, with all in favor, the motion did carry.

  
\_\_\_\_\_  
Daniel J. Romero, Board Chairman

  
\_\_\_\_\_  
Ernie Chavez, Board Secretary

  
\_\_\_\_\_  
SherylAnn Yara, Recorder

LUNA COMMUNITY COLLEGE BOARD OF TRUSTEES MINUTES  
JUNE 8, 2016 SPECIAL BOARD MEETING – 5:30 P.M.  
LUNA COMMUNITY COLLEGE STUDENT SERVICES BOARD ROOM

**Call Meeting to Order and Establishment of a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez, Trustee Abelino Montoya, Jr. (via telephone) and Trustee Severiano "Sev" Sisneros.

**Also Present:** President Leroy Sanchez, SherylAnn Yara, Executive Office Manager, Joyce Garcia, Information Specialist, Keith Gutierrez, Springer satellite Director, Bernadette Romero, Springer Daycare Center, Anthony Romero, guest, Martin Salazar, Las Vegas Optic, Rock Ulibarri, Executive Director LVSM EDC, Moses Marquez, Admissions Director, Gil Gonzalez, LCC Foundation Director, Debbie Trujillo, Administration, Leticia Archuleta, Human Resources Director, Joey Herrera, Ben Her Media, Martin J. Garcia, Admissions & Recruitment, Elaine Luna, AHEC, Lucia Vulcan, UNM BA/MD, Michelle Thomas, UNM BA/MD, Miranda Chavez, UNM BA/MD, Jaimie Lin, UNM BA/MD and Lorraine Martinez, Title V Director.

**Pledge of Allegiance**

**Approval of Agenda**

Trustee Michael Adams moved for approval of the Agenda. Secretary Ernie Chavez seconded the motion, with all in favor, the motion carried.

**Approval of Minutes** – (April 11, 2016, April 26, 2016, May 5, 2016 and May 10, 2016)

Trustee Severiano "Sev" Sisneros advised that on the May 5<sup>th</sup> minutes, under Committee Reports, it should read, "at what the different universities and community colleges are doing."

Trustee Adams moved for approval of the April 11, 2016, April 26, 2016, May 5, 2016 and May 10, 2016 minutes. Secretary Chavez seconded the motion, with all in favor, the motion carried.

**Luna Community College Board/Committee Reports**

President Sanchez introduced four young ladies who will be working for El Centro through the UNM BA/MD Program. President Sanchez advised that these young ladies who are full of energy were brought here by Ms. Elaine Luna, AHEC Director to help with El Centro. President Sanchez then introduced the LCC Board to the ladies and thanked them for

Mr. Bill Hendrickson, SMEDC, addressed the Board and advised that they have been trying to establish a commercial kitchen in Las Vegas for some time and thought they had established one at New Mexico Highlands University, but that fell through due to an old kitchen. Mr. Hendrickson then advised that they then put together a proposal to share the cafeteria or use the cafeteria when it is not in use. Mr. Hendrickson went on to say that this is a certified kitchen to assist users in preparing food and then going out and selling it. Mr. Hendrickson advised that they are just one of the few in the state and this is just a kudo for Las Vegas. Mr. Hendrickson further advised that they work with the Tri City County which consists of San Miguel, Mora and Guadalupe counties, and advised that having a kitchen like LUNA's is great because it is a wonderful kitchen. Mr. Hendrickson further advised that LCC Culinary Arts Instructor, Jessica McGee will be able to assist. Mr. Hendrickson then advised that Community Kitchen's also exist in Taos, South Valley Albuquerque and they are currently trying to develop a small one in Ribera.

Trustee Gutierrez asked if he would be open to the surrounding satellites.

Mr. Hendrickson advised that they would definitely be open to the surrounding areas.

Trustee Gutierrez stated that the Correctional Facility in Springer is going to be making a major change in switching from a men's facility to a women's facility and they will be implementing a Culinary Arts Program and will produce bakery goods and hopefully distribute them among the different correctional facilities in the area. Trustee Gutierrez then asked that if at some point it were to get too massive, would there be potential for them to get in on this effort.

Mr. Hendrickson thanked Trustee Gutierrez for bringing this up, as he will make sure that they would have the potential to get in on this effort as well, and feels that there should be no reason why the Correctional Facility would not be able to take advantage of this as well.

Vice Chairman Kenneth Medina asked Mr. Hendrickson if the New Mexico Department of Health has any input with this

Mr. Hendrickson advised that they have a part big time as they treat it just as they would a restaurant.

President Sanchez advised that he would like to see this item placed on the next agenda for either approval or disapproval.

### 3. GO (General Obligation) Bond Campaign

President Sanchez advised that he was asked by Mr. Gerald Burke who is in charge of the GO Bonds, that each entity come up with some money for the Bond Election. President Sanchez advised that it is mandated by the State of New Mexico and for some reason, Luna Community College has not participated in the last two years so we are looking at \$3,650.00 which must be turned in by July 2016. President Sanchez advised

Flores further reminded the Board that we here in Las Vegas never get any money from the State and are always begging for money and we now have an opportunity not only for Northern NM, but for all.

2. Presentation – Springer satellite proposal of Daycare Center @ Springer satellite.

President Sanchez advised the Board that there has been a request by Mr. Keith Gutierrez of the Springer satellite that our Early Childhood program be brought into the Springer satellite. President Sanchez advised that Mr. Gutierrez did provide information such as the cost to run such a program.

Ms. Bernadette Romero who was the director for the Springer Day Care Center addressed the Board and advised that they operated at no findings. Ms. Romero advised that it is opened up for young mothers who would be able to continue through school and show them how to care and provide for their children. Mr. Romero advised that the Daycare Center is licensed for 16 children, the ratio being, 6 weeks to infant. Ms. Romero further stated that the center is fully furnished and is totally in complete compliance with licensure.

Mr. Gutierrez then gave a break down which he received from Mr. Eddie King, Superintendent of Springer Schools. Mr. Gutierrez advised that his son attended and was able to write his name before he entered kindergarten.

Mr. Gutierrez advised that Springer Superintendent Eddie King will not reopen the Day Care due to budgetary constraints.

Dan asked what kind of benefits LCC would be looking at through this.

President Sanchez advised revenue was \$36,000.00 last year and so we would be running this Daycare Center on a deficit of \$59,000.00.

President Sanchez asked both Ms. Romero and Mr. Gutierrez where they plan to get other children from and if there is a big demand.

Trustee Gutierrez advised that this was first fostered through grants when it started and through the years the grant was to build the building and the playground and then died for a year or two for a lack of funding and has been back up for the last five years and now are facing these constraints. Trustee Gutierrez further stated that there are people in the Springer area who work for the Springer Municipal schools and are willing to write grants to subsidize some of this. Trustee Gutierrez then advised that Raton does not have one, Maxwell does not have one, Cimarron does not have one and he is positive that Wagon Mound does not have one and that we do have students from each of these communities who are willing to come and take classes at the Luna satellite and this could possibly increase some population.

Chairman Daniel J. Romero      Yes  
Secretary Ernie Chavez      Yes  
Trustee David Gutierrez      Yes

Vice Chairman Kenneth Medina      Yes  
Trustee Michael Adams      Yes  
Trustee Abelino Montoya, Jr.      Yes  
(via telephone)

Trustee Severiano "Sev" Sisneros      Yes

The motion carried.

### **Action Items**

1. Approval of contract for Luna Community College President.

Trustee Adams moved for approval of the Luna Community College President's contract with the following changes to the contract;

Terms – 2 year contract – page 1 of 8 – on page 2 of 8 with draw motion

Chairman Romero advised that on page 1, *terms of the contract*, we would like to offer the President a two year contract.

Trustee Adams made a motion to agree on the time for the two (2) year contract. Secretary Chavez seconded the motion.

Chairman Romero then opened it up for discussion.

At this time, Trustee Abelino Montoya, Jr. advised Chairman Romero that he just found out recently that the President has given himself a \$50,000.00 pay increase since March. Trustee Montoya further stated that he does not know who else might know about this and further advised that the President's previous salary was set at \$150,000.00 so he is now making over \$200,000.00 and advised that possibly the Chairman or Trustee Adams knows about this but the other Board members are not aware of this. Trustee Montoya further stated that this increase was never approved by the Board.

At this time, Chairman Romero advised Trustee Montoya that this is news to him and asked Trustee Adams if he was aware of this to which Trustee Adams advised that he was also not aware. Chairman Romero then asked Trustee Montoya if he has this in black in white in order to bring it before the Board.

Trustee Montoya advised that he is not at the meeting tonight as he was appearing telephonically but advised that the Board look at the budget if they are looking to vote on anything tonight, he is suggesting that the finances be looked at and the issue be tabled until this information is found out for fact. Trustee Montoya further advised that if this is indeed true, he believes we need to have an investigation done.

Chairman Romero advised Trustee Montoya that this is a very strong allegation and would like to know where he got this information from.

The motion did carry.

Chairman Romero then advised that they will now discuss the terms of the contract and advised that on page 2 of 8, the salary will remain the same, section B. *Automobile*, Luna Community College has purchased a new vehicle which is currently being used by the President so we are looking at removing the \$400.00 monthly stipend, unless he uses his own personal vehicle he will be reimbursed mileage at the LCC rate. Page 3 of 8, *Modification*, Paid Leave, the President shall earn annual and sick leave at the maximum rate of all LCC employees. Page 4 of 8, *Performance Review*, which previously read quarterly review and will be changed to annual evaluation review. Chairman Romero went on to say that section C, it was a unanimous decision on the 2 year term and on Page 7 of 8 *retroactive* will be removed.

Trustee Montoya then advised that when the first contract was written, the President was given the opportunity to take the yearly salary if he is terminated or if he leaves of his own free will. Trustee Montoya then asked that since he is receiving a two (2) year contract, does the contract still read the same.

Chairman Romero advised that the section remains the same as the previous agreed to contract.

Trustee Adams moved for approval of the contract for Luna Community College President with modifications. Secretary Chavez seconded the motion.

Chairman Romero called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	No	Trustee Abelino Montoya, Jr.	No
		(via telephone)	
Trustee Severiano "Sev" Sisneros	Yes		

The motion carried with Trustee Gutierrez and Trustee Montoya voting no.

### **Announcement of date, time and location of next LCC BOT Meeting(s) and Work Shops.**

Chairman Romero then announced that our next Regular Board Meeting is scheduled for Tuesday, July 12, 2016 @ 5:30 p.m. at the LCC Student Services Board Room.

### **Adjourn**

Vice Chairman Medina moved to adjourn. Trustee Adams seconded the motion, with all in favor, the motion carried.

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING MINUTES  
JULY 12, 2016 – 5:30 P.M.  
LCC STUDENT SERVICES BOARD ROOM**

**Call Meeting to order and establishment of a quorum**

**Roll call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez and Trustee Severiano "Sev" Sisneros.

**Also Present:** President Leroy Sanchez, SherylAnn Yara, Executive Office Manager, Information Specialist, Joyce Garcia, Vice President of Academics, Dr. Sharon Lalla, Elaine Luna, AHEC Director, Francina Martinez, LCC Controller, Debbie Trujillo, Early **Childhood Director/Administration, Leticia Archuleta, Human Resources Director**, Lorraine Martinez, Title V Director, Twila Quintana, Humanities/Phi Theta Kappa.

**Absent:** Trustee Abelino Montoya, Jr.

**Pledge of Allegiance**

**Approval of Agenda**

Trustee Severiano "Sev" Sisneros moved for approval of the Agenda, Secretary Ernie Chavez seconded the motion, with all in favor, the motion carried.

**Approval of Minutes** (*June 8, 2016 Special Board Meeting Minutes*)

Trustee David Gutierrez advised that on page one, approval of the agenda, he voted nay and on the third page where we are discussing the community kitchen, he does not recall but it says "but that fell through due to an old kitchen" and should read did not fall through.

Vice Chairman Kenneth Medina moved for approval of the minutes of June 8, 2016 with the corrections. Secretary Chavez seconded the motion, with all in favor, the motion carried.

**Luna Community College Board/Committee Reports**

- Introduction of Luna Community College Vice President of Instruction, Dr. Sharon Lalla.

At this time President Sanchez introduced the new Vice President of Academics, Dr. Sharon Lalla. Dr. Lalla thanked the Board for selecting her for the position and advised

that she is really excited as this is the culmination of her career and further stated that we can now view all of the experiences that believes she has to bring to the table. Dr. Lalla advised that when she looks at the vision for the college, she looks at premiere college.

Dr. Lalla then advised the Board that her grandparents are land grant owners in Tome, NM and she currently lives in Las Cruces and has been employed by NMSU for approximately 17 years and before that, worked for a private sector. Dr. Lalla went on to state that the key is to find what works with Luna Community College. She then stated that she has been fortunate to be in positions that allowed her to gain the experience at a high level. Dr. Lalla further stated that she has always been a technologist by trade, and technology is our future so we have to figure out how to integrate technology with curriculum with our education. She advised that she was also involved with the quality initiative in terms of the distance education program and that quality initiative began with the evaluation of our curriculum. Dr. Lalla advised that she was also involved in the 2006-2008 Higher Learning Commission visit to NMSU and knows what all is required and stressed that we are going to have to look at other assessments other than just accreditation. She advised one thing that she has really been looking at since she got here is our compliance and advised that we will be implementing something starting August 1<sup>st</sup>. She is looking forward to getting involved with shared governance activities with the different committees which the Board sit on.

### **Action Items**

1. Approval/Disapproval of BEN HER Media Group proposal.

President Sanchez introduced Joey Herrera who addressed the Board at our last meeting. President Sanchez advised that there are some concerns and Mr. Herrera has more details to some of the questions.

Mr. Herrera advised that they met with the Foundation and they are very satisfied and very supportive of this project. Mr. Herrera then opened up the conversation for questions.

Chairman Daniel J. Romero then asked Mr. Herrera what the cost is going to be to this institution.

Mr. Herrera advised that it is going to \$25,000.00 cost, although is it not going to be a cost because it will be coming back to the project.

President then advised that on the proposal which was given to the Board, it reads \$82,000.00.

Mr. Herrera then advised that they may be looking at the old proposal as there are two, and the \$82,000.00 consists of all the programs which they looking at. Mr. Herrera then asked which proposal they are wanting to go with.

Chairman Romero advised that the \$82,000.00 scares him quite a bit and some of the other board members have expressed their concern over the amount as well.

President Sanchez then asked if we could redo a contract for the \$25,000.00.

Mr. Herrera advised that he thought that the \$25,000.00 had already been submitted.

President Sanchez advised that we are not in possession of a new contract for the smaller amount.

Mr. Herrera apologized to the Board for not having the correct contract as they are both looking at different contracts.

Trustee David Gutierrez advised that his concern other than the \$82,000.00 is that the contract states that LCC will be responsible for travel expenses and asked how we are going to cover all these expenses. Trustee Gutierrez further stated that we are going to have to re-negotiate this contract.

Vice Chairman Medina asked LCC Attorney, Marc Grano if he has looked at the contract.

Mr. Grano advised that he has not.

Vice Chairman Medina advised that he feels that it must be looked at by the Attorney prior to making any type of decision.

President Sanchez advised that since we got off on the wrong foot, he asked if Mr. Herrera would submit the contract for \$25,000.00 and have the Attorney review it and bring it back at a Work Session later on this month.

Mr. Herrera advised that he will get a copy to Mr. Grano and make sure he has all contact numbers which he needs.

Vice Chairman Medina moved to table item #1 tonight and revisit it at the next scheduled board meeting. Secretary Ernie Chavez seconded the motion, with all in favor, the motion carried.

2. Approval/Disapproval of Memorandum of Understanding between Luna Community College and Las Vegas San Miguel Economic Development Corporation (Community Commercial Kitchen).

President Sanchez advised this issue was discussed at the last meeting and tonight we can approve or disapprove.

Trustee Gutierrez asked about the possibility of the *(Trustee Gutierrez turned off his microphone at this time therefore, his comment was inaudible).*

Mr. Joel Shineberg advised that he has been speaking with Jessica McGee who will be going up there as well and she is also going to be the kitchen manager on a part time basis. Mr. Shineberg advised that unfortunately, he will be in Los Alamos on the 19<sup>th</sup> although he and Jessica have already talked about incorporating whatever needs to be done.

President Sanchez recommends approval of the Community Kitchen at LCC, it will be good not only for LCC but for everyone.

Trustee Gutierrez moved for approval of the Memorandum of Understanding between LCC and Las Vegas San Miguel Economic Development Corporation (Community Commercial Kitchen). Trustee Severiano "Sev" Sisneros seconded the motion, with all in favor, the motion carried.

3. Approval/Disapproval of amendment to 2016-2019 LCC Catalog – Payment Plan for 16 week courses **only**.

Francina Martinez, LCC Controller addressed the Board and advised that they were asked to look at implementing a one-time \$25.00 fee for the students to make it a little easier for them to register for classes. Ms. Martinez further stated that in the past we had a 1/3 of the tuition and a \$23.00 registration fee and we are now asking for \$25.00 and then change the payment plant to three monthly payments per semester starting on the 4<sup>th</sup> week, the 8<sup>th</sup> week and the 12<sup>th</sup> week.

Trustee Gutierrez advised the he understands where she is coming from but asked how they are going to work it in the satellites as some of the students come in with cash. Trustee Gutierrez further stated that the last time he met with her, he understood that the petty cash had been removed.

Ms. Martinez advised that what was moved was a fund which should not have been there and not petty cash. Ms. Martinez further stated that the previous director had closed out the petty cash which was \$50.00 and they were collecting by way of credit cards, check or money order.

Chairman Romero advised that he thinks it is a great idea as we have students who want to come to school and do not have the initial funds to get started.

President Sanchez recommends approval of the payment plan.

Vice Chairman Medina moved for approval of the payment plan. Secretary Chavez seconded the motion, with all in favor, the motion carried.

4. Approval/Disapproval of the 2016-2017 Nursing Department RN Program Student Handbook.

Nursing Director, Susan Olsen addressed the Board and advised that she received a letter from the State Board of Nursing which has allowed for us to change our number of credit hours per semester to 69 from 73, a change which really had to be made.

Ms. Olsen went on to say that every year they audit their handbook and this year was no different and advised that everything in red is being deleted and everything in blue is being added.

Trustee Gutierrez advised that there seems to be a lot of deletions from the last handbook making it a lot easier for students.

Ms. Olsen advised that we will be going with NMNEC which is a state wide curriculum which will start in 2017 and this is getting us ready for the next step.

President Sanchez gave Ms. Olsen a lot of credit for all the changes which were made and he believes the changes will help the institution and recommends approval of the handbook.

Secretary Chavez moved for approval of the 2016-2017 Nursing Department RN Program Handbook. Vice Chairman Medina seconded the motion, with all in favor, the motion carried.

5. Approval/Disapproval of **Amendment** to Professional Services Contract – Marc Grano, Legal Counsel for Luna Community College.

President Sanchez advised that it has been requested that Mr. Grano be present at the LCC Board meetings and at this time there is an amendment to that effect in the Professional Services contract. President Sanchez advised that he is also recommending approval of the amendment to the contract.

Trustee Sisneros moved for approval of the amendment to the Professional Services Contract – Marc Grano, Legal Counsel for LCC. Vice Chairman Medina seconded the motion, with all in favor, the motion carried.

President Sanchez then thanked Ms. Elaine Luna, AHEC Director for the 4 students which she brought up about a month ago and believes that the students were very happy with their stay in Las Vegas.

#### **Announcement of date, time and location of next LCC BOT Meeting(s) and Work Shops.**

Chairman Romero advised that he will discuss with the President when then next work shop will be scheduled as we definitely need to schedule one. Chairman Romero further advised that the next Regular Board Meeting is scheduled for Tuesday, August 9, 2016 @ 5:30 p.m. in the LCC Student Services Board Room.

## Adjourn

Vice Chairman Medina moved for adjournment. Secretary Chavez seconded the motion, with all in favor, the motion carried.



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Daniel J. Romero, Board Chairman



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Ernie Chavez, Board Secretary



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SherylAnn Yara, Recorder

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES SPECIAL MEETING/WORK SHOP  
JULY 20, 2016 – 5:30 P.M.  
LCC STUDENT SERVICES BOARD ROOM**

**Call Meeting to Order and Establishment of a quorum**

**Roll call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez, Trustee Abelino Montoya, Jr. and Trustee Severiano "Sev" Sisneros.

**Also Present:** President Leroy Sanchez, SherylAnn Yara, Executive Office Manager, Information Specialist, Joyce Garcia, Debbie Trujillo, Administration, Moses Marquez, Admissions Director, Leticia Archuleta, Human Resources Director, Joey Herrera, BEN HER Media Group, Elaine Luna, AHEC Director, Crystal Gallegos, Rio Gallinas Charter School Board Member.

**Absent:**

**Pledge of Allegiance**

**Approval of Agenda**

Vice Chairman Kenneth Medina moved for approval of the Agenda. Secretary Ernie Chavez seconded the motion, with all in favor, the motion carried.

**Luna Community College Board/Committee Reports**

President Sanchez shared with the Board an email which was sent out by our new Life Safety Officer regarding a rattle snake being found on campus and Mr. Griego warning everyone and explaining what precautions to take in case you run into one.

**Action Items**

1. Approval/Disapproval of BEN HER Media Group proposal.

President Leroy Sanchez advised that a couple of weeks ago, Mr. Joey Herrera of the BEN HER Media Group addressed the Board regarding a Memorandum of Understanding with the Media Group. President Sanchez further advised the Board that there were some modifications made to the MOU to include \$25,000.00 as opposed to \$82,000.00 as well as a \$3,000.00 cap on the travel expenses. President Sanchez then advised that with these changes, he is recommending approval of the proposal.

Chairman Daniel J. Romero then asked LCC Legal Counsel to address the Board regarding the modifications made to the MOU.

LCC Legal Counsel, Marc Grano addressed the Board and advised that he has reviewed the agreement and made a few modifications which included specifically an extension on paragraph 9 which initially read 7 days regarding payments and it was modified to read 30 days. Mr. Grano then advised that the paragraphs having to do with reimbursement of expenses, we are very clear and if you can see the subsequent paragraphs following that title are very clear that it is limited to a maximum of \$3,000.00. Mr. Grano further stated that in addition to these modifications, he did input a paragraph which essentially protects LCC and that is paragraph 11 which qualifies our duty under the contract which says this is contingent upon us receiving sufficient appropriations from the State Legislature in order to adequately fund the project and if not, we would be able to therefore break the contract.

Trustee David Gutierrez asked about services provided on page 1 and asked what type of time frame are we looking at.

Mr. Grano advised that he believes it would be during the school year although there are certain time lines which are to be met.

Mr. Joey Herrera of BEN HER Media Group addressed the Board and advised that there are going to be some time lines which need to be looked at and some of those have already passed although that does not mean that we are going to wait until next year.

Next, Trustee Abelino Montoya, Jr. advised that he was looking at the MOU and the agreement read that it would be for six months and asked if this is correct.

*\*\*Mr. Herrera was now seated in the audience and his comments were inaudible).*

Mr. Grano asked Mr. Herrera if paragraph 13 should read "exclusively with LCC."

*\*\*Inaudible*

President Sanchez advised that he is recommending approval of the BEN HER Media Group MOU with the changes.

Vice Chairman Medina moved for approval of the BEN HER Media Group MOU. Secretary Ernie Chavez seconded the motion, with all in favor, the motion carried.

2. Discussion, Clarification and Action of prior amendments and reaffirmation of previous modifications to Nepotism Policy.

Mr. Grano advised that he has researched the issue and back on July 21, 2015 there was a notice for a public hearing by this entity and proper notice was sent. Mr. Grano advised that the notice essentially read that there was approval by LCC Board of Trustees

regarding an amendment to the nepotism policy. Mr. Grano advised that what we are trying to do is recreate the record and take the appropriate steps to clarify the record #1 and to be very clear as to what was approved. Mr. Grano advised that he has reviewed the minutes and it appears that there were some issues with the minutes as far as it being clear as to what was being done at that meeting. Mr. Grano then stated that there was an article in the local newspaper which read, the last paragraph states that at Tuesday's meeting, the Board voted to once again change its nepotism policy. In recent years, the policy was amended to allow the college to hire family members of Board Members. The Board voted on Tuesday to eliminate prohibition against close relatives of the President being hired to work at Luna. Mr. Grano stated that it is not clear in the minutes but in reaching out to other sources, it is clear that the Board considered it, that the Board approved a modification allowing for family members (as defined in that policy) to be hired. Mr. Grano further stated that it also appears that it would preclude the President to be able to make that hiring decision. Mr. Grano then advised that what he has done in order to clarify the record, he has drafted a modified nepotism policy which adds paragraph 5.11.4 and the initial nepotism policy was the same with the exception of paragraph 5.11.4 which he added and reads "this nepotism rule does not apply to the President, however, the Board of Trustees shall have sole hiring authority for any potential hire who is a family member of the President. Mr. Grano advised that he is doing his best to make sure that the record is clear, that this was in fact adopted and voted on back on July 21, 1015.

Secretary Chavez moved for approval of Discussion, Clarification and Action of prior amendments and reaffirmation of previous modification to Nepotism Policy. Trustee Michal Adams seconded the motion, with all in favor with the exception of Trustee Abelino Montoya, Jr. who abstained from the vote, the motion did carry.

Mr. Grano then advised the Board that he would like for clarify the record, essentially what the Board has done, is approve in typed format today, what they had previously adopted back on July 21, 2105.

**Announcement on date, time and location of next LCC BOT meeting(s) and Work Shops.**

Chairman Romero advised that currently there are no scheduled workshops, although the Regular Board meeting is scheduled for Tuesday, August 9, 2016 @ 5:30 p.m. at the LCC Student Services Board Room.

President Sanchez then advised the Board that we are presently doing the roofing at the old humanities building and there was a problem with two to three layers of asphalt being put on that roof and now that they are doing the work they found that the water was staying between the layers of asphalt that was on there. President Sanchez advised that Progressive is the company working on the roof and in order to continue they have to remove some of that and it is an additional \$149,000.00 to finish that project. President Sanchez advised that we have \$70,000.00 from the bond money and we have \$70,000.00 from the insurance company so we are lacking about \$4,000.00 so we will be pulling it

from the ER&R funds. President Sanchez advised that we should have it in place by the time school starts on August 22<sup>nd</sup>.

### **Adjourn**

Vice Chairman Kenneth Medina moved to adjourn. Trustee Abelino Montoya, Jr. seconded the motion, with all in favor, the motion carried.

  
Daniel J. Romero, Board Chairman

  
Ernie Chavez, Board Secretary

  
SherylAnn Yara, Recorder



**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES REGULAR BOARD MEETING  
AUGUST 9, 2016 – 5:30 P.M.  
LCC STUDENT SERVICES BOARD ROOM**

**Call Meeting to Order and Establishment of a Quorum**

Chairman Daniel J. Romero advised that this is the meeting of the Luna Community College Board of Trustees; that notice of this meeting was provided in accordance with the Luna Community College Resolution Open Meetings Act; that the Agenda was posted at least 72 hours in advance of today's meeting at the Office of the President and on the Luna Community College Website at [www.luna.edu](http://www.luna.edu); and that any person who requires any special accommodations to attend or participate may contact the Luna Community College President at 505-454-2500 or 1-800-588-7232, ext. 1000 for assistance.

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez and Trustee Severiano "Sev" Sisneros.

**Also Present:** President Leroy Sanchez, Executive Office Manager, SherylAnn Yara, Matthew Cordova, Physical Plant Manager, Dr. Sharon Lalla, Vice President of Instruction, Marc Grano, LCC Legal Counsel, Keith Gutierrez, LCC Springer Satellite Manager, Andrew Jacobson, New Mexico Higher Education Department, Harrison Romma, New Mexico Higher Education Department, Andrellita Chavez, Allied Health Director, Joseph J. Montoya, CDL/Trades, Donna Flores-Medina, Vice President of Finance, Moses Marquez, Admission/Recruitment Director, Leticia Archuleta, Human Resources Director and Martin Salazar, Las Vegas Optic.

**Absent:** Trustee Abelino Montoya, Jr.

**Pledge of Allegiance**

**Approval of Agenda**

Trustee Severiano "Sev" Sisneros moved for approval of the Agenda. Trustee David Gutierrez seconded the motion, with all in favor, the motion carried.

**Approval of Minutes – July 12, 2016 and July 20, 2016 LCC BOT Meetings.**

Vice Chairman Kenneth Medina moved for approval of the July 12, 2016 and July 20, 2016 LCC BOT meeting minutes. Trustee Michael Adams seconded the motion, with all in favor, the motion carried.

## **Luna Community College Board/Committee Reports**

Secretary Ernie Chavez advised that the Veterans Committee met today and he is very proud of this committee as they take it very serious and are very dedicated. Secretary Chavez further advised that the committee spoke on several issues and are working on getting our veteran's center back at Luna Community College.

### **Informational Items**

1. Presentation/Discussion on previously proposed Day Care Center at the LCC Springer Satellite.

Mr. Gutierrez advised that he received a phone call yesterday from Bernadette Romero advising that the Springer Day Care Center will be taken over by the Mora/Colfax Head Start Program and are no longer looking for assistance.

Trustee Gutierrez then advised that they have been pushing this very hard and have been looking for monies and advised that there is a shortfall of daycare centers in the northern part of the state and he would like to meet with the President and Legislators to find federal funding or state funding to help cover so that we can then make it centralized for daycare centers as there is a huge need. Trustee Gutierrez further advised that we have several students who are coming to school and with this daycare center, we are going to be able to accommodate, although it is only limited to 16 individuals. Trustee Gutierrez advised that he would like to continue pushing forward.

President Sanchez advised that it is good that Mora is taking over the Daycare and would like to see how we can move forward and get our Legislators here to let them know what the needs are out here in the northern part of the state. President Sanchez asked that Keith please come back and give the board an update as to how things are going.

President Sanchez further stated that it is good to see that the Mora/Colfax Head Start Program has taken over the program and he thinks the initial thing is that we follow through and see how we can support Northeastern New Mexico with a Head Start Program beyond just the 16 individuals which are being placed right now. President Sanchez further stated that he hopes that we can get our Legislators out there to see what exactly is needed out in Northeastern New Mexico and follow through with maybe, Luna or Mora/Colfax being the lead partner on this and all work on this together.

President Sanchez then asked Keith Gutierrez to thank both Ms. Romero and Ms. Montoya from Mora/Colfax for their efforts.

Keith Gutierrez then advised that Ms. Romero has not been hired as she must apply for the position and it is not a guarantee that she will get the position.

## 1. Presentation – Retention, Persistence and Completion.

Dr. Sharon Lalla, Vice President of Academics addressed the Board and advised that she is going to talk about a project that started in the Spring. Dr. Lalla advised that the persistence, retention and completion report is a result of collected efforts across campus. Dr. Lalla advised that LCC hired a Consultant to come in to talk about persistence, retention and completion and also involve the entire campus. Dr. Lalla went on to say that one of the comments from the Higher Learning Commission is that Luna Community College needs to focus on adopting some shared governance so that we have something that does include all faculty, staff and students. Dr. Lalla then advised that the other finding is that faculty and staff did not have an idea of what persistence retention and completion was and we know that nationally and even internationally, this is a big topic across the country in terms of how we get our funding and in terms of how we really get our students, especially those students like our rural students who are generally first generation students. Dr. Lalla then advised that we are talking about persistence and completion as to how it is nationally accepted as well as looking a little further as to why the research shows that these students are not and probably never will finish within the 150%. Dr. Lalla further advised that this report is based on the Consultant coming from in for a period starting in February with completion in May. Dr. Lalla went on to report that the first main session defined persistence, retention and completion and then after that 97% of all faculty and staff attended the initial meeting and another meeting followed for all the other members who were unable to attend, with the intended goal to have 100% contribution. Dr. Lalla then went on to report that following that we held approximately five meetings where Mr. Louie Trujillo (Consultant) came back and worked with different groups to help them pull and extract a specific measurable objective by department as they relate to persistence, retention and completion. Dr. Lalla then advised that the result was a report at the end of the period and what we will see is some of the goals for this particular project is that they determined that there is a need to train employees regarding persistence, retention and completion. Dr. Lalla further reported that they also determined that there is a need to establish some type of campus life student activities committee in order to get more information about the students and get them involved and be a part of the community of Luna and they also suggested developing an academic advisement handbook. Dr. Lalla reported that another goal was to revise and update student support services annual report on student satisfaction which would probably entail modifying student satisfaction in order to get the information that we need from those surveys. Dr. Lalla reported that fourth, was to get customer training or customer service training so that everyone across the board can begin to talk and communicate with one another in a collegial and positive ways as well as with our students. Dr. Lalla then stated that as a result of the report, there were departmental initiatives across the board and a minimum of 1-4 measurable objectives which they feel they can meet within the next two years. Dr. Lalla further stated that the reporting mechanism for making sure that these goals are met is to fill out a form that would provide an update once a month and that information would be provided to the Vice President of Academics and we would then move forward with that information. Dr. Lalla advised that another one was that at the end each semester we present our current findings to the Board, so this would take place in December and the end of May. Dr. Lalla then reported on a retreat which was held

which involved 20 Directors where they came up with issues which we wanted to discuss regarding communication as it pertains to processing, etc., in order that we all as a unit can start moving forward in terms of the leadership.

Dr. Lalla then spoke on the Tutors, as an example, we have had two meetings so far with analyzing the efficient practices for our tutoring services for our students. She advised that a meeting was held with Student Services and we invited some students who of course were tutors and did some brainstorming and hopefully came up with some sufficient ways for this fall and will be visiting that at the end of the semester and then again at the end of the year. Dr. Lalla further stated that they identified a point of contact for the person who will be the collector of information or data so that we can not only do a department type tutoring but for the whole institution,

Dr. Lalla then advised that at in service they will be talking about advisement so that student services and the academic areas can learn to collaborate together. Dr. Lalla further stated advised that we have a number of committees here on campus who are not participated by a large number of people so we will be discussing this at the in service and asking for help from faculty and student services in rebuilding these committees.

Dr. Lalla then advised that one of her concerns is that there are a couple of things such as the storage of institutional data, and our old fashioned way of providing data. Dr. Lalla further advised that we need to think about how we digitize as our reporting methods include a lot of manual activity and we need to see how we can get help.

Chairman Romero thanked Dr. Lalla for the information and asked if she would be sharing this information with students for student orientation.

Dr. Lalla advised that they will be talking about some of the things which we have done already and what we will be working on.

Chairman Romero advised that we have a lot of people from the community who take vocational classes such as welding, carpentry, and a lot of them are retired who do not want a certificate but want to take the class any way.

Dr. Lalla advised that there are many different reasons that people take classes at LCC but what we want to do is, if there is a path we need to provide, that we can do so.

Trustee Michael Adams commended President Sanchez and Dr. Lalla and advised that he has heard a lot of great things down town as well as great things regarding the retreat which was held on July 7<sup>th</sup> & 8<sup>th</sup>, and hopes to see another one soon as the attendees felt that they had a voice and that is important when you are an Instructor or Teacher who his servicing students.

Dr. Lalla then advised the Board that since she started, the President is the one who say, let's get everyone together, let's brainstorm and put together a plan as to what we are going to do with the data and storing the data.

Dr. Lalla then advised that she forgot to mention that the goal to increase persistence, retention and completion by 10% in that two year period.

Secretary Ernie Chavez asked Dr. Lalla if she would check into the veterans for the next meeting.

Dr. Lalla advised that we want to be able to talk about committee planning and have those committees sanctioned and set up with specific goals and objectives for those committees. Dr. Lalla further stated that one of the complaints she has heard is that there is a committee but nothing gets done and stressed how we also need that contribution from our faculty and our staff. Dr. Lalla further stated that one of the first things we are going to do is lining out what those committees are and then having those committees go off and do something that is measureable and does count.

Trustee Severiano "Sev" Sisneros advised that Dr. Lalla mentioned an advisement handbook and asked if there is a model out there.

Dr. Lalla advised that we do know that there was some work done on advisement at one time and it was followed and then it was not followed. Dr. Lalla advised that she feels that we need to look at existing models and incorporate that.

### 3. Update on Quality New Mexico Membership.

Chairman Romero advised that since Trustee Abelino Montoya, Jr. is not here, we can look at the issue later on when he is present.

## **Action Items**

### 1. Approval of award of Professional Services Contract (Request for Informal Proposals) for Resource and Grant Development Services.

President Sanchez advised that we received three responses to the RFP (Request for Proposals) and asked that this item be tabled as he has not had much of a chance to review them.

Trustee David Gutierrez advised that if this is the RFP with Dr. Abreu, he feels that we need to have some reports generated as to what they have done.

President Sanchez advised that he will provide a report at the next board meeting.

Trustee Adams moved to table the item until the President has sufficient time in which to review the proposals. Secretary Chavez seconded the motion, with all in favor, the motion carried.

### 2. Approval to proceed with Media Education Center exterior parking lot and lighting project.

Physical Plant Manager, Matthew Cordova addressed the Board and advised that LCC has monies for the media center exterior which has available since 2015-16 and he would like approval to proceed with the project.

Chairman Romero asked if this money was earmarked specifically for the exterior. Matthew Cordova, Physical Plant Manager advised that it is earmarked specifically for the exterior of the Media Education Building.

Trustee Gutierrez asked Mr. Cordova if he is looking to PNM for any possible rebates which would be available.

Mr. Cordova advised that he definitely is looking into rebates and further advised that he would like to see solar lighting as PNM does offer rebates for solar lighting.

President Sanchez then advised that we are looking at getting this project off the ground sometime in February 2017.

Secretary Chavez then asked Mr. Cordova what the benefits are for us in lighting up that area.

Mr. Cordova advised Secretary Chavez that we have Culinary Arts and Nursing students who utilize this parking lot on a daily and/or nightly basis. Mr. Cordova further stated that we are not just looking at it on a current basis but also for the future as we need to utilize this funding or lose it.

Vice Chairman Kenneth Medina moved for approval to proceed with the Media Education Center exterior parking lot and lighting project. Trustee Adams seconded the motion, with all in favor, the motion carried.

### 3. Approval of BAR's (Budget Adjustment Requests).

Chairman Romero questioned Donna Flores-Medina, Vice President of Finance about Budget Adjustment Request # 7.

Ms. Flores-Medina advised that it is comprised of 3 different categories, one being from the part time employee, the second, from the extra monies from the Lead Data Base Administrator and third, the IT Director had received an increase earlier on although it had been entered wrong and has now been entered correctly.

Trustee Gutierrez questioned Ms. Flores-Medina as to where the monies came from for Budget Adjustment Requests 4 & 5 salary increases.

Ms. Flores-Medina advised that these monies came strictly from savings.

Trustee Sisneros moved for approval of the BAR's (Budget Adjustment Requests). Trustee Adams seconded the motion, with all in favor, the motion carried.

At this time Ms. Flores-Medina recommend to the Chairman, the Board and the President, moving the next meeting up from September 13, 2016 to September 7, 2016 in order to have Board approval for the RPSP's which are due for submittal to the New Mexico Higher Education Department by September 12, 2016.

**Announcement of date, time and location of next LCC BOT Meeting(s)**

- Special Board Meeting – Wednesday, September 7, 2017 @ 5:30 p.m. – LCC Student Services Board Room.
- **CANCELLED** Regular Board Meeting – Tuesday, September 13, 2016 @ 5:30 p.m. – LCC Student Services Board Room

**Adjourn**


Vice Chairman Medina moved for adjournment. Trustee Adams seconded the motion, with all in favor, the motion carried.



Daniel J. Romero, Board Chairman



Ernie Chavez, Board Secretary



SherylAnn Yara, Recorder

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES SPECIAL MEETING  
TUESDAY, SEPTEMBER 7, 2016 – 5:30 P.M.  
LCC STUDENT SERVICES BOARD ROOM**

**Call Meeting to Order and Establishment of a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez, Trustee Abelino Montoya, Jr. and Trustee Severiano "Sev" Sisneros.

**Also Present:** Dr. Sharon Lalla, Vice President of Academics, SherylAnn Yara, Executive Office Manager, Matthew Cordova, Physical Plant, Cindy Armijo, STEM/Faculty Senate/PTK, Francina Martinez, Controller, Georgia A. Baca, Fiscal, Susan Grohman, Nursing/Faculty Senate, Susan Olson-Smith, Director of Nursing, Leticia Archuleta Human Resources Director, Donna Flores, Vice President of Finance, Elaine Luna, AHEC Director, Antonio Siqueiros, Athletics, Dr. Twila Quintana, STEM/PTK, Roy Sanchez, Women's Softball, Lucas Griego, Women's Softball Coach, Marc Grano, LCC Legal Counsel.

**Absent:** President Leroy Sanchez

**Pledge of Allegiance**

**Proposed Changes or Amendments to the Agenda**

Trustee Michael Adams asked that Information Item #2 be removed from the Agenda as it is too late in time to discuss or later, approve this item.

**Approval of Agenda**

**Approval of Minutes** (*August 9, 2016 Regular Board Meeting Minutes – SherylAnn Yara, Executive Office Manager*).

**Luna Community College Board/Committee Reports/Faculty Senate Reports.**

Trustee Severiano "Sev" Sisneros advised that at the last meeting, we scheduled this meeting for the budget, and wanted to know if it is alright for us to discuss other items.

LCC Legal Counsel, Marc Grano advised that as long as we have provided information as to the other items which would be placed on the agenda within the 72 hours, we are not in violation.

## Informational Items

1. Announcement – Luna Community College Committee appointments will be addressed at the next scheduled meeting.

Chairman Daniel J. Romero advised the Board that Luna has six committees and we will be rearranging those at the next meeting. Chairman Romero then announced that if anyone is interested in being placed on a committee they should contact Sheryl and we will look at it. Chairman Romero further advised that there will no more than three members on the committees.

2. Discussion on proposed Memorandum of Understanding between REDI NET and Luna Community College. *(Item was removed from Agenda prior to approval).*

## Action Items

1. Approval of Resource and Grant Development Services bid award to NEREC (Northeast Regional Education Cooperation).

Chairman Romero advised that Trustee David Gutierrez has asked for some type of report prior to approval of this item and advised that President Sanchez had not been able to contact Dr. Abreu and does not believe that there is any type of report available tonight.

Dr. Sharon Lalla advised that bid for proposals was posted on approximately 7/31/16 and closed on 8/4/16. Dr. Lalla also advised that three proposals were received by LCC and the only one which came back within the scope and the amount being requested was NEREC.

Trustee Montoya advised that he has previously asked for some type of a report as well and has not yet seen one.

Trustee Michael Adams advised that he does not believe that LCC has been billed as of yet and does agree with both Trustees Gutierrez and Montoya.

Trustee Montoya then moved to table the item until Dr. Abreu can come before the Board to present what NEREC has done for LCC. Trustee Adams seconded the motion, with all in favor the motion did carry.

2. Approval of RPSP Requests (Research & Public Service Projects) for submittal to NMHED for consideration/approval.

LCC's Men's Baseball Coach Antonio Siqueiros addressed the Board and advised he is here to talk about a new baseball and softball field which is a pretty high amount and the second one if for the maintenance of the field.

Trustee Montoya advised that he is glad to see that Coach Siqueiros is doing this as when he started 12 years ago we started a baseball team with no field and he can see what is happening with the state and the funding and he feels that for a lack of not having our facilities, we have not done a good job. Trustee Montoya further advised that Coach Siqueiros really put the facts out there and he believes that there are some type of talks with West Las Vegas.

Coach Siqueiros advised that currently, our softball field is out at West Las Vegas and we did get new dugouts, batting cage, bull pens, etc. but our baseball team is at the Rodriguez Field although the fence is too close and we need new dugouts. Coach Siqueiros. Coach Siqueiros then touched on a conference which he would like to one day host here in Las Vegas and further advised that it is a very prestige conference. Coach Siqueiros then advised that he hopes that we will be at Rodriguez Field for the last year.

Coach Siqueiros then advised that we are the center port between Denver and Albuquerque and he feels we can bring in revenue by hosting these conference tournaments and he feels that it would be good for revenue.

Next, Susan Olson-Smith, Director of Nursing addressed the Board and advised that Nursing is very competitive and what is sad is that some of our students make more money than our faculty, therefore this is what she is requesting the money for, in order to keep our faculty here at LCC. Ms. Olson-Smith advised that we also help with scholarships.

Trustee Adams advised that we need more money for Nursing and he feels that Ms. Olson-Smith has done a great job.

Trustee Sisneros then advised that the majority of the nurses at the Guadalupe County Hospital are from Luna and that is one of the reasons Santa Rosa has a hospital is because of Luna and he would like it to be noted somehow on the RPSP. Trustee Sisneros further advised that it is a shame that there is no room on the application.

Francina Martinez, LCC Controller advised that this is the fourth year which we have asked for money. Ms. Martinez went on to say that we are doing really well with our tutoring lab and right now we are working on keep the tutoring lab with R&C (Retention & Completion) monies and have our tutoring lab grow. Ms. Martinez then advised the Board that there is also our honors chapter which LCC also sponsors with R&C monies and we update our equipment for the students in our labs. Ms. Martinez then advised that there are two things not listed which are, student life and the equipment of our CARS system.

Dr. Lalla recommends approval for the submittal of the RPSP requests to the NMHED.

Coach advised that one of his requests is just for the field and the second was for the field maintenance, these are two separate requests. Coach Siqueiros further advised that the amount for the student stipends should read \$211,000.

Trustee Adams asked if there is still time to make adjustments to the RPSP's.

Vice President of Finance, Donna Flores-Medina advised that the amounts will not change.

Trustee Sisneros moved for approval of submittal of the RPSP's for consideration to NMHED. Trustee Montoya seconded the motion, with all in favor, the motion did carry.

Vice President Flores-Medina advised that the reason this meeting was called is due to the fact that we have a 9/12/16 deadline for submission of the RPSP's and thanked the board for calling this meeting.

3. Approval of BAR's (Budget Adjustment Requests).

Dr. Lalla recommended that the BAR's.

Trustee Sisneros moved for approval of the BAR's. Vice Chairman Kenneth Medina seconded the motion, with all in favor, the motion did carry.

4. Approval of the hire of Roy Sanchez as Luna Community College Women's Assistant Softball Coach.

Trustee Montoya stated that the Community College Act states that the Board of Trustees hires the President as well as to monitor the finances of the College. Trustee Montoya then advised that the President does the hiring and firing so he asked if it is necessary to have this item on the Agenda for the Board to approve because by statute, the President already has the approval to hire.

Legal Counsel, Marc Grano then advised Trustee Montoya and the Board that the modification to the anti-nepotism policy allows for the hiring of individuals related to the President, although the Board must decide the vote on hiring of members related to the President's.

Trustee Montoya then asked if Mr. Sanchez has already been working here in the past.

Mr. Grano advised that he believes that in the past Mr. Sanchez served on a temporary basis and is currently serving voluntarily.

Dr. Lalla advised that Mr. Sanchez was the only applicant, went through the entire interview process and does meet the minimum requirements therefore, she recommends that Mr. Sanchez be placed in the position of Assistant Women's Softball Coach.

Trustee Adams moved for approval of the hire of Roy Sanchez to the position of Assistant Women's Softball Coach. Vice Chairman Medina seconded the motion.

At this time, Chairman Romero called for a roll call vote.

Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Abstained	Trustee Abelino Montoya, Jr.	Abstained
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry.

Trustee Adams then made a recommendation allowing Chairman Romero to sign off on the hire of Roy Sanchez. Vice Chairman Medina seconded the recommendation, with all in favor of the recommendation.

**Announcement of date, time and location of next LCC BOT Meeting(s) and Work Shops.**


- Tuesday September 13, 2016 (Regular Board Meeting) – 5:30 p.m. – LCC Student Services Board Room.

**Adjourn**

Trustee Gutierrez moved for adjournment. Secretary Ernie Chavez seconded the motion, with all in favor, the motion did carry.

  
Daniel J. Romero, Board Chairman

  
Ernie Chavez, Board Secretary

  
SherylAnn Yara, Recorder

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
SPECIAL BOARD MEETING  
TUESDAY, SEPTEMBER 13, 2016 – 5:30 P.M.  
LCC STUDENT SERVICES BOARD ROOM**

**Call Meeting to Order and Establishment**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez, Trustee Abelino Montoya, Jr. and Trustee Severiano "Sev" Sisneros.

**Also Present:** Vice President of Academics, Dr. Sharon Lalla, SherylAnn Yara, Executive Office Manager, Dr. Jim Abreu, NEREC, Donna Flores-Medina, Vice President of Finance, Erin Gilland, Nursing/Faculty Senate.

**Absent:** President Leroy Sanchez & Vice Chairman Kenneth Medina and Trustee Abelino Montoya, Jr.

**Pledge of Allegiance**

**Proposed Changes or Amendments to the Agenda**

**Approval of the Agenda**

Trustee David Gutierrez moved for approval of the Agenda. Trustee Michael Adams seconded the motion, with all in favor, the motion did carry.

**Luna Community College Board/Committee Reports/Faculty Senate Reports**

Trustee David Gutierrez addressed the Board and advised that the HVAC system in Springer is encountering a lot of problems and today he was notified that Mr. Ulibarri is requesting that we do an onsite testing. Trustee Gutierrez also advised the Board that the Springer satellite is having problems with the GED program room which is a huge issue due to the fact that school has been in progress for a while now.

Ms. Erin Gilland, Faculty Senate Chair addressed the Board and advised that they have held two meetings so far and have filled all of their vacancies by special election which is required in their by-laws. Ms. Gilland advised that one of the things which they are needing is a faculty directory similar to the "everyone" email. Ms. Gilland further stated that no one maintains a directory for faculty. Ms. Gilland went on to say that they are also talking to NEA which would be a positive thing for LCC which would make it conducive for employees to stay here and feel good about their jobs.

## **Action Items**

1. Approval of Resource and Grant Development Services bid award to NEREC (Northeast Regional Education Cooperative).

Dr. Jim Abreu of the NEREC (Northeast Regional Education Cooperative) addressed the Board and advised that he always feels good when he comes here as he sees his father's picture above and then his daughter just addressed the Board so he feels pretty good. Dr. Abreu advised that they were approved for a contract by LCC last year and advised that they were working on an NSF grant but ran out of time but were able to get an extension and were able to do a little bit more although again, time ran out. Dr. Abreu advised that the second grant is the Promise Look Neighborhood which is before them. Dr. Abreu advised that he has received some pretty great letters of support and anything that they benefit from, LCC will benefit from. Dr. Abreu then advised that he has a real good feeling because he got a letter of support from our congressional members and he sent it directly to the department to of education. Dr. Abreu then opened it up for any questions.

Trustee Gutierrez then advised Dr. Abreu that he thought the board would be more alerted as to what they have been doing and also asked if we could have these reports on a quarterly basis in order to give an update as to what is happening.

Trustee Michael Adams commended Dr. Abreu and his staff as they are understaffed and they do a great job and he totally appreciates him.

Trustee Severiano "Sev" Sisnero moved for approval of the bid award to NEREC. Trustee Adams seconded the motion, with all in favor, the motion did carry.

2. Approval of the 2015-2016 Report of Actuals.

Vice President of Finance Flores-Medina advised that part of the requirement from the New Mexico Higher Education Department is the submittal of a report of actuals which the board has before them. Ms. Flores-Medina then explained each column to the Board, (refer to attachment A).

Dr. Lalla recommended approval of the report of actuals for submittal to NMHED.

Trustee Severiano "Sev" Sisneros moved for approval of the report of actuals for submittal to NMHED. Secretary Ernie Chavez seconded the motion, with all in favor, the motion did carry.

3. Approval of BAR's (Budget Adjustment Requests).

Dr. Lalla recommended approval of the BAR's (Budget Adjustment Requests).

Trustee Adams moved for approval of the BAR's. Trustee Sisneros seconded the motion, with all in favor, the motion carried.

**Announcement of date, time and location of next LCC BOT Meeting(s) and Work Shops.**

Chairman Romero announced that the Board will be hosting a Retreat on September 23 – 24, 2016 with the location to be determined.

Regular Board Meeting scheduled for Tuesday, October 11, 2016 @ 5:30 p.m. at the LCC Student Services Board Room.

**Adjourn**

Trustee Adams moved for adjournment. Trustee Sisneros seconded the motion, with all in favor, the motion did carry.

  
Daniel J. Romero, Board Chairman

  
Ernie Chavez, Board Secretary

  
SherylAnn Yara, Recorder

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES SPECIAL MEETING  
TUESDAY, OCTOBER 18, 2016 – 5:30 P.M.  
LCC STUDENT SERVICES BOARD ROOM**

**Call Meeting to Order and Establishment of a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams Trustee David Gutierrez, Trustee Abelino Montoya, Jr. and Trustee Severiano "Sev" Sisneros.

**Also Present:** President Leroy Sanchez, SherylAnn Yara, Executive Office Manager, Orlando LeFebre, Information Specialist, Marc Grano, LCC Legal Counsel, Leticia Archuleta, Human Resources Director, Donna Flores-Medina, Vice President of Finance, Dr. Sharon Lalla, Vice President of Academics, Dr. Rolando Rael, Allied Health Director, Matthew Cordova, Physical Plant Manager and Elaine Luna, AHEC Director.

**Pledge of Allegiance**

**Proposed Changes or Amendments to the Agenda**

Chairman Daniel J. Romero advised that he would like Action item #4 moved and discussed after Executive Session.

Trustee Michael Adams advised that he does not feel that anyone has had a chance to look at the documents regarding Agenda #1.

President Leroy Sanchez then advised the Board that there was an RFP a Supplemental Insurance Provider with only one company submitted a bid. At this time, President Sanchez asked that Human Resources Director, Leticia Archuleta address the Board and provide a little more information.

Ms. Archuleta addressed the Board and was advised by the Chairman that the Board has not seen any information regarding the proposal itself.

Trustee Adams advised that they have not seen the RFP which was presented to the public and in his opinion if the Board is going to approve things regarding spending and funding, they need to see things prior to it going forward. Trustee further advised that he feels the same way about the BAR being presented tonight which reads Nichole Collins, \$16,000.00. Trustee Adams reminded that he has said this at every meeting since he has been on this Board, that they need to see these items before the get presented to them on the evening they are to vote on them.

Trustee Adams then moved to table Action items #'s 1, 2 and 3 and move Action item #4 for discussion and approval after Executive Session. Secretary Ernie Chavez seconded the motion, with all in favor the motion carried.

### **Approval of Agenda**

Vice Chairman Kenneth Medina moved for approval of the Agenda with the recommended changes. Trustee Adams seconded the motion, with all in favor, the motion carried.

**Approval of Minutes** (*September 7, 2016 Special Board Meeting & September 13, 2016 Regular Board Meeting Minutes*) – SherylAnn Yara, Executive Office Manager.

Trustee Severiano "Sev" Sisneros advised that on the September 7, 2016 minutes, paragraph 6, should read "one of the reasons" as opposed to "the only reason".

Trustee Abelino Montoya, Jr. advised that he was not present at the Meeting of September 13, 2016 as he was in the hospital on this date, although he is listed as being present.

Trustee Montoya then moved for approval of the Minutes of September 7 & 13, 2016 with the reflected changes. Trustee Adams seconded the motion, with all in favor the motion carried.

### **Reports – LCC Board/LCC Committees**

Chairman Romero addressed the Board and advised that he along with President Sanchez and Vice Chairman Medina attended the 47<sup>th</sup> Annual ACCT Leadership in Congress Conference, October 3<sup>rd</sup> through 8<sup>th</sup>, 2016, in New Orleans, LA which was very beneficial and offered a lot of information with over 80 sessions. Chairman Romero advised that some of the session which they attended were Achieving the Drain 2020, Understanding the College using data to guide and improve student success. Chairman Romero advised that they talked about guiding our students through their career choices and career pathways and accomplishing goals that they need to achieve. Chairman Romero further stated that they broke them into groups and used strategies working at different community colleges around the world and what is working and what is not. Chairman Romero further advised that they talked about governance and the overuse of policies and and the big thing is that they have people who will come to the institution although it is very pricey. Chairman Romero advised that one of the things which impressed them is that one of the big presenters there was a Mr. Joseph A. Garcia who served as Lieutenant Governor in Colorado, was the Director of Higher Ed in Colorado, also was the President of the second largest community college, Pikes Peak Community College in Colorado and Mr. Garcia's family is originally from Espanola, New Mexico.

Trustee Montoya advised Chairman Romero that he saw the committee appointments and thanked him for honoring his request and placing him on the Finance Committee.

Chairman Romero advised that he was able to honor that one although he had another request from one of the other Board Members but he and Vice Chairman Medina wished to remain on the Facilities Committee and we do not want to violate the quorum rule.

### **Presidential Update to Board (Information only)**

- New Hires – The President will update the Board on recent hires

President Sanchez shared the new hires with the Board (from the last two months) and handed them a prepared list of new employees. President Sanchez then advised that if there were any concerns or questions, he would try to answer them.

At this time Chairman Romero advised that at one time, it was requested that the new employees come to a meeting in order to get to know the Board and vice versa.

New employees, Dr. Rolando Rael, Director of Allied Health and Orlando LeFebre, Information Specialist were in the audience and introduced themselves to the Board and the audience.

Both employees were welcomed and congratulated by the Board.

President Sanchez asked Chairman Romero if this is something the Board would like be done from here on out.

Chairman Romero advised that he feels this is a good idea and we can have this done at the beginning of the Agenda and if the employee does not want to remain for the meeting, they can leave.

### **Appointments**

Chairman Romero advised the Board that their packets contain committee appointments/assignments and advised that there will be others on the committees.

Trustee Sisneros asked if the Policy Committee was a special committee or if it is a standing committee.

Chairman Romero advised that the Policy Committee was a special committee due to the fact that the Board's policies needed looking into and he believes that it should remain.

Trustee Montoya then advised that these committees are listed in the Board's policies and recommended that the Policy Committee be placed under the Executive Committee.

### **Informational Items**

1. Update on the Springer Satellite HVAC system.

Matthew Cordova, LCC Physical Plant Manager and John Montoya of Wilson & Co., addressed the Board.

At this time Trustee David Gutierrez advised that he had the opportunity to address these issues with President Sanchez, Mr. Cordova and Mr. Montoya who clarified issues which had been questioned to his understating and to that of everyone else. Trustee Gutierrez advised that now that the committees are assigned, these committees should be meeting with these two gentlemen on any of the other projects and reporting back to the Board in order to eliminate some of these questions. Trustee Gutierrez advised that he received a lot of clarification today from Mr. Montoya regarding, for instance funding for phase II, etc.

Chairman Romero asked Mr. Cordova and Mr. Montoya if he and Vice Chairman Medina could possibly get some kind of a monthly schedule as to what is going on, especially in the satellite areas in order for them to keep the Board informed as well.

Mr. Cordova advised that this is possible.

Secretary Ernie Chavez advised that he would like an itemized report on what is being spent and what is being ordered because what he has seen in the past is the Board is in the dark.

Trustee Montoya advised that one of the things which was discussed at the LCC Retreat was that the Board would like to have a priority chart as to what is going on, both on the Main campus as well as the Satellites in order that the Board is aware as to what is going on.

Chairman Romero advised that it is not only the Facilities committee, it is going to be all committees, for example, Dr. Lalla wants to be on the Education Committee in order that we know what is going on with the education, the different departments, the tracking, etc. Chairman Romero then advised that it is not the Committee's fault, it is him who needs to communicate with the committees in order to inform the Board.

Trustee Gutierrez then asked Mr. Montoya if they were able to come up with any prints or numbers for phase II or if it is still in the works.

Mr. Montoya advised that he should have some numbers by tomorrow.

### **Action Items**

1. Request approval to award bid of Request for Proposals for Supplemental Insurance Provider/Registered Investment Representative, RFP-HR-2016-01 to Competitive Benefits Administrators (CBA).
2. Approval of the BAR's (Budget Adjustment Requests).

3. Approval of Modification/Deletion of Board of Trustees Policy allowing for telephonic appearance by Trustees during LCC BOT Meetings.
4. Approval of Modification of Board of Trustees Nepotism Policy.

Chairman Romero reminded the Action Items 1, 2 and 3 have been tabled and Action Item #4 will take place once back in Regular Session after Executive Session.

**Announcement on date, time and location of next LCC BOT Meeting(s) and Work Shops.**

- Regular Board Meeting – Tuesday, November 8, 2016 @ 5:30 p.m. – LCC Student Services Board Room.

Chairman Romero advised that the Board will hold a Work Session **TBA**.

**Executive Session**

Vice Chairman Medina moved that the Board convene into Executive Session. Trustee Sisneros seconded the motion, with all in favor, the motion carried.

At this time, Chairman Romero called for a roll call vote. Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry.

**Reconvene into Regular Session**

Vice Chairman Medina moved to reconvene into Regular Session. Trustee Montoya seconded the motion.

Chairman Romero called for a roll call vote. Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry.

## Adjourn

Trustee Montoya moved for adjournment. Vice Chairman Medina seconded the motion.

Chairman Romero called for a roll call vote. Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry.

  
Daniel J. Romero, Board Chairman  
Ernie Chavez, Board Secretary  
SherylAnn Yara, Recorder

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES SPECIAL MEETING MINUTES  
FRIDAY, NOVEMBER 4, 2016 – 5:30 P.M.  
OFFICE OF THE PRESIDENT**

**Call Meeting to Order and Establishment of a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez, Trustee Abelino Montoya, Jr. and Trustee Severiano "Sev" Sisneros.

**Also Present:** President Leroy Sanchez and Marc Grano, LCC Legal Counsel.

**Approval of Agenda**

Trustee Michael Adams moved for approval of the Agenda. Trustee Severiano "Sev" Sisneros seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry.

**Executive Session**

Vice Chairman Kenneth Medina moved to convene into Executive Session. Trustee Adams seconded the motion.

Chairman Romero called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The Motion did carry.

## Reconvene into Regular Session

Vice Chairman Medina moved to reconvene into Regular Session. Secretary Ernie Chavez seconded the motion.

Chairman Romero called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelnio Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry.

Chairman Romero advised that there was no action taken during the Executive Session portion of this meeting.

## Adjourn

Trustee Montoya moved for adjournment. Vice Chairman Medina seconded the motion.

Chairman Romero called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry.

  
Daniel J. Romero, Board Chairman

  
Ernie Chavez, Board Secretary

  
RECORDER

LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES SPECIAL MEETING MINUTES  
Tuesday, November 22, 2016 – 5:30 p.m.  
LCC Student Success Center Board Room

**Call Meeting to Order and Establish a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez, Trustee Abelino Montoya, Jr., **(via telephone)** and Trustee Severiano "Sev" Sisneros.

**Also Present:** President Leroy Sanchez, Executive Office Manager, SherylAnn Yara, LCC Legal Counsel, Marc Grano, Orando LeFebre, Information Specialist, Matthew J. Sandoval, Chief 4<sup>th</sup> Judicial District Judge, Art Abreu, Athletics, Georgia A. Baca, Fiscal/Grants, Nichole Collins, STEM, Aylssa Sena, Humanities, Francina Martinez, Fiscal, Robert Grill, Student Government Vice President, Leticia Archuleta, Human Resources Director, Maxine Hughes, Nursing, Janice Medrano, Student Success Center, Dawna Ortega-Gallegos, Student Government Advisor, Jackson Igondou, Student Government President, Matthew Cordova, Physical Plant, Dr. Sharon Lalla, Vice President of Academics, Ernissa Romero, Registrar's Office, Raymond Varela, ACE Lab, Elizabeth Ratcliff, NMHU-ARMAS, Martin Suazo, Citizen and Elaine Luna, AHEC.

**Pledge of Allegiance**

Vice Chairman Kenneth Medina led the Pledge of Allegiance.

**Proposed Changes to the Agenda**

Trustee Michael Adams moved to table Information Item #2, Quarterly Financial Report and remove item #14, Executive Session from the Agenda. Secretary Ernie Chavez seconded the motion, with all in favor, the motion carried.

**Approval of the Agenda**

Trustee Adams moved for approval of the Agenda with the recommended changes. Secretary Chavez seconded the motion, with all in favor, the motion did carry.

**Approval of Minutes** (September 23 & 24, 2016, LCC BOT Retreat minutes, October 18, 2016, Special Meeting minutes and November 4, 2016 Special Meeting minutes).

Trustee Abelino Montoya, Jr. moved for approval of the September 23 & 24, 2016 LCC BOT Retreat minutes, October 18, 2016 Special Meeting minutes and November 4, 2016

Special Meeting minutes. Trustee Adams seconded the motion, with all in favor, the motion did carry.

### **Oath of Office**

4<sup>th</sup> Judicial Chief District Judge swore in LCC's Student Government President, Jackson Idondou.

### **Reports**

Chairman Daniel J. Romero addressed the Board and advised that the Facilities Committee met on November 16<sup>th</sup>, present were himself, Vice Chairman Medina and Mr. Matthew Cordova, meeting was called to order at 4:01 p.m., the motion was approved by Mr. Cordova and Vice Chairman Medina. Chairman Romero advised that the Agenda included approval of legislative requests for 2015-2016 for informational interns on the November GO Bond elected for the \$2,000,000.00 and some of the projects, they also discussed the roofing projects for Humanities, Technologies and Human Resources Departments, as well as some of the things which are going on in Santa Rosa such as the Brown Building. Chairman Romero further stated that they also discussed the Medial Education Building, the parking lot, which will be a cost of \$800,000.0 and again, we are looking at the tax bond for that. Chairman Romero further stated that we are looking at the Welding Technology Building and hopefully their next meeting will be next month. Chairman Romero that the meeting adjourned at approximately 4:42 p.m.

Newly sworn in Student Government President Jackson Igondou addressed the Board and the audience and advised that it has been fast pace which they have been running since taking office, they started with some activities which would bring the students together, they hosted the Haunted house, Costume contest and Trick or Treat. Mr. Igondou further stated that they had lunch with the President and Vice President and discussed what we are doing and where we want to be tomorrow. Mr. Igondou stated that the Vice President was very happy with some of the thing which they brought forward and advised that the Vice President assured them that she and the President will be walking hand in hand to make sure that what we are proposing gets done. Mr. Igondou then advised that he had another meeting with the President who sent him to meet with the head of Admissions talks one on one and then we will bring it back to the President. Mr. Igondou ended by say that on the 3<sup>rd</sup> of December Student Government will be sharing some coats from the Coat Drive which they are sponsoring and reminded everyone that it is not too late to donate any coats, gloves, scarves, etc. which you do not need to people who do need them.

Next, Secretary Chavez addressed the Board and thanked Cindy Branch for the veteran's ceremony and stated that he really appreciated it because our veterans are very important as they sacrificed their lives for us.

President Sanchez then introduced the Student Government President who was also in the audience, Mr. Robert Gill who then thanked everyone for giving him the opportunity to serve as Vice President.

### **Presidential Update to the Board (Information only)**

- New Hires

President Sanchez advised that we have two new employees who we would like to welcome to Luna Community College and asked them to come up and address the Board and let them know what they are doing.

Ernissa Romero, Student Service Specialist with the Registrar's Office introduced herself to the Board and advised that it has been a pleasure, it has been very busy but has been amazing.

Alyssa Sena introduced herself to the Board and advised that she is a 2015 graduate from Luna she graduated with an Associates in Teacher Education and further stated that she hopes to come back one day to teach. Ms. Sena advised that she is employed at the Humanities Department.

- Presentation by Dr. Sharon Lalla

Dr. Lalla addressed the Board and spoke of a book called Happy Birthday Moon asking, when is the moon's birthday. Dr. Lalla then advised that we need to take opportunities to see what LCC is doing. Dr. Lalla then advised that the Nursing pass grades have increased, as the national average is 82% and currently we are at 88% so our Nursing Instructors have done a tremendous job with the students. Dr. Lalla then went on to state that we have a very active Director in our STEM department who brought the Fractal world to Las Vegas/New Mexico Highlands University where we had 250 individuals who attended in the morning session and 89 who attended the afternoon session. Dr. Lalla went on to say that we are working with the Department of Corrections and Springer and looking at providing certificates and Associate degrees for our ladies there at the facility and have already begun our cohort which will begin in the Fall with us offering culinary arts classes and automotive classes. Dr. Lalla then advised that Keith Gutierrez, of the Springer satellite and Dr. Vidal Martinez will be managing that project.

Dr. Lalla then spoke on the Tutoring changes within the different department which are now supporting the athletes and are in two areas from 5-8 student for the remainder of the semester and further stated that we are now using data to see how we are doing with our tutoring system.

Dr. Lalla then advised that we have created an number of internal committees and are looking at a data reporting system for all of the departments as we do need to have some type of consistent approach to the data which we have especially when it comes to Accreditation and other studies which we need to submit, we just finished one for Dental which is ready for submittal. Dr. Lalla went on to say that we will also have another HLC

visit in the year 2017 and another in 2018. Dr. Lalla advised that we have an Advisement Team which is comprised of students, faculty and staff who will be looking to see what we can do to improve the students experience as we will follow them through completion, starting with student advisement. We also have an Instructional Technology Committee and we are in the process of brainstorming. Dr. Lalla then advised that Board that our Student Government President, Mr. Robert Grill is also a member of these two committees. Dr. Lalla went on to say that the Academic Directors have taken two field trips, one to the Workforce Summit and the other to the LANL community leaders update. Dr. Lalla then advised that LCC in collaboration with New Mexico Highlands University also held College Night back in October which was a wonderful collaboration and understands that it was a great turn out. Dr. Lalla then secure the quality matters subscription from the vocations, we presented a plan to Title V Director and Managers and introduced the concept of online quality in our vocational courses and then we plan to roll out to our business courses and hope to have it by fall 2017. Dr. Lalla then thanked Title V for purchasing a subscription for the entire campus.

### **Informational Items**

1. Discussion on the proposed installation of an 18-hole disc golf course on the campus of Luna Community College. Total cost of the project is estimated at \$15,000.00.

Trustee Adams advised that he was approached by a gentleman from New Mexico Highlands University regarding disc golf and proposed possibly doing something with LCC as we have approximately 200 acres of property which are not being used. Trustee Adams advised that he thinks it would be a great idea and has brought it up to Athletic Director Art Abreu who feels that this is a good idea especially during the time we don't have any sports going on. Trustee Adams then advised that we could possibly host fundraisers to raise money for our students. Trustee Adams then advised that he hopes to bring this item back to the Board as an Action Item and would like to move forward with NMHU.

Chairman Romero then asked that they bring a plan before the Board.

Trustee Adams then advised that part of the 15,000.00 would include an Architect and that he would go back to NMHU and talk to them and find out what the next step is.

Trustee Montoya advised that he feels that Mr. Igondou should bring this to the students to see how it would benefit the students.

### **Action Items**

1. Approval of Luna Community College's 2017 Open Meetings Act Resolution.

Executive Office Manager, SherylAnn Yara addressed the Board and advised that before them, they have the LCC 2017 Open Meetings Act Resolution. Mrs. Yara advised that Board that is State mandated that these Resolutions are adopted by each Board yearly.

Mrs. Yara advised that this year's Resolution mirrors last year's Resolution with the exception of the Year which has been changed from 2016 to 2017.

Vice Chairman Medina moved for approval of the LCC 2017 Open Meetings Act Resolution. Secretary Chavez seconded the motion, with all in favor, the motion carried.

THE 2017 LCC OPEN MEETINGS ACT READ AS FOLLOWS:

**LUNA COMMUNITY COLLEGE  
OPEN MEETINGS ACT  
RESOLUTION  
2017**

**WHEREAS**, The Board of Trustees for Luna Community College (hereinafter referred to as the "Board") met in "Regular Session at the Luna Community College Student Success Center Board Room on Tuesday, November 22, 2016 at 5:30 p.m., as required by law; and

**WHEREAS**, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to 4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body are declared to be public meetings open to the public at all times; and

**WHEREAS**, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

**WHEREAS**, Section 10-15-1(D) of the Open Meetings Act requires the Board to determine annually what constitutes reasonable notice of its public meetings:

**NOW, THEREFORE, BE IT RESOLVED** by the Board that:

1. All regular meetings shall be held at the Board of Trustees Hall located in the Student Success Center Building of the Las Vegas Campus of Luna Community College, Las Vegas, New Mexico at 5:30 p.m. or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held on the second Tuesday of each month. The agenda will be available at least seventy-two (72) hours prior to the meeting from the Luna Community College Administrative Building reception area located outside the President's Office on the Las Vegas campus, Las Vegas, New Mexico. The agenda will also be posted on the Luna Community College website at [www.luna.edu](http://www.luna.edu).

3. Notice of regular meetings other than those described in paragraph 2 will be given ten (10) days in advance of the meeting date. The notice shall include a copy of the agenda or information on how a copy of the agenda may be obtained. If not included in the notice will be available at least seventy-two (72) hours prior to the meeting and posted on the Luna Community College website at [www.luna.edu](http://www.luna.edu).

4. Special meetings may be called by the Chairman or a majority of the members upon three (3) days notice. The notice for a special meeting shall include an agenda for the meeting or information on how a copy of the agenda may be obtained. The agenda will be available at least seventy-two (72) hours prior to the meeting and posted on the Luna Community College website at [www.luna.edu](http://www.luna.edu).

5. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Board will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members with twenty-four (24) hour prior notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten (10) days of taking action on an emergency matter, the Board will notify the Attorney General's Office.

6. For the purposes of regular meetings described in Paragraph 3 of this resolution, notice requirements are met if notice of the date, time, place and agenda is placed in newspapers of general circulation in the state and posted in the following locations: a conspicuous place in the Administration Building of the Luna Community College Las Vegas campus and its satellite campuses. The Board Executive Office Manager shall mail or fax copies of the written notice to those broadcast stations licensed in the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

7. For the purposes of special meetings and emergency meetings described in paragraphs 4 5, notice requirements are met if notice of date, time, place and agenda is provided to newspapers of general circulation in the state and posted in a conspicuous place in the Administration Building of the Luna Community College Las Vegas campus and its satellite campuses. The Board's Executive Office Manager shall mail or fax copies of the written notice to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings. Telephone notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

8. In addition to the information specified above, all notices shall include the following language:

If you are an individual with a disability who is in need of a reader amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend

or participate in the hearing or meeting, please contact the Office of the President, Luna Community College, 366 Luna Drive, Las Vegas, New Mexico 87701, Phone 505-454-2500 or 1-800-588-7232, Fax: 505-454-2519 at least one (10 week prior to meeting or as soon as possible. Public documents, including the agenda and minutes can provided in various accessible formats. Please contact the Office of the President, Luna Community College, 366 Luna Drive, Las Vegas, New Mexico 87701 Phone: 505-454-2500 or 1-800-588-7232, Fax: 505-454-2919 if a summary or other type of accessible format is needed.

9. The Board of may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.

(a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Board taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specific in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

(b) If a closed meeting is conducted when the Board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specific, is given to the members and to the general public.

(c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

(d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussion in a closed meeting shall be made by vote of the Board in an open public meeting.

10. Any and all determinations or resolutions heretofore adopted by the Board, concerning the public notice of its meetings as required by Section 10-15-1(D) of the Open Meetings Act, amended be, and the same is hereby, rescinded and superseded by this resolution.

11. In accordance with Section 10-15-1(D), this policy shall be reviewed annually.

12. This Resolution shall be filed forthwith in the Office of the President of Luna Community College, and published in the Las Vegas Daily Optic and the Santa Rosa Communicator.

**Approved by the Board of Trustees of Luna Community College this 22<sup>nd</sup> day of November, 2016.**

2. Approval to award bid (Request for Proposals for Supplemental Insurance Provider/Registered Investment Representative RFP-HR-2016-01) to Competitive Benefits Administrators (CBA).

Leticia Archuleta, Human Resources Director addressed the Board and advised that the Human Resources Department went out for RFP for Supplemental Insurance, effective August 1, 2016 and did only receive one RFP and is now recommending approval of the bid award to Competitive Benefits Administrators (CBA).

President Sanchez then advised that he concurs with Ms. Archuleta and recommends approval of the bid award to Competitive Benefits Administrators.

Trustee Adams moved for approval of the bid award to Competitive Benefits Administrators. Vice Chairman Medina seconded the motion, with all in favor, the motion carried.

3. Approval of policy revision to comply with US Department of Labor's (DOL) Final Labor Standards Act (FLSA), Overtime Final Rule, adoption effective December 1, 2016.

Leticia Archuleta again addressed the Board and advised that they have the Overtime Final Rule with Higher Ed., which is effective December 1<sup>st</sup>. Ms. Archuleta went on to say that the new salary threshold will go from the \$455.00 per week, \$23,660.00 for a full year's salary to \$913.00 per week, \$47,476.00 for a full year employee. Ms. Archuleta went on to further state that it is a Federal Law, we also need to revise our current staff policies to reflect this law. Ms. Archuleta then advised that she is recommending approval of the policy revision.

President Sanchez then recommended approval of the policy revision to reflect this law, and stated that even if it is not approved by the Board tonight, it is a law that is going to go into effect.

Trustee Adams then asked Ms. Archuleta where this would affect us the most.

Ms. Archuleta advised that we would most be affected in the Maintenance area who are non-exempt employees.

Trustee Adams moved for approval of the policy revision. Trustee Sisneros seconded the motion, with all in favor, the motion did carry.

4. Approval of BAR's (Budget Adjustment Requests).

Francina Martinez, LCC's Controller addressed the Board and advised that the Board has before them the BAR's (Budget Adjustment Requests), a total of 12, with many of them being carry overs from last year. Ms. Martinez advised that the Directors are also in the audience tonight in order to answer any questions the Board may regarding the BAR's.

1. Ms. Martinez advised that the STEP Grant which is an increase for the next five years is asking for increase of \$16,000.00 with the current budget being \$38,000.00 and this would be for five years. Ms. Martinez advised that the increase would be for professional salaries, fringes, student stipends and travel.

Trustee Adams asked what the grant is.

LCC Instructor, Nichole Collins addressed the Board and advised that STEP grant is a program started by the Science Foundation and that they are in partnership with New Mexico Tech., and a few other schools in our area and the program is to encourage students to transfer to a four year college. Ms. Collins advised that last year, they had 18 participants who were taken to NM Tech., overnight and they were able to experience the symposium. Ms. Collins further stated that this year they have 24 to 25 participants who she has go and participate in different STEM functions and they went to the LANL breakfast and participated in the Fractals which was put on by STEM as well as assist with food drives, etc. Ms. Collins further advised that the students are given a stipend at the end of the year and if this BAR is approved tonight, she will be giving them a \$350.00 stipend each.

Trustee Adams thanked Ms. Collins and advised that he does not like to approve things which he knows nothing about and Ms. Collins' synopsis was excellent and he believes that some of the Board members who did not know what this was about, now have a better picture. Trustee Adams advised that by just including what she just said with the BAR, would make it so much easier for the Board to know exactly what they are approving and asked that everyone submitting a BAR to the Board for approval should have the same type of justification.

2. PASS for our tutors, New Mexico Highlands University increased what they had left over to give us in order to keep Raymond Varela until December.

Mr. Raymond Varela addressed the Board and advised that this is just an increase which we got when the grant ended, which is a three month extension of \$2,014.00 and the money was placed in his salary in order he continue to manage the tutors for right now.

3. Finance SB9 reduction of the 5% which the State of New Mexico will be taking away from us which is \$424,510.00, being 5.52%.

4. AHEC. Ms. Martinez advised that Elaine Luna, AHEC Director had two BAR's on the list, one being for her federal and the other for her state. Ms. Luna advised that she has been serving Luna Community College and University of New Mexico Health

Sciences for 21 years and their purpose is to help Health Professionals in the state of New Mexico. Ms. Luna advised that she has two budgets, federal and state and further advised that the purpose of the federal grant is to increase Health Professionals in the State of New Mexico. Ms. Luna then went over the different type of services which are provided to the rural areas.

5. Physical Plant. Mr. Matthew Cordova, Physical Plant Manager addressed the Board and advised that the money is \$45,000.00 which the State approved through a severance tax bond for Luna to purchase vehicles.

6. Finance & Administration is asking for increase of 25,000.00 for asset inventory services to address special audit matters regarding our inventory as per request of HED.

Again, Trustee Adams advised that there is not much information and will again ask that we have further information when it comes to these BAR's. Trustee Adams then asked Ms. Martinez to make a note to that effect.

7. Activity Clubs. Ms. Martinez advised the Board that this is just a carry- over from last year and is an increase of \$36,000. President Sanchez then advised that he thought that it was going to be an increase for tutors as well as for what the clubs would be doing, but is not sure.

Again Trustee Adams asked for documentation regarding this issue as well.

8. R&C. Ms. Martinez advised the Board that this is the carry- over from last year which is \$194,366 and it is broken down for the Board.

9. Nursing. Ms. Martinez advised the Board that this is broken down on the justification and Nursing is asking for an increase of \$191,067.00 which will be for supplies for the SIM lab and Skills lab, travel for faculty and staff to increase knowledge for the NMNEC Association, equipment, beds, technology, SIM charting, skilled mannequins, fringe benefit increases for the price of insurance and ATI package for student enhancement and competitive salaries to retain faculty.

10. Board of Trustees and President. Ms. Martinez advised that the increase of \$150,000.00 is in order to complete the year.

President Sanchez then advised that increase request is for some of the thing which we are looking at doing for next semester. President Sanchez further advised that we don't want to be short and it is probably a little bit too much that we are asking for but there are some meeting which we are looking at having throughout the Community Colleges and maybe in New York. President Sanchez went on to say that there are some ideas which we are working on and we would like to put that money aside for in case it is needed and if it is not, well that is alright.

11. LANL. Mr. Francisco Apodaca, STEM Director advised the Board that this a \$5,000.00 endowment from the Los Alamos National Laboratories and is to provide a series of eight (8) Science Shows to underline areas within the Luna footprint which are Anton Chico, El Valle Pecos, Wagon Mound, Springer, Mora, Maxwell and Cimarron. Mr. Apodaca advised that they are going to go out with the STEM faculty for a one hour science show for elementary and middle school kids. Mr. Apodaca then stated that he feels that we have been missing out on some recruitment opportunities at a younger age to get them to start thinking about coming to STEM. Mr. Apodaca then advised that he approached the Director of the Los Alamos National Labs and asked for \$1,500.00 from the Los Alamos National Foundation and the Director advised that if Mr. Apodaca sent a in a one pager, he would give him \$3,000.00. Mr. Apodaca then advised that he sent a one pager on a Monday and on Friday at 4:30, he received a call from the Director's secretary telling him that he needed to change the proposal and increase it to \$5,000.00. Mr. Apodaca then stated that they got the check to buy equipment, for mileage and to give something to the kids from kindergarten to 9<sup>th</sup> grade so they are going to go younger in their recruitment efforts.

Trustee Adams then thanked Mr. Apodaca for having his I's dotted and his t's crossed. Trustee Adams then asked President Sanchez if there were any way, possibly through R&C monies to match the funding or maybe a little bit more for the STEM department.

President Sanchez advised we will go ahead and work with Mr. Apodaca to match.

Mr. Apodaca advised that this would be great as they would be able to serve other areas.

President Sanchez then advised that he is recommending approval of the BAR's as presented and that the information/explanations requested also be submitted to the Board by next week.

Trustee Adams moved for approval of the BAR's again with the changes which have been requested. Trustee Sisneros seconded the motion, with all in favor, the motion did carry.

**Announcement on dates, times and locations of next LCC BOT Meeting(s) and Work Shops.**

President Sanchez addressed the Board and advised that at the next meeting, he would like for the committees to meet (as they were appointed over a month ago), and come back to the next BOT meeting and report what they have done. President Sanchez feels that we have lost this.

Chairman Romero then added that these committees should be keeping minutes of their meeting and turning in a copy to the President's Executive Office Manager.

Chairman Romero then stated that the next Regular Board Meeting will be held on Tuesday, December 13, 2016 @ 5:30 p.m. at the LCC Student Success Center Board Room.

President Sanchez then advised that we have had requests from both Springer and Santa Rosa to host meetings at their satellites. President Sanchez further stated that he feels that for certain reasons, he feels that the meeting in December should remain in Las Vegas, although it is the Boar's call. President Sanchez then advised that the Board does need to think about hosting meeting in the satellites and recommended that they put a schedule together and let us know when they would like to travel because it is difficult for all those involved to get this done with short notification.

### **Adjourn**

Trustee Sisneros moved for adjournment. Trustee Adams seconded the motion, with all in favor, the motion did carry.

  
Daniel J. Romero, Board Chairman

  
Ernie Chavez, Board Secretary

  
SherylAnn Yara, Recorder

LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Tuesday, December 13, 2016 – 5:30 p.m.  
LCC Student Success Center Board Room

**Call Meeting to Order and Establish a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez, Trustee Abelino Montoya, Jr. and Trustee Severiano "Sev" Sisneros.

**Also Present:** President Leroy Sanchez, SherylAnn Yara, Executive Office Manager, Orlando LeFebre, Information/Media Specialist, Susan Olson-Smith, Nursing Director, Dawna Ortega-Gallegos, Student Government/Campus Life, Kirk Ludi, Rio Gallinas Charter School, Amanda Lucero, School of Business, Juliana Ortega, Purchasing, Francina Martinez, Fiscal, Donna Flores-Medina, Vice President of Finance, Art Abreu, Athletic Director, Jackson Igondou, Student Government President, Elaine Luna, AHEC Director and Dr. Sharon Lalla, Vice President of Academics.

**Proposed Changes to the Agenda – None**

**Approval of Agenda**

Trustee Severiano "Sev" Sisneros moved for approval of the Agenda. Trustee Michael Adams seconded the motion, with all in favor, the motion carried.

**Approval of Minutes (November 22, 2016 Special Meeting Minutes)**

Vice Chairman Kenneth Medina moved for approval of the November 22, 2016 Special Meeting Minutes. Secretary Ernie Chavez seconded the motion, with all in favor, the motion carried.

**Reports**

Trustee Sisneros advised that one of the things which the Finance Committee will be looking at is, what reports they need and then eventually how they can streamline it. Trustee Sisneros then He advised that he would like to schedule a Finance Committee meeting prior to our next BOT Meeting.

Student Government President Jackson Igondou addressed the Board and advised that Student Government trying to organize some activities for next semester and are also working on activities to promote the Rough Rider Team in order to show their support.

Mr. Jackson advised that they are also trying to organize something at the Plaza which would include all players, all students and all faculty and they are looking forward to it.

### **Presidential Update to the Board (Information only)**

At this time President Sanchez introduced Mr. Kirk Ludi, Director of the Rio Gallinas Charter School. Mr. Ludi advised that he is the Director and requested to appear at the meeting in order to thank the LCC Board for allowing them to utilize the Vocational Agriculture building and further advised that the parents of the students also. Mr. Ludi went on to further thank the Board for allowing Rio Gallinas to utilize the cafeteria for Thanksgiving as they were able to raise over \$1,000.00. Mr. Ludi then presented a certificate of appreciation to the President and the Board of Trustees.

### **Informational Items**

#### **1. Presentation of Internal Quarterly Report.**

Vice President of Finance, Donna Flores-Medina advised that this is in part to the response from HED in which a quarterly report was required of the Board showing revenues, expenditures and comparisons to budget. Ms. Flores-Medina spoke on the revenue and advised that biggest component is state appropriation. Ms. Flores-Medina then had the Board turn to the graphs on the chart which she submitted (see attached chart) and advised that  $\frac{3}{4}$  of our funding comes from the state which is tied into our enrollments, our completions and that whole complication of Higher Education formula funding and any other funding which they give us such as nursing and athletics with the bulk of our funding along with the ING comes from state appropriations. Ms. Flores-Medina discussed further other budgetary information and the percentage of budget to date. **(Please see attached graphs and information submitted regarding the Internal Quarterly Report submitted by Ms. Flores-Medina).**

### **Action Items**

#### **1. Approval of the proposed installation of an 18-hole disc golf course on the campus of Luna Community College.**

Trustee Adams advised that he spoke about bringing this issue before the Board last meeting to include the price. Trustee Adams also advised that he would also like to look at having the different businesses sponsor holes and is looking for the Board to approve moving forward and look at what the cost is going to be.

Student Government President Igondou advised that he spoke to a couple of students regarding the issue and right now they are concentrating on final exams and would like to revisit it next semester.

Trustee Abelino Montoya, Jr. advised that he would like to see the proposal or a blueprint in order to see if it is viable for us to do this. Trustee Montoya further advised that he likes the idea but would like to see the whole thing before we put any money into it.

Trustee Adams then advised that we are not asking for any money from the college and feels that we need to utilize the 200 acres that we have out there.

Trustee Adams then moved for approval of the proposed installation of an 18-hole disc golf course on the campus of Luna Community College. Trustee Severiano "Sev" Sisneros seconded the motion with a second discussion and further stated that he feels that the language on the action item almost seems premature as the language sound like we are going to go through with it. Trustee Sisneros then stated that what he is hearing is that we have to actually get, seed money to get the thing going and asked Trustee Adams if this is the way it is.

Trustee Adams advised that this is correct and we would just like to get this started if it is viable for Luna Community College.

Trustee Montoya advised that he would like for Trustee Adams' motion to state, for the record that Luna Community College is not binding to any money, we are basically moving forward to let this group come in but there will be no funding from Luna Community College.

Trustee Adams advised the he believe that this is what is motion was.

With a motion by Trustee Adams and a second by Trustee Sisneros, the motion did carry.

2. Approval of proposed amendment of Luna Community College Board of Trustees Policy & Procedures, Section 2.-3, **Conduct of Business**, subsection 11 – (The proposed amendment removes the ability of Board of Trustees to appear telephonically at public meetings of the Board of Trustees).

Trustee Adams moved for approval of the proposed amendment to the Luna Community College Board of Trustees Policy & Procedure, Section 2.03, **Conduct of Business**, subsection 11 – (The proposed amendment removes the ability of Board of Trustees to appear telephonically at public meetings of the Board of Trustees). Trustee Sisneros seconded the motion.

Before calling for the vote, Chairman Romero called for any discussion.

Trustee David Gutierrez advised that he does not feel that this is right because of the possibility of inclement weather and Board Members not being able to make it in and them having something on the Agenda, and asked, how they would be able to present.

Trustee Montoya then advised that he is the longest serving member on the Board and this has never come up before and the Board has always allowed for telephonic

appearance. Trustee Montoya further advised that we have two disabled veterans on the Board who could possibly be in the hospital and cannot attend the meeting. Trustee Montoya then advised that he does not see this as being a very positive thing for the Board. Trustee Montoya further advised that he has heard that we have poor audios but if we have money for other things, we could have the money for a phone/sound system.

Chairman Daniel J. Romero advised that when they met with HED, they were advised that the Board may make their policies and the telephonic appearance is not included in the Open Meetings Act, although this Board had it in their policy and that is the only reason that it has been allowed.

Trustee Montoya then advised that he called the office of the Office for Open Government and the Attorney General's policy is that Board Members attend, that everyone should be able to attend any by saying that, it does not mean that the Attorney General is forcing us to attend by telephone as that is something which must be determined by the Board. Trustee Montoya then advised that if the Board want to vote on this tonight, it is fine as the Board has already voted not to allow telephonic in executive. Trustee Montoya then stated that he feels that this is a disservice to the people which the Board serves because if the Board is not allowed to appear telephonically, these are tax payer's monies.

Vice Chairman Medina advised that he does not feel that it should be allowed in executive session, although he realizes that there may be times when it is necessary.

#### **LCC Counsel Marc Grano is now present**

Mr. Grano advised is that what he took out was the entire page of the BOT policy which was adopted on 11/17/11 and this would be essentially the rules which the board wants. Mr. Grano stated that there are further inconsistencies in old rules if they are not updated. Mr. Grano then advised that he took that specific portion and the one specific section dealing with telephonic appearance in executive session although appearance in the open portion was allowed, so what this does is it takes away any telephonic appearance in the public meeting. The open meetings act is neutral.

Trustee Gutierrez then reiterated his concern

Mr. Grano then advised that the reason for not attending is specific and unforeseen and that is there is where it gets into a grey area as to exactly, what is unforeseen. Mr. Grano further stated that he is not advocating for either one, he is just giving the Board information for the Board to do as they see fit and the ultimate decision is the Board's. Mr. Grano then advised the Board that absent their policy through the Open Meetings Act itself which is adopted by the State Legislature, you would not be able to.

Trustee Sisneros advised that with technology now a days, telephonic appearance is like a dinosaur and he feels that we should be able to appear via ITV or a better format.

Chairman Romero called for a roll call vote. Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Nay	Trustee Abelino Montoya, Jr.	Nay
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry.

Trustee Montoya advised that he wants to explain his vote and skype is something that he has suggested in the past and he feels that in the name of wanting to work together and having unity, this type of thing is causing aggravation and a hostile environment for him as a Board Member. Trustee Montoya also advised that for the sake of all the Board Members, that with this policy the board member be allowed to call in to the secretary and inform the secretary that they are not going to be at the meeting for what ever reason, and that it be noted by the Board Chairman that that Board Member will not be attending and why as the tax payers need to know what is going on.

3. Discussion/Approval of the proposed revision to LCC's Procurement Policy.

Donna Flores-Medina addressed the Board and advised that this item comes before the Board because we have had numerous discussions regarding LCC's policy being a little more stringent than the state and this would also clarify what needs to come to the Board for approval. Ms. Flores-Medina advised that right now as it is, we need three quotes for everything. Ms. Flores-Medina went on to say that the proposal is that anything under \$3,000, the law does not require quotes to be documented (best obtainable price). Ms. Flores-Medina discussed the different requirements by the State. **(Please see attached proposal submitted by Ms. Flores-Medina.)**

After some discussion and concerns of the President regarding the current policy, Vice Chairman Medina moved for approval of the proposed revision to LCC's Procurement Policy. Trustee Adams seconded the motion, with all in favor, the motion carried.

4. Approval of the Quarterly Financial Report for submission to HED (Higher Education Department).

Ms. Flores-Medina addressed the Board and advised that if they remember, this is done quarterly required by HED with the last one being in March. Ms. Flores-Medina went over some of the questions which are asked with the answers all being no.

Chairman Romero asked President Sanchez for his recommendation.

President Sanchez advised that his recommendation is to approve the Quarterly Financial Report for submission to HED.

Trustee Sisneros moved for approval of the Quarterly Financial Report. Trustee Montoya seconded the motion, with all in favor, the motion carried.

5. Approval of LCC's Internal BAR's (Budget Adjustment Requests).

Ms. Flores-Medina addressed the Board and advised that we only have one BAR this month which was submitted by the Moses Marquez of the Admission Department and unfortunately, Mr. Marquez is not present tonight.

Chairman Romero asked President Sanchez for his recommendation.

President Sanchez advised that his recommendation is to approve the BAR's.

Trustee Adams moved for approval of the BAR's. Trustee Sisneros seconded the motion, with all in favor, the motion did carry.

6. Approval of BAR's (Budget Adjustment Requests for submission to HED (Higher Education Department)).

Ms. Flores-Medina addressed the Board and advised that we only submit these BAR's in this format to the Higher Education Department, when we submit our budget and HED's only concern is that they get this information by May 1<sup>st</sup>. Ms. Flores-Medina advised that we submit the year end budget adjustment which a culmination of all the adjustment which have occurred throughout the year. Ms. Flores-Medina reminded the Board that we were hit with a claw back, a taking back of funds from all the Higher Ed Institutions with LCC's being 5%. HED gave a mandate that we go before the Board and that the Board approves that reduction and it is recorded and is due this month.

Ms. Flores-Medina then discussed the different funds with the Board. **(Please refer to attached report submitted by Ms. Flores-Medina.)**

Chairman Romero asked President for his recommendation.

President Sanchez reminded that this is something which is required by the State, therefore he is recommending approval of the BAR's to HED.

Trustee Montoya moved for approval of the BAR's to HED. Trustee Sisneros seconded the motion, with all in favor, the motion did carry.

**Announcement on date, time and location of next BOT Meeting(s) and Work Shops.**

Chairman Romero announced that the next Regular Board Meeting is scheduled for Tuesday, January 10, 2017 at the Luna Community College Santa Rosa satellite – 213 S. 4<sup>th</sup> Street, Santa Rosa, New Mexico 88435 @ 10:00 a.m., to include an Open House and Ribbon Cutting Ceremony for the Brown Building.

## Adjourn

Vice Chairman Medina moved for adjournment. Trustee Adams seconded the motion, with all in favor the motion carried.



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Daniel J. Romero, Board Chairman



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Ernie Chavez, Board Secretary



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SherylAnn Yara, Recorder

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
WORK SHOP**

Tuesday, January 10, 2017 – 10:00 a.m.  
Luna Community College Santa Rosa Satellite  
213 S. 4<sup>th</sup> Street – Santa Rosa, New Mexico 88435

**Call Meeting to Order and Establish a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez, Trustee Abelino Montoya, Jr. and Trustee Severiano "Sev" Sisneros.

**ALSO PRESENT:** President Leroy Sanchez, SherylAnn Yara, Executive Office Manager, Joseph Montoya, Building/Trades/CDL, Eugenio Perez, Welding Instructor (SR), Danielle Esquibel, SRCS, Henrietta Meastas, Registrar, Michael Montoya, Financial Aid/Student Services Director, Rich Perea, SRCS, Alfred McIntosh, ABE/GED Instructor, Dr. Sharon Lalla, Vice President of Academics, Susan Olson-Smith, Nursing Director, Francisco Apodaca, STEM Director and Dr. Rolando Rael, Allied Health Director.

**Pledge of Allegiance**

Trustee Michael Adams led the Pledge of Allegiance.

**Proposed Changes to the Agenda**

President Leroy Sanchez advised that regarding the Presentation portion of the Agenda, the Auditors will not be present today as the Audit Report has not been released and will be placed on the Agenda for the next Regular Board Meeting.

Chairman Daniel J. Romero then announced that the Audit presentation would be removed from the Agenda and placed on the next Regular Board Meeting's Agenda.

**Approval of Agenda**

Trustee Abelino Montoya, Jr., moved for approval of the Agenda with the above change. Trustee Adams seconded the motion, with all in favor, the motion did carry.

**Approval of Minutes** (December 13, 2016 Regular Board Meeting minutes) – *SherylAnn Yara, Executive Office Manager.*

Vice Chairman Kenneth Medina moved for approval of the December 13, 2017 Regular Board Meeting minutes. Secretary Ernie Chavez seconded the motion, with all in favor, the motion did carry.

## **Reports – LCC Board/LCC Committees**

Reports – Trustee Severiano “Sev” Sisneros asked when a good time would be for the Finance Committee to meet. It was determined that the Finance Committee would meet on Thursday January 12, 2017 @ 10:00 a.m. Trustee Adams advised that he would send the information to Trustee Sisneros regarding his questions regarding LCC’s finances.

Secretary Chavez then inquired as to what is going on with the Veteran’s Center and if it would be up and going again.

President Sanchez advised that by next Board Meeting the building and meeting room for the Veterans Center will be available for Secretary Chavez to take a look at.

President Sanchez then had all Academic Directors introduce themselves to the audience. Mr. Rick Perea, Superintendent of Santa Rosa Consolidated Schools introduced Danielle Esquibel, State Government Office, High School Principal, Mr. Martin Madrid, Mr. Flores and Mr. Geno Perez and Michael Sprenglemeyer who works for the local Santa Rosa newspaper. The following LCC Academic Directors introduced themselves, Ms. Henrietta Maestas, LCC Registrar, Michael Montoya, Financial Aid and Student Services Director, Joseph Montoya, Trades Department, carpentry, concrete, heavy equipment, OSHA, Dr. Sharon Lalla, Vice President of Academics, Aurora Sisneros, Manager of the Santa Rosa Satellite Office, Dr. Rolando Rael, Director of Allied Health, Francisco, STEM Director and Susan Olson-Smith, Director of Nursing. Deacon Marquez of the St. Lima de Rosa Church was also on hand and introduced himself.

## **Presentations**

- What’s happening at the Santa Rosa Site – *Aurora Sisneros, Luna Community College Santa Rosa Satellite Manager.*

Ms. Aurora Sisneros, Santa Rosa satellite Manager addressed the Board and thanked everyone who assisted her through her training as she is new to the College. Ms. Sisneros then introduced her staff, Emily Ulibarri, Administrative Aid, Marie Bachicha, Maintenance, Mr. Eugenio Perez, Welding Instructor, Mr. McIntosh who teaches the Adult Education classes, David Flores, Math teacher who teaches at the High School all day who also teaches building trades and then teaches both classes at night. Ms. Sanchez, Culinary Arts Instructor who is doing a great job with the kids and is an expert in her field, Mr. Andrew Quintana, Cosmetology and Barber who teaches full time at the correctional facility and is doing a great job. Ms. Sisneros advised that there is a lot going on here in Santa Rosa this fall and another thing they did was a dual enrollment math class with 6 students last semester who were all successful. Ms. Sisneros then advised that she has met with the City, the County, the Hospital, Schools and local business in the community to see how we can fulfill the needs of the community. Ms. Sisneros then advised the Board and the audience that Nursing is a huge need in the community as well as CDL and heavy equipment operators. Ms. Sisneros advised that they are possibly looking into utilizing the Kentucky Fried Chicken building as a classroom in order to teach

restaurant classes as requirements have changed in the restaurant industry. Ms. Sisneros then spoke on the Brown Building which will feature a large wood shop and will expand the building trades program, it will also feature an open exercise room as well as two other classrooms which may be extended into one classroom for training and other events which require that type of space. Ms. Sisneros also spoke of some high in the pie dreams as there are a lot of natural resources in Santa Rosa such as the Blue Hole Lake and spoke of the possibility of looking into deep sea diving classes as well as an underwater welding certification program. Ms. Sisneros then thanked everyone in attendance and invited all to stick around for the ground breaking ceremony for the Brown Building scheduled for today at 11:00 a.m.

**Announcement on date, time and location of next BOT Meeting(s) and Work Shops.**

- Regular LCC BOT Meeting - Tuesday, February 14, 2017 @ 5:30 p.m. - LCC Student Success Center Board Room.

**Adjourn**

Vice Chairman Kenneth Medina moved for adjournment. Trustee Adams seconded the motion, with all in favor, the motion did carry.

  
Daniel J. Romero, Board Chairman

  
Ernie Chavez, Board Secretary

  
SherylAnn Yara, Recorder

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES WORKSHOP**

Tuesday, February 8, 2017 – 10:00 a.m.

Office of the President

**Call Meeting to Order and Establishment of a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez, Trustee Abelino Montoya, Jr. and Trustee Severiano "Sev" Sisneros.

**Also Present:** President Leroy Sanchez, Executive Office Manager, SherylAnn Yara, Donna Medina-Flores, Vice President of Finance and Evelyn Montoya, Executive Office Manager of Finance.

**Pledge of Allegiance**

Pledge of Allegiance led by Secretary Ernie Chavez.

**Proposed Changes to the Agenda**

Trustee Severiano "Sev" Sisneros moved to table item # 6 – Approval of the minutes as the minutes were not received by the Board Members. Trustee Michael Adams seconded the motion, with all in favor, the motion did carry.

**Approval of the Agenda**

Trustee Sisneros moved for approval of the Agenda with the recommended change. Trustee Abelino Montoya, Jr, seconded the motion, with all in favor, the motion did carry.

**Approval of the Minutes** (January 10, 2107 Regular Board Meeting Minutes)

*(Item tabled to be placed on the next meeting's Agenda).*

**Reports – LCC Board/LCC Committees**

Trustee Sisneros spoke on the Finance Committee meetings which were held on January 12, 2017 & January 24, 2017. Trustee Sisneros advised that the first meeting was pretty much to generalize as to how we would like to proceed as a committee and the second was to kind of get more into detail. Trustee Sisneros advised that the committee was looking at a way that they can get their reports as one of the biggest tasks as a Board of Trustees is to see where our finances are. Trustee Sisneros advised that they discussed possibilities as to how they could receive reports on a yearly basis, or on a monthly basis and the idea was that, other than print out a bunch of reports, the Board could look at it

electronically and point out what it is that they feel that they need. Trustee Sisneros then advised that Vice President Donna Flores-Medina had an idea of putting together a fiscal calendar which would show when things were and are due, etc. Trustee Sisneros then advised that the committee also talked about the approval of the BAR's by the Board and advised that it would be nice to see exactly what it is that they approved and when it was approved as sometimes it can get very confusing. Trustee Sisneros further advised that he has been on committees where they have to approve every purchase order which meant that they reviewed every purchase order and look at every document which was involved with the purchase order and this was because it was they were told by the Attorney General's Office that this is what needed to be done, reminding that they are responsible for every item. Trustee Sisneros then advised that he feels that they should have the access to these documents in order to see what is being spent as opposed to going to the Chairman and asking for permission to talk back and forth. Trustee Sisneros then advised that the committee will work on this and bring it back to the Board for approval.

Trustee David Gutierrez then asked if these reports which will be generated will be provided to the board or is this something which must be requested from the Finance Department.

Trustee Sisneros advised Trustee Gutierrez that this would be their goal.

Chairman Daniel J. Romero then asked if this is not currently on a spread sheet which the Board could possibly look at.

Donna Flores-Medina Vice President of Finance advised that the information is currently in the CARS system and further advised that she has already spoken with the IT department asking that the Board be allowed access in order to view the finances. Ms. Flores-Medina then advised that to view this information on a spread sheet would be a tremendous spread sheet with up to possibly 200 pages. Ms. Medina-Flores also advised the Board that they may be trained on the CARS program in order to be able to access the information and view all details for any period, point and time.

Chairman Romero then asked why it was not possible to have this information on a spread sheet as to how many items were purchased and what the items were that were purchased.

Ms. Flores-Medina advised that the spread sheet would not indicate what the items were which were purchased as this is a totally different process which is the purchase order itself.

President Sanchez then advised that we currently have a budget for supplies and you will see the budget and how much has been spent beginning of the year, middle of the year and end of the year. President Sanchez further stated that if you want to see exactly what it was that is purchased, then is when we get in to the purchase order which will be itemized. President Sanchez further stated that to get all that information pertaining to all departments, would be a huge spread sheet as mentioned by Ms. Flores-Medina.

President Sanchez then advised that the access which the Board would have would be the budget itself and they would be able to view each department's details regarding their budget.

Trustee Adams then advised that when a department is requesting additional monies for their budget, he would like to know why they are requesting these monies as the Board only receives the BAR listing which does not indicate why the departments are requesting additional monies and this is exactly what he would like to see.

Trustee Sisneros then advised that the Board could have the Finance Department honor all of their demands which would be a full time job and would not allow for the department to accomplish the work which they have on a daily basis.

Trustee Gutierrez then advised that his question is, he would have to come to the main campus to access this information.

President Sanchez advised that our plan is that we will be providing the CARS information on lap tops for the Board which will allow them access to the budgets.

Trustee Montoya then asked if there is a set date as to when this is going to be done, when we will have the computers and if there is goal as to when this will be done

President Sanchez advised that the lap tops have been ordered, we have received them, IT is currently working on them and we are looking at having this done by the 14<sup>th</sup>, which is our next scheduled meeting date.

Trustee Montoya then suggested that we have a work session on a training because this will probably take half a day to navigate to what Ms. Flores-Medina is talking about.

Ms. Flores-Medina then advised that we do have the faculty computer room which also has a smart board which is specifically for that type of training and she also feels that we could have someone from each department assigned to tutor each Board member.

Trustee Sisneros then advised the Board that the questions which they are asking now, are also the questions which they are asking as a committee as well and felt that this work session was necessary just to make sure that all are on the same wave length.

Trustee Sisneros then advised that it would be nice if the system could have the top issues which they would need such a monthly reports, yearly reports, purchase orders, etc., which would be able to be pulled out of CARS.

Trustee Adams then suggested contacting Matthew Bowie who has in the past assisted in using different functions which has allowed for other information to be pulled.

Trustee Sisneros then advised that the ideal goal would be to receive annual, semi-annual and monthly reports.

President Sanchez then advised that he has an idea of what is going to be presented to the committee at the next meeting, and furthermore, he feels that the Board needs to begin discussing the budget and what item will be looked at with the budget cuts which are being imposed on the college.

Trustee Montoya then advised that he feels that the President and his administration need to bring ideas or suggestions to the Board to see where they want to go with this 5% cut which must take place and get the Board's feedback. Trustee Montoya then went back to the Chairman's comments about them wanting to cut back in Athletics which brings a lot of things to his mind such as FTE's, equipment purchase, etc., and advised that this is where he feels that the President and his administration need to bring their ideas to the Board as to what they would like to do.

President Sanchez advised that he agrees with Trustee Montoya and reminded that Athletics is one of the cuts being proposed by the Legislative Finance Committee to cut 50% of our budget. President Sanchez advised that we are receiving \$396,000.00 right now and the LFC is proposing to cut us down to \$193,000.00 or \$196,000.00 and what bothers him with that is that this is something which Legislative Finance Committee is doing and they are only doing it to two community colleges, LCC and Northern Community College, with everyone else staying at a 2.5% cut. President Sanchez advised that they were at a meeting in Santa Fe last week and the only one who spoke out on behalf of LCC was Mr. Carruthers out of New Mexico State who questioned why they were doing this when they should treat every institution the same way. President Sanchez then advised that when he spoke to Senator Pete Campos about this, Senator Campos advised that he did not know anything about it, which was confusing because the Senator belongs to the Legislative Finance Committee.

Trustee Adams asked how much the 5% would be.

Ms. Flores-Medina advised that she has some figures for them and would be passing them out.

Chairman Romero then advised that he was pretty upset about the issue with Athletics because when he was in school, the reason he stayed in school was because of athletics and we have a lot of students here at LCC because of athletics, both men and women who want to continue their career in sports and get an education at the same time. Chairman Romero advised that if the LFC cuts our Athletics by the 50%, that would be cutting our student population and the Governors big push is to keep students in school and this is one of our ways of keeping students in school and if it is cut, what do they expect for us to do.

Vice Chairman Kenneth Medina suggested that each one of the Board members, either send a letter, email or phone call to each one of our Senators and Representatives as every little bit helps.

President Sanchez then spoke to the Board regarding the increase in students this semester as well as the increase in credit hours and advised that this is how we are funded by the amount of credit hours. President Sanchez advised that things are starting to happen here at Luna and when you have an increase of 100 student in a small community college like Luna and not in the other community colleges, it is a big deal and further stated that the Board should be proud of this and should share it with their constituents.

Chairman Romero then advised that on behalf of the Board, the President and his staff have done an excellent job. Chairman Romero then advised that as he looks at other community colleges, he can see that their enrollment has dropped and thanked the President and his staff for a job well done and for the recruiting which they have done.

President Sanchez then advised the Board that we do not have any retirees coming up, so that is out of the question, although the one department which we are having trouble in is the Education department which is staffing and students and this is the only one which we are looking at maybe closing or consolidating or putting it online. President Sanchez went on to state that the full time instructor who was there, Ms. Gutierrez had surgery on her eye and can no longer travel and will not be coming back, so we are looking at possibly putting a part time employee in the area. President Sanchez advised that we have seen some improvement in Santa Rosa and in Springer and maybe need to start looking to adjust some of our funding in those areas from within here.

Trustee Montoya then advised that a person by the name of Carla Romero had applied for the position in the Business Department and was not considered as a candidate which surprised him due to the fact that Ms. Romero has taught here at LCC and has brought many students with her.

President Sanchez advised that he was not aware of Ms. Romero applying for the position as the position has never been posted due to the fact that we were informed by Ms. Gutierrez at the beginning of the semester that she would not be returning.

Trustee Montoya then asked if it would be alright for him to approach Ms. Romero and talk to her about the possibility of coming here and applying for the position.

President Sanchez advised Trustee Montoya that it would be fine.

Trustee Gutierrez advised that he has asked for some time that the Business classes be put online for his district as they cannot find anyone in the Springer area to teach the classes in the classroom.

President Sanchez then advised Trustee Gutierrez that this is something which Dr. Lalla is looking at implementing and is currently working on it. President Sanchez further stated that we are not looking at removing the Business Department but are looking at the possibility of putting it online which would be the easiest way to go about it.

Secretary Chavez then advised that he and the Veteran's Committee met and he thanked the President for the Veteran's Center and advised that they have Sarah Bustos who is coming in to assist in getting the Center off the ground as well as some work study students.

Trustee Adams then advised that the Workforce Solutions had offered to have Mr. Martin Marquez come in and assist when we did not have anyone in the Center, although, we did not take them up on this, so maybe we can check with them to see if the offer still stands.

Secretary Chavez then advised that his concern, along with the concern of the committee is being able to have that office open at all times and maybe have someone check into having the office open at all times and sending out flyers.

Chairman Romero then suggested to both Trustee Adams and Secretary Chavez, meeting with the Workforce Solutions and find out what they would be willing to offer us for now and until we are able to figure out our finances.

Trustee Adams advised that they had a meeting here in town and one of the issues the students had, is being resolved by the Veteran's Center being open and in one location.

President Sanchez then advised that sometimes he gets phone calls from employees who advise him that Board Members are requesting things of them, and again, he asked that if there is something which any Board Member wants to know, please call him and he will get them whatever information is available or whatever he knows, and he will follow up on it. President Sanchez further advised that it really bothers him when an employee tells him that a Board Member is requesting information of them.

Trustee Adams advised that a Foundation meeting was held last night and he just wanted to inform the Board that they gave four (4) scholarships away, which were the only applications received. Trustee Adams further stated that the Foundation would like to see more people applying.

Trustee Adams then spoke a bit on the Recruitment Office and advised that he feels that they should be out at the satellite offices as well doing some recruiting and should be involved in anything which would help in recruiting students to Luna. Trustee Adams spoke of an event which Highlands hosted last night which was a great success and further stated that Highlands had an online tour of their entire campus. Trustee Adams advised that he feels that our Recruitment Office could be doing a lot more than what they are doing.

Vice Chairman Medina then advised the he agrees with Trustee Adams as he had someone contact him and advise him that they had to go out and recruit students for the culinary arts class because the class was not going to make it student wise, so this person had to go out and recruit students.

## Presidential Update (Information only)

### Informational Items

#### 1. Discussion – LCC Budget review

Ms. Flores-Medina addressed the Board and handed out a print out for their review. The print out was reviewed and Ms. Flores-Medina advised that the bad news is that the 5% which we must cut from our budget this year and will reduce our revenues by \$424,000.00. Ms. Flores-Medina advised that our starting balance was 3.9 million dollars due to us not spending some monies from the previous year.

Vice Chairman Medina then asked if these monies are not used, will we lose them.

Ms. Flores-Medina advised that we would not lose those monies and as a matter of fact we have had to realign these monies in order to move forward. Ms. Flores-Medina advised that what the legislature is looking at cutting from us, would kill our budget. Ms. Flores-Medina further advised that there will be two (2) cuts, one which has already occurred and they are now looking at cutting another \$705,000.00 off of our budget. Ms. Flores-Medina advised that these numbers are changing every day so she is updating them every day.

Trustee Adams then asked what it is that we need to cut.

Ms. Flores-Medina advised that it would probably be approximately 900,000.00 in order to be at the 6.1 million.

Ms. Flores-Medina then had the Board jump to page three (3) of her hand out (**please refer to Ms. Flores-Medina's hand out**). Ms. Flores-Medina advised the Board to look at the \$345,000.00 on column six (6) and advised that this is R&C monies and advised that she can plug in R&C on the second page (**again, refer to hand out**), and reduce the expenditures by \$345,000.00 right off the bat because if the revenues come, the expenditures come and if the revenues go, the expenditures go.

Ms. Flores-Medina then referred the Board back to the purple column (**again, refer to hand out**) showing R & C, \$250,000.00 right now.

The Board was referred back to page three (3) (**again, refer to hand out**), ING (unrestricted instruction in general) which is all the instruction which is not federally funded and column five (5) (**again, refer to hand out**), is what the LFC is proposing, with four (4) and five (5) being the same. Ms. Flores-Medina advised that in column five (5), our base funding is \$6,723,000.00, our athletics is going from \$386,300.00 to \$193,200.00, Ms. Flores-Medina continued with Nursing and special programs which are going from \$269,700 to \$252,200.00, R&C is going from \$536,00.00 to \$191,000.00 and these are supplemental funds which we rely on and the negatives are \$707,000.00.

Trustee Adams then asked how many years Luna has been receiving R&C monies.

Ms. Flores-Medina advised that she was not sure, but it started off small and then it got to this high level.

Trustee Montoya asked if we will still be receiving that money in R&C as he understands there was a possibility that they were going to cut it.

President Sanchez advised that they were going to cut it, although they are proposing that we receive \$191,000.00.

Ms. Flores again referred the Board to page two (2) (**again, refer to hand out**), and advised that listed were notes of brainstorming and we could transfer \$160,000.00 into (ER&R), Equipment Renewals and Replacements.

A brief discussion ensued regarding the school's boiler systems and maintenance to the LCC buildings. Chairman Romero advised that these issues will be discussed at the meeting scheduled for February 14, 2017.

President Sanchez then advised the Board that one of the comments made to him by the LFC was that Luna does not charge for entry to the Rough Rider games, that we have not raised tuition and that we do not have a concession stand, so we need to start bringing in some funds. President Sanchez further stated that what we would bring in would not make a bit of difference to our budget.

President Sanchez then asked if the Board would like for him to start looking into raising tuition for the students.

Trustee Adams advised that he would like for the President to start looking into what type of fees we do charge and then compare it to other universities or colleges and see if we can possibly do it. Trustee Adams further stated that he does not want to put a burden on the students but he also does not want to close the doors to Luna either.

Trustee Montoya advised that he feels that Trustee Adams has a very good idea and also that being that it looks as if our athletic department is in trouble, that we look at the number of students which we have there and the number of FTE which they bring in and how are they affecting us so that we can talk to the legislators and let them know that they are really hurting students and the college by doing this. Trustee Montoya further stated that he feels that this needs to be looked into by the committee and brought back to the Board in order to make some decisions as to what we are going to do. Trustee Montoya then advised that we have hobby classes here at Luna and that is where we probably need to increase tuition fees.

A brief discussion ensued regarding policies and how things at the college must do things certain ways because of the policies which currently exist.

President Sanchez advised that this Board really needs to start reviewing and revising these policies or things will never change.

Trustee Adams agreed with President Sanchez and advised that in order for our employees to have any kind of guidance, we must review and revise these policies and stop beating people up because we do not like the policies which were previously set in place.

President Sanchez advised that Trustee Adams put out some policies some five months ago, although he did not agree with everything that was listed in the policies, he felt that it was a very good start, but never went anywhere after that, it was never moved on and is still there. President Sanchez further stated that anything we do refers back to policy and he would suggest that the Board come up with something in order to get things started.

Trustee Adams advised that being that all Board members are present, he would like to know if it is the wishes of the Board to have something placed on the agenda for February 14<sup>th</sup> regarding the policies and have everyone come to the table with their thoughts or changes.

Chairman Romero advised that he feels that this is a great idea, although the policies put together by Trustee Adams almost six months ago, never came to light and if we are going to do this, we must follow through. Chairman Romero then asked for this item to be placed on the agenda for the February 14<sup>th</sup> meeting.

President Sanchez then advised the Board that he has another announcement for them as our Title V Department will be going away as of September 30, 2017 and there are certain things which they are asking that we take over, one of those being Larry Paiz and carrying over his salary which would be \$13,185.00 plus fringe of about \$5,000.00 which comes to approximately \$18,000.00 which we will need to add to the budget.

The question arose as to Mr. Paiz' total salary.

President Sanchez advised that LCC carries approximately 75% of his salary and the other 25% was carried by Title V.

Trustee Adams then advised that this was one of the first issues he looked into and he believes that Mr. Paiz' full salary is approximately \$70,000.00 per year and also that he was really upset about this.

President Sanchez advised that Mr. Paiz' full salary is \$54,000.00.

President Sanchez further advised that there is another \$25,000.00 which was paid to Jenzabar by Title V which we will also need to be included in our budget, another \$1,180.00 per year for (inaudible) will also need to be placed into our budget.

Ms. Flores-Medina advised that it was like an online assessment and training program which is requiring the \$1,180.00 per year.

The questions arose as to whether or not there are plans to let the employees at Luna know what is going on with the budget cuts.

President Sanchez then advised that the employees will be receiving smaller paychecks as ERB is going to take out 3.5% and he can guarantee that the Board members will be receiving phone calls from the employees wanting to complain about the shortage on their checks.

Chairman Romero advised that he felt that it was a good idea that a plan is made to make the employees at Luna aware as to the budget cuts and what will be happening.

President Sanchez then advised that we have the \$800,000.00 for the Media Arts Center and received a letter from HED advising that everything is on hold. President Sanchez advised that we went ahead and took care of the asbestos problem in the old building and that came out to \$40,000.00. President Sanchez went on to say that he was advised by Gerald Hoehne to go ahead and proceed with it and because of the session, he would not be able to send the paper work until after the session was over. President Sanchez then advised that we the get a letter from Mr. Hoehne advising us to send a letter to him regarding the \$40,000.00 but that the \$800,000.00 may just be pulled back.

Trustee Sisneros advised that come March, the Board will get together and make a decision as to what directive they will give the President because by the end of April is what we need to have the budget approved as it is due on May 1<sup>st</sup>. Trustee Sisneros then advised that he truly appreciates the President and the CFO coming before this Board to discuss what is happening.

**12:45 lunch break**

**12:50 back in session**

2. Discussion – LCC Board of Trustees travel and reimbursement process

Trustee Sisneros advised that he and President Sanchez began to talk about this at one of the Finance Committee meetings and he feels that it is kind of a funny area. Trustee Sisneros advised that he had mentioned that he would like to talk to the attorney about this because he personally does not want to create a travel policy as he does not have the time. Trustee Sisneros went on to say that what he sees when it comes to travel, there does not seem to be any issues when it comes to attending the meetings or the board committee meetings. Trustee Sisneros then advised that what come into play is what qualifies as other business and how we go about approving it or disapproving it, and he feels that as a Board, this is something which definitely needs to be defined.

Trustee Montoya then advised that he brought the issue up because at the last meeting, Trustees Adams advised that he would be traveling to Espanola to meet with the Board, although he does not know what Board Trustee Adams was talking about and he starts thinking, what is Trustee Adams going for, what is he selling. Trustee Montoya then advised that none of the Trustees have any jurisdiction over anything even the Chairman does not have any power, unless we are a Board. Trustee Montoya continued with, if a Board member is going to be traveling, he should report it to the Board, give information as to what is going to happen, why and how it is going to effect the school, and then the Board takes a vote as to whether that travel should be approved.

Trustee Adams asked to heard and advised that he knew this was being directed to him and advised that the point is that if you are invited to a meeting to represent Luna or to represent whatever we've been talking about with Workforce Solutions which he has been working with a lot, and are invited the next day, how is he going to get approval from the Board if there is not a meeting scheduled before this time.

Trustee Montoya then advised that he feels that Trustee Adams is going on these trips and he is speaking on behalf of him, although he does not know exactly what Trustee Adams is speaking about. Trustee Montoya further stated that if Trustee Adams is going as a Board member, then he is speaking on behalf of all of them.

Trustee Adams advised that if he commits to them, then he agrees with Trustee Montoya, but if he is only there to talk about what Luna has to offer and very rarely requests reimbursement.

Chairman Romero intervened and advised that he felt that this issue had already been covered as to him allowing for Trustees to travel and attend meetings if it were a last minute thing and a Board meeting is not scheduled before the travel.

Trustee Montoya then advised that the Chairman does not have the authority to spend tax payers dollars without it being a Board and these are the things which concern him. Trustee Montoya further stated that we do not have policy which gives the Chairman the power or authority to make the decision that someone gets to travel. Trustee Montoya advised that he has visited several colleges and looked into whether or not they have this type of policy and one that he did come upon was CNM which allows for the Chairman to approve unexpected/emergency travel.

Trustee Montoya then asked if maybe next time a Board member is invited to attend a meeting, that the issue be placed on the next Board meeting for approval and a report be given, this way, Finance also has a record of the travel and what it was pertaining to as this is something that the Auditor's look very closely at.

Trustee Adams then advised that the problem which he is having is that he is not getting reimbursed for these trip, nor is he requesting reimbursement for these trips and he still has to ask for an o.k.

Chairman Romero then spoke of the past practices and advised Trustee Montoya is correct in the fact that there is not a policy and we need to be accountable for any trips which we are taking. Chairman Romero further advised that he feels that anytime that a Board member takes a trip to any other institution, it should fall under reimbursement with documentation to support the trip.

Trustee Adams then advised that just recently he received an award from Associate General Contractors last month and did not let anyone know except for the President who he advised he would like to be present at the dinner. Trustee Adams advised that he was recognized for being a Luna Community College Board of Trustee helping communities all around the state doing what we do. Trustee Adams further advised that not having a Board meeting scheduled for another month, should he have gotten approval for that or say no to the award for LCC and only as an individual.

Trustee Montoya advised that if he is going around the state helping other communities and are going to be recognized as a Luna Community Trustee and he would like to know what you are doing to help these other communities that he can report back.

Trustee Adams then advised that he would love to report to the Board, all of the things he is doing, but then he does not want to hear what he is hearing right now on the next day and he does not want to hear it out in the public. Trustee Adams further stated that he is doing what he is doing as a Luna Community Board of Trustee and he recruits basically the way he did when he was employed here. Trustee Adams further stated that he never oversteps his bounds and he never mentions any of the other Board members names. Trustee Adams further stated that if he has to get approval for every trip which he makes, he is definitely going to have a problems with it as he is out there representing his area which is what he was elected to do.

Secretary Chavez then advised that he thought that this issue had already been discussed and voted on and the outcome was that the Chairman had the authority to allow these type of travels.

Trustee Montoya then advised that we had asked the school Attorney to come up with a policy pertaining to this issue and he has been working on it for 6 months and that is why he brought up this issue. Trustee Montoya then advised Trustee Adams that he would like for him to come back to the Board and advise them of the things which he is doing to promote Luna. Trustee Montoya then commended Trustee Adams for his positivity towards Luna.

Trustee Sisneros advised that you must have checks and balances when it comes to travel and per diem.

President Sanchez then suggested turning the issue over to the Attorney and have two or three Board members sit down with him and have him look into it.

Trustee Sisneros then advised the Board that they need to define other official business in the policy in order to avoid the issues that are at hand.

The discussion again turned to the Chairman having the authority to approve travel for a Board member prior to Board meeting. Chairman Romero advised that the issue had been discussed like eight months ago and wondered why it was not recorded.

Mrs. Yara advised Chairman Romero that the issue was discussed at the Board's last retreat in September 2016, although it was only discussion as there was no action taken during any portion of the retreat due to all issues on the agenda being information only issues.

Trustee Montoya then advised that it was approved that the Board would come forth and give reports to the Board when they return from their trip.

Chairman Romero then advised that the Finance Committee will get together with Mr. Grano and come up with something regarding the travel issue.

Trustee Montoya then suggested that due to the legislative cuts, that the President start looking into all the buildings usage, what is being used and what is not being used in order to possibly close down the buildings which are not being used in reference to heating, light, etc.

Vice Chairman Medina then advised the Board that the Student Government and Athletics put on a great event last week at JC's Pizza, there was a huge crowd and there have been many good comments on the event.

Trustee Adams advised that this is the first good article printed about Luna in the newspaper in a long time.

There was also an announcement on the girl's softball game and how well they did considering the size of the girls in Texas.

**Announcement on the date, time and location of the next LCC BOT Regular Board Meeting(s) and Workshops.**

- Regular Board Meeting – Tuesday, February 14, 2017 – 5:30 p.m. – LCC Student Success Center Board Room.

**Adjourn**


Vice Chairman Kenneth Medina moved for adjournment. Trustee Adams seconded the motion, with all in favor, the motion carried.

  
Daniel J. Romero, Board Chairman



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Emie Chavez, Board Secretary



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SherylAnn Yara, Recorder

**LUNA COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING**  
**Tuesday, February 14, 2017 – 5:30 p.m.**  
**LCC Student Success Center Board Room**

**Call Meeting to Order and Establishment of a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee David Gutierrez, Trustee Abelino Montoya, Jr., and Trustee Severiano "Sev" Sisneros.

**Also Present:** President Leroy Sanchez, Executive Office Manager, SherylAnn Yara, Orlando Lefebre, Administration, Susan Olson-Smith, Nursing Director, Tyler Gibson, Athletics, Art Abreu, Athletic Director, Jim Abreu, NEREC (Rec #4), Chris Garner, AXIOM, Larry Paiz, IT/Title V, John Montoya, Wilson & Co., Engineering, Matthew Cordova, Physical Plant, Floyd Archuleta, YESCO, Sharon Lalla, Vice President of Academics, Scott Griffith, YESCO, Jackson Igondou, Student Government President.

**Absent:** Trustee Michael Adams

**Pledge of Allegiance**

The Pledge of Allegiance was led by Student Government President, Jackson Igondou.

**Proposed Changes to the Agenda**

Chairman Daniel J. Romero proposed placing the minutes of January 10, 2017 Work Session on the Agenda as the item was tabled at the February 8, 2017 meeting.

Vice Chairman Kenneth Medina moved for approval of the proposed change to the Agenda. Secretary Ernie Chavez seconded the motion, with all in favor, the motion did carry.

**Approval of the Agenda**

Trustee Severiano "Sev" Sisneros moved for approval of the Agenda with the proposed changes. Vice Chairman Medina seconded the motion, with all in favor, the motion did carry.

**Approval of the Minutes – (January 10, 2017 Work Session Minutes)**

Trustee Abelino Montoya, Jr. moved for approval of the January 10, 2017 minutes. Vice Chairman Medina seconded the motion, with all in favor, the motion did carry.

## **Reports – LCC Board/LCC Committees**

Chairman Romero advised that the Facilities Committee meeting was held and they went over the cost of Santa Rosa, the parking lot at main campus, the old CCR&T building which is now ready for demolition. Chairman Romero further advised that Mr. John Montoya of Wilson & Co., Engineering did a rough survey of the parking lot. They talked about the year out energy savings program which we will have a presentation on shortly. Chairman Romero also stated that they discussed the LCC Welding Shop and advised that we are hoping to have a final inspection done next week. Chairman Romero ended by advising that the State has put on freeze on everything as of last week.

Trustee Sisneros then advised that the Finance Committee met on January 12, 2017 and again on January 24, 2017 and are looking into what it is that they want as a committee and on the meeting of the 24<sup>th</sup>, they focused on the current condition of the State and the changes that we will be looking at. Trustee Sisneros then advised that the committee is also looking at either the 21<sup>st</sup> or the 28<sup>th</sup> to have a work Shop to try to offset what they are looking at, he then stated that he is tentatively looking at the 28<sup>th</sup>.

Secretary Chavez advised that the Veterans Committee also met and announced that they are very happy that they finally have their Veterans Resource Center up and running. Secretary Chavez then spoke of the flyers which were handed out prior to the meeting and thanked President Sanchez for his work in getting this done.

President Leroy Sanchez then introduced Dr. Lalla who provided a handout for the Board of scheduled events which will be occurring regarding HLC. Dr. Lalla advised the Board that this is basically a working document from the Institutional Analysis Team of external reports which go out to external entities. Dr. Lalla advised that we have a scheduled eDear report due with some due in March, June and July with various types of information which they are requesting that we provide to them with most of them being raw data. Dr. Lalla further stated that IPED's has some financial aid graduation rates regarding fall registration and these fall into the dates which she mentioned. Dr. Lalla further stated that we also have a quarterly report due to NMICC and then another one in October. Dr. Lalla then informed the Board that "others" are to do with Accreditation and we have an HLC Institution update which is due March 15<sup>th</sup> through 30<sup>th</sup> and this is done on a yearly basis. Dr. Lalla further advised that we have a site visit from CODA which is the Dental Program scheduled for April 21<sup>st</sup> and 22<sup>nd</sup>. Dr. Lalla then spoke on the feedback which we need for our Business program which is due in September. Dr. Lalla then advised that we have a target date for our next report to HLC in 2019 and our HLC visit which will occur on March 4<sup>th</sup> & 5<sup>th</sup> of 2019.

Next President introduced a couple of new hires at Luna Community College who are Coach Art Abreu and Coach Tyler Gibson.

Tyler Gibson introduced himself to the Board and advised that he has been hired as the Assistant Baseball Coach as well as a Student Services Advisor.

Art Abreu then introduced himself to the Board and advised that he is Luna Community College Athletic Director and advised that we have a lot of projects going on. Coach Abreu spoke of the pep rally which took place at JC's Pizza which was a huge success. Coach Abreu ended by talking about the teams current records and thanked the staff and directors for helping with these students.

## **INFORMATION ITEMS**

### **1. Presentation of Luna Community College Audit 15-16.**

Mr. Chris Garner addressed the Board and advised that he is going to give a synopsis of the Exit Audit and finish off with the Audit findings. Mr. Garner advised that the duty of the Auditors is to give an opinion. Mr. Garner further advised that they also perform a yellow book audit and with a regular audit all they have to do is look in to our internal controls and move on, but with the yellow book audit, they have to actually expand their testing and test samples of controls which was requested of them and the results of those testings are included in the yellow book audit, although they are not giving an opinion but are telling how they tested the samples of controls and what the results were from that testing. Mr. Garner then advised that the report which they submitted is an unmodified opinion which states that LCC's financial statements are correct an unmodified and an unmodified audit is a clean audit and the highest opinion which you want to get. Mr. Garner then advised that the last report that they do is the Uniform Guidelines report which is related to federal funds which are received regarding financial aid, and looked at compliance issues related to the grant and give an opinion as to whether we are meeting the requirements and did give a clean/modified opinion. Mr. Garner then advised that the last thing was the financial statements, (page 52 for findings), with the 1<sup>st</sup> being purchase orders, 1 out of 40 items tested and had one purchase as paying after services were rendered, 2. Cash disbursement they identified one disbursement in which a receipt for \$234.00 for meals was not included which is required by the State Auditor and this was one of the tests required by the State Auditor, 3. Through credit card testing there was one item which did not have a receipt to substantiate the credit card statement. Mr. Garner went on to the next page, the 1<sup>st</sup> finding was an oversight of someone, a direct family member being hired which should have been approved by someone else, and next, the Presidential search, state law was not followed and LCC ended up hiring the Interim President. Mr. Garner went on to state that these last two tests were also at the request of the State Auditor.

Chairman Romero interjected and advised Mr. Garner that regarding the Presidential Search, LCC has received the opinion of two different Attorneys and have not yet received an answer in black and white as to how this process was violated. Chairman Romero further advised that this issue was also brought up by him at the Exit Audit.

Mr. Garner advised Chairman Romero that he is absolutely correct in that this was mentioned at the exit audit.

Mr. Garner further advised that another finding of theirs was a Procurement violation as there was an item in excess of \$10,000.00 which was not accompanied by a third quote which was requested, again violating an internal policy.

Mr. Garner then advised that regarding LCC's fixed asset inventory count, the only violation was the timing, which was a violation of the State Audit rule, and finally, the last two were material weaknesses, the highest level of finding which they have, related to the Foundation. At this time Mr. Garner thanked Ms. Donna Flores-Medina and President Sanchez as if it were not for them, it would have been a lot harder to find and would have affected their opinion. Mr. Garner advised that the reconciliations were done after the fact. Mr. Garner further stated that the Foundation failed to submit financial statements on a required basis. And lastly, the next were scholarships which did not quite meet their criteria which was in excess of what the student is to receive and the student did not meet the GPA which is required.

Trustee Sisneros then asked Mr. Garner when then next audit is scheduled for.

Mr. Garner advised that it would be June the 30<sup>th</sup>, and HED has moved theirs up to November 1<sup>st</sup>.

2. Presentation/Update – Northeast Regional Education Cooperative (NEREC).

Dr. Jim Abreu addressed the Board and advised that NEREC has been doing contract/Grant Services work for LCC for the past two years. Dr. Abreu advised that he has provided a two page document describing a grant which was recently submitted which is also a 78 page document which he felt was too lengthy to submit to the Board. Dr. Abreu advised that this is a \$250,000.00 a year, for two (2) years, MSEIP grant which they wrote themselves in as recruiters for LCC in order to get a little piece of the pie. Dr. Abreu further advised that NEREC had some input from LCC's STEM Director, Francisco Apodaca as well as from Dr. Sharon Lalla, LCC's Vice President of Academics, and turned the grant in, prior to the Dec. 20<sup>th</sup> deadline and are awaiting word. Dr. Abreu then spoke of the Promise Neighborhood Grant which NEREC submitted and further stated that we scored 103 out of 108 points, although the only problem is that they only award 6 recipients out of 72 applications, and we did not make it but were really excited with the points we received. Dr. Abreu then advised that they turned in a Farm Grant, the School grant which is \$100,000.00 per year which could possibly go towards the Culinary Arts program. Dr. Abreu ended by advising the Board that they are also working on a teaching incentive grant which would merit pay for teachers and the final grants are an Education Innovation Grant and Humanities program grant and further advised that they are currently looking for partners and have identified a couple at NMHU and are now looking at LCC.

Secretary Chavez thanked Dr. Abreu for all his hard work in applying for so many grants and advising the Board as to what is going on.

Vice Chairman Medina advised that Dr. Abreu is usually very successful with the grants which he applies for and thanked him for all his hard work.

### 3. Discussion/Feedback/Accountability to responses to Higher Education department (HED) findings.

President Sanchez advised the Board that his office did a follow up to the response from HED on the findings and his understanding is that there was some confusion as to whether or not they had received LCC's response to the audit. President Sanchez advised that Mrs. Yara was able to make contact today with Mr. Hamish Tompson of the State Auditor's Office who advised that they were indeed in receipt of the response and thanked us for taking time to inquire as to whether or not they had been in receipt of the response and offered any assistance which we may need

### 4. Discussion/Feedback/Accountability to auction of miscellaneous equipment which was to be conducted last year.

President Sanchez advised the Board that the state advised that what they needed and we were never asked for, was the signatures of all Board members on the minutes in which the Board approved of the items set for auction. President Sanchez further advised that Mrs. Yara made contact with the State Auditor's Office and was advised that they had submitted a letter to LCC, which was not received by his office and is usually sent, first electronically and then the certified mail and it was at this point that Mrs. Yara requested a copy of that letter electronically and it was at this time we were made aware that they were requiring the signatures of all Board Members and this has since been done and submitted and have not heard back from them as of this date.

Trustee David Gutierrez advised that the reason he brings this up is because, at one time Trustee Michael Adams had requested that some of the equipment go to New Mexico Highlands University and asked if that has been done.

President Sanchez advised that the equipment has not been released due to LCC currently awaiting permission from the New Mexico State Auditor's Office.

Trustee Gutierrez also advised that we definitely need to get the equipment back from Raton as there is quite a bit of equipment that needs to get back here.

President Sanchez advised that he has been in contact with the Superintendent of Ration Public Schools regarding this issue and has submitted a letter requesting a response from Raton within two (2) days.

Trustee Sisneros then suggested joining the schools when they hold their auctions.

### 5. Presentation of Internal Quarterly Report

Donna Flores-Medina, Vice President of Academics addressed the Board and advised that we had conversations as to what kind of data is available to the Board and what kind of data our system holds. Ms. Flores-Medina advised that the plan is to bring information forth on a quarterly basis and advised that the report which they have are as of December 2016, representing 50% of our budget. Ms. Flores-Medina advised that she has provided reports directly from our system. Ms. Flores-Medina then directed the Board to fund 101 which is ING (unrestricted), **(please refer to Ms. Flores-Medina's report)**, which talks about funding balance, ending balance, etc. Ms. Flores-Medina advised that the first page gives a snapshot of our revenue resources, the first being tuition which was budgeted at \$950,864.00 and right next are the actuals which have come in as of December, \$481,336.00. Ms. Flores-Medina advised that there is a column which will not come into play called encumbered, and another column which is listed PCT which stands for percentage and the bottom number tells what percent of our budget has been received in revenues as of December which are 51% and right on mark. The last column called variance, **(again, please refer to Ms. Flores-Medina's report for sub-numbers, etc.)**, is what we have yet to collect and what we intend to collect and what we get to collect is \$469,498.00. Ms. Flores-Medina advised that next is appropriations and full year budget for appropriations, (state appropriations) is \$7,659,090.00, and actuals to date are \$3,892,796.00 and that is 50% and the other 50% will come in between January and June. Ms. Flores-Medina then spoke of the mill levy and as of December, the taxes have not come in yet and what is recorded on the report which shows a negative is the receivable for June 30<sup>th</sup> and until the new revenues come in, you will not see a positive. Ms. Flores-Medina advised that the next category is reporting fees and we get a little bit of money back from the Pell Grant and the next is private, gifts and contracts which shows \$263.00 which she does not know where it comes from but it is not even budgeted, next, earnings from investments which we budget \$5,000.00, is also just as small and we are at 41% at \$2,069.00. Ms. Flores-Medina then spoke of the sales which we do not have sales per say, although we do receive monies from rentals such as Rio Gallinas Charter School and then a small amount from the HELP Office in Springer. Ms. Flores-Medina then advised that the next category are other sources again very small, budgeted at \$5,000.00 and we are at \$2,050.00, next internal revenue at \$1,147.00 which could come from copy charges. Ms. Flores-Medina then advised the Board that as they can see, the vast majority of revenue budgeted is from state appropriations which is 7.6 million out of the 10.2 million.

Ms. Flores-Medina advised that on the expenditure side the first category entitled General Distribution, the budget is \$538,432.00 those are the transfers.

A brief discussion initiated by Secretary Chavez ensued regarding the Coffee Shop and asked that Student Government President, Jackson Igondou do a survey amongst the students to find out whether or not the Coffee Shop is beneficial to our students as well as to the College.

Ms. Flores-Medina continued with her report and advised that the next few pages summarize with a little more detail, the expenditures for the unrestricted ING, with the first section being instruction which lists all areas and departments which are budgeted under

instruction and the full budget for instruction is \$4,536,684.00, expenditures to date \$1,076,763.63a and encumbered, \$41,163.00 and that is the perfect place to be as of December, rather than 50% because full time faculty get a large pay out in May. Ms. Flores-Medina then went on to the next category which is academic support, budgeted right under \$600,000.00 and they are at 46%, the next category is student services budgeted at \$2,067,995.00 and they are at 42%, the next category is institutional support budgeted at \$2,362,699.00 and that is at 58%, and the final category is maintenance of plant which includes our property insurance which is paid at the beginning of the year and shows a little high and also utilities are encumbered for the whole year and the budget for the year is \$2,004,343.00 and that is at 73% and note the last two (2) utilities and property insurance are at 98 and 80% respectively for the reasons she noted. Ms. Flores-Medina then advised that the entire instruction in general budget, expenditures is \$12,155,078.00 and is at 49%. Ms. Flores-Medina then advised that instruction is at \$4,500,000.00 out of the \$12,000,000.00.

## **ACTION ITEMS**

1. Approval to move forward with proposal submitted by YESCO Energy Services Company.

Scott Griffith of YESCO advised the state started this program about 20 years ago and it is called the Energy Efficiency and Conservation Act, and was not very well put out in the first (inaudible) years of it but has hence, changed a lot. Mr. Griffith advised that they have worked really hard the last five (5) years to bring this forward and make it work. Mr. Griffith advised that this is a project with savings and are guaranteeing a savings with a payback which is a rule of the State NMRD. Mr. Griffith further advised the Board that they come in and do a preliminary audit, walk through all buildings on campus and looked at all of LCC's equipment. Mr. Griffith then thanked a few LCC employees who were very helpful to them while performing the project, Matthew Cordova who was amazing and took them everywhere they needed to be, Sheryl Yara who has the keys to the kingdom and Urszula Abeyta who has the best billing filing system he has ever seen. Mr. Griffith went on to say that upon completion of the audit, they felt that there is a very good project here at LCC that is worth going through together. Mr. Griffith then advised that just to show how we feel about the Higher Ed side of this, they are currently engaged with UNM in the first phase of about a \$22,000,000.00 project and were just put under contract with NM Tech. and are also with Bernalillo County, just finished Silver City, the City of Roswell and many others. Mr. Griffith advised that the bottom line is that this Institution can do a program like this with no upfront cost, no money taken from the budget and through this proposal, they are able to do this at about a \$1,500,000.00 to \$3,000,000.00 project which they can put together to renovate the campus, put new lighting into the college, water, gas, etc. Mr. Griffith advised that they looked at all the major square footage and right now LCC is running at about \$1.33 per square foot and YESCO can get LCC down to about \$1.03 per square foot which comes down to about \$83,000.00 in savings in gas and water. Mr. Griffith advised that this would also mean the newest best equipment, not the lowest bid as they work with procurement rules because they guarantee the best efficient equipment, not the cheapest. Mr. Griffith advised that since the NMRD met with

HED, YESCO has had five Institutions sign up with them looking for savings and wanting to be efficient with their dollars. Mr. Griffith then advised the Board that what they are asking for tonight, is the ability to move forward with the project and the next step for them would be to do an investment rate audit.

Trustee Gutierrez then asked Mr. Griffith if this energy audit was done only on the main campus.

Mr. Griffith advised that this is correct and they wanted to bring this forth to show the savings in order for the Board to see the cost savings and then look at the satellites.

Trustee Montoya then asked Mr. Griffith how LCC would go about explaining this to their constituents.

Mr. Griffith advised that this does not affect any bond issues, any mill levy, it is all taken care of by the savings and the best thing to tell your constituents is that you are renovating the school and it is not costing us a penny.

Chairman Romero then asked President Sanchez for his recommendation.

President Sanchez advised that we will follow up on this in order to get more figures and is recommending approval of Action item #1.

Trustee Sisneros moved for approval of moving forward with this project. Trustee Montoya seconded the motion, with all in favor, the motion did carry.

## 2. Discussion/Approval of LCC Board Policies

Chairman Romero advised that this item should be tabled due to the fact that Trustee Michael Adams is not present tonight and he was going to bring in some numbers from other places which the Board would look at.

Trustee Montoya moved for approval to table Action Item #2. Trustee Sisneros seconded the motion to discuss it, with all in favor, the motion did carry.

Trustee Sisneros then asked if they need the figures or can they recommend someone to move forward at looking into the policies for the Board as he hates to wait another month.

Chairman Romero advised that some time back, they had someone bring in some numbers and further advised that it would be too much to get someone internal to work on the policies.

Trustee Montoya then advised that after the discussion by Trustee Sisneros and Trustee Gutierrez, he would like to rescind his motion to wait for the following month and move on recommendations and wait for a motion on that issue.

Trustee Sisneros also rescinded his motion.

Trustee Sisneros asked if we could put together a committee and meet with the President and by next meeting come up with something as it is too much to burden Trustee Adams.

Chairman Romero agreed with Trustee Sisneros and asked Trustee Montoya if he would like to be on that.

Trustee Montoya advised that he would.

Trustee Sisneros moved for approval to explore the potential of looking at different alternatives to continue with our policies and that would be made of up three members of this Board. Trustee Montoya seconded the motion, with all in favor, the motion carried.

3. Approval of Higher Education Department (HED) Quarterly Report.

Donna Flores- Medina addressed the Board and advised that the Board has before them, the current requirement for reporting to HED and this to show that we are being fiscally responsible. Ms. Flores-Medina advised that we answered no to all the questions on the report.

Trustee Sisneros moved for approval of the HED Quarterly Report. Trustee Montoya seconded the motion, with all in favor, the motion did carry.

4. Approval of Internal Budget Adjustment Requests (BAR's)

President Sanchez advised that there are no BAR's to approve at this point.

**Executive Session**

Vice Chairman Medina moved to go into Executive Session. Trustee Sisneros seconded the motion.

Chairman Romero called for a roll call vote.

Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	A
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry.

### **Return to Regular Session**

Vice Chairman Medina moved to reconvene into Regular Session. Trustee Sisneros seconded the motion.

Chairman Romero called for a roll call vote.

Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	A
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry

Chairman Romero advised that no action was taken during the Executive Session portion of this meeting.

### **Adjourn**


Vice Chairman Medina moved for adjournment. Trustee Sisneros seconded the motion.

Chairman Romero called for a roll call vote.

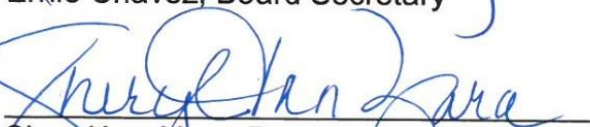
Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	A
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry.

  
Daniel J. Romero, Board Chairman

  
Ernie Chavez, Board Secretary

  
SherylAnn Yara, Recorder

**LUNA COMMUNITY COLEGE  
BOARD OF TRUSTEES  
SPECIAL MEETING MINUTES**

Tuesday, March 21, 2017 – 5:30 p.m.  
Luna Community College Student Services Board Room

**Call Meeting to Order and Establish a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez, Trustee Abelino Montoya, Jr., and Trustee Seveiano "Sev" Sisneros.

**Also present:** President Leroy Sanchez, Executive Office Manager, SherylAnn Yara, Information Specialist Orlando LeFebre, Dr. Sharon Lalla, Vice President of Academics, Marc A. Grano, LCC Legal Counsel, Carolyn Chavez, Human Resources Director, Dr. Rolando Rael, Allied Health Director, Jackson Igondou, Student Government President, Susan Grohman, Nursing Department, Larry Paiz, IT/Title IV, Cindy Armijo, STEM/Phi Theta Kappa, Erin Gilland, Allied Health/Faculty Senate and Dawna O. Gallegos, Dental/Student Government.

**Pledge of Allegiance**

Pledge of Allegiance was let by Trustee Michael Adams.

**Proposed Changes to the Agenda**

Trustee Adams moved approval of no changes to the Agenda. Trustee Abelino Montoya, Jr. seconded the motion, with all in favor, the motion did carry.

**Approval of the Agenda**

Trustee David Gutierrez moved for approval of the Agenda. Vice Chairman Kenneth Medina seconded the motion, with all in favor, the motion did carry.

**Executive Session (Roll call is required)**

Vice Chairman Medina moved to convene into Executive Session. Trustee Montoya seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes

Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry.

### **Reconvene into Regular Session (Roll call is required)**

Vice Chairman Medina moved to reconvene into regular session. Trustee Adams seconded the motion.

Chairman Romero certified that only those items discussed in agenda items VI(A) and V1(B) were discussed in Executive Session. Chairman Romero then called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

### **Action Items**

1. Discussion and approval of modification to LCC President's contract.

LCC Legal Counsel, Marc Grano addressed the Board regarding the modification of the President's contract and at this time passed out a contract for the Board's review and signatures. Mr. Grano further stated that the Board has had the opportunity to review and now advised that we need to have a motion and a second.

Trustee Adams moved for approval of the modification to LCC President's contract. Secretary Chavez seconded the motion, with all in favor, the motion did carry.

2. Discussion and approval to begin LCC Presidential Search pursuant to NMSA 1978, Section 21-1-16.1 (2011).

Trustee Montoya moved for approval to begin with the LCC Presidential Search. Trustee Adams seconded the motion, with all in favor, the motion did carry.

### **Announcement on date, time and location of next BOT Meeting(s) and Work Shops.**

- Work Session – March (TBA)
- Regular Board Meeting, Tuesday, April 11 2017 n- 5:30 p.m. – LCC Student Success Center Board Room.

**Adjourn (Roll call is required)**

Vice Chairman Medina moved for adjournment. Trustee Montoya seconded the motion.

Chairman Romero called for a roll call vote. Roll call was taken and reflected the following:

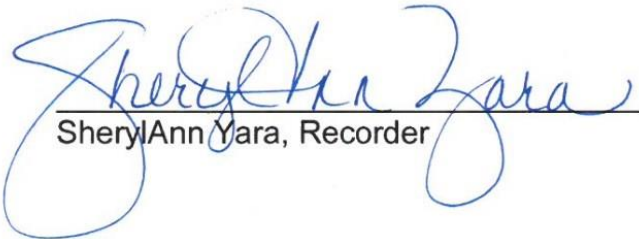
Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		



Board Chairman Daniel J. Romero



Board Secretary Ernie Chavez



Sheryl Ann Yara, Recorder

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
SPECIAL BOARD MEETING**

Tuesday, March 28 2017 – 5:30 p.m.  
Luna Community College Office of the President

**Call Meeting to Order and Establish a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Trustee Michael Adams, Trustee David Gutierrez, Trustee Abelino Montoya, Jr. and Trustee Severiano "Sev" Sisneros.

**Absent:** Secretary Ernie Chavez (*Arrived at 6:10 p.m.*)

**Also Present:** President Leroy Sanchez, Executive Office Manager, SherylAnn Yara, Information Specialist, Orlando LeFebre and LCC Counsel, Marc A Grano.

**Pledge of Allegiance**

Pledge of Allegiance was led by Vice Chairman Kenneth Medina.

**Proposed Changes to the Agenda**

Trustee Abelino Montoya, Jr. moved for no changes to the Agenda. Trustee Michael Adams seconded the motion, with all in favor, the motion did carry.

**Approval of the Agenda**

Vice Chairman Kenneth Medina moved for approval of the Agenda. Trustee Adams seconded the motion, with all in favor, the motion did carry.

**Informational Items**

1. LCC Board discussion and direction on Presidential search.

LCC Legal Counsel Marc Grano advised that he has looked up information as to the guidance on the finalist of at least (5) five individuals and as to publications which should be no less than (21) twenty one days no more than (30) thirty days. Mr. Grano also spoke of the requirements as to where the advertisement should be published as well as the publication listing the (5) finalists. Mr. Grano went on to state that at the final Board meeting, the Board will decide who the final selection is. Mr. Grano further stated that should the process be continued, this should be publicized in one state wide publication such as the Albuquerque Journal.

Trustee Abelino Montoya Jr. asked about the Wagon Mound area.

Mr. Grano advised that he would have to get some type of certification as to whether or not Wagon Mound distributes to the neighboring areas.

President Leroy Sanchez advised that in order to cover the Board, we should publish in Raton and Santa Rosa as Springer does not have a newspaper.

Trustee David Gutierrez advised that Springer does not have a newspaper and that the Albuquerque Journal is only received by persons who have a subscription, otherwise it is not distributed in Springer.

Mr. Grano went on to advise the Board that NMSU had publicized the (5) five names and then (4) four of them pulled out, so he reiterated the importance of publicizing everyone's name who is selected on the notice.

Vice Chairman Medina asked about the possibility of hiring a consultant.

Mr. Grano advised that most Institutions hire a consultant and that is great if the monies are available, although he feels that he along with the assistance of Human Resources and Sheryl Yara, we will be able to keep on track with all deadlines.

Trustee Montoya asked about the selection committees.

Mr. Grano advised that he is recommending that the Board review all the applications that come in and whittle them down to (5) five.

Trustee Severiano "Sev" Sisneros asked if this would be a problem for Human Resources and Sheryl.

President Sanchez advised that he spoke with Carolyn Chavez, Human Resources Director who advised that during the last Presidential Search, she had done most of the work on that end and Sheryl took care of the advertising.

Trustee Adams advised that he would like to get the information in order to meet the guidelines as we do not want to go before the State again as we do not even know what we did wrong the last time.

Trustee Montoya then advised that the Board needs to determine what it is that they are looking for such as (5) five years of experience in a college, etc.

Mr. Grano then advised that he feels that the Board must definitely approve a job description and passed out some handwritten notes which he had taken.

Trustee Gutierrez then asked if we would be publishing nationally or regionally.

Mr. Grano advised that the statute states that that we only need to go statewide, although it would be entirely up to the Board.

Mr. Grano again stated that he feels the need to hold another meeting in order to approve a job description and after that, it is a matter of developing a timeline. Mr. Grano also suggested discussion and approval at the next meeting.

Trustee Gutierrez suggested that being that this is fresh in the Board's minds, and if there is not anything else pending, that we use the April 11<sup>th</sup> meeting to discuss only this item and get it going.

Trustee Montoya then asked if the certifications are needed from the newspapers prior to having the next meeting.

Chairman Romero asked Sheryl to continue with the requests for certification.

Trustee Adams asked if Mr. Grano does any further work outside of his normal work for us, do we look at compensation as he does not want for Mr. Grano to become overwhelmed working on this Presidential Search.

President Sanchez advised that the last Law Firm who assisted us, charged us for every little thing and they charged us a lot so we will look into the matter.

### **Action Items**

1. LCC Board review and selection of IFRP (Informal Request for Proposals) regarding policy revision/development for Luna Community College Board of Trustees.

Chairman Romero passed out the score sheets to each Board Member and asked that they review and score as they see fit.

Trustee Adams then made a motion allowing President Sanchez to negotiate with the top two. Secretary Chavez seconded the motion, with all in favor, the motion did carry.

### **Adjourn (Roll call is required).**

Vice Chairman Medina moved for adjournment. Trustee Montoya seconded the motion.

Chairman Romero called for a roll call vote. Roll call was taken and reflected the Following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michel Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry.

  
Board Chairman Daniel J. Romero

  
Board Secretary Ernie Chavez

  
SherylAnn Yara, Recorder

# **LUNA COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING MINUTES**

Tuesday, April 11, 2017 – 5:30 p.m.  
Luna Community College Student Services Center Board Room

## **Roll call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez, Trustee Abelino Montoya, Jr. and Trustee Severiano "Sev" Sisneros.

**Also present:** President Leroy Sanchez, Executive Office Manager SherylAnn Yara, Information Specialist Orlando LeFebre, Larry Paiz, IT/Title V, Jackson Igondou, Student Government President, Kenneth Bachicha, Media Arts/ Humanities, Arthur Abreu, Athletics, Elaine Luna, AHEC Director, Dr. Sharon Lalla, Vice President of Academics and Donna Flores-Medina, Vice President of Finance.

## **Pledge of Allegiance**

Pledge of Allegiance was led by Secretary Ernie Chavez.

## **Proposed Changes to Agenda**

Trustee Abelino Montoya, Jr. moved for approval of no changes to the Agenda. Trustee Michael Adams seconded the motion, with all in favor, the motion did carry.

## **Approval of the Agenda**

Trustee Montoya moved for approval of the Agenda. Trustee Adams seconded the motion, with all in favor, the motion did carry.

**Approval of the Minutes** (March 21, 2017 Special Meeting and March 28, 2017 Special Meeting minutes).

Trustee Severiano "Sev" Sisneros moved for approval of the March 21, 2017 Special Meeting minutes and the March 28, 2017 Special Meeting minutes. Trustee Montoya seconded the motion, with all in favor, the motion did carry.

## **Action Items**

1. Approval of the BAR's (Budget Adjustment Requests).

Vice President of Finance Donna Flores-Medina addressed the Board and advised that this BAR constitutes a budget increase for the AHEC Department, with the monies coming in from the State.

Chairman Daniel J. Romero asked President Sanchez for his recommendation. President Sanchez advised that he is recommending approval of the BAR.

Trustee Adams moved for approval of the BAR's (Budget Adjustment Requests). Vice Chairman Kenneth Medina seconded the motion, with all in favor, the motion did carry.

2. Discussion and Approval of a/the job description for the position of Luna Community College President.

LCC Legal Counsel, Marc Grano addressed the Board and advised that he has submitted to them, a draft in order to get started with the process. Mr. Grano further advised that regarding the requirement of someone who is fluent in Spanish, he is recommending that the advertisement state preferred as opposed to required. Mr. Grano Also reminded the Board that at the last meeting he also recommended listing the names of all finalist on the notice. Mr. Grano then advised that what we are trying to do is meet the requirements and this is pursuant to all requirements.

Trustee Adams then inquired as to whether the last notice/advertisement which was put out there was approved by this Board, and if so, is it one of the drafts which has been submitted by Mr. Grano tonight.

Trustee Adams was advised that the last notice was approved by this Board and it is one of the ones submitted by Mr. Grano.

Trustee Montoya then asked President Sanchez, how many students he meets with on a weekly basis who speak only Spanish and how many meetings he has with people who speak only Spanish.

President Sanchez advised that there are some students who speak only Spanish, although we do have tutors to assist them.

Mr. Grano then referred to the 5<sup>th</sup> paragraph of the draft which would allow for the Board decide what it is they requiring experience, and again, the last is regarding the requirement of being fluent in Spanish and again, suggested preferred as opposed to required.

Trustee Montoya asked if it should read, something to the effect that Luna Community College is a traditionally Spanish territory and/or heritage.

Trustee Adams then advised that UNM is also looking for a President and they said the same thing regarding Spanish which also stated preferred. Trustee Adams further stated

that he does not see anything wrong with the draft as we will still review every application which comes in and recommended just adding the word "preferred."

Chairman Romero then asked if anyone has any issues with changing the word to preferred as opposed to required. None of the Board Members objected.

Mr. Grano then asked about the Ph.d and if this is what the Board is requiring.

Mr. Grano then suggested at least five (5) years of experience, although it is up to the Board as to what they are looking for.

Trustee Montoya then advised that he did some checking and looked at one from California and they asked for five years demonstrated experience preferably in either education. Trustee Montoya then advised that he would recommend that we keep it at the five years of experience and further advised that it also depends on where we are today and where we want to be with the next leader.

Chairman Romero then advised the he feels that President Sanchez has done an excellent job here at Luna and thanked the President for all his hard work.

Chairman Romero then called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	No
Trustee Severiano "Sev" Sisneros	Yes		

Chairman Romero then asked where we were going to be advertising and if it is going to be statewide or regionally.

Mr. Grano advised that the board had discussed earlier that it would be state wide and went over the list submitted which entails where the newspapers would circulate.

Trustee Adams then moved for approval of the draft with the changes as he believes that the Board can determine once they review the applications. Trustee Severiano "Sev" Sisneros seconded the motion commenting that simple is good.

Chairman Romero advised that he still has heartburn over the fact the Higher Learning Commission claims that we hired the President illegally the last time and it has still not been shown to us on paper or otherwise what was done wrong.

Secretary Chavez voiced his concerns with the five years of experience as this is what was discussed at the retreat and feels that the Board should follow through with what they have talked about.

Trustee David Gutierrez advised that there was also a comment made by Trustee Montoya regarding a multicultural community.

The motion by Trustee Adams was clarified and reads, Approval of the draft changing "required Spanish speaking" to "preferred Spanish speaking" and Luna Community College was founded in 1969 and is the only college located in the lower slopes of multi-cultural Northeastern New Mexico.

Chairman Romero called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abeino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry.

Trustee Montoya then stated for the record that he wanted to clarify the he voted no on the omitting the five (5) years but yes to the changes to the draft.

Mr. Grano then advised that we would be using LCC staff to put packets together and when the applications arrive, the Human Resources Department and himself would review and whittle out the ones who do not possess a Ph.d and any other related requirements.

Chairman Romero then advised that the next meeting will be scheduled for Tuesday, April 25, 2017 at 5:30 p.m. in the LCC Student Success Center Board Room and the next scheduled Regular Board meeting is scheduled for Tuesday, May 9, 2017 at 5:30 p.m. in the LCC Student Success Center Board Room.

## **Adjourn**

Vice Chairman Medina moved for adjournment. Trustee Adams seconded the motion.

Chairman Romero called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry.

Daniel J. Romero, Board Chairman

  
Ernie Chavez, Board Secretary

  
SherylAnn Yara, Recorder

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES**

Tuesday, May 2, 2017 – 10:00 a.m.

Luna Community College Maria H. Paiz Administration Building  
Office of the President

**Call Meeting to Order and Establish a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez, Trustee Severiano "Sev" Sisneros.

**Also Present:** President Leroy Sanchez, SherylAnn Yara, Executive Office Manager, Orlando LeFebre, Information Specialist and Jessica McGee, Culinary Arts Director/Faculty Senate.

**Absent:** Trustee Abelino Montoya, Jr. attempted to appear telephonically, to no avail. *(Note: On December 13, 2016, the Luna Community College Board of Trustees approved an amendment to the Luna Community College Board of Trustees Policy & Procedures, Section 2.03, **Conduct of Business**, subsection 11 – (The proposed amendment removes the ability of Board of Trustees to appear telephonically at public meetings of the Board of Trustees. (See attached minutes of the December 13, 2016 Regular Board Meeting).*

**Pledge of Allegiance**

**Proposed Changes to the Agenda**

Trustee Michael Adams moved for no changes to the Agenda. Secretary Ernie Chavez seconded the motion, with all in favor, the motion did carry.

**Approval of the Agenda**

Vice Chairman Kenneth Medina moved for approval of the Agenda. Trustee Adams seconded the motion, with all in favor, the motion did carry.

**Approval of the Minutes** *(April 11, 2017 Regular Board Meeting Minutes).*

Trustee Severiano "Sev" Sisneros moved for approval of the April 11, 2017 Regular Board Meeting Minutes. Trustee David Gutierrez seconded the motion, with all in favor, the motion did carry.

## **Informational Items**

1. Board update on Luna Community College Policy Committee meeting held on April 27, 2017.

A discussion ensued regarding the Luna Community College Board of Trustees Policies and it was noted that some of the policies have been revised and are currently in effect.

Trustee Adams stated that at the last meeting, the Board was presented with the RFP (proposals) which were submitted for contractual services for the revision of the Luna Community College Board of Trustees policies. Trustee Adams further stated that the President was given authority to negotiate with the top two individuals, which has been done and we are now ready to proceed with the revisions. Trustee Adams further advised that he keeps hearing that we do not have any money and does not believe this but these revisions must be done.

Secretary Ernie Chavez voiced his concerns with the Board talking and proposing Things such as this issue and feels that they do not follow through. Secretary Chavez advised that he has brought these feelings before the Board on numerous occasions and hopes that this time we are able to follow through.

All Board Members were in agreement that this issue must be taken care of immediately in order for them to run the College as it should be run.

President Leroy Sanchez advised the Board that he along with the Policy Committee will be meeting later on today with Mr. Ricky Serna who has been selected to look over and revise the Board's policies.

## **Action Items**

1. Review, Discussion, clarification and approval of timeline for initial posting of Presidential Search advertisement/publication.

Trustee Sisneros opened up by stating that he does not like doing this this way and feels that the Board really needs to look at hiring a consultant to take care of this as he also feels that this way will also be placing further tasks on our employees at the college.

Trustee Adams then brought up the dates on the timeline submitted by LCC Legal Counsel Marc Grano and asked why we are waiting so long to advertise. Trustee Adams further stated that according to the timeline, we are waiting one whole month from the start of advertisement to the deadline for receipt of applications and feels that this is too long.

President Sanchez advised that Board that these dates may be changed as long as we meet the June 22, 2017 deadline for receipt of the applications.

A discussion ensued regarding the advertisement/job description itself and asked if it had been submitted by Mr. Grano.

SherylAnn Yara, Executive Office Manager advised that she had only received the timeline from Mr. Grano. Mrs. Yara further stated that the advertisement/job description was approved at the last BOT meeting with two changes and she would be happy to make the changes in order to begin with the advertising process immediately.

It was then asked of Mrs. Yara if she would be able to proceed with the process tomorrow, May 3, 2017.

Mrs. Yara advised that she would not be ready as only Mr. Grano along with the Board have a copy of the advertisement/job description. Mrs. Yara further stated that she would be able to begin the process on Monday, May 8, 2017 and asked that she be forwarded a copy of the advertisement/job description.

Trustee David Gutierrez then addressed the Board and advised that since they would like to give Mrs. Yara ample time to get everything situated, the Board should start the advertisement on May 8, 2017 and run it through May 19<sup>th</sup>.

A discussion then ensued regarding the amount of times publication should take place in each newspaper, as well as the cost for the publication. A total of seven (7) times was one suggestion which was brought up.

At this time, Mrs. Yara advised the Board that publication is very costly and considering the number of newspapers and the amount of times of publication which the Board is considering, the cost will be great.

Secretary Chavez then moved to **run the advertisement/job description from any day forward but ending on June 22, 2017, tentatively with subject to change.** Trustee Adams seconded the motion, with all in favor, the motion did carry.

Chairman Romero asked Mrs. Yara to read the motion one more time for the record. Mrs. Yara advised that for the record, the motion was to **run the advertisement from any day forward but ending on June 22, 2017, tentatively with subject to change.**

2. Approval of public relations statement from Luna Community College Board of Trustees regarding current media blitz.

At this time, Trustee Sisneros moved to table Action Item #2 until we are able to find a remedy to this, although he would like to see this done quickly. Trustee Adams seconded the motion, with all in favor, the motion did carry.

3. Approval – Allow President to proceed with the advertisement and hire of a Public Relations Officer for Luna Community College.

A brief discussion ensued amongst the Board Members regarding the negative press which LCC has been receiving and how the Board feels that we need someone to clarify this negativity and put the good news about LCC out to the media.

President Sanchez then advised the Board that he does not feel that we need to hire someone on a full time basis but for a one time basis to do maybe 2 to 3 weeks to possibly a month and be very specific with what we want to go to the media. President Sanchez further stated that we need someone who knows what they are doing and is familiar with putting the correct information out there.

Chairman Romero reiterated his concern with the newspaper's hammering of LCC and advised that he feels that we need to hire someone to clear this up.

Trustee Sisneros then advised that he feels that our staff is starting to feel kind of heavy and further reiterated that we need someone to clarify things.

Trustee Gutierrez then advised that these monies could be used at the Springer Satellite and due to the current budget restrictions, he does not know if we are going to be able to hire a Manager for the Satellite.

Vice Chairman Medina agreed with President Sanchez in that we do not need someone for a long period of time as we do not have the money for a full time person.

Trustee Adams moved to allow the President to hire a temporary PR person with a limitation of time for employment. Secretary Chavez seconded the motion, with all in favor with the exception of Trustee Gutierrez, the motion did carry.

#### **Announcement on date, time and location of next BOT Meeting(s) and Work Shops.**

Chairman Romero announced that the next Regular Board Meeting will take place on Tuesday, June 13, 2017 at 10:00 a.m. in the Luna Community College Student Services Center Board Room. Chairman Romero further advised that due to the upcoming Presidential Search and the revising/developing of the Board's policies, Special Meetings will be forthcoming and announced as needed.

#### **Adjourn**

Trustee Adams moved for adjournment. Vice Chairman Medina seconded the motion.

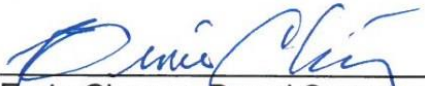
Chairman Romero called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	A
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry.


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Daniel J. Romero, Board Chairman



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Ernie Chavez, Board Secretary



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SherylAnn Yara, Recorder

# Administrative Retreat

Albuquerque, NM

## ***Success... what does it look like***

Thursday, July 07 - Friday, July 08, 2016

8:30 Thursday Sign in	and continental breakfast
Working lunch and	dinner provided
8:00 Friday Working	lunch provided

Agenda I.	Team	Building –  President’s Team Building Activity throughout the retreat
		II. Core Expectations
A. What are our		goals? Open discussion
		B. Work ethic
		C. Professional Relationships
		D. Team Work
		E. E-mail (everyone)
		F. FERPA
III.	Working	Groups
		A. Faculty - Policy
		a. Prep time location
		b. Office hours
		c. Instructional Expectations
		d. Serving on committees

	B. Clubs and Organizations – review of clubs and processes
	C. Student Services
D. Emergency	Preparedness and Campus Support -
	<i>Physical Plant &amp; Maintenance</i>
	1. Cleaning schedule
	2. Work loads
	3. Work orders
	E. Importance of thorough documentation of ALL STUDENT Issues
	<b>Presentation: LCC attorney Marc Grano</b>
	Documentation, discipline, evaluation, employment offer
IV. Report from	Work Groups
A. Expectations –	Goals setting and target completion      schedule
B. Working dinner	– C. Homework – Shared Governance      Handout
Continental	Breakfast
<b>Teambuilding</b>	<b>activity: Telestrations</b>
	<b>HOT TOPICS:</b>
	Shared Governance: Dr. Lalla
	Textbooks (length of use, requirement of access codes, etc.) Community Education
	Graduation Processes: (Petition to graduate, graduate clearance)
Working Lunch	PDSA – New Employee Orientation Checklist
Athletics	

Finance updates

1. Thresholds
2. Procurement
3. Violations

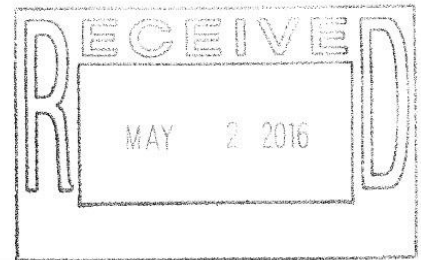
Closing

Work Groups			
Faculty Policy	Emergency Preparedness and Campus Support	Clubs & Organizations	Student Services
Dr. Lalla	Matthew Cordova		Michael Montoya
Dr. Roybal	Matthew Griego	Donna Flores-Medina	Debbie Trujillo
Cindy Armijo	Denise Montoya	Andrellita	Bernadette Rael
Susan Olsen		Art Abreu	Francisco Apodaca
Leticia	President Sanchez		
Dr. Martinez			

## Appendix 5.A.1.1: 2016/17 Operating Budget

(Next Page)

NEW MEXICO HIGHER EDUCATION DEPARTMENT  
Budget Approval Form  
FY 2016 (Academic Year 2016-2017)



INSTITUTION: LUNA COMMUNITY COLLEGE

EXPENDITURES			
	UNRESTRICTED	RESTRICTED	TOTAL
CURRENT FUNDS	\$13,075,289 ✓	\$7,742,168 ✓	\$20,817,457 ✓
PLANT FUNDS	\$2,469,884 ✓	N/A	\$2,469,884 ✓
TOTAL	\$15,545,173 ✓	\$7,742,168 ✓	\$23,287,341 ✓

**Amounts must agree with Exhibit 1 of the Operating Budget.**

This operating budget is submitted in accordance with Article 5, Section 9, of the Constitution of New Mexico and Section 21-1-26 NMSA 1978. All information herein stated is true and correct to the best of my knowledge and belief.

Approved by Governing Board:

Daniel Romero  
Chair

4-26-16  
Date

Approved by New Mexico Higher Education Department:

Dale Dean  
Cabinet Secretary

5.27.16  
Date

Approved by Department of Finance & Administration:

Dorothy E. Rodriguez  
Cabinet Secretary

12 July 2016  
Date

NEW MEXICO HIGHER EDUCATION DEPARTMENT  
BUDGET ADJUSTMENT REQUEST

INSTITUTION : Luna Community College ✓

FY 1516 ✓

Adjustment to Fund: Restricted ✓

Request # 1 ✓

	Current Approved Budget	INCREASE (DECREASE)	Revised Budget
<b>REVENUES</b>			
Instruction and General	787,427 ✓	622,353 ✓	1,409,780 ✓
Student Social & Cultural Activities		0	
Research		0	
Public Service	324,500 ✓	50,759 ✓	375,259 ✓
Internal Service Dept.		0	
Student Financial Aid	6,589,240 ✓	970 ✓	6,590,210 ✓
Auxiliary Enterprises		0	
Athletics		0	
Independent Operations		0	
<b>Subtotal Current Funds</b>	<b>7,701,167</b> ✓	<b>674,082</b> ✓	<b>8,375,249</b> ✓
Capital Outlay		0	
Renewals & Replacements		0	
Retirement of Indebtedness		0	0
<b>Subtotal Plant Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUES</b>	<b>7,701,167</b> ✓	<b>674,082</b>	<b>8,375,249</b> ✓
<b>BEGINNING BALANCES</b>			
Instruction and General	0	0	0
Student Social & Cultural Activities		0	0
Research		0	
Public Service		0	
Internal Service Dept.		0	
Student Financial Aid		0	
Auxiliary Enterprises		0	
Athletics		0	
Independent Operations		0	
<b>Subtotal Current Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>
Capital Outlay		0	
Renewals & Replacements	0	0	
Retirement of Indebtedness		0	
<b>Subtotal Plant Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL BEGINNING BALANCES</b>	<b>0</b> ✓	<b>0</b>	<b>0</b>
<b>TOTAL AVAILABLE</b>			
Instruction and General	787,427 ✓	622,353 ✓	1,409,780 ✓
Student Social & Cultural Activities	0	0	0
Research	0	0	0
Public Service	324,500 ✓	50,759 ✓	375,259 ✓
Internal Service Dept.	0	0	0
Student Financial Aid	6,589,240	970 ✓	6,590,210 ✓
Auxiliary Enterprises	0	0	0
Athletics	0	0	0
Independent Operations	0	0	0
<b>Subtotal Current Funds</b>	<b>7,701,167</b>	<b>674,082</b> ✓	<b>8,375,249</b> ✓
Capital Outlay	0	0	0
Renewals & Replacements	0	0	0
Retirement of Indebtedness	0	0	0
<b>Subtotal Plant Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL AVAILABLE</b>	<b>7,701,167</b> ✓	<b>674,082</b>	<b>8,375,249</b> ✓

\*NMHED/DFA Approval moved to Page 3

NEW MEXICO HIGHER EDUCATION DEPARTMENT  
BUDGET ADJUSTMENT REQUEST

INSTITUTION : Luna Community College

FY 1516

Adjustment to Fund: Restricted

Request # 1

	Current Approved Budget	INCREASE (DECREASE)	Revised Budget	
<b>EXPENDITURES</b>				
Instruction and General	787,427 ✓	622,353 ✓	1,409,780 ✓	
Student Social & Cultural Activities		0		
Research		0		
Public Service	324,500 ✓	50,759 ✓	375,259 ✓	
Internal Service Dept.		0		
Student Financial Aid	6,589,240 ✓	970 ✓	6,590,210 ✓	
Auxiliary Enterprises		0		
Athletics		0		
Independent Operations		0		
Subtotal Current Funds	7,701,167 ✓	674,082 ✓	8,375,249 ✓	
Capital Outlay		0		
Renewals & Replacements		0		
Retirement of Indebtedness		0		
Subtotal Plant Funds	0	0	0	
<b>TOTAL EXPENDITURES</b>	<b>7,701,167 ✓</b>	<b>674,082 ✓</b>	<b>8,375,249 ✓</b>	
<b>TRANSFERS IN (OUT)</b>				
Instruction and General	0 ✓	0	0	
Student Social & Cultural Activities		0		
Research		0		
Public Service		0		
Internal Service Dept.		0		
Student Financial Aid		0		
Auxiliary Enterprises		0		
Athletics		0		
Independent Operations		0		
Subtotal Current Funds	0	0	0	
Capital Outlay		0		
Renewals & Replacements		0		
Retirement of Indebtedness		0		
Subtotal Plant Funds	0	0	0	
<b>NET TRANSFERS</b>	<b>0 ✓</b>	<b>0</b>	<b>0</b>	
<b>ENDING BALANCES</b>				
Instruction and General	0 ✓	0	0	0% ✓
Student Social & Cultural Activities	0	0	0	#DIV/0!
Research	0	0	0	#DIV/0!
Public Service	0	0	0	0%
Internal Service Dept.	0	0	0	#DIV/0!
Student Financial Aid	0	0	0	0%
Auxiliary Enterprises	0	0	0	#DIV/0!
Athletics	0	0	0	#DIV/0!
Independent Operations	0	0	0	#DIV/0!
Subtotal Current Funds	0	0	0	0%
Capital Outlay	0	0	0	#DIV/0!
Renewals & Replacements	0	0	0	#DIV/0!
Retirement of Indebtedness	0	0	0	#DIV/0!
Subtotal Plant Funds	0	0	0	#DIV/0!
<b>TOTAL ENDING BALANCES</b>	<b>0 ✓</b>	<b>0</b>	<b>0</b>	<b>0% ✓</b>
<b>TOTAL EXPENDITURES, TRANSFERS, BALANCES</b>	<b>7,701,167 ✓</b>	<b>674,082 ✓</b>	<b>8,375,249 ✓</b>	

NEW MEXICO HIGHER EDUCATION DEPARTMENT  
BUDGET ADJUSTMENT REQUEST

INSTITUTION : Luna Community College

FY 1516

Adjustment to Fund: Restricted

Request # 1

	Current Approved Budget	INCREASE (DECREASE)	Revised Budget
<b>INSTRUCTION &amp; GENERAL:</b>			
<b>REVENUES</b>			
Tuition and Fees		0	
Federal Government Appropriations	893,563 ✓	595,748 ✓	1,289,311 ✓
State Government Appropriations	93,864 ✓	18,862 ✓	112,726 ✓
Local Government Appropriations		0	
Federal Grants/Contracts	693,563	595,748	128,931
State Grants/Contracts	93,864	18,862	112,726
Local Grants/Contracts		0	
Private Gifts/Grants/Contracts		0	
Endowment/Land/Permanent Fund		0	
Sales & Services of Ed Activities		0	
Other Sources		7,743 ✓	7,743 ✓
<b>TOTAL REVENUES</b>	<b>787,427 ✓</b>	<b>622,353 ✓</b>	<b>1,409,780 ✓</b>
<b>BEGINNING BALANCE</b>		0	
<b>TOTAL AVAILABLE</b>	<b>787,427 ✓</b>	<b>622,353 ✓</b>	<b>1,409,780 ✓</b>
<b>EXPENDITURES</b>			
Instruction	137,433 ✓	363,167 ✓	500,600 ✓
Academic Support	649,994 ✓	259,186 ✓	909,180 ✓
Student Services		0	
Institutional Support		0	
Operation & Maintenance of Plant		0	
<b>TOTAL EXPENDITURES</b>	<b>787,427 ✓</b>	<b>622,353 ✓</b>	<b>1,409,780 ✓</b>
<b>TRANSFERS (IN) OUT OF I&amp;G</b>			
Student Social & Cultural Activities		0	
Research		0	
Public Service	0	0	
Internal Service Dept.		0	
Student Financial Aid		0	
Auxiliary Enterprises		0	
Intercollegiate Athletics		0	
Independent Operations		0	
Capital Outlay		0	
Renewals & Replacements		0	
Retirement of Indebtedness		0	
Non-Budgetary Exhibits:			
Endowment Fund		0	
Other (Specify)		0	
Other (Specify)		0	
<b>NET TRANSFERS</b>	<b>0 ✓</b>	<b>0 ✓</b>	<b>0 ✓</b>
<b>ENDING BALANCE</b>	<b>0 ✓</b>	<b>0 ✓</b>	<b>0 ✓</b>

wrong  
line  
items  
LO

Prepared by: Donna Flores-Medina

Date Approved by BOR

26-Apr-2016

<b>For NMHED Use Only</b>	Accept	Reject	Date	
NMHED Analyst	<u>[Signature]</u>		<u>5/23/16</u>	NMHED Control # _____
NMHED Director	<u>[Signature]</u>		<u>5/25/16</u>	
<b>For DFA Use Only</b>				
DFA Analyst	<u>[Signature]</u>		<u>6/17/16</u>	DFA Control # _____
DFA Director	<u>[Signature]</u>		<u>7/22/16</u>	Agency Code _____
Increase _____ Decrease _____ Transfer _____				



NEW MEXICO HIGHER EDUCATION DEPARTMENT  
BUDGET ADJUSTMENT REQUEST

INSTITUTION : Luna Community College

FY 15-16

Adjustment to Fund: Unrestricted

Request # 1

	<u>Current Approved Budget</u>	<u>INCREASE (DECREASE)</u>	<u>Revised Budget</u>
<b>REVENUES</b>			
Instruction and General	11,009,209 ✓	(36,578) ✓	10,972,631 ✓
Student Social & Cultural Activities	20,645 ✓	0	20,645 ✓
Research		0	
Public Service	46,462 ✓	0	46,462 ✓
Internal Service Dept.		0	
Student Financial Aid		0	
Auxiliary Enterprises	810,000 ✓	0	810,000 ✓
Athletics	416,701 ✓	0	416,701 ✓
Independent Operations		0	
<b>Subtotal Current Funds</b>	<b>12,303,017 ✓</b>	<b>(36,578)</b>	<b>12,266,439 ✓</b>
Capital Outlay	1,580,000 ✓	3,556,614	5,136,614 ✓
Renewals & Replacements		0	
Retirement of Indebtedness		0	0
<b>Subtotal Plant Funds</b>	<b>1,580,000 ✓</b>	<b>3,556,614</b>	<b>5,136,614 ✓</b>
<b>TOTAL REVENUES</b>	<b>13,883,017 ✓</b>	<b>3,520,036</b>	<b>17,403,053 ✓</b>
<b>BEGINNING BALANCES</b>			
Instruction and General	1,666,706 ✓	1,581,712 ✓	3,248,418 ✓
Student Social & Cultural Activities		0	
Research		0	
Public Service	0	104,270 ✓	104,270 ✓
Internal Service Dept.		0	
Student Financial Aid		30,901 ✓	30,901 ✓
Auxiliary Enterprises	32,725 ✓	42,845 ✓	75,570 ✓
Athletics		14,194 ✓	14,194 ✓
Independent Operations		0	
<b>Subtotal Current Funds</b>	<b>1,699,431 ✓</b>	<b>1,773,922</b>	<b>3,473,353 ✓</b>
Capital Outlay	111,232 ✓	0	111,232 ✓
Renewals & Replacements	56,387 ✓	142,396 ✓	198,783 ✓
Retirement of Indebtedness		0	
<b>Subtotal Plant Funds</b>	<b>167,619 ✓</b>	<b>142,396</b>	<b>310,015 ✓</b>
<b>TOTAL BEGINNING BALANCES</b>	<b>1,867,050 ✓</b>	<b>1,916,318</b>	<b>3,783,368 ✓</b>
<b>TOTAL AVAILABLE</b>			
Instruction and General	12,675,915 ✓	1,545,134 ✓	14,221,049 ✓
Student Social & Cultural Activities	20,645 ✓	0	20,645 ✓
Research	0	0	0
Public Service	46,462 ✓	104,270 ✓	150,732 ✓
Internal Service Dept.	0	0	0
Student Financial Aid	0	30,901 ✓	30,901 ✓
Auxiliary Enterprises	842,725 ✓	42,845 ✓	885,570 ✓
Athletics	416,701 ✓	14,194 ✓	430,895 ✓
Independent Operations	0	0	0
<b>Subtotal Current Funds</b>	<b>14,002,448 ✓</b>	<b>1,737,344 ✓</b>	<b>15,739,792 ✓</b>
Capital Outlay	1,691,232 ✓	3,556,614 ✓	5,247,846 ✓
Renewals & Replacements	56,387 ✓	142,396 ✓	198,783 ✓
Retirement of Indebtedness	0	0	0
<b>Subtotal Plant Funds</b>	<b>1,747,619 ✓</b>	<b>3,699,010 ✓</b>	<b>5,446,629 ✓</b>
<b>GRAND TOTAL AVAILABLE</b>	<b>15,750,067 ✓</b>	<b>5,436,354</b>	<b>21,186,421 ✓</b>

\*NMHED/DFA Approval moved to Page 3

NEW MEXICO HIGHER EDUCATION DEPARTMENT  
BUDGET ADJUSTMENT REQUEST

INSTITUTION : Luna Community College

FY 15-16

Adjustment to Fund: Unrestricted

Request # 1

	Current Approved Budget	INCREASE (DECREASE)	Revised Budget
<b>EXPENDITURES</b>			
Instruction and General	11,668,104 ✓	(167,079) ✓	11,501,025 ✓
Student Social & Cultural Activities	20,645 ✓	0	20,645 ✓
Research		0	
Public Service	97,797 ✓	104,227 ✓	202,024 ✓
Internal Service Dept.		0	
Student Financial Aid	43,785 ✓	0	43,785 ✓
Auxiliary Enterprises	757,822 ✓	0	757,822 ✓
Athletics	453,264 ✓	0	453,264 ✓
Independent Operations		0	
<b>Subtotal Current Funds</b>	<b>13,041,417 ✓</b>	<b>(62,852)</b>	<b>12,978,565 ✓</b>
Capital Outlay	1,691,232 ✓	3,445,382 ✓	5,136,614 ✓
Renewals & Replacements	326,271 ✓	142,396 ✓	468,667 ✓
Retirement of Indebtedness		0	
<b>Subtotal Plant Funds</b>	<b>2,017,503 ✓</b>	<b>3,587,778</b>	<b>5,605,281 ✓</b>
<b>TOTAL EXPENDITURES</b>	<b>15,058,920 ✓</b>	<b>3,524,926</b>	<b>18,583,846 ✓</b>
<b>TRANSFERS IN (OUT)</b>			
Instruction and General	(474,913) ✓	14,194 ✓	(460,719) ✓
Student Social & Cultural Activities		0	
Research		0	
Public Service	51,335 ✓	0	51,335 ✓
Internal Service Dept.		0	
Student Financial Aid	43,785 ✓	0	43,785 ✓
Auxiliary Enterprises	73,346 ✓	0	73,346 ✓
Athletics	36,563 ✓	(14,194) ✓	22,369 ✓
Independent Operations		0	
<b>Subtotal Current Funds</b>	<b>(269,884) ✓</b>	<b>0</b>	<b>(269,884) ✓</b>
Capital Outlay		0	
Renewals & Replacements	269,884 ✓	0	269,884 ✓
Retirement of Indebtedness		0	
<b>Subtotal Plant Funds</b>	<b>269,884 ✓</b>	<b>0</b>	<b>269,884 ✓</b>
<b>NET TRANSFERS</b>	<b>0 ✓</b>	<b>0 ✓</b>	<b>0 ✓</b>
<b>ENDING BALANCES</b>			
Instruction and General	532,898 ✓	1,726,407 ✓	2,259,305 ✓
Student Social & Cultural Activities	0	0	0
Research	0	0	0
Public Service	0	43	43 ✓
Internal Service Dept.	0	0	0
Student Financial Aid	0	30,901 ✓	30,901 ✓
Auxiliary Enterprises	158,249 ✓	42,845 ✓	201,094 ✓
Athletics	0	0	0
Independent Operations	0	0	0
<b>Subtotal Current Funds</b>	<b>691,147 ✓</b>	<b>1,800,196 ✓</b>	<b>2,491,343 ✓</b>
Capital Outlay	0	111,232 ✓	111,232 ✓
Renewals & Replacements	0	0	0
Retirement of Indebtedness	0	0	0
<b>Subtotal Plant Funds</b>	<b>0</b>	<b>111,232 ✓</b>	<b>111,232 ✓</b>
<b>TOTAL ENDING BALANCES</b>	<b>691,147 ✓</b>	<b>1,911,428 ✓</b>	<b>2,602,575 ✓</b>
<b>TOTAL EXPENDITURES, TRANSFERS, BALANCES</b>	<b>15,750,067 ✓</b>	<b>5,436,354 ✓</b>	<b>21,186,421 ✓</b>

NEW MEXICO HIGHER EDUCATION DEPARTMENT  
BUDGET ADJUSTMENT REQUEST

INSTITUTION : Luna Community College

FY 15-16

Adjustment to Fund: Unrestricted

Request # 1

	Current Approved Budget	INCREASE (DECREASE)	Revised Budget
<b>INSTRUCTION &amp; GENERAL:</b>			
<b>REVENUES</b>			
Tuition and Fees	1,128,309 ✓	7,408 ✓	1,135,717 ✓
Federal Government Appropriations		0	
State Government Appropriations	8,364,100 ✓	(52,600) ✓✓	8,311,500 ✓✓
Local Government Appropriations	1,500,000 ✓	0	1,500,000 ✓
Federal Grants/Contracts		0	
State Grants/Contracts		0	
Local Grants/Contracts		0	
Private Gifts/Grants/Contracts		0	
Endowment/Land/Permanent Fund		0	
Sales & Services of Ed Activities		0	
Other Sources	16,800 ✓	8,614	25,414 ✓
<b>TOTAL REVENUES</b>	<b>11,009,209 ✓</b>	<b>(36,578) ✓</b>	<b>10,972,631 ✓</b>
<b>BEGINNING BALANCE</b>	<b>1,666,706 ✓</b>	<b>1,581,712 ✓</b>	<b>3,248,418 ✓</b>
<b>TOTAL AVAILABLE</b>	<b>12,675,915 ✓</b>	<b>1,545,134 ✓</b>	<b>14,221,049 ✓</b>
<b>EXPENDITURES</b>			
Instruction	4,503,944 ✓	35,125 ✓	4,539,069 ✓
Academic Support	579,377 ✓	73,453 ✓	652,830 ✓
Student Services	1,962,870 ✓	(190,437) ✓	1,772,433 ✓
Institutional Support	2,536,275 ✓	(70,552) ✓	2,465,723 ✓
Operation & Maintenance of Plant	2,085,638 ✓	(14,668) ✓	2,070,970 ✓
<b>TOTAL EXPENDITURES</b>	<b>11,668,104 ✓</b>	<b>(167,079) ✓</b>	<b>11,501,025 ✓</b>
<b>TRANSFERS (IN) OUT OF I&amp;G</b>			
Student Social & Cultural Activities		0	
Research		0	
Public Service	51,335 ✓	0	51,335 ✓
Internal Service Dept.		0	
Student Financial Aid	43,785 ✓	0	43,785 ✓
Auxiliary Enterprises	73,346 ✓	0	73,346 ✓
Intercollegiate Athletics	36,563 ✓	(14,194) ✓	22,369 ✓
Independent Operations		0	
Capital Outlay		0	
Renewals & Replacements	269,884 ✓	0	269,884 ✓
Retirement of Indebtedness		0	
Non-Budgetary Exhibits:			
Endowment Fund		0	
Other (Specify)		0	
Other (Specify)		0	
<b>NET TRANSFERS</b>	<b>474,913 ✓</b>	<b>(14,194) ✓</b>	<b>460,719 ✓</b>
<b>ENDING BALANCE</b>	<b>532,898 ✓</b>	<b>1,726,407 ✓</b>	<b>2,259,305 ✓</b>

Prepared by: Donna Flores-Medina

Date Approved by BOR 26-Apr-2016

For NMHED Use Only	Accept	Reject	Date	
NMHED Analyst	<u>PME</u>		<u>5/23/16</u>	NMHED Control # _____
NMHED Director	<u>[Signature]</u>		<u>5/21/16</u>	
<b>For DFA Use Only</b>				
DFA Analyst	<u>[Signature]</u>		<u>6/17/16</u>	DFA Control # _____
DFA Director	<u>[Signature]</u>		<u>2/22/16</u>	Agency Code _____
Increase _____ Decrease _____ Transfer _____				

*ENDING AS  
Gobes. 11/15*

NEW MEXICO HIGHER EDUCATION DEPARTMENT  
BUDGET ADJUSTMENT REQUEST

INSTITUTION : Luna Community College FY 15-16  
Adjustment to Fund: Unrestricted Request # 1

<u>Current Approved Budget</u>	<u>INCREASE (DECREASE)</u>	<u>Revised Budget</u>
------------------------------------	--------------------------------	-----------------------

✓ To adjust budgeted Beginning Balances to Actual.

✓ To adjust to more accurately reflect grants, operational needs and activities.

**NEW MEXICO HIGHER EDUCATION DEPARTMENT  
Tuition, Required Fees, Room & Board Rates  
FY 2017 (Academic Year 2016-2017)**

INSTITUTION:

Luna Community College

Approved by:  
(required)

Donna Flores-Medina

Name of Chief Financial Officer (type) CFO Signature

26-Apr-16

Date

	Tuition		Required Fees		Total Tuition & Fees	
	per semester	per year	per semester	per year	per semester	per year
<b>Resident - Full Time</b>						
undergraduate	\$456.00	\$912.00	\$25.00	\$50.00	\$481.00	\$962.00
graduate		\$0.00		\$0.00	\$0.00	\$0.00
professional (UNM only)		\$0.00		\$0.00	\$0.00	\$0.00
<b>Non-Resident - Full Time</b>						
undergraduate	\$1,188.00	\$2,376.00	\$25.00	\$50.00	\$1,213.00	\$2,426.00
graduate		\$0.00		\$0.00	\$0.00	\$0.00
professional (UNM only)		\$0.00		\$0.00	\$0.00	\$0.00
<b>Resident - per credit hour</b>						
undergraduate	\$38.00	\$76.00		\$0.00	\$38.00	\$76.00
graduate		\$0.00		\$0.00	\$0.00	\$0.00
professional (UNM only)		\$0.00		\$0.00	\$0.00	\$0.00
<b>Non-Resident - per credit hr</b>						
undergraduate	\$99.00	\$198.00		\$0.00	\$99.00	\$198.00
graduate		\$0.00		\$0.00	\$0.00	\$0.00
professional (UNM only)		\$0.00		\$0.00	\$0.00	\$0.00
<b>Summer Session</b>	\$38.00	per credit hr	\$25.00			

**Notes:**

- resident rate of community colleges is in-district rate; full time generally means 12+ credit hours per semester.
- consistent with [www.commondataset.org](http://www.commondataset.org), post the tuition and required fees for a full-time undergraduate student
- per year rates in tables above are calculated - do not override formulae.

**Room and Board Rates**

(per semester)

Room

Board

Min Rate	Max Rate

**NEW MEXICO HIGHER EDUCATION DEPARTMENT**  
**Budgeting of Equipment**  
**FY 17 (Academic Year 2016-2017)**

INSTITUTION: Luna Community College

Prepared By: Donna Flores-Medina

Date: 26-Apr-16

General Fund Appropriation for I&G ER&R Formula:  
 (see I&G Master File for amount)

**(\$107,540)**

**(\$107,540)**

**UNRESTRICTED CURRENT FUND EXPENDITURES FOR EQUIPMENT:**

	EXHIBIT(S) WHERE BUDGETED	FINAL BUDGET FY16	PROPOSED BUDGET FY17
Instruction	10	\$55,107	\$0
Academic Support	11		
Student Services	12		\$0
Institutional Support	13	\$46,299	\$0
Operation & Maintenance of Plant	14		
Student Social & Cultural Activities	15		
Research	16		
Public Service	17		
Internal Services	18		\$0
Auxiliary Enterprises	20		
Athletics	21		
Independent Operations	22		
<b>SUB-TOTAL CURRENT FUNDS</b>		<b>\$101,406</b>	<b>\$0</b>

**TRANSFERS FOR EQUIPMENT:**

to Capital Outlay	I		
to Renewals & Replacements	II	\$121,893	\$107,540
<b>SUB-TOTAL PLANT FUNDS</b>		<b>\$121,893</b>	<b>\$107,540</b>

**TOTAL EXPENDITURES & TRANSFERS:**

**\$223,299**

**\$107,540**

Comments:

1  
 where is it  
 budgeted

# NEW MEXICO HIGHER EDUCATION DEPARTMENT

## Budgeting of Sources and Uses of Indirect Cost Revenue

### FY 2016-17

INSTITUTION: Luna Community College

Prepared By: Donna Flores-Medina

Date: 26-Apr-16

	FINAL BUDGET FY 2016	PROPOSED BUDGET FY 2017	EXHIBIT(S) WHERE BUDGETED
<b>SOURCES OF INDIRECT COST REVENUE:</b>			
Instruction & General			9
Research			16
Public Service			17
Other			(e.g. 22)
<b>TOTAL SOURCES</b>	<b>\$0</b>	<b>\$0</b>	

#### USES OF INDIRECT COST REVENUE:

##### I & G Programs (Specify):

##### Research Programs (Specify):

##### Public Service Programs (Specify):

##### Other Programs (Specify):

#### TOTAL USES

**\$0**

**\$0**

Comments:

**NEW MEXICO HIGHER EDUCATION DEPARTMENT**  
**Budgeting of Building Renewal & Replacement Transfer**  
 FY 2017 (Academic Year 2016-2017)

INSTITUTION: Luna Community College  
 Prepared By: Donna Flores-Medina

Date: 26-Apr-16

**EXHIBIT(S)  
WHERE  
BUDGETED**

FINAL  
BUDGET  
FY15

PROPOSED  
BUDGET  
FY16

Total BR&R Transfer Amount

\$162,344

\$162,344

Less amount retained in I&G for I&G purposes (enter as negative)

\$162,344

\$162,344

Equals amount transferred to BR&R (Exh. II)

For each I&G exhibit, as applicable, briefly explain for what purpose the BR&R money will be used.

**Instruction** 10

\$0

\$0

(explain)

**Academic Support** 11

\$0

\$0

(explain)

**Student Services** 12

\$0

\$0

(explain)

**Institutional Support** 13

\$0

\$0

(explain)

**Operation & Maintenance of Plant** 14

\$0

\$0

(explain)

**TOTAL BR&R**

\$162,344

\$162,344 ✓

**Institution:**

Luna Community College

**Prepared by:**

Donna Flores-Medina

**Date:**

4/26/2016

**FY 2016**

**FY 2017**

**3% scholarship**

\$43,785

\$43,785

NOTE: This worksheet must be included with  
the budget submission for FY 2016

		2015-16 ORIG BGT		2015-16 FINAL REV BGT		2016-17 Proposed	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
IV EXPENDITURES	1						
Instruction and General (Exh. 2)	2	11,668,104	✓ 787,427	✓ 11,501,025	✓ 1,409,780	✓ 11,570,734	✓ 817,912
Stu. Soc. & Cult Devel. Act. (Exh. 15)	3	20,645	✓	20,645	✓	23,645	✓
Research (Exh. 16)	4						
Public Service (Exh. 17)	5	97,797	✓ 324,500	✓ 202,024	✓ 375,259	✓ 100,761	✓ 335,016
Internal Service Dept. (Exh. 18)	6	0	0	0	0	0	0
Stu. Aid Grants & Stipends (Exh. 19)	7	43,785	✓ 6,589,240	✓ 43,785	✓ 6,590,210	✓ 43,785	✓ 6,589,240
Auxil. Enterprises (Exh. 20)	8	757,822	0	757,822	0	733,711	0
Intercol. Athletics (Exh. 21)	9	453,264	✓	453,264	✓	602,653	✓
Independent Operations (Exh. 22)	10						
Total Expenditures Current Funds	11	13,041,417	✓ 7,701,167	✓ 12,978,565	✓ 8,375,249	✓ 13,075,289	✓ 7,742,168
Capital Outlay		1,691,232	✓	5,136,614	✓	2,200,000	✓
Renewals & Replacements		326,271	✓	468,667	✓	269,884	✓
Total Expenditures Plant Funds (Exh. I&II)		2,017,503	✓	5,605,281	✓	2,469,884	✓
Total Expenditures	12	15,058,920	✓ 7,701,167	✓ 18,583,846	✓ 8,375,249	✓ 15,545,173	✓ 7,742,168
V TRANSFERS TO OR (FROM)	13						
Instruction and General (Exh. 2)	14	(474,913)	✓ XXXXXXXX	(460,719)	✓ XXXXXXXX	✓ (637,731)	✓ XXXXXXXX
Stu. Soc. & Cult Devel. Act. (Exh. 15)	15		XXXXXXX		XXXXXXX	✓	XXXXXXX
Research (Exh. 16)	16		XXXXXXX		XXXXXXX		XXXXXXX
Public Service (Exh. 17)	17	51,335	XXXXXXX	51,335	XXXXXXX	✓ 54,299	XXXXXXX
Internal Service Dept. (Exh. 18)	18	0	XXXXXXX	0	XXXXXXX	0	XXXXXXX
Stu. Aid Grants & Stipends (Exh. 19)	19	43,785	XXXXXXX	43,785	XXXXXXX	✓ 43,785	XXXXXXX
Auxil. Enterprises (Exh. 20)	20	73,346	XXXXXXX	73,346	XXXXXXX	✓ 73,711	XXXXXXX
Intercol. Athletics (Exh. 21)	21	36,563	XXXXXXX	22,369	XXXXXXX	✓ 196,052	XXXXXXX
Independent Operations (Exh. 22)	22		XXXXXXX		XXXXXXX		XXXXXXX
Total Net Transfers Current Funds	23	(269,884)	0	✓ (269,884)	0	✓ (269,884)	0
Capital Outlay		0		0		0	
Renewals & Replacements		269,884	✓	269,884	✓	269,884	✓
Total Net Transfers Plant Funds (Exh. I&II)	24	269,884	✓	269,884	✓	269,884	✓
Total Net Transfers		0	0	0	0	0	0
VI ENDING BALANCES	25						
Instruction and General (Exh. 2)	26	532,898	✓ XXXXXXXX	2,259,305	✓ XXXXXXXX	✓ 702,304	✓ XXXXXXXX
Stu. Soc. & Cult Devel. Act. (Exh. 15)	27		XXXXXXX		XXXXXXX	✓	XXXXXXX
Research (Exh. 16)	28		XXXXXXX		XXXXXXX		XXXXXXX
Public Service (Exh. 17)	29	(0)	XXXXXXX	44	XXXXXXX	✓ 44	XXXXXXX
Internal Service Dept. (Exh. 18)	30	0	XXXXXXX	0	XXXXXXX	0	XXXXXXX
Stu. Aid Grants & Stipends (Exh. 19)	31	0	XXXXXXX	30,901	✓ XXXXXXXX	✓ 30,901	XXXXXXX
Auxil. Enterprises (Exh. 20)	32	158,249	XXXXXXX	201,094	✓ XXXXXXXX	✓ 201,094	XXXXXXX
Intercol. Athletics (Exh. 21)	33	0	XXXXXXX	0	XXXXXXX	✓	XXXXXXX
Independent Operations (Exh. 22)			XXXXXXX			0	
Total Ending Balance Current Funds		691,147	✓	2,491,344	✓	934,343	✓
Capital Outlay		0		111,232	✓	111,232	✓
Renewals & Replacements		0		0		0	✓
Total Ending Balance Plant Funds (Exh. I&II)	34	0	XXXXXXX	111,232	XXXXXXX	✓ 111,232	✓ XXXXXXXX
Total Balances	35	691,147	✓ XXXXXXXX	2,602,576	✓ XXXXXXXX	✓ 1,045,575	✓ XXXXXXXX
TOTAL EXPENDITURES, TRANSFERS AND BALANCES	41	15,750,067	✓ 7,701,167	✓ 21,186,422	✓ 8,375,249	✓ 16,590,748	✓ 7,742,168

		2015-16 ORIG BGT		2015-16 FINAL REV BGT		2016-17 Proposed	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
I REVENUES	1						
Instruction and General (Exh. 2)	2	11,009,209	✓ 787,427	✓ 10,972,631	✓ 1,409,780	✓ 10,651,464	✓ 817,912
Stu. Soc. & Cult Devel. Act. (Exh. 15)	3	20,645	✓	20,645	✓	23,645	✓
Research (Exh. 16)	4						
Public Service (Exh. 17)	5	46,462	✓ 324,500	✓ 46,462	✓ 375,259	✓ 46,462	✓ 335,017
Internal Service Dept. (Exh. 18)	6	0	0	0	0	0	0
Stu. Aid Grants & Stipends (Exh. 19)	7	0	6,589,240	✓ 0	6,590,210	✓ 0	6,589,240
Auxil. Enterprises (Exh. 20)	8	810,000	✓ 0	810,000	✓ 0	660,000	✓ 0
Intercol. Athletics (Exh. 21)	9	416,701	✓	416,701	✓	406,601	✓
Independent Operations (Exh. 22)	10						
Total Revenues Current Funds	11	12,303,017	✓ 7,701,167	✓ 12,266,439	✓ 8,375,249	✓ 11,788,172	✓ 7,742,169
Capital Outlay		1,580,000	✓	5,136,614	✓	2,200,000	✓
Renewals & Replacements		0		0		0	
Total Revenues Plant Funds (Exh. I&II)		1,580,000	✓	5,136,614	✓	2,200,000	✓
		13,883,017	✓ 7,701,167	✓ 17,403,053	✓ 8,375,249	✓ 13,988,172	✓ 7,742,168
II BEGINNING BALANCES	12						
Instruction and General (Exh. 2)	13						
Stu. Soc. & Cult Devel. Act. (Exh. 15)	14	1,666,706	✓ XXXXXXXX	3,248,418	✓ XXXXXXXX	✓ 2,259,305	XXXXXXX
Research (Exh. 16)	15		XXXXXXX		XXXXXXX	0	XXXXXXX
Public Service (Exh. 17)	16		XXXXXXX		XXXXXXX		XXXXXXX
Internal Service Dept. (Exh. 18)	17	(0)	0	104,271	✓ 0	44	✓ (1)
Stu. Aid Grants & Stipends (Exh. 19)	18	0	XXXXXXX	0	XXXXXXX	0	XXXXXXX
Auxil. Enterprises (Exh. 20)	19	0	XXXXXXX	30,901	✓ XXXXXXXX	✓ 30,901	XXXXXXX
Intercol. Athletics (Exh. 21)	20	32,725	✓ XXXXXXXX	75,570	✓ XXXXXXXX	201,094	✓ XXXXXXXX
Independent Operations (Exh. 22)	21	0	XXXXXXX	14,194	✓ XXXXXXXX	0	XXXXXXX
Total Beginning Balances Current Funds	22		XXXXXXX		XXXXXXX		XXXXXXX
Capital Outlay	23	1,699,431	✓ XXXXXXXX	3,473,354	✓ XXXXXXXX	2,491,344	XXXXXXX
Renewals & Replacements		111,232	✓	111,232	✓	111,232	✓
Beginning Balance Plant Funds (Exh. I&II)		56,387	✓	198,783	✓	0	
Total Beginning Balances		167,619	✓ XXXXXXXX	310,015	✓ XXXXXXXX	111,232	✓ XXXXXXXX
		1,867,050	✓ XXXXXXXX	3,783,369	✓ XXXXXXXX	2,602,576	✓ XXXXXXXX
III TOTAL AVAILABLE	24						
Instruction and General (Exh. 2)	25						
Stu. Soc. & Cult Devel. Act. (Exh. 15)	26	12,675,915	✓ 787,427	✓ 14,221,049	✓ 1,409,780	✓ 12,910,769	✓ 817,912
Research (Exh. 16)	27	20,645	✓ 0	20,645	✓ 0	23,645	✓ 0
Public Service (Exh. 17)	28	0	0	0	0	0	0
Internal Service Dept. (Exh. 18)	29	46,462	✓ 324,500	✓ 150,733	✓ 375,259	✓ 46,506	✓ 335,016
Stu. Aid Grants & Stipends (Exh. 19)	30	0	0	0	0	0	0
Auxil. Enterprises (Exh. 20)	31	0	6,589,240	✓ 30,901	6,590,210	✓ 30,901	6,589,240
Intercol. Athletics (Exh. 21)	32	842,725	✓ 0	885,570	✓ 0	861,094	✓ 0
Independent Operations (Exh. 22)	33	416,701	✓ 0	430,895	✓ 0	406,601	✓ 0
Grand Total Available Current Funds	34	0	0	0	0	0	0
Capital Outlay	35	14,002,448	✓ 7,701,167	✓ 15,739,793	✓ 8,375,249	✓ 14,279,516	✓ 7,742,168
Renewals & Replacements		1,691,232	✓	5,247,846	✓	2,311,232	✓
Grand Total Available Plant Funds (Exh. I&II)		56,387	✓	198,783	✓	0	
Grand Total Available		1,747,619	✓ 0	5,446,629	✓ 0	2,311,232	✓ 0
		15,750,067	✓ 7,701,167	✓ 21,186,422	✓ 8,375,249	✓ 16,590,748	✓ 7,742,168
	41						

## EXHIBIT 2.

## Summary of Instruction and General

		2015-16 ORIG BGT		2015-16 FINAL REV BGT		2016-17 Proposed	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
I	REVENUES						
	Tuition and Miscellaneous Fess (Exh. 3)	1,128,309	✓	1,135,717	✓	950,864	✓
	Federal Govt. Appropriations (Exh. 4)						
	State Govt. Appropriations (Exh. 4)	8,364,100	✓ 0	8,311,500	✓ 0	8,083,600	✓ 0
	Local Govt. Appropriations (Exh. 4)	1,500,000	✓	1,500,000	✓	1,600,000	✓
	Federal Govt. Grants & Contracts (Exh.5)	0	693,563 ✓	0	1,289,311 ✓	0	722,602 ✓
	State Govt. Grants & Contracts (Exh. 5)	0	93,864 ✓	0	112,726 ✓	0	95,310 ✓
	Local Govt. Grants & Contracts (Exh. 5)	0	0	0	0	0	0
	Priv. Gifts, Grants & Contracts (Exh. 6)	0	0	0	0	0	0
	Endow., Land & Perm. Fund Income (Exh. 7)						
	Sales & Serv. of Educ. Act. (Exh. 8)						
	Other Sources (Exh. 9)	16,800	✓ 0	25,414	✓ 7,743	17,000	
	TOTAL REVENUES (Exh. 1)	11,009,209	✓ 787,427	✓ 10,972,631	✓ 1,409,780	10,651,464	✓ 817,912 ✓
II	BEGINNING BALANCE (Exh. 1)	1,666,706	✓ XXXXXXXX	3,248,418	✓ XXXXXXXX	2,259,305	✓ XXXXXXXX ✓
III	TOTAL AVAILABLE (Exh. 1)	12,675,915	✓ 787,427	✓ 14,221,049	✓ 1,409,780	✓ 12,910,769	✓ 817,912 ✓
IV	EXPENDITURES						
	Instruction (Exh. 10)	4,503,944	✓ 137,433 ✓	4,539,069	✓ 500,600 ✓	4,574,061	✓ 167,915 ✓
	Academic Support (Exh. 11)	579,377	✓ 649,994 ✓	652,830	✓ 909,180 ✓	558,022	✓ 649,997 ✓
	Student Services (Exh. 12)	1,962,870	✓ 0	1,772,433	✓ 0	1,968,579	✓ 0 ✓
	Institutional Support (Exh. 13)	2,536,274	✓ 0	2,465,723	✓ 0	2,303,482	✓ 0 ✓
	Operation & Maintenance of Plant(Exh. 14)	2,085,638	✓ 0	2,070,970	✓ 0	2,166,591	✓ 0 ✓
	TOTAL EXPENDITURES (Exh. 1)	11,668,104	✓ 787,427	✓ 11,501,025	✓ 1,409,780	✓ 11,570,734	✓ 817,912 ✓
V	TRANSFERS TO OR (FROM)						
	Mandatory Transfers		XXXXXXXX		XXXXXXXX		XXXXXXXX
	Renewals and Replacements	✓ (269,884)	XXXXXXXX	(269,884)	✓ XXXXXXXX	✓ (269,884)	✓ XXXXXXXX
	Auxiliary Funds		XXXXXXXX		XXXXXXXX		XXXXXXXX
	Student Loan Matching		XXXXXXXX		XXXXXXXX		XXXXXXXX
	Non-Mandatory Transfers (Total)	✓ (161,244)	XXXXXXXX	(147,050)	✓ XXXXXXXX	(324,062)	✓ XXXXXXXX
	Student Aid	✓ (43,785)	XXXXXXXX	(43,785)	✓ XXXXXXXX	✓ (43,785)	✓ XXXXXXXX
	TOTAL NEW TRANSFERS (Exh. 1)	✓ (474,913)	XXXXXXXX	✓ (460,719)	✓ XXXXXXXX	✓ (637,731)	✓ XXXXXXXX ✓
VI	ENDING BALANCE (Exh. 1)	✓ 532,898	✓ XXXXXXXX	✓ 2,259,305	✓ XXXXXXXX	✓ 702,304	✓ XXXXXXXX ✓
		4.39%	0	18.89%	0	5.75%	0

**Luna Community College  
Exhibit 1A  
Detail of Transfers**

	2015-16 ORIG BGT		2015-16 FINAL REV BGT		2016-17 Proposed	
	Unrestricted Amount	Restricted Amount	Unrestricted Amount	Restricted Amount	Unrestricted Amount	Restricted Amount
<b>INSTRUCTION &amp; GENERAL - FROM (TO)</b>						
MANDATORY						
REQUIRED:						
Financial Aid - 3% Scholarship	43,785		43,785		43,785	✓
Building Renewals & Repl.	162,344		162,344		162,344	✓
Equipment Renewals & Repl.	107,540		107,540		107,540	✓
NON-MANDATORY:						
Public Service	51,335		51,335		54,299	✓
Financial Aid						
Auxiliary Enterprises	73,346		73,346		73,711	✓
Internal Services						
Athletics	36,563		22,369		196,052	✓
Capital Outlay						
Building Renewals & Repl.						
Equipment Renewals & Repl.	0		0		0	
Retirement of Indebtedness						
<b>TOTAL FROM (TO) I&amp;G</b>	<b>474,913</b>		<b>460,719</b>		<b>637,731</b>	✓
<b>NET TRANSFERS IN (OUT)</b>						
Instruction & General	(474,913)		(460,719)		(637,731)	✓
Public Service	51,335		51,335		54,299	✓
Internal Service Dept/						
Student Financial Aid	43,785		43,785		43,785	✓
Auxiliary Enterprises	73,346		73,346		73,711	✓
Athletics	36,563		22,369		196,052	✓
<b>Subtotal Current Funds</b>	<b>(269,884)</b>		<b>(269,884)</b>		<b>(269,884)</b>	✓
Capital Outlay						
Building Renewals & Repl.	162,344		162,344		162,344	✓
Equipment Renewals & Repl.	107,540		107,540		107,540	✓
Retirement of Indebtedness						
Other/Trust						
<b>Subtotal Plant Funds</b>	<b>269,884</b>		<b>269,884</b>		<b>269,884</b>	✓
<b>NET TRANSFERS</b>	<b>0</b>		<b>0</b>		<b>0</b>	

**EXHIBIT 3. Student Tuitions and Miscellaneous Fees for**

Instruction and General Page 1

		ORG BGT 2015-16	Final App BGT 2015-16	PROPOSED 2016-17
I REG. ACAD.-MAIN CAMPUS	1			
Resident Stu. Full Time	2			
Summer	3			
Fall	4			
Winter	5			
Spring	6			
Resident Stu. Part Time	7			
Summer	8			
Fall	9			
Winter	10			
Spring	11			
Interim	12			
Total Tuition From Resident Stu.	13	0	0	0
	14			
Non-Resident Stu. Full Time	15			
Summer	16			
Fall	17			
Winter	18			
Spring	19			
Non-Resident Stu. Part Time	20			
Summer	21			
Fall	22			
Winter	23			
Spring	24			
Interim	25			
Total Tuition From Non-Resident Stu.	26	0	0	0
	27			
II OCCUP'L. & VOC.-MAIN CAMPUS	28			
Full Time Students	29	979,144	979,144	824,904
Part Time Students	30			
Total Tuition From Occupa'l. & Voc.	31	979,144	979,144	824,904

**EXHIBIT 3. Student Tuitions and Miscellaneous Fees for**

Instruction and General

Page 2

		ORG BGT 2015-16	Final App BGT 2015-16	PROPOSED 2016-17
III COMMUNITY EDUC.-MAIN CAMPUS	32			
	33	25,000	25,000	20,000
	34			
IV OFF-CAMPUS EXTENSION	35			
Regular Academic	36			
Occupat'l. & Voc.	37			
Community Education	38			
Tot. Tuition From Off-Campus Exten.	39	0	0	0
	40			
V OFF-CAMPUS CENTERS	41			
At:	42			
At:	43			
At:	44			
Tot. Tuition from Off-Campus Centers	45	0	0	0
	46			
VI. MISC. FEES-MAIN CAMPUS	47			
Application Fee	48			
Registration Fee	49	107,000	107,000	90,000
Late Registration Fee	50			
Change of Program Fee	51			
Deferred Payment Fee	52			
Laboratory Fee	53			
Locker & Towel Fees	54			
Transcript Fee	55	0	0	0
Graduation Fee	56	3,165	3,165	3,150
Testing Fees	57	14,000	21,408	12,810
CLEP Fees	58			
Other Special Examination Fees	59			
	60			0
	61			
	62			
Tot. Misc. Fees-Main Campus	63	124,165	131,573	105,960

824,904  
 105,960  


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 930,864  
 20,000  


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 950,864

**EXHIBIT 3. Student Tuitions and Miscellaneous Fees for**

Instruction and General

Page 3

		ORG BGT 2015-16	Final App BGT 2015-16	PROPOSED 2016-17
VII. MISC. FEES-OFF CAMPUS EXTENSION	64			
	65	0	0	0
	66			
VIII MISC. FEES-OFF CAMPUS CENTERS	67			
At:	68			
At:	69			
At:	70			
Tot. Misc. Fees-Off Campus Centers	71	0	0	0
	72			
TOT. TUITION & MISC. FEES INC. FOR I&G(eXH.2 FOI	73	1,128,309	1,135,717	950,864

**EXHIBIT 4**

Instruction and General

		ORG BGT 2015-16	Final App BGT 2015-16	PROPOSED 2016-17
<b>Exh. 4. Governmental Appropriations for I &amp; G - Unrestricted</b>				
FEDERAL	3			
Land Grant Teaching Funds	4			
	5			
	6			
Total Federal (Exh. 2)	7	0	0	0
	8			
STATE	9			
Regular	10			
Appropriation	11	8,364,100	8,020,500	8,083,600
	12			
	13			
	14			
Total State (Exh. 2)	15	8,364,100	8,020,500	8,083,600
STATE- Restricted				
Summer Stu. Adv. Inst.		0	0	0
LCC Stu. Govt. Lead.		0	0	0
Blank Intentionally		0	0	0
Dental Hygiene		0	0	0
Blank Intentionally		0	0	0
Blank Intentionally	16	0	0	0
	17	0	0	0
LOCAL				
Regular Levy	18	1,500,000	1,500,000	1,600,000
	19			
Total Local (Exh. 2)	20	1,500,000	1,500,000	1,600,000

**EXHIBIT 5**

		ORG BGT 2015-16	Final App BGT 2015-16	PROPOSED 2016-17
<b>Exh. 5. Governmental Grants and Contracts for I &amp; G</b>				
UNRESTRICTED	23			
FEDERAL	24			
For Reporting Veterans	25			
For Admin. of Student Aid Pro	26	0	0	0
Cost of Educ. - Fellowship Pro	27			
	28			
	30			
Total Federal (Exh. 2)	31	0	0	0
STATE	32			
Nursing & Gov Film	33			
	34	0	0	0
	35			
	36			
Total State (Exh. 2)	37	0	0	0
LOCAL	38			
Concurrent Enrollment	39			
	40	0	0	0
	41			
	42			
Total Local (Exh. 2)	43	0	0	0
	44			
RESTRICTED	45			
FEDERAL	46			
Library Grants	47			
Work-Study Funds - I & G Por	48			
Supplemental Ed Opp Grants	49			
SESP 1074/STEM Trans/EPS	50	0	50,171	0
Carl Perkins Enhance.	51	0	0	0
ABE	52	43,569	46,706	43,569
PASS	53	0	67,584	29,036
0	54	0	0	0
0	55	0	0	0
Youthbuild 1083	56	0	230,107	0
Title V	57	649,994	894,743	649,997
0	57	0	0	0
Total Federal (Exh. 2)	59	693,563	1,289,311	722,602

**EXHIBIT 5**

Instruction and General

Page 5

		ORG BGT 2015-16	Final App BGT 2015-16	PROPOSED 2016-17
STATE	60			
	61			
Restricted				
Adult Basic Education	65	91,864	88,810	93,310
State Inst. Mtls. 20%	66	2,000	4,979	2,000
Blank Intentionally	67	0	4,500	0
Blank Intentionally	68	0	0	0
LRC Grant-Appropriation	69	0	14,437	0
Summer Stu. Adv. Inst.	70	0	0	0
LCC Stu. Govt. Lead.	71	0	0	0
0	72	0	0	0
Total State (Exh. 2)	73	93,864	112,726	95,310
LOCAL	74			
	75			
	76			
	77			
Total Local (Exh. 2)	78	0	0	0

**EXHIBIT 6**

		ORG BGT 2015-16	Final App BGT 2015-16	PROPOSED 2016-17
<b>Exh. 6. Private Gifts, Grants and Contracts for I &amp; G</b>				
UNRESTRICTED	3			
	4	0	0	0
	5			
	6			
	7			
Total Unrestricted (Exh. 2)	8	0	0	0
RESTRICTED Private and Other	9			
Instr. Programs (Exh. 6A)	10			
P CDL 3rd Party	12	0	0	0
O Other	12	0	7,743	0
O Other	12	0	0	0
O Dental Hygiene	12	0	0	0
Total Restricted (Exh. 2)	15	0	7,743	0

		ORG BGT 2015-16	Final App BGT 2015-16	PROPOSED 2016-17
<b>Exh. 7. Endowment Income, Land Income and Permanent Fund Income for I &amp; G</b>				
UNRESTRICTED	19			
Inc. from Unrest. Endow. Funds	20			
Inc. from Quasi-Endow. Funds	21			
Inc. from State Lands	22			
Inc. from Permanent Funds	23			
	24			
Total Unrestricted (Exh. 2)	25	0	0	0
	26			
RESTRICTED Revenue from Endowment	27			
Funds-Restricted to I&G Purposes (Ex.2)	28	0	0	0
	29			
<b>Exh. 8. Sales and Services of Educational Activities - Unrestricted</b>				
	33			
	34			
	35			
	36			
	37			
	38			
	39			
	40			
	41			
	42			
	43			
	44			
Tot. Sales & Services of Educ Act.(Ex Edu	45	0	0	0

		ORG BGT 2015-16	Final App BGT 2015-16	PROPOSED 2016-17
<b>Exh. 9. Other Sources of Revenue for I &amp; G - Unrestricted</b>				
Interest on Current Fund Balances	48	4,000	4,000	5,000
Recov. of Indir. Costs - Instr	49			
Recov. of Indir. Costs - Othe	50			
Recov. of Indir. Costs - Rese	51			
Recov. of Indir. Costs - Pub.	52	0	0	0
Recov. of Inst. Part of NDSL Loans	53			
	54			
	55	0	0	0
Rentals	56	1,800	1,800	7,000
	57			
	58			
	59			
	60			
	61	0	0	0
	62			
	63			
	64			
	65			
	66			
	67			
	68			
	69			
Other Miscellaneous Revenue	70	11,000	19,614	5,000
	71			
	72			
Tot.Other Sources of Rev.for I&G (Exh.2)	73	16,800	25,414	17,000

**EXHIBIT 10.**
**Expenditures for Instruction**
**Page 1**

		2015-16 ORIG BGT		2015-16 FINAL REV BGT		2016-17 Proposed	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
GEN'L ACAD. INSTR. - BY DEPT. (E	1						
	2						
GENERAL EDUCATION OFFERING	3	654,091		651,440		672,069	
	4						
	5						
	6						
	7						
	8						
	9						
	10						
	11						
	12						
	13						
	14						
	15						
	16						
	17						
	18						
	19						
	20						
	21						
	22						
	23						
	24						
	25						
	26						
	27						
	28						
	29						
	30						
	31						
	32						
	33						
	34						
	35						
Total Gen'l. Acad. Instr.	36	654,091	0	651,440	0	672,069	0

**EXHIBIT 10.**
**Expenditures for Instruction**
**Page 2**

		2015-16 ORIG BGT		2015-16 FINAL REV BGT		2016-17 Proposed	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
OCCUPA'L & VOC INSTR.-BY PROG	1						
BUSINESS STUDIES DIVISION	2	571,008	0	506,656	7,741	433,992	0
HEALTH OCCUPATIONS DIVISION	3	1,145,269	0	1,204,573	0	1,195,547	0
EARLY CHILDHOOD TRAINING	4	115,445	0	110,393	0	144,219	0
PUBLIC SAFETY DIVISION	5	0	0	0	0	0	0
TECHNOLOGIES DIVISION	6	422,950	0	489,372	53,443	465,503	23,493
TRADES & INDUSTRY DIVISION	7	674,645	0	621,345	0	632,997	0
MASS MEDIA	8	0	0	0	0	0	0
DEVELOPMENTAL/PREPARATORY	9		102,439		359,155		103,885
	10						
Total Occupa'l. & Voc. Instr.	11	2,929,317	102,439	2,932,339	420,339	2,872,258	127,378
	12						
SPECIAL SESSION INSTR.-BY SES	13						
Summer Session	14	0	0	0	0	0	0
Interim Session	15						
	16						
Total Special Session Instr.	17	0	0	0	0	0	0
	18						
COMMUNITY EDUC.-BY PROGRAM	19						
Main Campus Continuing Educ.	20	12,000		12,000		14,000	
Off-Campus Extension	21						
	22						
	23						
Total Community Educ.	24	12,000		12,000	0	14,000	0
	25						
Federal Work Study & S.E.O.G.	26	348,569	0	325,065	0	385,510	3,266
Retirement	27	47,011	0	45,214	0	55,289	470
1% Health Retiree's Act	28	182,661	34,994	260,651	80,259	206,237	36,451
Social Security	29	38,419	0	36,247	0	41,178	341
Medicare	30	194,938	0	179,234	0	237,722	0
Group Insurance	31	36,823	0	36,778	0	39,696	9
Workmen's Compensation	32	60,114	0	60,101	0	50,102	0
Unemployment Compensation	33						
Waiver of Tuition	34						
Computer Service	35						
State Workstudy	36						
	37						
Total Items not Included in 10A's	37	908,536	34,994	943,290	80,259	1,015,734	40,537
GRAND TOTAL EXP. FOR INSTR. (	38	4,503,944	137,433	4,539,069	500,598	4,574,061	✓ 167,915 ✓

# BUSINESS STUDIES DIVISION

2016-17 Proposed			
Unrestricted		Restricted	
FTE	Amount	FTE	Amount

[illegible]

### Expenditures for Instruction

[illegible]

### Expenditures for Instruction

[illegible]

## Expenditures for Instruction

[illegible]

## Expenditures for Instruction

## Expenditures for Instruction

### Expenditures for Instruction

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### Expenditures for Instruction

### Expenditures for Instruction

[illegible]

### Expenditures for Instruction

[illegible]

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[illegible][illegible]

## EXHIBIT 11.

## Expenditures for Academic Support Page 1

		2015-16 ORIG BGT		2015-16 FINAL REV BGT		2016-17 Proposed	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
	1						
Main Library	2	164,192	57,982	184,192	75,459	133,487	57,908
David Cargo Library - Mora Site	3	0		0		0	
	4						
	5						
	6						
Total Libraries	7	164,192	57,982	184,192	75,459	133,487	57,908
	8						
MUSEUMS & GALLERIES-BY IND. UNIT (Ex	9						
	10						
	11						
	12						
	13						
	14						
Total Museums & Galleries	15	0	0	0	0	0	0
	16						
AUDIO VISUAL SERV-BY INDIV UNIT (Exh.	17						
	18						
	19						
	20						
	21						
	22						
Total Audio-Visual Serv.	23	0	0	0	0	0	0
	24						
ANCILLARY SUPPORT-BY INDIV UNIT (Exh	25						
	26						
	27						
	28						
	29						
	30						
	31						
	32						
	33						
	34						
	35						
Total Ancillary Support	41	0	0	0	0	0	0

## EXHIBIT 11.

## Expenditures for Academic Support Page 2

		2015-16 ORIG BGT		2015-16 FINAL REV BGT		2016-17 Proposed	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
ACAD.ADMIN.& PERS'L DEV-BY IND.UNIT(Exh. 11A)	1						
	2						
ACADEMIC AFF/STU SVC	3	250,844	531,754	290,497	756,173	239,580	532,382
PROFESSIONAL DEVELOPMENT	4	42,000		48,300		86,320	
	5						
	6						
	7						
	8						
	9						
	10						
	11						
	12						
	13						
	14						
	15						
	16						
	17						
	18						
Total Acad. Admin. & Pers'l Dev.	19	292,844	531,754	338,797	756,173	325,900	532,382
	20						
COURSE & CURR. DEV-BY IND. UNIT (Exh. 11A)	21						
	22						
	23						
	24						
	25						
Total Course & Curr. Dev.	26						
Federal Work Study	27						
Retirement	28	34,565	0	34,565	0	31,505	22,803
1.3% Retiree's Health Act	29	4,794	0	4,794	0	4,533	3,281
Social Security	30	22,057	60,258	29,557	77,548	14,053	10,171
Medicare	31	3,475	0	3,475	0	3,287	2,379
Group Insurance	32	33,204	0	33,204	0	22,752	21,034
Workmen's Compensation	33	9,246	0	9,246	0	10,005	39
Unemployment Compensation	34	15,000	0	15,000	0	12,500	0
Waiver of Tuition	35						
	36						
Total Items not Included in 11A's	37	122,341	60,258	129,841	77,548	98,635	59,707
GR. TOT. EXP. FOR ACAD. SUPPORT (Exh. 2)	41	579,377	649,994	652,830	909,180	✓558,022	649,997 ✓

**EXHIBIT 12.****Expenditures for Student Services**

		2015-16 ORIG BGT		2015-16 FINAL REV BGT		2016-17 Proposed	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
SUPPLEMENTARY ED. SERV.-BY IND. PROG.	1						
Recruitment	2	167,277	0	184,777	0	132,015	0
Student Support Services	3	40,610	0	187,962	0	83,899	0
	4						
Total Suppl'y. Educ. Serv.	5	207,887	0	372,739	0	215,914	0
	6						
COUNSEL. & CAREER GUID.-BY UNIT (Exh. 12)	7						
	8						
Counseling & Guidance	9	688,559		186,185		673,488	0
JTPA/GIS 8%	10		0		0		0
Career Planning & Placement Services	11	187,807		298,151		222,395	
Other	12		0		0		0
	13						
	14						
Total Counsel. & Career Guid.	15	876,366	0	484,336	0	895,883	0
	16						
FIN. AID ADMIN.-BY IND. UNIT (Exh. 12A)	17						
Financial Aids Office	18	213,565		214,428		216,665	0
	19						
Total Fin. Aid Admin.	20	213,565	0	214,428	0	216,665	0
	21						
STU. ADM. & RECORDS-BY IND. UNIT (Exh. 12)	22						
Registrar's Office	23	189,461		189,461		162,979	
	24						
	25						
Total Admissions & Records	26	189,461	0	189,461	0	162,979	0
Federal Work Study	27						
Retirement	28	95,646	0	95,646	0	83,180	0
1.3% Retiree's Health Act	29	13,565	0	13,565	0	11,968	0
Social Security	30	42,934	0	78,814	0	43,703	0
Medicare	31	10,042	0	10,041	0	8,678	0
Group Insurance	32	49,227	0	49,226	0	67,192	0
Workmen's Compensation	33	9,167	0	9,167	0	9,907	0
Unemployment Compensation	34	255,010	0	255,010	0	252,510	0
Waiver of Tuition	35						
Total Items not Included in 12A's	36	475,591	0	511,469	0	477,138	0
GR. TOT. EXP. FOR STU. SERV. (Exh. 2)	41	1,962,870	0	1,772,433	0	1,968,579	0

## EXHIBIT 13.

		2015-16 ORIG BGT		2015-16 FINAL REV BGT		2016-17 Proposed	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
EXEC. MANAGEMENT-BY IND. UNIT (Exh.	1						
President's Office	2	267,454		346,753		303,119	
Administration & Finance	3	223,902		226,652		211,895	
	4						
	5						
	6						
	7						
	8						
	9						
	10						
	11						
Legal Services	12	0		0		0	
Board of Trustees	13	172,000		157,000		172,000	
Total Exec. Management	14	663,356	0	730,405	0	687,014	0
	15						
FISCAL OPER. -BY IND. UNIT (Exh. 13A)	16						
Fiscal Operations	17	194,206		175,813		183,663	
Shipping & Receiving	18	137,188		53,698		55,810	
	19						
	20						
	21						
	22						
Surety Bond	23						
External Audit	24	49,000		75,700		49,000	
Provision for Uncollectable Accounts	25						
Total Fiscal Operations	26	380,394	0	305,211	0	288,473	0
	27						
GEN'L. ADMIN. SERV.-BY IND. UNIT (Exh. 1	28						
Research & Development	29	464,254		407,155		340,651	
Security Services	30	92,300		92,300		92,300	
	31						
	32						
	33						
	34						
	35						
Tot. Gen'l Admin. Serv.	41	556,554	0	499,455	0	432,951	0

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**EXHIBIT 13.**
**Expenditures for Institutional Support Page 2**

		2015-16 ORIG BGT		2015-16 FINAL REV BGT		2016-17 Proposed	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
LOGISTICAL SERV.-BY IND. UNIT (Exh. 13A)	1						
Logistics and Communications	2	296,233		296,233		296,233	
	3						
	4						
	5						
Insurance (except property insurance)	6						
Total Logistical Services	7	296,233	0	296,233	0	296,233	0
	8						
INSTITUTIONAL SPT.-SANTA ROSA & MORAGA	9						
Technician	10	156,905		162,737		156,405	
	11						
	12						
	13						
	14						
Dues and Memberships	15						
	16						
	17						
Total Institutional Support-Santa Rosa & Moraga	18	156,905	0	162,737	0	156,405	0
Federal Work Study	19						
Retirement	20	157,141		149,442		146,634	
1.3% Retiree's Health Act	21	22,611		22,611		21,100	
Social Security	22	70,095		74,343		69,147	
Medicare	23	16,393		16,393		15,298	
Group Insurance	24	130,326		122,627		105,727	
Workmen's Compensation	25	9,266		9,266		10,000	
Unemployment Compensation	26	77,000		77,000		74,500	
Waiver of Tuition	27						
Total Items not Included in 13A's	28	482,832	0	471,682	0	442,406	0
GR. TOT. GROSS EXP. FOR INST. SUPPORT	29	2,536,274	0	2,465,723	0	2,303,482	0
	30						
LESS INST. SUPPORT CHARGED TO:	31						
Auxiliary Enterprises	32						
Inter-Collegiate Athletics	33						
Independent Operations	34						
Branch Colleges	35						
Total Charges	36	0	0	0	0	0	0
NET EXP. FOR INST. SUPPORT IN I&G(Exh. 13B)	41	2,536,274	0	2,465,723	0	2,303,482	0

**EXHIBIT 14.**
**Expenditures for Operation and Maintenance of Plant**

		2015-16 ORIG BGT		2015-16 FINAL REV BGT		2016-17 Proposed	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
OPER. & MAINT. OF PLANT - BY IND UNIT (Exh	1						
Maintenance of Plant	2	712,305		738,630		754,863	
Pupil Transportation	3	0		0		0	
Motor Pool	4	49,500		49,500		52,000	
VACANT	5	0		0		0	
	6						
	7						
	8						
	9						
	10						
Federal Work Study	11						
Retirement	12	76,159		84,103		81,219	
1.3% Retiree's Health Act	13	10,938		12,081		12,139	
Social Security	14	33,971		37,512		37,630	
Medicare	15	7,945		8,775		8,800	
Group Insurance	16	67,727		67,727		75,650	
Workmen's Compensation	17	9,177		9,177		9,945	
Unemployment Compensation	18	15,200		15,200		12,700	
Waiver of Tuition	19						
	20						
Fuel	21	215,000	0	215,000	0	215,000	0
Electricity	22	340,000	0	340,000	0	350,000	0
Water	23	115,000	0	115,000	0	125,000	0
Sewer	24	35,000	0	35,000	0	35,000	0
Garbage Disposal	25						
Property Insurance	26	397,716		343,265		396,645	
	27						
GR. TOT. GROSS EXP. FOR OPER.& MAINT O	28	2,085,638	0	2,070,970	0	2,166,591	0
	29						
LESS OPER. & MAINT. OF PLANT CHARGED T	30						
Auxiliary Enterprises	31						
Inter-Collegiate Athletics	32						
Independent Operations	33						
Departmental Applied Charges	34						
Plant Fund Capital Outlay Applied Charges	35						
	36						
NET EXP FOR OPER & MAINT OF PLANT/I&G(I	41	2,085,638	0	2,070,970	0	2,166,591	0

## EXHIBIT 11A.

## Academic Support Detail Page 1

ACADEMIC SUPPORT		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted FTE	Amount	Restricted FTE	Amount	Unrestricted FTE	Amount	Restricted FTE	Amount	Unrestricted FTE	Amount	Restricted FTE	Amount
LIBRARY/AUDIO VISUAL Unit	1												
Professional Salaries	2	2.00	80,056			2.00	80,056			1.00	34,001		
Support Staff Salaries	3	2.00	44,986			2.00	44,986			1.00	30,986		
Graduate/Teaching Assistant Sa	4												
Student Salaries	5	0.00	0			0.00	0			0.00	0		
Federal Workstudy Salaries	6	0.00	0			0.00	0			0.00	0		
State Workstudy Salaries	7	0.00	0			0.00	0			0.00	0		
Other Salaries	8	0.00	0			0.00	0			0.00	0		
Purchased Services	9		19,150				29,150				38,500		
Library Acquisitions			0		57,982		0		75,459		0		57,908
Supplies & Expenses	10		20,000				30,000				30,000		
Travel	11		0				0				0		
Equipment	12		0				0				0		
Total	13	4.00	164,192	0.00	57,982	4.00	184,192	0.00	75,459	2.00	133,487	0.00	57,908
ACAD. AFF. & STU. SVC. A Unit	14												
Professional Salaries	15	1.00	94,535	2.00	166,061	2.00	119,535	3.50	238,692	2.00	127,035	3.00	127,886
Support Staff Salaries	17	1.00	44,093	1.00	34,799	1.00	44,093	1.00	41,759	0.00	0	1.00	36,166
Graduate/Teaching Assistant Sa	18												
Student Salaries	19		0				0				0		
Federal Workstudy Salaries	20	0.00	0			0.00	0			0.00	0		
State Workstudy Salaries	21	0.00	0			0.00	0			0.00	0		
Other Salaries	22		0		0		0		0		0		0
Purchased Services	23		110,216		53,283		122,269		39,820		112,545		84,293
Supplies & Expenses	24		2,000				2,500				0		
Travel	25		0		2,017		500		5,821		0		2,017
Equipment	26		0		275,594		1,600		430,081		0		282,020
Total	27	2.00	250,844	3.00	531,754	3.00	290,497	4.50	756,173	2.00	239,580	4.00	532,382

NOTE  
FTE  
WTS

WHAT EQUIPMENT IS  
BEING PURCHASED?

## EXHIBIT 11A.

## Academic Support Detail Page2

ACADEMIC SUPPORT		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted	Restricted			Unrestricted	Restricted			Unrestricted	Restricted		
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
PROFESSIONAL DEVELOP Unit	1												
Professional Salaries	2	1.00	0			0.00	0			1.00	39,320		
Support Staff Salaries	3	0.00	0			0.00	0			0.00	0		
Graduate/Teaching Assistant Sal	4	0.00	0			0.00	0			0.00	0		
Student Salaries	5		0				0				0		
Federal Workstudy Salaries	6		0				0				0		
State Workstudy Salaries	7		0				0				0		
Other Salaries	8		0				0				0		
Purchased Services	9		6,500				7,800				6,500		
Supplies & Expenses	10		15,500				20,500				15,500		
Travel	11		20,000				20,000				25,000		
Equipment	12		0				0				0		
Total	13	1.00	42,000	0.00	0	0.00	48,300	0.00	0	1.00	86,320	0.00	0

## EXHIBIT 12A.

## Student Services Detail Page1

STUDENT SERVICES		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted FTE	Amount	Restricted FTE	Amount	Unrestricted FTE	Amount	Restricted FTE	Amount	Unrestricted FTE	Amount	Restricted FTE	Amount
COUNSELING/GUIDANCE	Unit												
	1												
Professional Salaries	2	6.00	0			0.35	5,000			0.00	0		
Support Staff Salaries	3	0.35	0			0.00	0			0.00	0		
Graduate/Teaching Assistant Sa	4												
Student Salaries	5		0				0				0		
Federal Workstudy Salaries	6		0				0				0		
State Workstudy Salaries	7		0				0				0		
Other Salaries	8		0				0				0		
Purchased Services	9		110,359				110,359				109,288		
Supplies & Expenses	10		578,200				70,826				564,200		
Travel	11		0				0				0		
Equipment	12		0				0				0		
Total	13	6.35	688,559	0.00	0	0.35	186,185	0.00	0	0.00	673,488	0.00	0
	14												
SUPPORT SERVICES	Unit												
	15												
Professional Salaries	16	1.00	40,610	0.00	0	1.97	81,092	0.00	0	1.50	54,429	0.00	0
Support Staff Salaries	17	0.00	0			0.00	0				0		
Graduate/Teaching Assistant Sa	18												
Student Salaries	19				0				0				0
Federal Workstudy Salaries	20	0.00	0		0	0.00	0		0		0		0
State Workstudy Salaries	21	0.00	0		0	0.00	0		0		0		0
Other Salaries	22				0				0				0
Purchased Services	23		0		0		12,480		0		12,480		0
Supplies & Expenses	24		0		0		80,400		0		3,000		0
Travel	25		0		0		13,990		0		13,990		0
Equipment	26		0		0		0		0		0		0
Total	27	1.00	40,610	0.00	0	1.97	187,962	0.00	0	1.50	83,899	0.00	0

## EXHIBIT 12A.

## Student Services Detail Page 2

STUDENT SERVICES		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted FTE	Amount	Restricted FTE	Amount	Unrestricted FTE	Amount	Restricted FTE	Amount	Unrestricted FTE	Amount	Restricted FTE	Amount
CAREER PLANNING & PLA Unit	1												
Professional Salaries	2	5.00	178,807	0.00		8.50	241,328	0.00		6.00	172,172	0.00	
Support Staff Salaries	3	1.00	0			1.00	41,223			1.00	41,223		
Graduate/Teaching Assistant Sa	4												
Student Salaries	5		0				0				0		
Federal Workstudy Salaries	6		0				0				0		
State Workstudy Salaries	7		0				0				0		
Other Salaries	8		0				0				0		
Purchased Services	9		5,000				7,500				5,000		
Supplies & Expenses	10		4,000				8,100				4,000		
Travel	11		0				0				0		
Equipment	12		0				0				0		
Total	13	6.00	187,807	0.00	0	9.50	298,151	0.00	0	7.00	222,395	0.00	0
FINANCIAL AID Unit	14												
Professional Salaries	15	1.00	53,149	0.00		1.00	54,899	0.00		1.00	55,249	0.00	
Support Staff Salaries	16	3.00	112,349	0.00		3.00	112,349	0.00		3.00	112,349	0.00	
Graduate/Teaching Assistant Sa	17												
Student Salaries	18		0				0				0		
Federal Workstudy Salaries	19		11,500				26,767				11,500		
State Workstudy Salaries	20		15,267				0				15,267		
Other Salaries	21		0				0				0		
Purchased Services	22		15,800				17,100				16,800		
Supplies & Expenses	23		5,500				3,313				5,500		
Travel	24		0				0				0		
Equipment	25		0				0				0		
Total	26	4.00	213,565	0.00	0	4.00	214,428	0.00	0	4.00	216,665	0.00	0

## EXHIBIT 12A.

## Student Services Detail Page 3

STUDENT SERVICES		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted FTE	Amount	Restricted FTE	Amount	Unrestricted FTE	Amount	Restricted FTE	Amount	Unrestricted FTE	Amount	Restricted FTE	Amount
REGISTRARS/RECORDS 2 Unit	1												
Professional Salaries	2	1.00	68,754			1.00	68,754			1.00	54,749		
Support Staff Salaries	3	2.00	75,557			2.00	75,557			2.00	63,080		
Graduate/Teaching Assistant Sa	4												
Student Salaries	5		0				0				0		
Federal Workstudy Salaries	6	0.00	0			0.00	0			0.00	0		
State Workstudy Salaries	7	0.00	0			0.00	0			0.00	0		
Other Salaries	8		0				0				0		
Purchased Services	9		37,650				37,650				37,650		
Supplies & Expenses	10		7,500				7,500				7,500		
Travel	11		0				0				0		
Equipment	12		0				0				0		
Total	13	3.00	189,461	0.00	0	3.00	189,461	0.00	0	3.00	162,979	0.00	0
RECRUITMENT/ADMISSIO Unit	14												
Professional Salaries	15	3.50	128,327			3.50	128,327			2.50	98,065		
Support Staff Salaries	17												
Graduate/Teaching Assistant Sa	18												
Student Salaries	19	0.64	5,000			0.38	5,000			0.00	0		
Federal Workstudy Salaries	20	0.00	0			0.00	0			0.00	0		
State Workstudy Salaries	21	0.00	0			0.00	0			0.00	0		
Other Salaries	22		0				0				0		
Purchased Services	23		24,500				44,969				24,500		
Supplies & Expenses	24		9,450				6,481				9,450		
Travel	25		0				0				0		
Equipment	26		0				0				0		
Total	27	4.14	167,277	0.00	0	3.88	184,777	0.00	0	2.50	132,015	0.00	0

**EXHIBIT 13.**
**Expenditures for Institutional Support Page 1**

		2015-16 ORIG BGT		2015-16 FINAL REV BGT		2016-17 Proposed	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
EXEC. MANAGEMENT-BY IND. UNIT (Exh.	1						
President's Office	2	267,454		346,753		303,119	
Administration & Finance	3	223,902		226,652		211,895	
	4						
	5						
	6						
	7						
	8						
	9						
	10						
	11						
Legal Services	12	0		0		0	
Board of Trustees	13	172,000		157,000		172,000	
Total Exec. Management	14	663,356	0	730,405	0	687,014	0
	15						
FISCAL OPER. -BY IND. UNIT (Exh. 13A)	16						
Fiscal Operations	17	194,206		175,813		183,663	
Shipping & Receiving	18	137,188		53,698		55,810	
	19						
	20						
	21						
	22						
Surety Bond	23						
External Audit	24	49,000		75,700		49,000	
Provision for Uncollectable Accounts	25						
Total Fiscal Operations	26	380,394	0	305,211	0	288,473	0
	27						
GEN'L. ADMIN. SERV.-BY IND. UNIT (Exh. 13B)	28						
Research & Development	29	464,254		407,155		340,651	
Security Services	30	92,300		92,300		92,300	
	31						
	32						
	33						
	34						
	35						
Tot. Gen'l Admin. Serv.	41	556,554	0	499,455	0	432,951	0

**EXHIBIT 13.**
**Expenditures for Institutional Support Page 2**

		2015-16 ORIG BGT		2015-16 FINAL REV BGT		2016-17 Proposed	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
LOGISTICAL SERV.-BY IND. UNIT (Exh. 13A)	1						
Logistics and Communications	2	296,233		296,233		296,233	
	3						
	4						
	5						
Insurance (except property insurance)	6						
Total Logistical Services	7	296,233	0	296,233	0	296,233	0
	8						
INSTITUTIONAL SPT.-SANTA ROSA & MORAGA	9						
Technician	10	156,905		162,737		156,405	
	11						
	12						
	13						
	14						
	15						
Dues and Memberships	16						
	17						
Total Institutional Support-Santa Rosa & Moraga	18	156,905	0	162,737	0	156,405	0
Federal Work Study	19						
Retirement	20	157,141		149,442		146,634	
1.3% Retiree's Health Act	21	22,611		22,611		21,100	
Social Security	22	70,095		74,343		69,147	
Medicare	23	16,393		16,393		15,298	
Group Insurance	24	130,326		122,627		105,727	
Workmen's Compensation	25	9,266		9,266		10,000	
Unemployment Compensation	26	77,000		77,000		74,500	
Waiver of Tuition	27						
Total Items not Included in 13A's	28	482,832	0	471,682	0	442,406	0
GR. TOT. GROSS EXP. FOR INST. SUPPORT	29	2,536,274	0	2,465,723	0	2,303,482	0
	30						
LESS INST. SUPPORT CHARGED TO:	31						
Auxiliary Enterprises	32						
Inter-Collegiate Athletics	33						
Independent Operations	34						
Branch Colleges	35						
Total Charges	36	0	0	0	0	0	0
NET EXP. FOR INST. SUPPORT IN I&G(Exh. 13B)	41	2,536,274	0	2,465,723	0	2,303,482	0

## EXHIBIT 13A.

## Institutional Support Detail Page 1

INSTITUTIONAL SUPPORT		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted FTE	Amount	Restricted FTE	Amount	Unrestricted FTE	Amount	Restricted FTE	Amount	Unrestricted FTE	Amount	Restricted FTE	Amount
EXECUTIVE MANAGEMEN Unit	1												
Professional Salaries	2	1.00	150,000			1.00	150,000			1.00	160,800		
Support Staff Salaries	3	1.20	49,454			2.15	67,454			1.95	59,319		
Graduate/Teaching Assistant Sa	4												
Student Salaries	5		0				0				0		
Federal Workstudy Salaries	6	0.00	0			0.00	0				0		
State Workstudy Salaries	7	0.00	0			0.00	0				0		
Other Salaries	8		0				0				0		
Purchased Services	9		50,000				65,000				65,000		
Supplies & Expenses	10		14,500				14,500				14,500		
Travel	11		3,500				3,500				3,500		
Equipment	12		0				46,299				0		
Total	13	2.20	267,454	0.00	0	3.15	346,753	0.00	0	2.95	303,119	0.00	0
ADMIN & FIN/ACAD AFFAIR Unit	14												
Professional Salaries	15	1.00	103,177			1.00	93,177			1.00	93,177		
Support Staff Salaries	16	2.00	78,925			2.00	88,925			2.00	73,218		
Graduate/Teaching Assistant Sa	17												
Student Salaries	18		0				0				0		
Federal Workstudy Salaries	19	0.00	0			0.00	0			0.00	0		
State Workstudy Salaries	20	0.00	0			0.00	0			0.00	0		
Other Salaries	21		0				0				0		
Purchased Services	22		39,500				40,500				42,500		
Supplies & Expenses	23		2,300				4,050				3,000		
Travel	24		0				0				0		
Equipment	25		0				0				0		
Total	26	3.00	223,902	0.00	0	3.00	226,652	0.00	0	3.00	211,895	0.00	0

## EXHIBIT 13A.

INSTITUTIONAL SUPPORT		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed				
		Unrestricted		Restricted		Unrestricted		Restricted		Unrestricted		Restricted		
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	
BOARD SERVICES	Unit	1												
Professional Salaries		2								0.00	0			
Support Staff Salaries		3												
Graduate/Teaching Assistant Sa		4												
Student Salaries		5												
Federal Workstudy Salaries		6												
State Workstudy Salaries		7												
Other Salaries		8												
Purchased Services		9		110,000			82,000				110,000			
Supplies & Expenses		10		2,000			2,000				2,000			
Travel		11		60,000			73,000				60,000			
Equipment		12		0			0				0			
Total		13	0.00	172,000	0.00	0	157,000	0.00	0	0.00	172,000	0.00	0	
FISCAL OPERATIONS	Unit	14												
Professional Salaries		15	0.00	0		0.00	0			0.00	0			
Support Staff Salaries		16	4.00	167,506		4.00	167,506			4.00	166,963			
Graduate/Teaching Assistant Sa		17												
Student Salaries		18	0.00	0		0.00	0			0.00	0			
Federal Workstudy Salaries		19	0.00	0		0.00	0			0.00	0			
State Workstudy Salaries		20	0.00	0		0.00	0			0.00	0			
Other Salaries		21	0.00	0		0.00	0			0.00	0			
Purchased Services		22		0			0				0			
Supplies & Expenses		23		68,700			84,007				58,700			
Travel		24		7,000			0				7,000			
Equipment		25		0			0				0			
Total		26		0			0				0			
		27	4.00	243,206	0.00	0	4.00	251,513	0.00	0	4.00	232,663	0.00	0

## EXHIBIT 13A.

## Institutional Support Detail Page 3

INSTITUTIONAL SUPPORT		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted		Restricted		Unrestricted		Restricted		Unrestricted		Restricted	
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
SHIPPING & RECEIVING	Unit												
Professional Salaries	2	1.00	41,310			1.00	41,310			1.00	41,310		
Support Staff Salaries	3	1.50	87,878			1.50	6,688			0.50	0		
Graduate/Teaching Assistant Sa	4												
Student Salaries	5		0				0				0		
Federal Workstudy Salaries	6		0				0				0		
State Workstudy Salaries	7		0				0				0		
Other Salaries	8		0				0				0		
Purchased Services	9		6,500				2,200				9,000		
Supplies & Expenses	10		1,500				3,500				5,500		
Travel	11		0				0				0		
Equipment	12		0				0				0		
Total	13	2.50	137,188	0.00	0	2.50	53,698	0.00	0	1.50	55,810	0.00	0
INSTITUTIONAL SUPPORT &	14												
HUMAN RESOURCES	Unit												
Professional Salaries	16	4.00	154,967			4.00	108,368			1.25	76,262		
Support Staff Salaries	17	2.00	68,576			2.00	68,576			1.00	50,945		
Graduate/Teaching Assistant Sa	18												
Student Salaries	19		0				0				0		
Federal Workstudy Salaries	20		0				0				0		
State Workstudy Salaries	21		0				0				0		
Other Salaries	22	1.00	46,291			1.00	46,291			1.00	45,610		
Purchased Services	23		185,120				175,120				159,034		
Supplies & Expenses	24		9,300				8,800				8,800		
Travel	25		0				0				0		
Equipment	26		0				0				0		
Total	27	7.00	464,254	0.00	0	7.00	407,155	0.00	0	3.25	340,651	0.00	0

## EXHIBIT 13A.

## Institutional Support Detail Page 4

INSTITUTIONAL SUPPORT		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted FTE	Amount	Restricted FTE	Amount	Unrestricted FTE	Amount	Restricted FTE	Amount	Unrestricted FTE	Amount	Restricted FTE	Amount
SECURITY SERVICES	Unit												
Professional Salaries	2												
Support Staff Salaries	3	2.00	73,000			2.00	73,000			2.00	73,000		
Graduate/Teaching Assistant Sal	4												
Student Salaries	5		0				0				0		
Federal Workstudy Salaries	6		0				0				0		
State Workstudy Salaries	7		0				0				0		
Other Salaries	8		0				0				0		
Purchased Services	9		9,000				9,000				9,000		
Supplies & Expenses	10		10,300				10,300				10,300		
Travel	11		0				0				0		
Equipment	12		0				0				0		
Total	13	2.00	92,300	0.00	0	2.00	92,300	0.00	0	2.00	92,300	0.00	0
LOGISTICS/COMMUNICAT	Unit												
Professional Salaries	15	1.00	0			0.00	0			0.00	0		
Support Staff Salaries	17	1.00	26,233			1.00	26,233			1.00	26,233		
Graduate/Teaching Assistant Sal	18	0.00	0			0.00	0			0.00	0		
Student Salaries	19		0				0				0		
Federal Workstudy Salaries	20		0				0				0		
State Workstudy Salaries	21		0				0				0		
Other Salaries	22		0				0				0		
Purchased Services	23		270,000				270,000				270,000		
Supplies & Expenses	24		0				0				0		
Travel	25		0				0				0		
Equipment	26		0				0				0		
Total	27	2.00	296,233	0.00	0	1.00	296,233	0.00	0	1.00	296,233	0.00	0

**EXHIBIT 13A.**
**Institutional Support Detail Page 5**

INSTITUTIONAL SUPPORT		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted	Restricted			Unrestricted	Restricted			Unrestricted	Restricted		
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
INSTITUTIONAL SPT-SANTA ROSA & MORA													
	1												
Professional Salaries	2	0.00	99,412			1.00	99,412			1.00	99,412		
Support Staff Salaries	3	1.00	45,493			1.00	45,493			1.00	45,493		
Graduate/Teaching Assistant Sa	4	0.00	0			0.00	0			0.00	0		
Student Salaries	5	0.00	0			0.00	0			0.00	0		
Federal Workstudy Salaries	6	0.00	0			0.00	0			0.00	0		
State Workstudy Salaries	7	0.00	0			0.00	0			0.00	0		
Other Salaries	8	0.00	0			0.00	0			0.00	0		
Purchased Services	9		4,000				4,000				4,000		
Supplies & Expenses	10		6,500				11,832				6,500		
Travel	11		1,500				2,000				1,000		
Equipment	12		0				0				0		
Total	13	1.00	156,905	0.00	0	2.00	162,737	0.00	0	2.00	156,405	0.00	0

**EXHIBIT 14.****Expenditures for Operation and Maintenance of Plant**

		2015-16 ORIG BGT		2015-16 FINAL REV BGT		2016-17 Proposed	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
OPER. & MAINT. OF PLANT - BY IND UNIT (Exh	1						
Maintenance of Plant	2	712,305		738,630		754,863	
Pupil Transportation	3	0		0		0	
Motor Pool	4	49,500		49,500		52,000	
VACANT	5	0		0		0	
	6						
	7						
	8						
	9						
	10						
Federal Work Study	11						
Retirement	12	76,159		84,103		81,219	
1.3% Retiree's Health Act	13	10,938		12,081		12,139	
Social Security	14	33,971		37,512		37,630	
Medicare	15	7,945		8,775		8,800	
Group Insurance	16	67,727		67,727		75,650	
Workmen's Compensation	17	9,177		9,177		9,945	
Unemployment Compensation	18	15,200		15,200		12,700	
Waiver of Tuition	19						
	20						
Fuel	21	215,000	0	215,000	0	215,000	0
Electricity	22	340,000	0	340,000	0	350,000	0
Water	23	115,000	0	115,000	0	125,000	0
Sewer	24	35,000	0	35,000	0	35,000	0
Garbage Disposal	25						
Property Insurance	26	397,716		343,265		396,645	
	27						
GR. TOT. GROSS EXP. FOR OPER.& MAINT O	28	2,085,638	0	2,070,970	0	2,166,591	0
	29						
LESS OPER. & MAINT. OF PLANT CHARGED T	30						
Auxiliary Enterprises	31						
Inter-Collegiate Athletics	32						
Independent Operations	33						
Departmental Applied Charges	34						
Plant Fund Capital Outlay Applied Charges	35						
	36						
NET EXP FOR OPER & MAINT OF PLANT/I&G(I	41	2,085,638	0	2,070,970	0	2,166,591	0

## EXHIBIT 14A.

## Maintenance &amp; Operation Plant Detail 1

MAINTENANCE & OPERATION OF PLANT		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted		Restricted		Unrestricted		Restricted		Unrestricted		Restricted	
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
MAINTENANCE	Unit	1											
Professional Salaries	2	4.00	216,581			5.00	216,071			4.00	152,646		
Support Staff Salaries	3	16.25	331,324			17.25	364,389			16.25	428,317		
Graduate/Teaching Assistant Sa	4												
Student Salaries	5	0.00	0			0.00	0			0.00	0		
Federal Workstudy Salaries	6	0.00	0			0.00	0			0.00	0		
State Workstudy Salaries	7	0.00	0			0.00	0			0.00	0		
Other Salaries	8		0				0				0		
Purchased Services	9		31,000				34,800				34,800		
Supplies & Expenses	10		133,400				123,370				134,100		
Travel	11		0				0				0		
Equipment	12		0				0				5,000		
Total	13	20.25	712,305	0.00	0	22.25	738,630	0.00	0	20.25	754,863	0.00	0
VACANT	Unit	14											
Professional Salaries	15												
Support Staff Salaries	16	0.00	0			0.00	0			0.00	0		
Graduate/Teaching Assistant Sa	17	0.00	0			0.00	0			0.00	0		
Student Salaries	18												
Federal Workstudy Salaries	19	0.00	0			0.00	0			0.00	0		
State Workstudy Salaries	20	0.00	0			0.00	0			0.00	0		
Other Salaries	21	0.00	0			0.00	0			0.00	0		
Purchased Services	22		0				0				0		
Supplies & Expenses	23		0				0				0		
Travel	24		0				0				0		
Equipment	25		0				0				0		
Total	26		0				0				0		
	27	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0

**EXHIBIT 14A.**
**Maintenance & Operation Plant Detail 2**

MAINTENANCE & OPERATION OF PLANT		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted FTE	Amount	Restricted FTE	Amount	Unrestricted FTE	Amount	Restricted FTE	Amount	Unrestricted FTE	Amount	Restricted FTE	Amount
PUPIL TRANSPORTATION Unit	1												
Professional Salaries	2												
Support Staff Salaries	3	0.00	0			0.00	0			0.00	0		
Graduate/Teaching Assistant Sa	4												
Student Salaries	5		0				0				0		
Federal Workstudy Salaries	6		0				0				0		
State Workstudy Salaries	7		0				0				0		
Other Salaries	8		0				0				0		
Purchased Services	9		0				0						
Supplies & Expenses	10		0				0				0		
Travel	11		0				0				0		
Equipment	12		0				0				0		
Total	13	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
	14												
MOTOR POOL Unit	15												
Professional Salaries	16	0.00	0			0.00	0			0.00	0		
Support Staff Salaries	17												
Graduate/Teaching Assistant Sa	18												
Student Salaries	19		0				0				0		
Federal Workstudy Salaries	20		0				0				0		
State Workstudy Salaries	21		0				0				0		
Other Salaries	22		0				0				0		
Purchased Services	23		7,500				7,500				7,500		
Supplies & Expenses	24		7,000				7,000				9,500		
Travel	25		35,000				35,000				35,000		
Equipment	26		0				0				0		
Total	27	0.00	49,500	0.00	0	0.00	49,500	0.00	0	0.00	52,000	0.00	0

## EXHIBIT 11-14B

## Expenditure Masters

		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted		Restricted		Unrestricted		Restricted		Unrestricted		Restricted	
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
ACADEMIC SUPPORT MAS Unit	1												
Professional Salaries	2	4.00	174,591	2.00	166,061	4.00	199,591	3.50	238,692	4.00	200,356	3.00	127,886
Support Staff Salaries	3	3.00	89,079	1.00	34,799	3.00	89,079	1.00	41,759	1.00	30,986	1.00	36,166
Graduate/Teaching Assist. Salaries	4	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Student Salaries	5	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Federal Work Study Salaries	6	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
State Work Study Salaries	7	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Other Salaries	8	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Purchased Services	9	0.00	135,866	0.00	53,283	0.00	159,219	0.00	39,820	0.00	157,545	0.00	84,293
Supplies & Expenses	10	0.00	37,500	0.00	57,982	0.00	53,000	0.00	75,459	0.00	45,500	0.00	57,908
Travel	11	0.00	20,000	0.00	2,017	0.00	20,500	0.00	5,821	0.00	25,000	0.00	2,017
Equipment	12	0.00	0	0.00	275,594	0.00	1,600	0.00	430,081	0.00	0	0.00	282,020
Total	13	7.00	457,036	3.00	589,736	7.00	522,989	4.50	831,632	5.00	459,387	4.00	590,290
STUDENT SERVICES MAS Unit	14												
Professional Salaries	15												
Support Staff Salaries	16	17.50	469,647	0.00	0	16.32	579,400	0.00	0	12.00	434,664	0.00	0
Graduate/Teaching Assist. Salaries	17	6.35	187,906	0.00	0	6.00	229,129	0.00	0	6.00	216,652	0.00	0
Student Salaries	18	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Federal Work Study Salaries	19	0.64	5,000	0.00	0	0.38	5,000	0.00	0	0.00	0	0.00	0
State Work Study Salaries	20	0.00	11,500	0.00	0	0.00	26,767	0.00	0	0.00	11,500	0.00	0
Other Salaries	21	0.00	15,267	0.00	0	0.00	0	0.00	0	0.00	15,267	0.00	0
Purchased Services	22	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Supplies & Expenses	23		193,309		0		230,058		0		205,718		0
Travel	24		604,650		0		176,620		0		593,650		0
Equipment	25		0		0		13,990		0		13,990		0
Total	26		0		0		0		0		0		0
	27	24.49	1,487,279	0.00	0	22.70	1,260,964	0.00	0	18.00	1,491,441	0.00	0

## EXHIBIT 11-14B

## Expenditure Masters

		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted	Restricted			Unrestricted	Restricted			Unrestricted	Restricted		
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
INSTITUTIONAL SUPPORT Unit	1		643,356				590,166						
Professional Salaries	2	8.00	548,866	0.00	0	8.00	492,267	0.00	0	5.25	470,961	0.00	0
Support Staff Salaries	3	14.70	597,065	0.00	0	15.65	543,875	0.00	0	13.45	495,171	0.00	0
Graduate/Teaching Assist. Salaries	4	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Student Salaries	5	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Federal Work Study Salaries	6	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
State Work Study Salaries	7	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Other Salaries	8	1.00	46,291	0.00	0	1.00	46,291	0.00	0	1.00	45,610	0.00	0
Purchased Services	9		742,820		0		731,827		0		727,234		0
Supplies & Expenses	10		53,400		0		54,982		0		57,600		0
Travel	11		65,000		0		78,500		0		64,500		0
Equipment	12		0		0		46,299		0		0		0
Total	13	24	2,053,442	0.00	0	24.65	1,994,041	0.00	0	19.70	1,861,076	0.00	0
OPERATION & MAINT. MA: Unit	14												
Professional Salaries	15												
Support Staff Salaries	16	4.00	216,581	0.00	0	5.00	216,071	0.00	0	4.00	152,646	0.00	0
Graduate/Teaching Assist. Salaries	17	16.25	331,324	0.00	0	17.25	364,389	0.00	0	16.25	428,317	0.00	0
Student Salaries	18	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Federal Work Study Salaries	19	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
State Work Study Salaries	20	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Other Salaries	21	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Purchased Services	22	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Supplies & Expenses	23		38,500		0		42,300		0		42,300		0
Travel	24		140,400		0		130,370		0		143,600		0
Equipment	25		35,000		0		35,000		0		35,000		0
Total	26		0		0		0		0		5,000		0
	27	20.25	761,805	0.00	0	22.25	788,130	0.00	0	20.25	806,863	0.00	0

## EXHIBIT 11-14B

## Expenditure Masters

		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted		Restricted		Unrestricted		Restricted		Unrestricted		Restricted	
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
TOTAL GENERAL	Unit	1											
Professional Salaries	2	33.50	1,409,685	2.00	166,061	33.32	1,487,329	3.50	238,692	25.25	1,258,627	3.00	127,886
Support Staff Salaries	3	40.30	1,205,374	1.00	34,799	41.90	1,226,472	1.00	41,759	36.70	1,171,126	1.00	36,166
Graduate/Teaching Assist. Salar	4	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Student Salaries	5	0.64	5,000	0.00	0	0.38	5,000	0.00	0	0.00	0	0.00	0
Federal Work Study Salaries	6	0.00	11,500	0.00	0	0.00	26,767	0.00	0	0.00	11,500	0.00	0
State Work Study Salaries	7	0.00	15,267	0.00	0	0.00	0	0.00	0	0.00	15,267	0.00	0
Other Salaries	8		46,291	0.00	0	1.00	46,291	0.00	0	1.00	45,610	0.00	0
Purchased Services	9	0.00	1,110,496	0.00	53,283	0.00	1,163,404	0.00	39,820	0.00	1,132,797	0.00	84,293
Supplies & Expenses	10	0.00	835,950	0.00	57,982	0.00	414,972	0.00	75,459	0.00	840,350	0.00	57,908
Travel	11	0.00	120,000	0.00	2,017	0.00	147,990	0.00	5,821	0.00	138,490	0.00	2,017
Equipment	12	0.00	0	0.00	275,594	0.00	47,899	0.00	430,081	0.00	5,000	0.00	282,020
Total	12	74.44	4,759,563	3.00	589,736	76.59	4,566,124	4.50	831,632	62.95	4,618,767	4.00	590,290
Breakdown Total		75.44	4,759,563	3.00	589,736	76.59	4,566,124	4.50	831,632	62.95	4,618,767	4.00	590,290

## EXHIBIT 15

## STUDENT SOCIAL &amp; CULTURAL DEVELOPME

		6 ORI		2015-16 ORIG BGT		2015-16 FINAL REV BGT		2016-17 Proposed			
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
REVENUES	1										
Tuition & Fees	3		20,645				20,645		23,645	✓	
Gov't Approp.	3		0				0		0		
-Federal	3		0				0		0		
-State	4		0				0		0		
-Local	5		0				0		0		
Gov. Grts. & Contr.	6		0				0		0		
-Federal	6		0				0		0		
-State	7		0				0		0		
-Local	8		0				0		0		
Priv. Gifts, Grts. & Contr.	9		0				0		0		
Endowment Inc.-Restricted	10		0				0		0		
Sales & Services	11		0				0		0		
Other Sources			0				0		0		
(Ind. Cost Recov. Grts. & Con.)	12										
Total Revenue (Exh. 1)	13		20,645		0		20,645		23,645		0
BEGINNING BALANCE (Exh. 1)	14						0		0	✓	0
TOTAL AVAILABLE (Exh. 1)	15		20,645		0		20,645		23,645	✓	0
EXPENDITURES	16										
Faculty Salaries	17	0.00	0			0.00	0		0.00	0	
Professional Salaries	18	0.00	0			0.00	0		0.00	0	
Support Staff Salaries	19	0.00	0			0.00	0		0.00	0	
Graduate/Teaching Assistant Salaries	20	0.00	0			0.00	0		0.00	0	
Student Salaries	21	0.25	5,000			0.25	5,000		0.25	5,000	
Federal Work Study	22	0.00	0			0.00	0		0.00	0	
State Work Study	23	0.00	0			0.00	0		0.00	0	
Other Salaries	24		0				0		0		
Supplies & Expense	26		15,345				13,345		18,345		
Travel	27		300				2,300		300		
Equipment	28		0				0		0		
Retirement	29		0				0		0		
Social Security	30		0				0		0		
Medicare	31		0				0		0		
Group Insurance	32		0		0		0		0		
Workmen's Compensation	33		0				0		0		
Unemployment Compensation	34		0				0		0		
Waiver of Tuition	35		0				0		0		
Total Expenditures (Exh. 1)	36	0.25	20,645	0.00	0	0.25	20,645	0.00	23,645	✓	0
TRANSFER TO OR (FROM)	37										
I & G (Exh. 1A)	38		0	XXXXXX			XXXXXX		0		XXXXXX
ENDING BALANCE (Exh. 1)	39		0		0			0	0.25	0	0.00

## EXHIBIT 15 A

## STUDENT GOVERNMENT

		0		0		0		0		0	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
REVENUES	1										
Tuition & Fees	3		13,645				13,645				13,645
Gov't Approp.	3										
-Federal	3										
-State	4										
-Local	5										
Gov.Grts.& Contr.	6										
-Federal	6										
-State	7										
-Local	8										
Priv. Gifts, Grts. & Contr.	9										
Endowment Inc.-Restricted	10										
Sales & Services	11										
Other Sources	12										
(Ind. Cost Recov.Grts.&Con.)	12										
Total Revenue (Exh. 1)	13		13,645		0		13,645		0		13,645
BEGINNING BALANCE (Exh. 1)	14								0		0
TOTAL AVAILABLE (Exh. 1)	15		13,645		0		13,645		0		13,645
EXPENDITURES	16										
Faculty Salaries	17										
Professional Salaries	18										
Support Staff Salaries	19										
Graduate/Teaching Assistant Salaries	20										
Student Salaries	21	0.25	5,000			0.25	5,000			0.25	5,000
Federal Work Study	22										
State Work Study	23										
Other Salaries	24										
Supplies & Expense	26		8,445				8,445				8,445
Travel	27		200				200				200
Equipment	28		0				0				0
Retirement	29										
Social Security	30										
Medicare	31										
Group Insurance	32										
Workmen's Compensation	33										
Unemployment Compensation	34										
Waiver of Tuition	35										
Total Expenditures (Exh. 1)	36	0.25	13,645	0.00	0	0.25	13,645	0.00	0	0.25	13,645
TRANSFER TO OR (FROM)	37										
I & G (Exh. 1A)	38		0		XXXXXX				XXXXXX		0
ENDING BALANCE (Exh. 1)	39		0		0				0	0.25	0

## EXHIBIT 15 B

## CAMPUS ACTIVITIES

		0		0		0		0		0	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
REVENUES	1										
Tuition & Fees	3		7,000			7,000			10,000		
Gov't Approp.	3										
-Federal	3										
-State	4										
-Local	5										
Gov.Grts.& Contr.	6										
-Federal	6										
-State	7										
-Local	8										
Priv. Gifts, Grts. & Contr.	9										
Endowment Inc.-Restricted	10										
Sales & Services	11										
Other Sources	12										
(Ind. Cost Recov.Grts.&Con.)	12										
Total Revenue (Exh. 1)	13		7,000		0	7,000	0		10,000		0
BEGINNING BALANCE (Exh. 1)	14						0		0		0
TOTAL AVAILABLE (Exh. 1)	15		7,000		0	7,000	0		10,000		0
EXPENDITURES	16										
Faculty Salaries	17										
Professional Salaries	18										
Support Staff Salaries	19										
Graduate/Teaching Assistant Salaries	20										
Student Salaries	21	0.00	0					0.00	0		
Federal Work Study	22										
State Work Study	23										
Other Salaries	24										
Supplies & Expense	26		6,900			4,900			9,900		
Travel	27		100			2,100			100		
Equipment	28		0						0		
Retirement	29										
Social Security	30										
Medicare	31										
Group Insurance	32										
Workmen's Compensation	33										
Unemployment Compensation	34										
Waiver of Tuition	35										
Total Expenditures (Exh. 1)	36	0.00	7,000	0.00	0	0.00	7,000	0.00	0	0.00	10,000
TRANSFER TO OR (FROM)	37										
I & G (Exh. 1A)	38		0		XXXXXX				0		XXXXXX
ENDING BALANCE (Exh. 1)	39		0		0				0	0.00	0

## EXHIBIT 17

## Summary of Public Service

Summary		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
REVENUES	1												
Gov't Approp. -Federal	3		0		0		0		0		0		0
-State	4		0		0		0		0		0		0
-Local	5		0		0		0		0		0		0
Gov. Grts. & Contr. -Federal	6		0		93,211		0		129,571		0		99,705
-State	7		0		231,289		0		245,688		0		235,311
-Local	8		0		0		0		0		0		0
Priv. Gifts, Grts. & Contr.	9		0		0		0		0		0		0
Endowment Inc.-Restricted	10		0		0		0		0		0		0
Sales & Services	11		46,462		0		46,462		0		46,462		0
Other Sources			0		0		0		0		0		0
(Ind. Cost Recov. Grts. & Con.)	12		0		0		0		0		0		0
Total Revenue (Exh. 1)	13		46,462		324,500		46,462		375,259		46,462	✓	335,016
BEGINNING BALANCE (Exh. 1)	14		(0)		0		104,271		0		44	✓	0
TOTAL AVAILABLE (Exh. 1)	15		46,462		324,500		150,733		375,259		46,506	✓	335,016
EXPENDITURES	16												
Faculty Salaries	17	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Professional Salaries	18	0.00	0	4.30	136,591	1.63	20,000	4.30	150,781	0.00	0	4.30	129,249
Support Staff Salaries	19	3.04	70,206	3.00	93,423	1.94	68,706	3.00	78,225	2.37	70,206	3	78,225
Graduate/Teaching Assistant S	20	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0	0
Student Salaries	21	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0	0
Federal Work Study	22	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0	0
State Work Study	23	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0	0
Other Salaries	24	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0	0
Supplies & Expense	26		5,200		7,741		70,243		35,239		6,700		26,164
Travel	27		2,000		6,500		12,000		29,932		0		26,610
Equipment (17,223)	28		0		0		5,684		0		0		0
Retirement	29		11,163		31,628		11,163		0		11,163		0
Social Security	30		4,353		23,186		9,353		81,082		4,352		74,768
Medicare	31		1,018		3,028		1,019		0		1,018		0
Group Insurance	32		3,820		22,385		3,820		0		7,286		0
Workmen's Compensation	33		36		18		36		0		36		0
Unemployment Compensation	34		0		0		0		0		0		0
Waiver of Tuition	35		0		0		0		0		0		0
Total Expenditures (Exh. 1)	36	3.04	97,797	7.30	324,500	3.58	202,024	7.30	375,259	2.37	100,761	✓ 7.30	335,016
TRANSFER TO OR (FROM)	37												
I & G (Exh. 1A)	38		51,335		XXXXXX		51,335		XXXXXX		54,299	✓	XXXXXX
ENDING BALANCE (Exh. 1)	39		(0)	7.30	0		44		0	2.37	44	✓ 7.30	0

ECDC 5106		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		FTE	Unrestricted Amount	FTE	Restricted Amount	FTE	Unrestricted Amount	FTE	Restricted Amount	FTE	Unrestricted Amount	FTE	Restricted Amount
REVENUES	1												
Gov't Approp. -Federal	2												
-State	3				0								0
-Local	4												
Gov.Grts.& Contr. -Federal	5				0				0				0
Food Prog./Other -State	6		0				0				0		
Priv. Gifts, Grts. & Contr.-S.A.	7												
Endowment Inc.-Restricted	8												
Sales & Services	9		46,462				46,462				46,462		
Other Sources	10				0				0				0
(Ind. Cost Recov.Grts.&Con.)	11												
Total Revenue (Exh. 1)	12		46,462		0		46,462		0		46,462		0
BEGINNING BALANCE (Exh. 1)	13		0		XXXXXX		0		XXXXXX		0		XXXXXX
TOTAL AVAILABLE (Exh. 1)	14		46,462		XXXXXX		46,462		XXXXXX		46,462		XXXXXX
EXPENDITURES-ECDC	15												
Faculty Salaries	16												
Professional Salaries	17	0.00	0	0.00	0	0.97	0	0.00	0		0	0.00	0
Support Staff Salaries	18	3.04	70,206	0.00	0	1.94	68,706	0.00	0	2.37	70,206	0.00	0
Graduate/Teaching Assistant S	19												
Student Salaries	20				0				0				0
Federal Work Study	21		0	0.00	0		0	0.00	0		0	0	0
State Work Study	22		0		0		0		0		0		0
Other Salaries	23												
Supplies & Expense	24		5,200		0		6,700		0		6,700		0
Travel	25		2,000		0		2,000		0		0		0
Equipment	26		0		0		0		0		0		0
Retirement	27		11,163		0		11,163		0		11,163		0
Social Security	28		4,353		0		4,353		0		4,352		0
Medicare	29		1,018		0		1,019		0		1,018		0
Group Insurance	30		3,820		0		3,820		0		7,286		0
Workmen's Compensation	31		36		0		36		0		36		0
Unemployment Compensation	32		0		0		0		0		0		0
Waiver of Tuition	33												
Total Expenditures (Exh. 1)	34	3.04	97,797	0.00	0	2.91	97,797	0.00	0	2.37	100,761	0.00	0
TRANSFER TO OR (FROM)	35												
I & G (Exh.1A)	36		51,335		XXXXXX		51,335		XXXXXX		54,299		XXXXXX
ENDING BALANCE (Exh. 1)	37		0		0		0		0	2.37	0		0

SBDC		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		FTE	Unrestricted Amount	FTE	Restricted Amount	FTE	Unrestricted Amount	FTE	Restricted Amount	FTE	Unrestricted Amount	FTE	Restricted Amount
REVENUES													
Gov't Approp.	-Federal												
	-State												
	-Local				0								
Gov.Grts.& Contr.	-Federal				16,711				20,689				20,689
	- State				186,289				182,311				182,311
Priv. Gifts, Grts. & Contr.													
Endowment Inc.-Restricted													
Sales & Services			0				0				0		
Other Sources							0				0		0
(Ind. Cost Recov.Grts.&Con.)													( )
Total Revenue (Exh. 1)			0		203,000		0		203,000		0		203,000
BEGINNING BALANCE (Exh. 1)			0		XXXXXX		9,743		XXXXXX		(0)		XXXXXX
TOTAL AVAILABLE (Exh. 1)			0		203,000		9,743		203,000		(0)		203,000
EXPENDITURES													
Faculty Salaries													
Professional Salaries			0	1.00	74,597		0	1.00	74,597			1.00	74,597
Support Staff Salaries				2.00	66,662		0	2.00	54,700			1.00	54,700
Graduate Assistant Sal.													
Student Salaries			0		0		0		0		0		0
Federal Work Study		0.00	0	0.00	0	0.00	0	0.00	0	0.00	0		0
State Work Study			0	0.00	0		0	0.00	0		0		0
Other Salaries													
Supplies & Expense			0		7,741		8,543		17,845		0		17,845
Travel			0		6,500		0		7,850		0		7,850
Equipment			0		0		1,200		0		0		0
Retirement					18,143				0				0
Social Security			0		17,667		0		48,008				48,008
Medicare					1,737				0				0
Group Insurance					9,954				0				0
Workmen's Compensation					0				0				0
Unemployment Compensation					0				0				0
Waiver of Tuition													
Total Expenditures (Exh. 1)		0	0	3.00	203,001	0	9,743	3.00	203,000		0	2.00	203,000
TRANSFER TO OR (FROM)													
I & G (Exh. 1A)					XXXXXX				XXXXXX				XXXXXX
ENDING BALANCE (Exh. 1)		0.00	0	3.00	(1)	0.07	(0)	3.00	0		(0)	2.00	0

AHEC		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		FTE	Unrestricted Amount	FTE	Restricted Amount	FTE	Unrestricted Amount	FTE	Restricted Amount	FTE	Unrestricted Amount	FTE	Restricted Amount
REVENUES													
Gov't Approp.	-Federal												
	-State												
	-Local												
Gov.Grts.& Contr.	-Federal				76,500		0		108,882				79,016
	-State		0		45,000				53,000		0		53,000
Priv. Gifts, Grts. & Contr.							0				0		
Endowment Inc.-Restricted													
Sales & Services													
Other Sources			0				0				0		
(Ind. Cost Recov.Grts.&Con.)													
Total Revenue (Exh. 1)			0		121,500		0		161,882		0		132,016
BEGINNING BALANCE (Exh. 1)			0				94,484				0		0
TOTAL AVAILABLE (Exh. 1)			0		121,500		94,484		161,882		0		132,016
EXPENDITURES													
Faculty Salaries													
Professional Salaries		0.00	0	1.00	61,994	0.67	20,000	1.00	67,556	0.00	0	1.00	54,652
Support Staff Salaries				1.00	26,761			1.00	23,525			1.00	23,525
Graduate/Teaching Assistant S													
Student Salaries			0		0		0		0		0		0
Federal Work Study			0		0		0		0		0		0
State Work Study			0		0		0		0		0		0
Other Salaries					0				0		0		0
Supplies & Expense			0		0		55,000		16,345		0		8,319
Travel			0		0		10,000		22,082		0		18,760
Equipment			0		0		4,484		0		0		0
Retirement			0		13,486		0		0		0		0
Social Security			0		5,519		5,000		32,374		0		26,760
Medicare			0		1,291		0		0		0		0
Group Insurance			0		12,431		0		0		0		0
Workmen's Compensation			0		18				0		0		0
Unemployment Compensation			0		0				0		0		0
Waiver of Tuition			0								0		
Total Expenditures (Exh. 1)			0		121,500		94,484		161,882		0		132,016
TRANSFER TO OR (FROM)													
I & G (Exh.1A)					XXXXXX				XXXXXX				XXXXXX
ENDING BALANCE (Exh. 1)			(44)		0		0		0		0		0

## EXHIBIT 17A Public Service

Prevention

Noches, RRF, Prevent		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		FTE	Unrestricted Amount	FTE	Restricted Amount	FTE	Unrestricted Amount	FTE	Restricted Amount	FTE	Unrestricted Amount	FTE	Restricted Amount
REVENUES	1												
Gov't Approp. -Federal	2												
-State	3				0				0				0
-Local	4												
Gov.Grts.& Contr. -Federal	5												
Food Prog. -State	6								10,377				0
Priv. Gifts, Grts. & Contr.	7												
Endowment Inc.-Restricted	8												
Sales & Services	9								0				
Other Sources	10												
(Ind. Cost Recov.Grts.&Con.)	11												
Total Revenue (Exh. 1)	12		0		( )		0		( )		0		( )
BEGINNING BALANCE (Exh. 1)	13		0		0		0		10,377		0		0
TOTAL AVAILABLE (Exh. 1)	14		0		0		0		10,377		0		0
EXPENDITURES	15												
Faculty Salaries	16												
Professional Salaries	17												
Support Staff Salaries	18			0.00	0			2.30	8,628			0	0
Graduate/Teaching Assistant S	19				0				0				0
Student Salaries	20												
Federal Work Study	21				0				0				0
State Work Study	22				0				0				0
Other Salaries	23				0				0				0
Supplies & Expense	24												
Travel	25				0				1,049				0
Equipment	26				0				0				0
Retirement	27				0				0				0
Social Security	28				0				700				0
Medicare	29				0				0				0
Group Insurance	30				0				0				0
Workmen's Compensation	31				0				0				0
Unemployment Compensation	32				0				0				0
Waiver of Tuition	33												
Total Expenditures (Exh. 1)	34		0		0		0		10,377		0	0	0
TRANSFER TO OR (FROM)	35												
I & G (Exh.1A)	36				XXXXXX				XXXXXX				XXXXXX
ENDING BALANCE (Exh. 1)	37		0		1		0		0		0	0	0

Substance/CDSMP		0		0		0		0		0	
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
REVENUES	1										
Gov't Approp.	2										
-Federal	3										
-State	4										
-Local	5										
Gov.Grts.& Contr.	6										
-Federal	7			0				0			0
Food Prog.	8										
-State	9										
Priv. Gifts, Grts. & Contr.	10										
Endowment Inc.-Restricted	11										
Sales & Services	12										
Other Sources	13										
(Ind. Cost Recov.Grts.&Con.)	14		0	( )			0	( )		0	( )
Total Revenue (Exh. 1)	15		0		0		0		0		0
BEGINNING BALANCE (Exh. 1)	16		44				44			44	
TOTAL AVAILABLE (Exh. 1)	17		44		0		44		0		44
EXPENDITURES	18										
Faculty Salaries	19										
Professional Salaries	20		0	0.00	0		1.25	0			0
Support Staff Salaries	21		0								
Graduate/Teaching Assistant S	22										
Student Salaries	23										
Federal Work Study	24										
State Work Study	25										
Other Salaries	26			0.00						0.00	
Supplies & Expense	27		0		0		0		0		
Travel	28				0		0				
Equipment	29										
Retirement	30										
Social Security	31				0		0				0
Medicare	32										
Group Insurance	33										
Workmen's Compensation	34										
Unemployment Compensation	35										
Waiver of Tuition	36										
Total Expenditures (Exh. 1)	37		0		0		0		0		0
TRANSFER TO OR (FROM)	38										
I & G (Exh.1A)	39			XXXXXX			XXXXXX			XXXXXX	
ENDING BALANCE (Exh. 1)	40		44		0		44		0		44

## EXHIBIT 18

## Summary of Internal Service

		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted	Restricted			Unrestricted	Restricted			Unrestricted	Restricted		
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
REVENUES	1												
Gov't Approp. -Federal	3		0		0		0		0	0.00		0	0
-State	4		0		0		0		0	0.00		0	0
-Local	5		0		0		0		0	0.00		0	0
Gov. Grts. & Contr. -Federal	6		0		0		0		0	0.00		0	0
-State	7		0		0		0		0	0.00		0	0
-Local	8		0		0		0		0	0.00		0	0
Priv. Gifts, Grts. & Contr.	9		0		0		0		0	0.00		0	0
Endowment Inc.-Restricted	10		0		0		0		0	0.00		0	0
Sales & Services	11		0		0		0		0	0.00	0	0	0
Other Sources	12		0		0		0		0	0.00		0	0
Total Revenue (Exh. 1)	13		0		0		0		0		0		0
BEGINNING BALANCE (Exh. 1)	14		0		0		0		0		0		0
TOTAL AVAILABLE (Exh. 1)	15		0		0		0		0		0		0
EXPENDITURES	16												
Faculty Salaries	17	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Professional Salaries	18	3.00	169,200	0.00	0	3.00	136,970	0.00	0	2.00	107,366	0.00	0
Support Staff Salaries	19	3.65	131,992	0.00	0	5.00	125,979	0.00	0	3.65	141,455	0.00	0
Graduate/Teaching Assistant	20	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Student Salaries	21	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Federal Work Study	22	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
State Work Study	23	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Other Salaries	24	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Supplies & Expense	25		365,290		0		352,057		0		365,290		0
Travel	26		2,000		0		0		0		0		0
Equipment	27		0		0		4,084		0		70,000		0
Retirement	29		46,593		0		46,593		0		38,266		0
Social Security	30		18,169		0		18,169		0		14,922		0
Medicare	31		4,249		0		4,249		0		3,489		0
Group Insurance	32		44,178		0		24,064		0		32,310		0
Workmen's Compensation	33		60		0		60		0		60		0
Unemployment Compensation	34		0		0		0		0		0		0
Applied Charges	35		(781,731)		0		(712,225)		0		(773,158)		0
Total Expenditures (Exh. 1)	36	6.65	0	0.00	0	8.00	0	0.00	0	5.65	0	0.00	0
TRANSFER TO OR (FROM)	37												
I & G (Exh. 1A)	38		0		XXXXXX		0		XXXXXX		0		XXXXXX
ENDING BALANCE (Exh. 1)	39		0		0		0		0		0	0.00	0

## EXHIBIT 18A Internal Service - Copy Center

## Copy Center

		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		FTE	Unrestricted Amount	FTE	Restricted Amount	FTE	Unrestricted Amount	FTE	Restricted Amount	FTE	Unrestricted Amount	FTE	Restricted Amount
REVENUES	1												
Gov't Approp. -Federal	3												
-State	4												
-Local	5												
Gov. Grts. & Contr. -Federal	6												
-State	7												
-Local	8												
Priv. Gifts, Grts. & Contr.	9												
Endowment Inc.-Restricted	10												
Sales & Services	11										0		
Other Sources	12												
(Ind. Cost Recov. Grts. & Con.	14								( )				( )
Total Revenue (Exh. 1)	15		0		0		0		0		0		0
BEGINNING BALANCE (Exh. 1)	16		0		XXXXXX		0		XXXXXX		0		XXXXXX
TOTAL AVAILABLE (Exh. 1)	17		0		XXXXXX		0		XXXXXX		0		XXXXXX
EXPENDITURES	18												
Faculty Salaries	19												
Professional Salaries	20		0										
Support Staff Salaries	21	0.00	0			1.00	0			0.00	0		
Graduate/Teaching Assistant	22												
Student Salaries	23												
Federal Work Study	24												
State Work Study	25												
Other Salaries	26												
Supplies & Expense	27		70,000				70,000				70,000		
Travel	28		0				0				0		
Equipment	29		0				0				0		
Retirement	31		0				0				0		
Social Security	32		0				0				0		
Medicare	33		0				0				0		
Group Insurance	34		0				0				0		
Workmen's Compensation	35		0				0				0		
Unemployment Compensation	36												
Applied Charges	37		(70,000)				(70,000)				(70,000)		
Total Expenditures (Exh. 1)	38	0.00	0	0.00	0	1.00	0	0.00	0	0.00	0	0.00	0
TRANSFER TO OR (FROM) I	39												
ENDING BALANCE (Exh. 1)	40		0		XXXXXX		0		XXXXXX		0		XXXXXX

## EXHIBIT 18A Internal Service

## Computer Services

		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		FTE	Unrestricted Amount	FTE	Restricted Amount	FTE	Unrestricted Amount	FTE	Restricted Amount	FTE	Unrestricted Amount	FTE	Restricted Amount
REVENUES	1												
Gov't Approp. -Federal	3												
-State	4												
-Local	5												
Gov. Grts. & Contr. -Federal	6												
-State	7												
-Local	8												
Priv. Gifts, Grts. & Contr.	9												
Endowment Inc.-Restricted	10												
Sales & Services	11		0				0				0		
Other Sources	12												
(Ind. Cost Recov. Grts. & Con.	14								( )				( )
Total Revenue (Exh. 1)	15		0		0		0		0		0		0
BEGINNING BALANCE (Exh. 1)	16		0				0		0		0		XXXXXX
TOTAL AVAILABLE (Exh. 1)	17		0		0		0		0		0		XXXXXX
EXPENDITURES	18												
Faculty Salaries	19												
Professional Salaries	20	3.00	169,200			3.00	136,970			2.00	107,366		
Support Staff Salaries	21	3.65	131,992			4.00	125,979			3.65	141,455		
Graduate/Teaching Assistant	22												
Student Salaries	23		0				0				0		
Federal Work Study	24		0				0				0		
State Work Study	25		0				0				0		
Other Salaries	26												
Supplies & Expense	27		295,290				282,057				295,290		
Travel	28		2,000				0				0		
Equipment	29		0				4,084				70,000		
Retirement	31		46,593				46,593				38,266		
Social Security	32		18,169				18,169				14,922		
Medicare	33		4,249				4,249				3,489		
Group Insurance	34		44,178				24,064				32,310		
Workmen's Compensation	35		60				60				60		
Unemployment Compensation	36		0				0				0		
Applied Charges	37		(711,731)				(642,225)				(703,158)		
Total Expenditures (Exh. 1)	38		0	0.00	0		0	0.00	0		0	0.00	0
TRANSFER TO OR (FROM) I	39												
ENDING BALANCE (Exh. 1)	40	0.00	0	0.00	0	0.00	0	0.00	XXXXXX		(1)	0.00	XXXXXX

## EXHIBIT 18A Internal Service

## MOTOR POOL SERVICES

		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		FTE	Unrestricted Amount	FTE	Restricted Amount	FTE	Unrestricted Amount	FTE	Restricted Amount	FTE	Unrestricted Amount	FTE	Restricted Amount
REVENUES	1												
Gov't Approp. -Federal	3												
-State	4												
-Local	5												
Gov. Grts. & Contr. -Federal	6												
-State	7												
-Local	8												
Priv. Gifts, Grts. & Contr.	9												
Endowment Inc.-Restricted	10												
Sales & Services	11												
Other Sources	12												
(Ind. Cost Recov. Grts. & Con.	14								( )				( )
Total Revenue (Exh. 1)	15		0		0		0		0		0		0
BEGINNING BALANCE (Exh. 1)	16										0		0
TOTAL AVAILABLE (Exh. 1)	17		0		0		0		0		0		0
EXPENDITURES	18												
Faculty Salaries	19												
Professional Salaries	20												
Support Staff Salaries	21												
Graduate/Teaching Assistant	22												
Student Salaries	23												
Federal Work Study	24												
State Work Study	25												
Other Salaries	26												
Supplies & Expense	27												
Travel	28												
Equipment	29												
Retirement	30										0		
Social Security	31										0		
Medicare	32										0		
Group Insurance	33												
Workmen's Compensation	34												
Unemployment Compensation	35												
Applied Charges	36												
Total Expenditures (Exh. 1)	37		0		0		0		0		0		0
TRANSFER TO OR (FROM) I	38												
ENDING BALANCE (Exh. 1)	39		0		0		0		0		0		0

**EXHIBIT 19**
**Student Aid Grants and Stipends**

		2015-16 ORIG BGT		2015-16 FINAL REV BGT		2016-17 Proposed	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
REVENUES		1					
Fed Govt Gr & Cont	-Suppl Ed Oppor Grants	2	50,572		50,572		50,572
	-Work Study - External	3	34,499		34,499		34,499
	-Pell Grants	4	5,000,000		5,000,000		5,000,000
State Govt Approp.	- State Incentive Grants	5	117,883	0	117,883		117,883
	-Work Study - External	6	57,997		57,997		57,997
Fed Govt Gr & Cont	Americor/Tribal	7	15,000		15,000		15,000
	Academic Comp.	8	5,000		5,000		5,000
	-Minority Honors Program/Fed. AMP	9	10,300		11,270		10,300
St Govt Gr & Cont	-Legis End/Roadrunner 3%	10	5,800	0	5,800	0	5,800
	3% Bridge 4320	11		0			
	Lotter/Coll Afford/Other St	12	105,939		105,939		105,939
Loc Govt Gr & Cont	-Instr Prog Stip (Ex. 5A)	13					
		14					
Private Sources	-Instr Prog Stip (Ex. 5A)	15					
	-Gifts for schl & Fel'ships	16	0	0	0	0	0
	-Loans	17	1,000,000		1,000,000		1,000,000
Agency Awards		18	186,250		186,250		186,250
		19					
Total Revenue (Exh. 1)		20	0	0	6,590,210	0	6,589,240 ✓
BEGINNING BALANCE (Exh. 1)		21	0	30,901		30,901	✓
TOTAL AVAILABLE (Exh. 1)		22	0	30,901	6,590,210	30,901	6,589,240 ✓
EXPENDITURES		23					
Undergraduate	-Suppl Ed Oppor Grants	24	50,572		50,572		50,572
	-Instr Prog Stipends	25	43,785	43,785	5,005,000	43,785	6,446,172
	-Sch fr Priv Gifts & Endow	26	0	0	201,250		
	-State Scholarships	27			240,892		
	-Tuit Waiv Req/Prog Grants	28	0		1,000,000		
Graduate	-Instr Prog Stipends	29					
	-Fed Fellow & Traineeships	30					
	-Priv Fellow & Traineeship	31					
	-Tuit Waiv Req/Prog Grants	32					
Other	-Student Exchange	33					
	-Fed/State Work Study - Ex	34	92,496		92,496		92,496
Total Expenditures (Exh. 1)		35	43,785	43,785	6,590,210	43,785	6,589,240 ✓
TRANSFER TO OR (FROM) I & G (Exh.1A)		36	43,785	43,785	0	43,785	✓
ENDING BALANCE (Exh. 1)		37	0	30,901	0	30,901	✓

## Summary of Auxiliary Enterprises

		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted		Restricted		Unrestricted		Restricted		Unrestricted		Restricted	
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
REVENUES	1												
Earnings from Investments	2		0		0		0		0		0		0
Sales & Services	3		810,000		0		810,000		0		660,000		0
Total Revenue (Exh. 1)	4		810,000		0		810,000		0		660,000		0
Cash Balance													
Remaining Balance													
BEGINNING FUND BALANCE (Exh. 1)	5		32,725		0		75,570		0		201,094		0
TOTAL AVAILABLE (Exh. 1)	6		842,725		0		885,570		0		861,094		0
EXPENDITURES	7												
Professional Salaries	8	1.50	74,156	0.00	0	2.00	74,156	0.00	0	2.00	74,156	0.00	0
Graduate Assist. Salaries	9	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Secretarial & Clerical Sal.	10	0.50	13,049	0.00	0	0.00	13,049	0.00	0	0.50	13,049	0.00	0
Kitchen, Janitorial, Etc. Sal.	11	0.75	15,446	0.00		0.75	15,446	0.00		0.75	15,446	0.00	
Maintenance Salaries	12	0.00	0	0.00		0.00	0	0.00		0.00	0	0.00	
Other Salaries	13	0.00	0	0.00		0.25	0	0.00		0.50	0	0.00	
Supplies & Expenses	14		610,000		0		610,000		0		585,200		0
Travel	15		0		0		0		0		0		0
Equipment	16		0		0		0		0		0		0
Federal Work Study	17	0.07	2,500	0.00	0	0.07	2,500	0.00	0	0.07	2,500	0.00	0
Retirement	18		16,321		0		16,321		0		16,321		0
Social Security	19		6,365		0		6,365		0		6,365		0
Medicare	19		1,489		0		1,489		0		1,506		0
Group Insurance	20		18,468		0		18,468		0		19,140		0
Workmen's Compensation	21		28		0		28		0		28		0
Unemployment Compensation	22		0		0		0		0		0		0
Waiver of Tuition	23		0		0		0		0		0		0
Fuel	24		0		0		0		0		0		0
Electricity	25		0		0		0		0		0		0
Water	26		0		0		0		0		0		0
Sewer	27		0		0		0		0		0		0
Garbage	28				0		0		0		0		0
Charge for Inst. Supp. Costs	29				0		0		0		0		0
Charge for Plant O & M Costs	30				0		0		0		0		0
Total Expenditures (Exh. 1)	31	2	757,822	0	0	1	757,822	0	0	2	733,711	0	0
TRANSFER TO OR (FROM)	32		0				0				0		
I & G (Exh. 1A)	33		73,346		XXXXXX		73,346		XXXXXX		73,711		XXXXXX
Renewals and Replacements (Ex. II)			0		XXXXXX		0		XXXXXX		0		XXXXXX
ENDING BALANCE (Exh. 1)	41	0	158,249		XXXXXX	0	201,094		XXXXXX	0	201,094		XXXXXX

## EXHIBIT 20A.

## Cafeteria Services

Cafeteria Services 6200-8200		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted FTE	Unrestricted Amount	Restricted FTE	Restricted Amount	Unrestricted FTE	Unrestricted Amount	Restricted FTE	Restricted Amount	Unrestricted FTE	Unrestricted Amount	Restricted FTE	Restricted Amount
REVENUES	1												
Earnings from Investments	2		0										
Sales & Services	3		60,000				60,000				60,000		
Total Revenue (Exh. 1)	4		60,000		0		60,000		0		60,000		0
BEGINNING BALANCE (Exh. 1)	5		(331,693)				(331,692)				(331,692)		
TOTAL AVAILABLE (Exh. 1)	6		(271,693)		0		(271,692)		0		(271,692)		0
EXPENDITURES	7												
Professional Salaries	8	0.50	35,109			1.00	35,109			1.00	35,109		
Graduate Assist. Salaries	9												
Secretarial & Clerical Sal.	10												
Kitchen, Janitorial, Etc. Sal.	11	0.75	15,446			0.75	15,446			0.75	15,446		
Maintenance Salaries	12												
Other Salaries	13												
Supplies & Expenses	14		60,000				60,000				60,000		
Travel	15												
Equipment	16						0						
Federal Work Study	17	0.07	1,000			0.07	1,000			0.07	1,000		
Retirement	18		8,038				8,038				8,038		
Social Security	19		3,135				3,135				3,135		
Medicare	20		733				733				733		
Group Insurance	21		9,876				9,876				10,241		
Workmen's Compensation	22		9				9				9		
Unemployment Compensation	23		0				0				0		
Waiver of Tuition	24												
Fuel	25												
Electricity	26												
Water	27												
Sewer	28												
Garbage	29												
Charge for Inst. Supp. Costs	30												
Charge for Plant O & M Costs	31												
Total Expenditures (Exh. 1)	32		133,346		0		133,346		0		133,711		0
TRANSFER TO OR (FROM)	33												
I & G (Exh. 1A)	34		73,346		XXXXXX		73,346		XXXXXX		73,711		XXXXXX
Renewals and Replacements (Ex. II)	35				XXXXXX				XXXXXX				XXXXXX
ENDING BALANCE (Exh. 1)	36		(331,693)		XXXXXX		(331,692)		XXXXXX		(331,692)		XXXXXX

## EXHIBIT 20A.

## Bookstore Services

Bookstore Services		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted		Restricted		Unrestricted		Restricted		Unrestricted		Restricted	
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
REVENUES	1												
Earnings from Investments	2		0				0				0		
Sales & Services	3		750,000				750,000				600,000		
Total Revenue (Exh. 1)	4		750,000		0		750,000		0		600,000		0
BEGINNING BALANCE (Exh. 1)	5		343,791				360,177				485,701		
TOTAL AVAILABLE (Exh. 1)	6		1,093,791		0		1,110,177		0		1,085,701		0
EXPENDITURES	7												
Professional Salaries	8	1.00	39,047			1.00	39,047			1.00	39,047		
Graduate Assist. Salaries	9												
Secretarial & Clerical Sal.	10	0.50	13,049			0.00	13,049			0.50	13,049		
Kitchen, Janitorial, Etc. Sal.	11												
Maintenance Salaries	12												
Other Salaries	13	0.00	0			0.25	0				0		
Supplies & Expenses	14		550,000				550,000				525,200		
Travel	15		0				0				0		
Equipment	16		0				0				0		
Federal Work Study	17		1,500				1,500				1,500		
Retirement	18		8,283				8,283				8,283		
Social Security	19		3,230				3,230				3,230		
Medicare	20		756				756				773		
Group Insurance	21		8,592				8,592				8,899		
Workmen's Compensation	22		19				19				19		
Unemployment Compensation	23		0				0				0		
Waiver of Tuition	24												
Fuel	25												
Electricity	26												
Water	27												
Sewer	28												
Garbage	29												
Charge for Inst. Supp. Costs	30												
Charge for Plant O & M Costs	31												
Total Expenditures (Exh. 1)	32	1.50	624,476		0	1.25	624,476		0	1.50	600,000		0
TRANSFER TO OR (FROM)	33												
I & G (Exh. 1A)	34				XXXXXX				XXXXXX				XXXXXX
Renewals and Replacements (Ex. II)	35				XXXXXX				XXXXXX				XXXXXX
ENDING BALANCE (Exh. 1)	36		469,315		XXXXXX		485,701		XXXXXX		485,701		XXXXXX

## EXHIBIT 20A.

## Revolving Fund

Revolving Fund 6300		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		FTE	Unrestricted Amount	FTE	Restricted Amount	FTE	Unrestricted Amount	FTE	Restricted Amount	FTE	Unrestricted Amount	FTE	Restricted Amount
REVENUES	1												
Earnings from Investments	2		0				0						
Sales & Services	3		0										
Total Revenue (Exh. 1)	4		0		0		0		0		0		0
BEGINNING BALANCE (Exh. 1)	5		20,627				20,627				20,627		
TOTAL AVAILABLE (Exh. 1)	6		20,627		0		20,627		0		20,627		0
EXPENDITURES	7												
Professional Salaries	8												
Graduate Assist. Salaries	9												
Secretarial & Clerical Sal.	10												
Kitchen, Janitorial, Etc. Sal.	11												
Maintenance Salaries	12												
Other Salaries	13												
Supplies & Expenses	14		0				0				0		
Travel	15												
Equipment	16												
Federal Work Study	17												
Retirement	18												
Social Security	19												
Medicare	20												
Group Insurance	21												
Workmen's Compensation	22												
Unemployment Compensation	23												
Waiver of Tuition	24												
Fuel	25												
Electricity	26												
Water	27												
Sewer	28												
Garbage	29												
Charge for Inst. Supp. Costs	30												
Charge for Plant O & M Costs	31												
Total Expenditures (Exh. 1)	32		0		0		0		0		0		0
TRANSFER TO OR (FROM)	33												
I & G (Exh. 1A)	34				XXXXXX				XXXXXX				XXXXXX
Renewals and Replacements (Ex. II)	35				XXXXXX				XXXXXX				XXXXXX
ENDING BALANCE (Exh. 1)	36		20,627		XXXXXX		20,627		XXXXXX		20,627		XXXXXX

## EXHIBIT 20A.

## Cosmetology Fund

Cosmetology Fund		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		FTE	Unrestricted Amount	FTE	Restricted Amount	FTE	Unrestricted Amount	FTE	Restricted Amount	FTE	Unrestricted Amount	FTE	Restricted Amount
REVENUES	1												
Earnings from Investments	2												
Sales & Services	3		0				0				0		
Total Revenue (Exh. 1)	4		0		0		0		0		0		0
BEGINNING BALANCE (Exh. 1)	5		0				26,458				26,458		
TOTAL AVAILABLE (Exh. 1)	6		0		0		26,458		0		26,458		0
EXPENDITURES	7												
Professional Salaries	8												
Graduate Assist. Salaries	9												
Secretarial & Clerical Sal.	10												
Kitchen, Janitorial, Etc. Sal.	11												
Maintenance Salaries	12												
Other Salaries	13												
Supplies & Expenses	14		0				0				0		
Travel	15		0				0				0		
Equipment	16		0				0				0		
Federal Work Study	17												
Retirement	18												
Social Security	19												
Medicare	20												
Group Insurance	21												
Workmen's Compensation	22												
Unemployment Compensation	23												
Waiver of Tuition	24												
Fuel	25												
Electricity	26												
Water	27												
Sewer	28												
Garbage	29												
Charge for Inst. Supp. Costs	30												
Charge for Plant O & M Costs	31												
Total Expenditures (Exh. 1)	32		0		0		0		0		0		0
TRANSFER TO OR (FROM)	33												
I & G (Exh. 1A)	34				XXXXXX				XXXXXX				XXXXXX
Renewals and Replacements (Ex. II)	35				XXXXXX				XXXXXX				XXXXXX
ENDING BALANCE (Exh. 1)	36		0		XXXXXX		26,458		XXXXXX		26,458		XXXXXX

## EXHIBIT 20A.

## Technology Projects

Technology Projects 6500		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted FTE	Unrestricted Amount	Restricted FTE	Restricted Amount	Unrestricted FTE	Unrestricted Amount	Restricted FTE	Restricted Amount	Unrestricted FTE	Unrestricted Amount	Restricted FTE	Restricted Amount
REVENUES	1												
Earnings from Investments	2												
Internal Sales & Services	3												
Sales & Services	4		0		0		0		0		0		0
Total Revenue (Exh. 1)													
BEGINNING BALANCE (Exh. 1)	5		0				0				0		
TOTAL AVAILABLE (Exh. 1)	6				0		0		0		0		0
EXPENDITURES	7												
Professional Salaries	8												
Graduate Assist. Salaries	9												
Secretarial & Clerical Sal.	10												
Kitchen, Janitorial, Etc. Sal.	11												
Maintenance Salaries	12												
Other Salaries	13	0.00				0.00				0.00			
Supplies & Expenses	14												
Travel	15												
Equipment	16												
Federal Work Study	17												
Retirement	18												
Social Security	19												
Medicare	20												
Group Insurance	21												
Workmen's Compensation	22												
Unemployment Compensation	23												
Waiver of Tuition	24												
Fuel	25												
Electricity	26												
Water	27												
Sewer	28												
Garbage	29												
Charge for Inst. Supp. Costs	30												
Charge for Plant O & M Costs	31												
Total Expenditures (Exh. 1)	32		0		0		0		0		0		0
TRANSFER TO OR (FROM)	33												
I & G (Exh.1A)	34			XXXXXX				XXXXXX				XXXXXX	
Renewals and Replacements (Ex.II)	35			XXXXXX				XXXXXX				XXXXXX	
ENDING BALANCE (Exh. 1)	36		0		XXXXXX		0		XXXXXX		0		XXXXXX

**EXHIBIT 21**
**Summary of Athletics**

Summary		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted		Restricted		Unrestricted		Restricted		Unrestricted		Restricted	
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
REVENUES	1												
Gov't Approp. -Federal	3		0		0		0		0		0		0
-State	4		416,701		0		416,701		0		406,601		0
-Local	5		0		0		0		0		0		0
Gov.Grts.& Contr. -Federal	6		0		0		0		0		0		0
-State	7		0		0		0		0		0		0
-Local	8		0		0		0		0		0		0
Priv. Gifts, Grts. & Contr.	9		0		0		0		0		0		0
Endowment Inc.-Restricted	10		0		0		0		0		0		0
Sales & Services	11		0		0		0		0		0		0
Other Sources			0		0		0		0		0		0
(Ind. Cost Recov.Grts.&Con.)	12		0		0		0		0		0		0
Total Revenue (Exh. 1)	13		416,701		0		416,701		0		406,601		0
BEGINNING BALANCE (Exh. 1)	14		0		0		14,194		0		0		0
TOTAL AVAILABLE (Exh. 1)	15		416,701		0		430,895		0		406,601		0
EXPENDITURES	16												
Faculty Salaries	17	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Professional Salaries	18	4.00	122,591	0.00	0	4.00	116,413	0.00	0	3.15	220,837	0.00	0
Support Staff Salaries	19	0.50	24,838	0.00	0	0.50	24,838	0.00	0	2.50	25,850	0.00	0
Graduate/Teaching Assistant S	20	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Student Salaries	21	3.20	96,200	0.00	0	4.06	103,900	0.00	0	3.20	96,200	0.00	0
Federal Work Study	22	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
State Work Study	23	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Other Salaries	24	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Supplies & Expense	26		102,000		0		97,278		0		108,089		0
Travel	27		69,666		0		65,566		0		69,666		0
Equipment	28		0		0		2,000		0		0		0
Retirement	29		17,717		0		17,717		0		33,190		0
Social Security	30		7,483		0		12,783		0		35,533		0
Medicare	31		1,746		0		1,746		0		2,346		0
Group Insurance	32		10,984		0		10,984		0		10,905		0
Workmen's Compensation	33		39		0		39		0		37		0
Unemployment Compensation	34		0		0		0		0		0		0
Waiver of Tuition	35		0		0		0		0	0.00	0		0
Total Expenditures (Exh. 1)	36	7.70	453,264	0.00	0	8.56	453,264	0.00	0	8.85	602,653	0.00	0
TRANSFER TO OR (FROM)	37												
I & G (Exh.1A)	38		36,563		XXXXXX		22,369		XXXXXX		196,052		XXXXXX
ENDING BALANCE (Exh. 1)	39		0		0		0		0	8.85	0	0.00	0

**EXHIBIT 21A Athletics**
**BASEBALL**

BASEBALL		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted	Restricted			Unrestricted	Restricted			Unrestricted	Restricted		
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
REVENUES	1												
Gov't Approp. -Federal	2												
-State	3		216,351				216,351				211,301		
-Local	4												
Gov.Grts.& Contr. -Federal	5												
-State	6		0								0		
Priv. Gifts, Grts. & Contr.-S.A.	7		0				0				0		
Endowment Inc.-Restricted	8												
Sales & Services	9												
Other Sources	10				0		0						0
(Ind. Cost Recov.Grts.&Con.)	11												0
Total Revenue (Exh. 1)	12		216,351		0		216,351		0		211,301		0
BEGINNING BALANCE (Exh. 1)	13		0		XXXXXX		525		XXXXXX		0		XXXXXX
TOTAL AVAILABLE (Exh. 1)	14		216,351		XXXXXX		216,876		XXXXXX		211,301		XXXXXX
EXPENDITURES	15												
Faculty Salaries	16												
Professional Salaries	17	2.00	66,157			2.00	63,068			1.15	114,858		
Support Staff Salaries	18		12,419				12,419			1.50	12,925		
Graduate/Teaching Assistant S	19												
Student Salaries	20	1.60	51,700			2.46	51,700			1.60	51,700	scholsh	
Federal Work Study	21												
State Work Study	22												
Other Salaries	23												
Supplies & Expense	24		51,000				46,189				57,089		
Travel	25		37,666				41,066				37,666		
Equipment	26						1,000						
Retirement	27		6,769				6,769				21,566		
Social Security	28		3,214				6,714				18,212		
Medicare	29		747				747				1,277		
Group Insurance	30		5,424				5,424				7,080		
Workmen's Compensation	31		20				20				28		
Unemployment Compensation	32		0				0				0		
Waiver of Tuition	33												
Total Expenditures (Exh. 1)	34	3.60	235,116	0.00	0	4.46	235,116	0.00	0	4.25	322,401	0.00	0
TRANSFER TO OR (FROM)	35						0						
I & G (Exh.1A)	36		18,765		XXXXXX		18,240		XXXXXX		111,100		XXXXXX
ENDING BALANCE (Exh. 1)	37		0		0		0		0	4.25	0		0

## EXHIBIT 21A Athletics

## SOFTBALL

SOFTBALL		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted		Restricted		Unrestricted		Restricted		Unrestricted		Restricted	
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
REVENUES	1												
Gov't Approp. -Federal	2												
-State	3		200,350				200,350				195,300		
-Local	4						0						
Gov.Grts.& Contr. -Federal	5												
-State	6												
Priv. Gifts, Grts. & Contr.	7						0						
Endowment Inc.-Restricted	8												
Sales & Services	9												
Other Sources	10						0						
(Ind. Cost Recov.Grts.&Con.)	11												
Total Revenue (Exh. 1)	12												
	13		200,350		0		200,350		0		195,300		0
BEGINNING BALANCE (Exh. 1)	14		0		XXXXXX		13,669		XXXXXX		0		XXXXXX
TOTAL AVAILABLE (Exh. 1)	15		200,350		0		214,019		0		195,300		0
EXPENDITURES	16												
Faculty Salaries	17												
Professional Salaries	18	2.00	56,434			2.00	53,345			2.00	105,979		
Support Staff Salaries	19	0.50	12,419			0.50	12,419			1.00	12,925		
Graduate Assistant Sal.	20												
Student Salaries	21	1.60	44,500			1.60	52,200			1.60	44,500		
Federal Work Study	22												
State Work Study	23												
Other Salaries	24												
Supplies & Expense	25		51,000				51,089				51,000		
Travel	26		32,000				24,500				32,000		
Equipment	27		0				1,000				0		
Retirement	28		10,948				10,948				11,624		
Social Security	29		4,269				6,069				17,321		
Medicare	30		999				999				1,069		
Group Insurance	31		5,560				5,560				3,825		
Workmen's Compensation	32		19				19				9		
Unemployment Compensation	33		0				0				0		
Waiver of Tuition	34												
Total Expenditures (Exh. 1)	35												
	36		218,148	0.00	0		218,148	0.00	0		280,252	0.00	0
TRANSFER TO OR (FROM)	37						0						
I & G (Exh.1A)	38		17,798		XXXXXX		4,129		XXXXXX		84,952		XXXXXX
ENDING BALANCE (Exh. 1)	39	0.00	0	0.00	0	0.00	0	0.00	0		0	0.00	0

## EXHIBIT a.

Summary of Current Funds Revenue by Source Page 1

		2015-16 ORIG BGT		2015-16 FINAL REV BGT		2016-17 Proposed	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
TUITION AND FEES	-Instruction & General (Ex.2)	1	1,128,309		1,135,717	950,864	
	-Stu Soc & Cult Dev Act(Ex.1)	2	20,645		20,645	23,645	
	-Research (Ex.16)	3					
	-Public Service (Ex.17)	4	0	0	0	0	0
	-Internal Service Dept (Ex.18)	5					
	-Stu Aid Gr & Stipends (Ex.19)	6					
	-Auxiliary Enterprises (Ex.20)	7					
	-Intercol Athletics (Ex.21)	8					
	-Independent Operations(Ex.2)	9					
	Total from Tuition and Fees	10	1,148,954		1,156,362	974,509	0
FEDERAL GOV. APPF	-Instruction & General (Ex.2)	11	0	0	0	0	
	-Stu Soc & Cult Dev Act(Ex.1)	12					
	-Research (Ex.16)	13					
	-Public Service (Ex.17)	14	0	0	0	0	0
	-Internal Service Dept (Ex.18)	15					
	-Stu Aid Gr & Stipends (Ex.19)	16	0	0	0	0	0
	-Auxiliary Enterprises (Ex.20)	17					
	-Intercol Athletics (Ex.21)	18	0		0	0	
	-Independent Operations(Ex.2)	19					
	Total from Federal Government Appropriations	20	0		0	0	0
STATE GOV. APPR.	-Instruction & General (Ex.2)	21	8,364,100	0	8,020,500	0	8,083,600
	-Stu Soc & Cult Dev Act(Ex.1)	22					
	-Research (Ex.16)	23					
	-Public Service (Ex.17)	24	0	0	0	0	0
	-Internal Service Dept (Ex.18)	25					
	-Stu Aid Gr & Stipends (Ex.19)	26	0	175,880	0	175,880	0
	-Auxiliary Enterprises (Ex.20)	27					
	-Intercol Athletics (Ex.21)	28	416,701		416,701	406,601	
	-Independent Operations(Ex.2)	29					
	Total from State Government Appropriations	30	8,780,801	175,880	8,437,201	175,880	8,490,201
		31					
		32					
		33					
		34					
		35					
		41					

## EXHIBIT a.

## Summary of Current Funds Revenue by Source Page 2

		2015-16 ORIG BGT		2015-16 FINAL REV BGT		2016-17 Proposed	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
LOC. GOV. APPR.	-Instruction & General (Ex.2)	1	1,500,000		1,500,000	1,600,000	
	-Stu Soc & Cult Dev Act(Ex.1	2					
	-Research (Ex.16)	3					
	-Public Service (Ex.17)	4	0	0	0	0	0
	-Internal Service Dept (Ex.18)	5					
	-Stu Aid Gr & Stipends (Ex.19)	6					
	-Auxiliary Enterprises (Ex.20)	7					
	-Intercol Athletics (Ex.21)	8	0	0	0	0	
	-Independent Operations(Ex.2	9					
Total from Local Government Appropriations		10	1,500,000	0	1,500,000	1,600,000	0
FED.GOV.GRTS.&CO	-Instruction & General (Ex.2)	11					
	-Stu Soc & Cult Dev Act(Ex.1	12	0	693,563	0	1,289,311	0
	-Research (Ex.16)	13					722,602
	-Public Service (Ex.17)	14					
	-Internal Service Dept (Ex.18)	15	0	93,211	0	129,571	0
	-Stu Aid Gr & Stipends (Ex.19)	16					99,705
	-Auxiliary Enterprises (Ex.20)	17	0	5,115,371	0	5,116,341	0
	-Intercol Athletics (Ex.21)	18					5,115,371
	-Independent Operations(Ex.2	19	0		0	0	
Total from Federal Government Grt. & Contr.		20					
		21	0	5,902,145	0	6,535,223	0
ST. GOV. GRTS. & CC	-Instruction & General (Ex.2)	22					
	-Stu Soc & Cult Dev Act(Ex.1	23	0	93,864	0	112,726	0
	-Research (Ex.16)	24					95,310
	-Public Service (Ex.17)	25					
	-Internal Service Dept (Ex.18)	26	0	231,289	0	245,688	0
	-Stu Aid Gr & Stipends (Ex.19)	27					235,311
	-Auxiliary Enterprises (Ex.20)	28	0	111,739	0	111,739	0
	-Intercol Athletics (Ex.21)	29					111,739
	-Independent Operations(Ex.2	30	0		0	0	
Total from State Government Grts. & Contr.		31					
		32	0	436,892	0	470,153	0
		33					442,360
		34					
		35					
		41					

## EXHIBIT a.

Summary of Current Funds Revenue by Source Page 3

		2015-16 ORIG BGT		2015-16 FINAL REV BGT		2016-17 Proposed	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
LOC. GOV. GRTS. & C-Instruction & General (Ex.2)	1	0	0	0	0	0	0
-Stu Soc & Cult Dev Act(Ex.1)	2						
-Research (Ex.16)	3						
-Public Service (Ex.17)	4	0	0	0	0	0	0
-Internal Service Dept (Ex.18)	5						
-Stu Aid Gr & Stipends (Ex.19)	6						
-Auxiliary Enterprises (Ex.20)	7						
-Intercol Athletics (Ex.21)	8	0		0		0	
-Independent Operations(Ex.2)	9						
Total from Local Government Grts. & Contr.	10	0	0	0	0	0	0
	11						
PRIV. GIFTS GR.& CC-Instruction & General (Ex.2)	12	0	0	0	0	0	0
-Stu Soc & Cult Dev Act(Ex.1)	13						
-Research (Ex.16)	14						
-Public Service (Ex.17)	15	0	0	0	0	0	0
-Internal Service Dept (Ex.18)	16						
-Stu Aid Gr & Stipends (Ex.19)	17	0	1,186,250	0	1,186,250	0	1,186,250
-Auxiliary Enterprises (Ex.20)	18						
-Intercol Athletics (Ex.21)	19	0		0		0	
-Independent Operations(Ex.2)	20						
Total from Private Gifts Grants, & Contr.	21	0	1,186,250	0	1,186,250	0	1,186,250
	22						
ENDOW.LD & PERM. -Instruction & General (Ex.2)	23	0	0	0	0	0	0
-Stu Soc & Cult Dev Act(Ex.1)	24						
-Research (Ex.16)	25						
-Public Service (Ex.17)	26	0	0	0	0	0	0
-Internal Service Dept (Ex.18)	27						
-Stu Aid Gr & Stipends (Ex.19)	28						
-Auxiliary Enterprises (Ex.20)	29	0	0	0	0	0	0
-Intercol Athletics (Ex.21)	30						
-Independent Operations(Ex.2)	31						
Total from Endowment, Land & Perm. Fund In	32	0	0	0	0	0	0
	33						
	34						
	35						
	41						

## EXHIBIT a.

Summary of Current Funds Revenue by Source Page 4

		2015-16 ORIG BGT		2015-16 FINAL REV BGT		2016-17 Proposed	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
SALES AND SERVICE-Instruction & General (Ex.2)	1	0		0		0	
-Stu Soc & Cult Dev Act(Ex.1)	2						
-Research (Ex.16)	3						
-Public Service (Ex.17)	4	46,462	0	46,462	0	46,462	0
-Internal Service Dept (Ex.18)	5	0	0	0	0	0	0
-Stu Aid Gr & Stipends (Ex.19)	6						
-Auxiliary Enterprises (Ex.20)	7	810,000	0	810,000	0	660,000	0
-Intercol Athletics (Ex.21)	8	0		0		0	
-Independent Operations(Ex.2)	9						
Total from Sales and Services	10	856,462	0	856,462	0	706,462	0
OTHER SOURCES -Instruction & General (Ex.2)	11						
-Stu Soc & Cult Dev Act(Ex.1)	12	16,800		25,414	7,743	17,000	
-Research (Ex.16)	13						
-Public Service (Ex.17)	14						
-Internal Service Dept (Ex.18)	15	0	0	0	0	0	0
-Stu Aid Gr & Stipends (Ex.19)	16						
-Auxiliary Enterprises (Ex.20)	17		0		0		0
-Intercol Athletics (Ex.21)	18	0	0	0	0	0	0
-Independent Operations(Ex.2)	19	0		0		0	
Total from Other Sources	20						
	21	16,800	0	25,414	7,743	17,000	0
TOT.CURR.FUNDS R-Tuition and Fees	22						
-Federal Govt. Appr.	23	1,148,954	0	1,156,362	0	974,509	0
-State Govt. Appr.	24	0	0	0	0	0	0
-Local Govt. Appr.	25	8,780,801	175,880	8,437,201	175,880	8,490,201	175,880
-Fed. Govt. Grts. & Contr.	26	1,500,000	0	1,500,000	0	1,600,000	0
-State Govt. Grts. & Contr.	27	0	5,902,145	0	6,535,223	0	5,937,678
-Local Govt. Grts. & Contr.	28	0	436,892	0	470,153	0	442,360
-Priv. Gifts, Grts. & Contr.	29	0	0	0	0	0	0
-Endow, Land & Perm. Fund	30	0	1,186,250	0	1,186,250	0	1,186,250
-Sales & Services	31	0	0	0	0	0	0
-Other Sources	32	856,462	0	856,462	0	706,462	0
Grand Total Current Funds Revenue	33	16,800	0	25,414	7,743	17,000	0
	34	12,303,017	7,701,167	11,975,439	8,375,249	11,788,172	7,742,168
	35						
	41						

## Page 1

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## Summary of Salaries in All Current Funds Page 2

		2015-16 ORIG BGT				2015-16 FINAL REV BGT				2016-17 Proposed			
		Unrestricted		Restricted		Unrestricted		Restricted		Unrestricted		Restricted	
		FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
SUPPORT STAFF SALARIES	1												
Instruction (Ex.10A)	2	8.25	208,658	1.00	19,659	7.25	221,658	1.00	19,171	8.25	183,812	1.00	21,105
Academic Support (Ex.11A)	3	3.00	89,079	1.00	34,799	3.00	89,079	1.00	41,759	1.00	30,986	1.00	36,166
Student Services (Ex.12A)	4	6.35	187,906	0.00	0	6.00	229,129	0.00	0	6.00	216,652	0.00	0
Institutional Sup. (Ex.13A)	5	14.70	597,065	0.00	0	15.65	543,875	0.00	0	13.45	495,171	0.00	0
Oper & Mtce. of Plant (Ex.14A)	6	16.25	331,324	0.00	0	17.25	364,389	0.00	0	16.25	428,317	0.00	0
Stu Soc & Cult Dev Act (Ex. 15)	7												
Research (Ex.16)	8												
Public Service (Ex.17)	9	3.04	70,206	3.00	93,423	1.94	68,706	3.00	78,225	2.37	70,206	3.00	78,225
Internal Serv. Dept. (Ex.18)	10	3.65	131,992	0.00	0	5.00	125,979	0.00	0	3.65	141,455	0.00	0
Auxiliary Enterprises (Ex.20)	11	1.50	74,156	0.00	0	2.00	74,156	0.00	0	2.00	74,156	0.00	0
Intercol. Athletics (Ex.21)	12												
Independent Oper. (Ex.22)	13												
Total Secreterial & Cleri.Sal.	14	56.74	1,690,386	5.00	147,881	58.09	1,716,971	5.00	139,155	52.97	1,640,755	5.00	135,496

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## Page 6

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NEW MEXICO COMMISSION ON HIGHER EDUCATION  
Unrestricted Instruction and General  
Report of Salary and Fringe Benefit Increases  
2016-17 Proposed

Institution: Luna Community College

Prepared By: Donna Flores-Medina Date: 04/23/13

	Final App BGT 2015-16		PROPOSED 2016-17		Percent Variance
	FTE	Amount	FTE	Amount	
SALARIES:					
Faculty (1)	75.49	2,184,110	82.07	2,326,244	7%
Other Salaries	91.86	3,390,585	76.70	3,111,275	-8%
Total Salaries	167.36	5,574,695	158.77	5,437,519	-2%
FRINGE BENEFITS:					
FICA		480,877		370,770	-23%
Medicare		74,931		77,241	3%
Retirement		688,821		728,048	6%
1% Retiree's Health Act		98,265		105,029	7%
Group Insurance		452,018		509,043	13%
Worker's Comp.		73,634		79,553	8%
Unemployment Comp.		422,311		402,312	-5%
Total Fringe Benefits		2,290,857		2,271,996	-1%
Total Compensation	167.36	7,865,552	158.77	7,709,515	-2%
Estimated Percent Salary Increase for Returning Full-Time Faculty					0.0%
Estimated Percent Salary Increase for Returning Full-Time Staff					0.0%

**EXHIBIT e and f.**

		2015-16 ORG BGT	2015-16 Final App BGT	2016-17 PROPOSED
<b>EXHIBIT e. SALARIES OF PRINCIPAL OFFICERS</b>				
	2			
	3			
Libraries	4			
Director-Interim	5	52,217	52,217	0
Academic Administration	6			
VP for Academics	7	85,535	85,535	85,535
Financial Aid Administration	8			
Director	9	53,149	54,899	55,249
	10			
Student Records	11			
Director	12	68,754	68,754	54,749
	13			
Recruitment/Admissions	14			
Director	15	50,468	52,902	50,468
	16			
Executive Management	17			
President	18	150,000	150,000	160,800
VP for Finance & Admin.		93,177	93,177	93,177
	20	0	0	0
	21			
	22			
Fiscal Operations	23			
Controller	24	48,036	59,130	59,130
	25			
	26			
	27			
	28			
	29			
	30			
	31			
	32			
	33			
	34			
	35			
<b>EXHIBIT f. NATIONAL DIRECT STUDENT LOAN FUNDS</b>				
Federal Grant for NDSL Program	37			
Mandatory Transfer from I & C & G (Exh.2)	38			

		ORG BGT 2015-16	Final App BGT 2015-16	PROPOSED 2016-17
<b>MAJOR PROJECTS (Exh. IA)</b>	1			
Total Receipts Allocated to Major Proj.	2	1,580,000	5,136,614	2,200,000 ✓
Beg. Bal. Allocated to Major Projects	3	111,232	111,232	111,232
Total Avail. Allocated to Major Projects	4	1,691,232	5,247,846	2,311,232
Tot. Expend. for Allocated Major Proj.	5	1,691,232	5,136,614	2,200,000
Transfer to	6	( )	( )	( )
Transfer from	7			
Ending Bal. Allocated to Major Projects	8	0	111,232 ✓	111,232 ✓
<b>LIBRARY BONDS (Allocated)</b>	9			
Bonds Books - Proceeds	10			
- Interest	11			
Beginning Bal. from Bonds Books	12			
Total Avail. from Bonds Books	13	0	0 ✓	0 ✓
Total Expend. from Bonds Books	14	0	0	0
Ending Balance from Bonds Books	15	0		0
	16	0	0	0

		ORG BGT 2015-16	Final App BGT 2015-16	PROPOSED 2016-17
<b>MAJOR CAPITAL OUTLAY - Allocated Revenue (315)</b>				
State	17			
8124 GO Bonds-Community Use Auditorium	18			
8119 GO Bonds-Vo Ed Renovation	19	0	0	2,000,000
GO Bonds-Bsns. Occupations Rem.	20	0	3,235,646	0
Federal	21			
	22			
	23			
	24			
State Grants	25			
8127 Santa Rosa Vehicle	26	0	0	0
8130 Roofs	27		35,000	
8113 Santa Rosa 1415 #14-1299	28	1,000,000	1,366,200	0
Administration Building Improvement	29		40,000	
8108 Spgr P&D Classroom	30	0	259,768	0
8109 Springer 1415 #14-1299	31	380,000	0	0
8123 Building Trades Building Improvement	32	0	0	0
8118 Satellite Construction	33		0	
Ed & Cultural Facility Construction	34			
8129 Santa Rosa Satellite Equipment	35	0		0
8116 Auto Collision Lab	36		0	
8117 Early Childhood Ctr Playground Equip	37		0	
8301 Springer Forrester Bldg Renovate	38	0	0	0
8302 Mora Bldg.-Construction	39	0	0	0
8303 Mora Equipment	40	0	0	0
8107 Raton Equipment	41	0		0
8124 Community Use Auditorim	42	0	0	
8304 Multi-Use Cultural Center	43	0	0	0
8305 Nick Salazar Daycare Renov			0	
8306 Softball Equipment	44	0		0
8104 Wellness Center Equipment	45	0		0
8307 Vehicles Purchase	46	0		0
8308 Springer Cooling/Heating	47	0	0	0
Local Grants	48			
	49			
Private Gifts	50			
8115 Insurance NMPSIA	51	200,000	200,000	200,000
Endowment Allocated to Major Capital Outlay	52			
Institutional Bonds Proceeds	53			
Interest on Balance's Allocated to Major Capital Outlay	54			
Total Receipts to Major Capital Outlay	55	1,580,000	5,136,614	2,200,000
Beginning Balance Allocated to Major Capital Outlay	56	111,232	111,232	111,232
Total Available Allocated to Major Capital Outlay	57	1,691,232	5,247,846	2,311,232

<b>Itemized Expenditures for Allocated Major Capital Outlay</b>	58			
GO Bonds-Health Care Facility	59	0	0	2,000,000
GO Bonds-VoEd Renovations	60	0	3,235,646	0
GO Bonds-Bsns. Occupations Rem.	61	-	0	
	62			
Santa Rosa Vehicle	63	0	0	0
Roofs	64	0	35,000	0
Santa Rosa 1415 #14-1299	65	1,000,000	1,366,200	0
Administration Building Improvement	66	0	40,000	0
Spgr P&D Classroom	67	0	259,768	0
Springer 1415 #14-1299	68	380,000	0	0
Building Trades Building Improvement	69	0	0	0
Satellite Construction	70	0	0	0
Community Use Auditorium	71	0	0	0
Santa Rosa Satellite Equipment	72	0	0	0
Auto Collision Lab	73	0	0	0
Early Childhood Ctr Playground Equip	74	0	0	0
Springer Forrester Bldg Renovate	75	0	0	0
Mora Bldg.-Construction	76	0	0	0
Mora Equipment	77	0	0	0
Raton Equipment	78	0	0	0
Community Use Auditorim	79	0	0	0
Multi-Use Cultural Center	80	0	0	0
Nick Salazar Daycare Renov	81	0	0	0
Wellness Center Equipment	82	0	0	0
Vehicles Purchase	83	0	0	0
Springer Cooling/Heating	84	0	0	0
Insurance / Undesignated	85	311,232	200,000	200,000
Total Expenditures for Allocated Major Capital Outlay	86	1,691,232	5,136,614	2,200,000
Ending Balance for Allocated Major Capital Outlay	87	0	111,232	111,232

		ORG BGT 2015-16	Final App BGT 2015-16	PROPOSED 2016-17
<b>MINOR CAPITAL OUTLAY - Allocated Revenues</b>	88			
Interest on Allocated Balances	89			
Early Childhood Permaculture	90		0	
8105&8125 King's Stadium	91	0	0	
Santa Rosa Project	92			
Mora Instruction	93			
Beginning Balance UnAllocated to Minor Capital Outlay	94	0	0	0
Total Available UnAllocated to Minor Capital Outlay	95	0	0	0
<b>Itemize Expenditures for Allocated Minor Capital Outlay</b>	96			
Early Childhood Permaculture	97	0	0	
King's Stadium	98	0	0	0
Santa Rosa Project	99	0	0	0
Mora Instruction	100		0	
Department of Energy Conservation Measures (Match)	101			
NM Highway Department (Match)	102			
	103			
	104			
	105			
	106			
	107			
	108			
Total Expenditures for UnAllocated Minor Capital Outlay	109	0	0	0
Transfer of UnAllocated Funds	110			
From I & G	111			
From Renewals & Replacements	112			
To Major Projects	113	( )	( )	( )
Ending Balance for UnAllocated Minor Capital Outlay	114	0	0	0
	115			
<b>TOTALS</b>	116			
Receipts -UnAllocated & Allocated	117	0	0	0
Beginning Balance -UnAllocated & Allocated	118	0	0	0
Total Available -UnAllocated & Allocated	119	0	0	0
Expenditures -UnAllocated & Allocated	120	0	0	0
Transfer to (from) Capital Outlay	121	0	0	0
Ending Balance- UnAllocated & Allocated	122	0	0	0

## EXHIBIT II Renewals and Replacements

Page 1

310		ORG BGT 2015-16	Final App BGT 2015-16	PROPOSED 2016-17
<b>RECEIPTS</b>	1			
Renewals & Replacements	2	0	0	
Insurance Reimbursements	3			
Investment Earnings	4	0	0	0
Total	5	0	0	0
Funds for Internal Service Depts.	6			
Investment Earnings	7			
	8			
	9			
Total	10	0	0	0
Funds for Auxiliary Enterprises	11			
Investment Earnings	12			
	13			
	14			
Total	15	0	0	0
	16			
	17			
Total Receipts	18	0	0	0
<b>BEGINNING BALANCES</b>	19	56,387	184,430	0
Renewals & Replacements	20	0	14,353	0
Funds for Internal Service Depts.	21			
Funds for Auxiliary Enterprises	22			
	23			
	24			
Total Beginning Balances	25	56,387	198,783	0
<b>TOTAL AVAILABLE</b>	26			
Funds for Renewals & Replacements	20	56,387	198,783	0
Funds for Internal Service Depts.	21		0	0
Funds for Auxiliary Enterprises	22		0	0
	23			
	24			
Grand Total Available	25	56,387	198,783	0

BRR  
ERR

**EXHIBIT II Renewals and Replacements**

Page 2

		<b>ORG BGT 2015-16</b>	<b>Final App BGT 2015-16</b>	<b>PROPOSED 2016-17</b>
<b>EXPENDITURES</b>	33			
Renewals & Replacements	34		0	
8510 Equipment Renewals & Replacements	35	107,540	121,893	107,540
8520 Building Renewals & Replacements	36	218,731	346,774	162,344
Total	37	326,271	468,667	269,884
Funds for Internal Service Depts.	38			
	39			
	40			
	41			
Total	42	0	0	0
Funds for Auxiliary Enterprises	43			
	44			
	45			
	46			
	47			
Total	48	0	0	0
	49			
	50			
Total Expenditures	51	326,271	468,667	269,884
<b>TRANSFERS TO OR (FROM)</b>	52			
Funds Required by Indentures	53			
Mandatory from I & G - BR&R	54	(162,344)	(162,344)	(162,344)
Mandatory from I & G - ER&R		(107,540)	(107,540)	(107,540)
Non-mandatory from I & G	55	0	0	0
Funds for Internal Service Depts.	56			
From Internal Service Depts. (Exh. 18)	57	( )	( )	( )
	58			
Funds for Auxiliary Enterprises	59			
From Auxiliary Enterprises (Exh. 20)	60	( )	( )	( )
	61			
	62			
	63			
<b>ENDING BALANCES</b>	64			
Renewals & Replacements	65	0	0	0
Funds for Internal Service Depts.	66	0	0	0
Funds for Auxiliary Enterprises	67	0	0	0
	68			
	69			
Total Ending Balances	70	0	0	0

### Appendix 5.A.4.1 2017 Staff/Faculty Credentials

#### Full-Time Staff Credentials

	Name	Credential/Degree
1	Abeyta, Urszula	AA in Business Accounting
2	Abreu, Arthur	BA in Physical Ed., minor in Biology; Education ; MA in Physical Ed.
3	Aguilar, Jerry	High School Diploma
4	Apodaca, Belanna	
5	Apodaca, Francisco	BA in Mass Communications
6	Archuleta, Leticia	AA in General Business; BA in Business Admin.; HR Certificate
7	Arguello, Angelique	BA in Health Education
8	Arrellin, Robert	High School Diploma
9	Baca, Georgia	AA in Business Admin; AA in Accounting; Certificate in Accounting
10	Bachicha, Marie	GED
11	Benavidez, Louie	AA in Criminal Justice
12	Bowie, Matthew	Military Trained Information Technology
13	Branch, Cynthia	AA in Business Admin; BA in Business; MA in Counseling Vocational
14	Bustos, Don	BA in Business Admin/Management; MBA
15	Chavez, Carolyn	BA in Accounting; MBA in Business Administration
16	Chavez, Chris	HS Diploma; Certificate in Welding Tech; St. of NM Level two 7-12 Athletic Coach Lic.; OSHA
17	Cordova, Matthew	AAS in Business Admin; Certificate Small Business Mgmt
18	Cordova, Melissa	AAS in Business Admin.
19	DeHerrera, George	High School Diploma
20	Duran, Mary	Secretarial Certificate
21	Duran, Ron	High School Diploma
22	Flores-Medina, Donna	BA in Business Admin; CPA
23	Gallegos, Tina	High School Diploma
24	Garcia, Estelle	High School Diploma
25	Garcia, Joelynn	AA in Early Childhood Multicultural Education
26	Garcia, Joyce	BA in Fine Arts
27	Garcia, Martin	BA in Fine Arts; MBA in Business Administration;
28	Gibson, Denise	AAS in Business Accounting
29	Gibson, Tyler	High School Diploma
30	Gomez-Vaughn, Lucia	AAS in Nursing RN: BA in Health
31	Gonzales, Vanetia	BA in Biology
32	Griego, Gabrielle	High School Diploma
33	Griego, Lucas	High School Diploma
34	Griego, Matthew	BA in Business Administration

35	Hartshorne, Sergio	BA in History
36	Hayoz, Nicholas	Welding Technology Certificate; AAS Vocational Tech Studies
37	Hughes, Ruth Maxine	MS in Nursing; BS in Nursing
38	Jaramillo, Michael	Forklift Certification
39	Lalla, Sharon	BA in English; MA in English; Doctor of Education and Psychology
40	LeFebvre, Orlando	High School Diploma
41	Lopez, June	Cosmetology License; AA and Certificate in Early Childhood
42	Lovato, Andrew	High School Diploma
43	Lucero, Amanda	AA in Business Admin.
44	Luna, Elaine	BA in Social Work; MA in Social Work
45	Maestas, Henrietta	BA in Business Administration; MA in Educational Leadership
46	Maestas, Joe	Drafting and Welding Certificates; CDL
47	Maestas, Marvin	Auto Mechanic Certification; Licensed Journeyman-JM.S6; Backflow Prevention Certification
48	Maestas, Nazario	CDL
49	Maestas Renee	BS in Social Work; MS in Social Work; Early Childhood Certificate
50	Marquez, Moses	BA in Business Admin
51	Martinez, Benito	Certificate Computer Programming
52	Martinez, Francina	BA in Business Accounting
53	Martinez, Wanda	BA in English and Business Admin
54	Medrano, Janice	AA in Business Admin; BA in Business Admin.
55	Montano, Briana	AA in Business Admin.; BA in Business Admin.
56	Montano, Elaine	AA in Office Admin., CNA certificate
57	Montoya, Denise	BA in Business Admin.
58	Montoya, Evelyn	AA in Accounting
59	Montoya, Michael	BA in Business Admin.
60	Montoya, Stacy	High School Diploma
61	Mueller, Rochelle	Secretarial Certificate
62	Olson-Smith, Susan	MA in Nursing. Specialization in Health Care Education; BA in Nursing; MS in Nursing
63	Ortega, Juliana	MBA in Business Administration
64	Ortiz, Amanda	BA in Accounting/Finance
65	Pacheco, Gloria	Certified Dental Assistant; BA in Psychology
66	Paiz, Larry	BBA in Business Admin.
67	Penix, Victoria	Associates of General Studies; Certificate in Allied Health
68	Rael, Rolando	Doctor of Philosophy; MS in Life Science; BS in Environmental Science
69	Rivera, Sandra	AA in Early Childhood Education; HR Certificate
70	Romero, Ernissa	AAS in Business Administration; AA in General Business
71	Romero, Julio	BA in Computer Science
72	Roybal, Anita	PhD. Educational Administration
73	Roybal, Leon	Forklift Certification

74	Salas, Amanda	BA Political Science, AAS Nursing
75	Salazar, Linda	AAS in Computer Programming; AA in Library Technology
76	Salazar, Marcella	AA in Liberal Arts
77	Salazar, Michael	Police Officer Certification
78	Sanchez, Leroy	BA in Elementary Education; MA in School Administration
79	Sanchez, Sharrise	AAS Business Administration
80	Sandoval, Paul	High School Diploma
81	Schweid, Cathy	Secretarial Certificate
82	Segura, Nash	Dispensing Optician License
83	Sena, Norman	EE98J License
84	Serna, Veronica	BA in Business Admin; MA in Counseling/Guidance
85	Siqueiros, Antonio	AA in General Education; BA in Health Education; MA in Sports Administration
86	Sisneros, Aurora	BS in Agriculture
87	Tapia, Amanda	AAS in Office Admin.
88	Trujillo, Debbie	BA in Elem. Educ.; MA in Curr. and Inst.; Admin License; Elem. License; Special Ed License; Inst. Leader License
89	Trujillo, Martha	CDA Credential
90	Trujillo, Ronnie	High School Diploma
91	Ulibarri, Emily	High School Diploma
92	Ulibarri, Rock	BS Education
93	Valdez, Manuel	High School Diploma
94	Varela, Raymond	AA Criminal Justice, BA Criminal Justice, MA Public Affairs
95	Vigil, Carl	BA in Human Performance and Sports; MA in Sports Admin.
96	Wezwick, Karen	BS in Art Education; AA in Business Admin
97	Yara, Sheryl	High School Diploma; Municipal Clerks Certification

### Full-Time Faculty

	Name	Degree
1	Adkins, Donnie	High School Diploma; Certified AWS Welder
2	Amirhosseini, Fereshteh	BS in Biology; MS in Life Science
3	Armijo, Cindy	MA in Public Affairs; BA in Sociology/Anthropology
4	Bachicha, Kenneth	BFA in Media Arts Digital Film
5	Bonney, Clarice	Cosmetology License; Cosmetology Instructor License
6	Collins, Nichole	BS in Information Systems-Graphic Design; AA in Liberal Arts
7	Gilland, Erin	BS in Zoology; MA in Teaching

8	Grohman, Susan	MSN in Nursing
9	Goodyear, Sherry	MA in English; BA in Communication, minor in History
10	Kuhlman, Patricia	Certificate in Furniture and Cabinet Making; AS in Office Administration
11	McGee, Jessica	BA in Special Education, Minor in History and Performing Arts; Certified ServSafe Instructor
12	Montoya, Joseph	OSHA Certificate; NCCER Core Curricula Instructor; NCCER Master Trainer
13	Musser, Carla	BA in Psychology; MS Nursing
14	Ortega-Gallegos, Dawna	Dental Assistant Certificate; BA in Health: MA in Human Performance & Sport
15	Perez, Eugenio	BA in Political Science
16	Quintana, Andrew	Diploma from Knights Beauty College; Master Barber/Cosmetologist Instructor
17	Romero-Arguello, Jacqueline	MSN in Nursing, BS in Funeral Service; AA in Nursing
18	Sanchez, Betsy	MA in Education/Curriculum & Instrc. Specialization in Mathematics Education; BA Elementary Ed.
19	Sandoval, Eugene	AA in Vocational Studies; ASE Master Automobile Technician; AA in Voc/Tech Studies
20	Sandoval, Germaine	NM License for Master Barber/Cosmetologist Certified Instructor
21	Surdi, Dr. Rita	PhD in Mathematics; MA in Mathematics; BA in Mathematics

### Adjunct Faculty

1.	Abeyta, Jeanie	BA in Human Performance & Sports; MA in Endorsements in Athletic Coaching and Health
2.	Archuleta, Angelo	BA in Bilingual Education; MA in English
3.	Arguello, Arthur	Welding Certified
4.	Atencio, Daniel	AA in Drafting Technologies; BA in Media Arts; Commercial Truck Driving
5.	Baca, Gilbert	BA in Philosophy; MA in Social Work; PhD. In Social Work
6.	Baca, Joe	BS in Math; MA in Counseling, minor in Chemistry
7.	Baker, Nathan	BA in Theatre, Film & Television; minor in English
8.	Beil, Connie	BSN/RN in Nursing; MSA in Health Services; MS/Nursing

9.	Beil, James P.	MA in Educational Leadership; BA in History; AA in General Education
10.	Bentson, Lisa	BS in Environmental Science; MS in Life Science
11.	Bird, Diana	BS in Home Economics; MA in Teaching (MAT)
12.	Bustos, Leon	BA in Psychology
13.	Carr-Howard, Laurel	BA in Health; minor Psychology/Chemistry
14.	Castillo, Geno	BA in University Studies; minor in Geology; MS in Natural Sciences-Geology
15.	Chibante, Linda	BA in English; MAT in teaching-Math, Geography, PE and Sewing
16.	Chavez, Justine	BA in Communication Studies; BA in Spanish Linguistics; MA in Communication Studies
17.	Cordova, Victor	BA in Art; MA in Education Administration
18.	Crespin, Patricia	BA in Music-Vocal Performance; MFA in Dramatic Writing
19.	Crespin, Sandra	BA in Elementary Ed.;
20.	Deschweinitz, Edmund	BA Liberal Arts Convert in English; MA in English
21.	DeSpain, Roxane	BS in Microbiology; MA in Special Education
22.	Erickson, Lucia	BA in Accounting
23.	Erickson, Marissa	BA in Marketing
24.	Fernandez, Sierra	BS in Psychology
25.	Fields, Larry	BA in English; MA in English
26.	Flores, David	BS in Secondary Education
27.	Gallegos, Isabel	MA in Education Administration; BA in Elementary Special Ed.
28.	Garcia, Eduardo	High School Diploma; CDL License
29.	Glenn, Jacqueline	Cake Decorating Certificates
30.	Gonzales, Dan	AA in Electrical Program; Electrical Journeyman's License; BA (double major)- Industrial Ed., minor Math, MA Industrial Tech
31.	Gonzales-Meredith, Laura	BA in History; MA in Public Affairs/History
32.	Griego, Henrietta	BA in Secretarial Admin and General Studies; MA in Guidance and Counseling
33.	Guerin, Lisa	BA in Business Administration; MA, Curriculum and Instruction
34.	Gutierrez, Jessica	BA in Elementary Education; MA in Curriculum and Instruction Reading
35.	Jespersen, Shea	BA in Special Ed.(Teaches Aerobics)
36.	Kear, Terrence	ASE Certified Master Automobile Technician
37.	Kuhlman, Sharlaln	BA in Sociology; MA in Sociology
38.	Lobato, Brendaleigh	AA in Computer Science; BA in History; MA in Media Arts and Computer Science

39.	Lopez, John	BA in History, minor Sociology; Teaching Certificate; MA in Secondary Education
40.	Lucero, Kevin Lyle	BA in Psychology
41.	Lucero, Rachel	BS in Biology; BA in Chemistry; MS in Natural Sciences-Biology
42.	Martinez, Gilbert	HS Diploma
43.	Martinez, Leasa	BA in Elementary Ed; MS in Educational Diagnostics
44.	Mathews, Billie	BA in Music & Education; MA in Education-Curriculum and Instruction
45.	McAllister, Bruce	BS in Zoology
46.	Medina, Tobias	High School Diploma; CDL License
47.	Montano, Roberta	BS in Biology; MS in Biology
48.	Montoya, Robert	High School Diploma
49.	Moore, Larry	High School Diploma; CDL License
50.	Muniz, David	AAS Nursing
51.	Nelson, Ellen Janeene	AS in Nursing; BS in Nursing
52.	Ortega, Juan	BA in Modern Foreign Languages and Secondary Ed.; MA in Bilingual Education
53.	Ortiz, Mary Helen	BA in Early Childhood Education, Elementary Education
54.	Ortiz, Robert	AS Science
55.	Ortzow, Jeff	4th Degree Black Belt
56.	Pacheco, Keith	BA in Fine Arts-Illus. Children's Book
57.	Pacheco, Veronica	BA in History; MA in Curriculum & Instruction
58.	Painter, Annette	BA in Spanish, minor Business Admin.; MA in Curriculum
59.	Parson, Sarah	High School Diploma
60.	Peterson, Charles (Chuck)	BA in English; minor in Math; MA in Anglo American Literature
61.	Plagge, Robert	GB 98 License 12-05 thru 12-11; 2 yr Certificate Instructor program
62.	Pritchett II, Donald	BS in Human Services; MA in Management & Leadership
63.	Quintana, Twila	Juris Doctorate; BA in Political Science, minor Sociology, Anthropology
64.	Rudolph, Aaron L.	BA in English, MFA in Creative Writing; English PhD
65.	Shubert, Telenia	High School Diploma
66.	Simpson, Dorothy	BA in Speech and English & Sec. Ed.; MS in Speech Ed. & English; Ed.D in Educational Administration & Speech Communication
67.	Sparke, Kathleen	BA in Theology
68.	Stafford, Terri	AAS in Vocational/Tech Studies; ServSafe Food Certificate

69.	Stoinski, Chelsea	BA in Psychology; MA in Psychology
70.	Trujillo, Louie	Official Zumba Instructor; BA in Political Science, MA in Social Work
71.	Tucker, Kirk	BBA in Business Administration; MBA in Business Administration
72.	Tucker, Roy Keith	MBA in Business Administration
73.	Twitchell, Daniel	BS in History; MA in Public Affairs
74.	Vance, Paul	ASE Certified Master Technician; ASE Certified Advanced Specialist
75.	Vela, Yolanda	BS in Psychology; MA in Psychology Counseling
76.	Vigil, Sara	BA in English
77.	Withnall, Michael	BA in Sociology/Anthropology

## Appendix 5.A.5.1: HED Running Finance Schedule

### NEW MEXICO HIGHER EDUCATION DEPARTMENT Running Institutional Finance Schedule Effective January 2, 2017

<b>Note: For Capital Projects, refer to separate schedule</b>	<b>Due Date</b>	<b>Criteria</b>	<b>HED Contact</b>
<b>Budgets and Funding Requests:</b>			
<u>Final Budget Adjustment Requests for FY17</u>	5/1/2017	5.3.4.10 and 5.3.4.12 NMAC	Paula
<u>Proposed Operating Budgets for FY18</u>	5/1/2017	21-1-26 and 5.3.4.13(B) NMAC	Paula
<u>Prioritized Budget Requests for FY19, including (a) Expansion requests for existing Research &amp; Public Service Projects (RPSPs) and other programs, (b) Requests for new programs, and (c) Special schools.</u>	9/12/2017	21-1-26 and 5.3.4.13(B) and 5.3.5.12 NMAC	Loretta
<u>Institutional RPSP Budget Hearings for FY19</u>	TBA	5.3.5.12 NMAC	Loretta
<u>HED Comprehensive Funding Recommendation for FY19</u>	11/1/2017	NMSA 1978, 9-25-9c	Harry
<u>Mid Year BARS for FY18</u>	12/15/2017	5.3.4.12 NMAC	Paula
<b>Funding Formula (I&amp;G) for FY18:</b>			
<u>Report of Actuals (unaudited) for FY17</u>	9/15/2017	Financial Reporting Manual (Pg 22)	Paula
<u>Finalize FY19 Funding Formula</u>	10/16/2017	HED Deadline	Harry
<b>Financial Reporting:</b>			
<u>IPA Approvals for FY17</u>	4/25/2017	12-6-14 and 2.2.12.E(1) NMAC	Scott
<u>Quarterly Reports and Certification - FY17/Q1</u>	11/30/2017		
<u>Quarterly Reports and Certification - FY17/Q2</u>	2/28/2017		
<u>Quarterly Reports and Certification - FY17/Q3</u>	5/31/2017		
<u>Quarterly Reports and Certification - FY17/Q4</u>	8/31/2017	21-1-33 (B)	Scott
<u>FY17 Annual Financial Audit due to Office of State Auditor (OSA)</u>	11/15/2017	12-6-12 and 2.2.2.9 A (1) NMAC	Scott
<u>FY16 Annual Financial Audit - Corrective Action Status Report</u>	3/31/2017	MAPS FIN 9.2 and EO 2013-006	Scott
<u>Disposition of Property</u>	30 days prior to Disposition	13-6-1, 13-6-2 and 2.20.1.18 NMAC	Scott
<u>Composite Financial Index based upon FY16 Audited Financial Statements</u>	4/4/2017	Higher Learning Commission	Scott
<b>Mill Levy Certification for FY18 (Tax Year 2017):</b>			
<u>HED sends Debt Service Schedules to Institutions</u>	6/15/2017	HED Deadline	Paula
<u>Debt Service Requirement Schedule to HED</u>	7/3/2017	HED Deadline	Paula
<u>Tentative Mill Levy Data to Community Colleges</u>	8/1/2017	HED Deadline	Paula
<u>Institutions confirm Calculated Mill Levy Rates to HED</u>	8/11/2017	HED Deadline	Paula
<u>Mill Levy Certification due to DFA</u>	8/15/2017	7-37-8	Paula
<u>Long-Term Debt Schedule (As of Dec 31)</u>	12/1/2017	HED Deadline	Scott
<u>Endowment Report (As of June 30)</u>	9/15/2017	21-1-27.1, 21-1-38 and 5.3.6 NMAC	Paula
<b>Note: All Funding Requests, Proposed Budgets, Budget Adjustment Requests and Quarterly Reports must be approved by the respective Governing Board prior to submission to HED</b>			







## Appendix 5.A.5.2: Sample of Qtrly report to Board of Trustees

Luna Community College					
Quarterly Financial Actions Report					
Fiscal year	2017			Date	3/31/2017
Period (check one)					
Quarter 1	<input type="checkbox"/>	Quarter 2	<input type="checkbox"/>	Quarter 3	<input checked="" type="checkbox"/>
Quarter 4	<input type="checkbox"/>				
During the period of time covered by this report, did your institution:					
(1) Request an advance of state subsidy?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
(2) Fail to make its required payments, as scheduled, to appropriate retirement system(s)?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
(3) Fail to make its payroll payments, as scheduled?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
(4) Fail to make its scheduled debt service payments?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
(5) Fail to make payments to vendors, as scheduled, due to a cash deficiency or a substantial deficiency in the payment processing system?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
(6) Relative to the original fiscal year budget, experience any significant actual or anticipated financial changes that are not reflected in a submitted Budget Adjustment Request (BAR). Significant financial changes refers to fiscal activity that will result in a substantially reduced year-end fund balance or any increase in a fund balance deficit.	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
If the answer to any of the above questions is "Yes," please describe in a separate document:					
(i) the reason for the occurrence,					
(ii) the actions taken by your institution to resolve this particular occurrence, and					
(iii) the actions taken by your institution to prevent events such as this from occurring again.					
In addition, if the answer to number 6 is "Yes," please describe in a separate document the nature of the financial changes and describe and assess the impact that the changes will have on your institution's planned year-end financial position.					

Appendix 5.B.1.1 LCC Open Meetings Act  
(Following Page)

November 22, 2016

**LUNA COMMUNITY COLLEGE  
OPEN MEETINGS ACT  
RESOLUTION  
2017**

**WHEREAS**, The Board of Trustees for Luna Community College (hereinafter referred to as the "Board") met in Regular Session at the Luna Community College Student Success Center Board Room on Tuesday, November 22, 2016 at 5:30 p.m., as required by law; and

**WHEREAS**, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

**WHEREAS**, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

**WHEREAS**, Section 10-15-1(D) of the Open Meetings Act requires the Board to determine annually what constitutes reasonable notice of its public meetings;

**NOW, THEREFORE, BE IT RESOLVED** by the Board that:

1. All regular meetings shall be held at the Board of Trustees Hall located in the Student Success Center Building of the Las Vegas Campus of Luna Community College, Las Vegas, New Mexico at 5:30 p.m. or as indicated in the meeting notice.

2. Unless otherwise specified, regular meetings shall be held on the second Tuesday of each month. The agenda will be available at least seventy-two hours (72) prior to the meeting from the Luna Community College Administrative Building reception area located outside the President's Office on the Las Vegas campus, Las Vegas, New Mexico. The agenda will also be posted on the Luna Community College website at [www.luna.edu](http://www.luna.edu).

3. Notice of regular meetings other than those described in paragraph 2 will be given ten (10) days in advance of the meeting date. The notice shall include a copy of the agenda or information on how a copy of the agenda may be obtained. If not included in the notice, the agenda will be available at least seventy-two (72) hours prior to the meeting and posted on the Luna Community College website at [www.luna.edu](http://www.luna.edu).

4. Special meetings may be called by the Chairman or a majority of the members upon three (3) days notice. The notice for a special meeting shall include an agenda for the meeting or information on how a copy of the agenda may be obtained. The agenda will be available at least seventy-two (72) hours prior to the meeting and posted on the Luna Community College website at [www.luna.edu](http://www.luna.edu).
5. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Board will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members with twenty-four (24) hours prior notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten (10) days of taking action on an emergency matter, the Board will notify the Attorney General's Office.
6. For the purposes of regular meetings described in Paragraph 3 of this resolution, notice requirements are met if notice of the date, time, place and agenda is placed in newspapers of general circulation in the state and posted in the following locations: a conspicuous place in the Administration Building of the Luna Community College Las Vegas campus and its satellite campuses. The Board Executive Office Manager shall mail or fax copies of the written notice to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
7. For the purposes of special meetings and emergency meetings described in paragraphs 4 and 5, notice requirements are met if notice of the date, time, place and agenda is provided to newspapers of general circulation in the state and posted in a conspicuous place in the Administration Building of the Luna Community College Las Vegas campus and its satellite campuses. The Board's Executive Office Manager shall mail or fax copies of the written notice to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings. Telephone notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
8. In addition to the information specified above, all notices shall include the following language:

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Office of the President, Luna Community College, 366 Luna Drive, Las Vegas, New Mexico 87701, Phone: 505-454-2500 or 1-800-588-7232, Fax: 505-454-2519 at least one (1) week prior to meeting or as

soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Office of the President, Luna Community College, 366 Luna Drive, Las Vegas, New Mexico 87701, Phone: 505-454-2500 or 1-800-588-7232, Fax: 505-454-2519 if a summary or other type of accessible format is needed.

9. The Board may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.

(a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Board taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

(b) If a closed meeting is conducted when the Board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.

(c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

(d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussion in a closed meeting shall be made by vote of the Board in an open public meeting.

10. Any and all determinations or resolutions heretofore adopted by the Board, concerning public notice of its meetings as required by Section 10-15-1(D) of the Open Meetings Act, as amended, be, and the same is hereby, rescinded and superseded by this resolution.

11. In accordance with Section 10-15-1(D) this policy shall be reviewed annually.

12. This Resolution shall be filed forthwith in the Office of the President of Luna Community College, and published in the Las Vegas Daily Optic and the Santa Rosa Communicator.

Approved by the Board of Trustees of Luna Community College this 22<sup>nd</sup> day  
of November, 2016.

By:   
Daniel J. Romero, Board Chairman

ATTESST:

  
Ernie Chavez, Board Secretary

### Appendix 5.B.2.1 Faculty Senate Recommendations for 2017-2018

Continue to actively support Senators in establishing better lines of communication with their constituent populations by asking each Senator to:

- ☐ Obtain full listings of the faculty teaching in their constituent departments from the Office Managers of those departments within the first two weeks of each semester
- ☐ Hold monthly or bi-monthly Constituent Meetings in their constituent departments
- ☐ Seek placement on Agendas at Department Meetings for their constituent departments
- ☐ Ask to be included on departmental emails for their constituent departments
- ☐ Contact each faculty member in their departments to personally introduce themselves and have a brief conversation about their purpose as Senator within the first month of each semester

Continue to support all faculty in being successful in their jobs at LCC and knowledgeable about Faculty Senate's role by:

- ☐ Brainstorming important First-Day-of-Class practices during the pre-semester Inservice Meetings and emailing those out to Faculty before the first week of class.
- ☐ Generate *About Your Faculty Senate* and *Best Instructional Practices/Tips for Teaching at LCC* Handouts; ask HR and Office Managers to hand them out to each faculty member when they sign their contracts and/or when they pick up their No-Show Rosters in the 3<sup>rd</sup> week

Continue to support of the FS Resolution to Support Attainment of Collective Bargaining under NEA, passed September 9, 2017:

- ☐ Continue distributing/collecting "Indication of Support" cards
- ☐ Eventually ask NEA to hold a vote authorized by the state legislature to authorize NEA as our Collective Bargaining Representative, also in support of the above Resolution.

Other very important work to continue or initiate:

- ☐ Continue to work with Betsy Sanchez on implementation of uniform institution-wide assessment and reporting procedures (described under #1 in in Analysis Table above)
- ☐ Continue planning and leading August, December, January, and May In-service Week activities in cooperation with VP of Academics
- ☐ Ask that the Faculty Senate Chair be invited to monthly Academic Directors' meetings with the VP of Academics
- ☐ Seek establishment of a permanent advisory position on the Board of Trustees for Faculty Senate
- ☐ Continue to attend each Board Meeting with the purpose of advising and reporting to the Board on matters pertaining to Faculty.
- ☐ Continue to hold meetings once or twice monthly in a round-table, discussion-promoting format
- ☐ Continue to actively advertise meetings as being open to ALL faculty and LCC community members, not just Faculty Senate
- ☐ Continue to assure that Faculty Listserv is maintained and utilized for dissemination of information. Check on this with IT.
- ☐ Continue the practice of ensuring that each Senator and Officer takes up a position on at least one Institutional Committee, and that FS is represented on each Institutional Committee.

- Continue to work with IT (use support@luna.edu) to keep both Faculty Senate webpages current:

[https://luna.edu/faculty\\_senate/](https://luna.edu/faculty_senate/)

[https://luna.edu/faculty\\_senate\\_agendas\\_minutes/](https://luna.edu/faculty_senate_agendas_minutes/)

- Long-term, but as soon as possible: Author a new, more functional Faculty Handbook. Seek out and review Faculty Handbooks from other first-rate community Colleges as a guide to what should be contained in ours. Ensure that ours does not redundantly cover material already covered in LCC's more general Employee/Staff Handbook.

### Appendix 5.B.2.2 Institutional Analysis Leadership Team Minutes

#### Members:

Sharon Lalla-VP of Academics, Debbie Trujillo-Asst to the President, Denise Gibson-IR, Vidal Martinez-Vocations, Henrietta Maestas-Registrar, Wanda Martinez-Mora Satellite, Erin Gilland-Faculty Senate Chair

The purpose of the Institutional Analysis leadership team is to address accreditation issues and ensure that internal and external reports are aligned with the strategic planning of Luna Community College. The team is comprised of members from Student Services, IR, faculty, and the VP of Academics.

#### Strategic Plan

##### **Directive 1: Deliver Quality Education for Student Success Direction**

- o Goal 1: Provide quality, accessible, and affordable education.*
- o Goal 2: Develop and implement training programs for College faculty and staff.*
- o Goal 3: Provide students with opportunities to achieve educational goals.*
- o Goal 4: Provide a variety of programs that meet stakeholder needs in an efficient and effective delivery method.*

##### **Directive 2: Student Persistence, Retention, and Completion Direction**

- o Goal 5: LCC will focus on College readiness by working with its community partners.*
- o Goal 6: Increase retention rates for all students.*
- o Goal 7: Increase the number of students completing degrees and certificates.*

##### **Directive 3: Create Effective Communication Structures**

- o Goal 8: Increase regional leadership through partnerships and educational opportunities.*

*Goal 9: Institutionalize methods to ensure effective communication.*

#### Goals of this Leadership Team

- Produce short and long-term strategies for data collection and analyses
- Provide guidance and direction for Accreditation issues
- Review internal reporting to ensure that data meets strategic directives
- Review external reporting to ensure that data meets strategic directives
- Conduct analyses of data
- Communicate results to the public (e.g., website, news)

#### The IR shall perform the following:

- Collect and analyze data for internal and external reporting
- Create reports and submit to the Institutional Analysis Leadership Team prior to release of such data. At minimum, reports must be approved by the VP of Academics.
- Provide a timeline for data reporting for annual scheduling of team meetings
- Other duties as needed

April 19, 2017

HLC 2017 Planning Committee Meeting Wednesday, April  
19 2017 - 3:00 p.m.

Present: Donna Flores-Medina, Wanda Martinez, Dr. Sharon Lalla and Mary Duran (note taker).

#### Agenda

--Discussion of Financial Distress Designation--HLC Visit

--Concern about spending more time doing busy work for auditors; Sharon explained the financial designation impact and the sudden visit in June

--The following documents were provided: Criteria for Accreditation & Higher Learning Commission (HLC) Assumed Practices. Criteria and assumed practices descriptions are available for pick up from Mary Duran

--The following criterion and assumed practices were marked and assigned to the following individuals:

Criteria for Accreditation:

2.A. – possibly assigned to Debbie Trujillo (processes/ procedures in place & how they are followed).

2.C. – Sheryl Yara

5.A. – Donna Flores-Medina

5.A.1 Fiscal – Donna Flores-Medina, Human Resources-Carolyn Chavez, Physical – Mathew Cordova, & Technological Infrastructure Denise Montoya (IT)

5.A.2. - Donna Flores-Medina and Sharon Lalla

5.A.3 - Sharon Lalla

5.A.4 - Carolyn Chavez and Sharon Lalla

5.A.5. - Donna Flores Medina

5.B. 1 - Donna Flores Medina – Sub / Sheryl Yara

5.B.2 & 3. - Erin Gilland

HLC Assumed Practices

A.1 & 2. - Michael Montoya & Henrietta Maestas

D.6. - Carolyn Chavez

Additional Information

1. Wanda will be reviewing the content of the HLC self-study report to see if the content is fairly represented.
2. Mary will work with IT to make sure all links are fixed in the HLC self study report.
3. The HLC self-study has been shared through GoogleDocs with everyone on this list.
4. Mary will update the Luna introduction (based on the last self-study report).

#### Deadlines

- The HLC draft report is due on May 12, 2017
- Meeting once a week (suggested date Monday, April 24, time tbd).
- Editing period, May 13-20
- Submission date: May 20<sup>th</sup> ·

HLC Visit: June 26 and 27

Today (March 19) is the date the LCC HLC Planning Committee begins – The group will meet once a week – it will meet three times before the final draft is due. The tentative meeting days are set for Monday – TBA.

#### Data Collection

An IT support ticket has been sent to IT to set up a Z-Drive for all HLC Planning members as a shared / reporting file for all involved to input and see other areas that are input.

Dr. Lalla will provide subfolders in the Z-Drive per HLC criteria. One template document file will be in each subfolder for each author to write a statement about why evidence is in the subfolder. Author will link the evidence to the language in the template document.

\*\*\*

February 3, 2017

Attendance: Henrietta Maesta, Sharon Lalla, Denise Gibson, Jessica McGee

#### Agenda

- HLC Status
  - Site visit 2019 which means we are okay and will want to work on figuring out what kinds of reports we need to collect annually and on a regular basis
  - We will start collecting data and putting it into our yearly file (on BB for now)
  - We need help from faculty senate to determine program assessment plan ●
- Calendar of External Reporting was provided
  - eDear
  - IPeds

- NMICC
- HLC
- CODA
- ACBSP - handout
- Other Concerns
  - How do we can get more faculty to attend and contribute
- Next Meeting
  - TBD

\*\*

January 13, 2016

Attendance: Jessica (in place of Erin Gilland), Vidal, Sharon, Henrietta

- Review of third draft
- Need to think about evidence
- Sharon to provide communications overview and graphic for the beginning of the document by 1/18
- Reordering will follow the communications overview
- Department Strategic Plans across the institution (Student Division meets once a month; Academic meets once or twice a month)-Contact Debbie and Sharon for information. Show how it goes to Administration and back to Organizations
- Make comments to draft 3 and send to Vidal by 1/18
- Identify evidence (notes of meetings, reports,
- We need to follow through on persistence goals-what have we done? Put in one report as results; then what? Sharon to look into this.
- Where is presence of Curriculum Committee on website?
- Vocations and adult basic education; vocations and STEM need info.
- This team recommends that IA determine the exit survey as part of the team
  - What are current results of exit surveys? What is our baseline

\*\*\*

Minutes February 3, 2017

- Dr. Lalla CTO 3:10

- Dr. shared a letter with E Gilland and D Gibson of LCC accreditation with a few monitoring report. With February response in 2017 will be revisited in 2019.
- Dr. Lalla distributed schedule of external reports.
- Explained that eDEAR is usually for Financial Aid.
- IpedS is external and we have different information for this.
- Dr. Lalla shared a report that D Gibson provides numbers to.
- Dr. Lalla asked about the IpedS - Denise to try to get report to Committee some are for funding and some are for report in order for the outside to view information on our College.
- April reporting was done by J Tiernan. Can not find data from then; Denise having to recreate. Report due on February 15th and will share report with committee once she has done so.
- Dr. Lalla said we are just trying to see what goes out what is reported, how it is reported in order to get familiar with all reporting mechanisms.
- Explained the Master Reporting Calendar / Dates
- Distributed a ACBSP letter saying we are not transparent with our data. We need to share this.
- Explained the three purposes. The executive team is trying to see what are our most important goals, enrollment, strongest programs .....looking at data in different ways and Dr. Lalla to learned about the College and its strengths. ● Our enrollment increased by 8% over the end of Fall.

Next meeting - March 3rd, Friday.

\*\*

December 9, 2016

Membership Attendance: Sharon Lalla, Vidal Martinez,, Erin Gilland, Wanda Martinez, Denise Gibson (Debbie Trujillo unavailable)

- Vidal presented the HLC Draft for February on Shared Governance
- We talked about draft and spots that needed attention; Vidal to talk with Erin re Faculty Senate, Mary to give purpose and function of 3 new committees to Vidal; Vidal to talk to Sequoia about Curriculum committee; Culture changes can be seen in Academic director meetings incl. Satellites-Sharon has notes re AD meetings; Debbie has notes re Director retreat; Tutoring committee also exists and maintains evidence
- 2018 - Assessment Requirements Goal
- Issue of Assessment and who drives it: Discussed mandates vs. contribution to solutions is a problem
- Sharon advised Faculty Senate that we asked FS to take on Assessment at the beginning of the semester; no word has yet to be received from faculty senate ● Issues are with communication
- Sharon will provide Vidal with an institutional communications plan
- Next steps, Vidal will send another draft by end of next week Dec 16th; we will review over email and send him comments (ccing everyone)

- Denise can opt out of upcoming team meetings where Feb HLC topic is the discussion

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November 21, 2016

Attendance: Denise Gibson, Henrietta Maesta Registrar, Debbie Trujillo SS, Vidal HLC, Sharon, faculty absent

#### Agenda

1. Goals of IR Leadership Team
  - a. Discussed, add accreditation
2. Role of IR
  - a. Add a code for athletes in CARS (work with Registrar)
  - b. Create a schedule for Leadership review
3. Types of Reports
  - a. Denise to give us a list of all external reports
4. Meeting Times
  - a. Meet twice a month (Denise to attend once a month)
  - b. Meet once in Feb
5. Other

What we had before? Where are they?

What is being evaluated

- Enrollment Reports (Census Enrollments, First-timeFullTime
- Factbooks
- National Reporting
- State Reporting
- Peers/Ranking

NMICC Performance Indicators 2015-2017. We need to think about reports

- Percent successful after 3 years
- Percent complete within 150% of time
- Percent placed in jobs in NM
- Percent of white students enrolled
- Percent of male graduates
- Number of enrolled in area health education center program
- Number enrolled in SBDC program
- Percent of programs with stable or increasing enrollment
- Percent persisting to following spring
- Percent placed in jobs or continuing education in NM

### Appendix 5.B.2.3: Advisement Minutes

#### Student Advisement Team

##### Members:

Henrietta Maestas, Michael Montoya, All Satellite Managers, Jessica McGee , Rolando Rael, Sharon Lalla, Debbie Trujillo, Mary (Ex-Officio)

##### Purpose

The purpose of this committee is to create student advisement strategies that can be institutionalized across the Luna campus.

##### Goals

- Create an advisement handbook and an update procedure for advisement processes
- Provide mentoring programs for all Luna students to ensure student success
- Create and evaluate advisement reports and make recommendations for advisement changes
- Communicate and Disseminate information pertaining to student advisement

##### Role of Members

The committee shall consist of at least 2 faculty (1 full-time), 1 student representative, all student services Staff, 1 Academic Director, and the VP of Academics. One student services staff member shall be the Chair and hold that position for two years.

##### Chair

The Chair shall arrange a minimum of five committee meetings each semester. He/she shall work toward meeting the committee goals, request agenda items from its committee members and run the meetings using Robert's Rules of Order. The Chair shall ensure that the committee is providing short and long-term solutions and shall seek assistance from Administration as needed. Other duties as assigned.

##### Vice President

The Vice President shall serve in the capacity as Chair when the Chair cannot make the scheduled meeting. Other duties as assigned.

##### Members

Members regularly attend meetings at least once a month, actively participate in advisement activities, assist in the creation of reports, make recommendations based on data analyses.

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#### Advisement Committee Agenda

April 26, 2017

1:30, TE126B

- I. Call meeting to order Vice Chair Aurora Sisneros called meeting to order at 1:45.

- II. Approval of the Agenda. Aurora entertained a motion to approve the agenda with the date change to 4/26/17. First by Dr. Roybal and seconded by Jessica McGee.
- III. Approval of Minutes from March 30, 2017. Aurora entertained a motion to approve the minutes. First by Dr. Lalla, seconded by Renee Maestas
- IV. Advisement Handbook Update. The Vice Chair Aurora Sisneros went over the Academic Advisement Handbook. Aurora noted anything with the star next to it is a recommendation from Renee Maestas or Aurora Sisneros. The group reviewed the handbook and the recommendations. There were suggestions made by different members and they were marked on the handbook and handed back to Aurora. Additional recommendations will be submitted to Aurora by May 30, 2017. Update draft will be ready by June 30, 2017. Vice Chair Aurora will create a google doc and invite committee members to review the handbook on a google.doc. First by Jessica McGee, seconded by Dr. Lalla. It was noted that the handbook may be revisited in the Spring.
- V. Advisement Training - with support from Faculty Senate-update. Will be Fall 2017. McGee asked for help with the advisement training; Renee offered her assistance. There was discussion on the LCC PORTAL / PASSPORT and who is authorized to access it. This will be discussed at the next meeting.
- VI. Other discussion items
  - A. Survey for students lead by Student Government - had 33% of our students were not aware of student advisement/mentoring. There was a suggestion to have 4-question survey at graduation. Dr. Lalla suggested calling them and asking them what are your expectations of a mentor. Mary to call 33% of students and report to the next meeting,
- VII. Next Meeting - Friday, May 19, 2017 @ Title V Lab, 1:30
- VIII. Adjourn. The meeting adjourned at 2:30 p.m.

**Student Advisement Team  
Friday, February 10, 2017**

Present: Aurora Sisneros, Keith Gutierrez, Chair Henrietta Maestas, Dr. Sharon Lalla, Jessica McGee, Dr. Rolando Rael, Michael Montoya, Renee Maestas, Wanda Martinez-not present & Debbie Trujillo-not present and Minutes taken by Mary Duran

- Call Meeting to Order - Chairperson Henrietta Maestas called meeting to order at 1:41 pm.
- Approval of the Agenda - Chair Henrietta went over the agenda - some items tabled due to small attendance - motioned by Chair Henrietta, first by Jessica McGee and seconded by Aurora Sisneros. The following items were tabled: Advising for Dual Credit Students & Department program Maps.
- Approval of Minutes from January 4, 2017 Meeting -. pg. 3 coordinate with Faculty Senate, 1st page "Melissa" updated to "Melissa Cordova", 4 bullet - letter A by the advisor of the particular program, b programs., last page 2nd to last Cindy Armijo will take , last page 1st paragraph "that" instead "of that". A motion was made by Chair Henrietta to approve the minutes with the recommended changes, First by Aurora Sisneros and Seconded by Keith Gutierrez.
- Nomination of Vice Chair - Chairperson Henrietta asked everybody if they were comfortable submitting nominations for Vice Chair - Everyone was okay with making nominations. Dr. Lalla nominated Aurora Sisneros to serve as Vice Chair - Aurora accepted. Everyone was in favor, therefore Aurora Sisneros was voted Vice Chair of the Student Advisement Team.
- Advisement Handbook suggested updates from committee. Dr. Rael provided a print out of his recommended updates and he explained each of them to the group. There was some discussion on the updates and it was agreed that everyone would provide their updates at the next meeting.
  - Chairperson Henrietta feels this is a good starting point for the group. She noted that she and the Vice Chair would go to the different departments to determine what is needed.
- Advising for Dual Credit students - **tabled**. The item was untabled. Renee Maestas reported the following:
  - Access Center normally recommends that High School students take the general core classes unless they are vocation students - they are advised against it because of financial assistance.
  - Students who want to do Dual Credit must first take the accuplacer to determine where they place.
  - If a student is interested in concurrent enrollment it would be placed on a green card; the student will be financially responsible for those classes.
  - It is the student's choice with they want to enroll in vocational classes.
  - Dual Credit is for Juniors and Seniors. If a Freshman or Sophomore are interested they have to take the accuplacer and they would need to test out of remedial courses. They would then need permission from their School Principal / Councilor and it would be taken to a committee for final approval.
  - Michael Montoya stressed on the importance of pushing the General Core classes on these students - He recommends they see Renee's girls at the Access Center.
  - It was noted that we need diligent/ creative advisement.
  - Advising for student well below normal Accuplacer Scores
- Department Program Maps – **tabled**

- Advisement Training for faculty how can faculty senate help us - Including Advisement Portal
  - Dr. Rael questioned if a student's' scores barely register; he was advised to direct or encourage the students to go to Student Services (Access Center).
  - Dr. Lalla noted that Jessica is working on setting up said training. She noted that all Academic Directors will be required to learn this.
- Update on Student Event - Cindy Armijo
  - Dr. Lalla provided the update for Cindy in her absence.
  - She provided Cindy's checklist for the handbook to Chair Henrietta.
  - Dr. Lalla noted the Spring Fling event is scheduled for February 22 2017, and the time is not yet determined; it will either be 4 - 6 pm or 5-7 pm. The Academic Directors / Faculty will be required to attend. There will be "save the date" cards made and to be distributed to the students
  - Michael suggested handing them out with the checks at Financial Assistance' check distribution on Friday, February 17, 2017.
  - Dr. Lalla noted that Cindy has some fun ideas for that day, but any ideas are welcome. There was a suggestion of 50/50 which is always a success.
  - Henrietta noted she and her department will be available to help if needed.
- Other
  - Chairperson Henrietta updated the group on the training her department participated in. She noted the following:
    - Potential change - Advisement will be more institutional
    - Potential change - Passport will be re-evaluated
    - During the registration period for Fall 2017 students will be required to update their contact information.
    - Potential change - Pathways can update information
    - New ID Profile - Testing (Registrar)
    - Need to get degree clearing to graduation
- Next Meeting - Chairperson Henrietta entertained a motion to change the regularly scheduled monthly meeting to the 2nd Friday of the month. It was first by Michael Montoya and seconded by Keith Gutierrez.
  - Friday, March 10, 2017, 1:30 p.m. LCC Coffee Shop

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## Student Advisement Team January 4, 2017

Attendees: Dr. Sharon Lalla, Chairperson Henrietta Maestas, Michael Montoya, Dr. Rolando Rael, Dr. Anita Roybal, Cindy Armijo, Keith Gutierrez, Aurora Sisneros (no present) & Jessica McGee (not present).

Notes taken by Mary (Liaison) & Melissa Romero

- Chairperson Henrietta Maestas called the meeting to order at 2:11 p.m.
- The minutes of November 21, 2016 and December 12, 2016 were reviewed. There were three suggested changes to the minutes of 12/21/16, page 2, #7, first item, Howe had an extra e, page 3, page 4, 12<sup>th</sup> item AI missing an I. Chair Henrietta entertained a motion to approve the two sets of minutes with the suggested changes on the December 12 minutes. It was first by Michael Montoya and Keith Gutierrez seconded it.

- Chairperson Henrietta Maestas explained the duties of the Vice Chair. She noted that when she is not present at the meeting the Vice Chair would be in charge of the meeting. The following was discussed:
  - a. Keith Gutierrez nominated Michael Montoya; Michael declined the nomination.
  - b. Dr. Roybal nominated Renee Maestas – there was discussion about the Vice Chair position.
  - c. Dr. Lalla nominated Dr. Roybal; Dr. Roybal decline the nomination
  - d. Cindy Armijo offered to serve as Vice Chair but only for the semester.
  - e. Michael Montoya thought we could limit the time the Chair and Vice Chair would serve.
  - f. There was discussion on postponing this agenda item due to some members not present. The motion was entertained the agenda item be postponed. It was first by Cindy Armijo and seconded by Michael Montoya.
- There was discussion on how student advisement works.
  - a. It was noted that the Student Success Center are the initial Advisors and once the student declares their major they should be advised by and Advisor of their particular program.
  - b. Wanda Martinez and Keith Gutierrez noted that they advise their students for all program If this is not what is needed they are then sent to the Department Director of said programs.
  - c. The following individuals are advisors: Cindy Armijo, Rolando Rael and Erin Gilland, Vanetia Gonzales and Renee Maestas & her department.
  - d. Dr. Lalla noted that the website needs updating. She asked the academic directors to contact IT to assure the website is updated.
  - e. Michael suggested a 2-year plan for each program (mapping). Dr. Lalla noted that maybe we could place this under the website. She would like to see the workforce integrated under programs as well. It was not that it is on the website, but only for certificates program. She said maybe we could link the degrees to it as well.
- A copy of the advisement manual was distributed to the members in attendance for their review and suggestions.
- Dr. Rael reminded the group of a list of advisors.
- He noted a concern of having a rigid format may not work for non-transfer students, but may work with for traditional.

*Melissa took over note taking @ 3:30*

..... Advisement Portal – training from SSC- with parameters

Advisement Portal is different than passport

- You can print from passport and view in the Portal

Academic side of advisement is passport. When you document in the portal everyone can see it. Document when you advise students, grade challenges, conversations with students that are not of a personal nature, etc. The Portal gives a date/time and employee stamp on the conversation. Portal is an internal tool passport is external tool, students can see and use the passport function. How is portal used? To advise, as guidance, work/College related issues, and academic progress good and bad.

Advisement portal is used for documenting the Academic Plan assigned by Financial Aid in regards to comments regarding classes.

In or while advising list concerns regarding course substitutions. Is there a matrix in the Registrar's office regarding substitutions that are acceptable?

In the Substitution process, is it an approval on the form or a recommendation ONLY, not a guarantee to students that the course substitution will take place?

Satellites: Should they be advisors? One concern is they are not specialized in one particular program as other Directors and their staff.

Dr. Lalla would like it to stay as such and train them for specifics. For instance in Springer there is the correctional facility that would need an advisor.

1. Continue academic director level mapping
2. Portal training- two(2) levels of advisement
  - a. Assumption of advisement ( SSC)
  - b. Program advisement ( Departments)

What should be advised? Where? By whom? What role?

Dr. Lalla would like the training for advisement during the In-service training with the instructors.

Coordinate with Erin- Student Senate.

Develop guide for advisement, and future planning. In the handbook what are the advisor roles, again would like two different roles and expectations.

\*\*.....Review Advisement Handbook?

H Maestas asked if this agenda item could be tabled. Question was asked: is this Handbook for Advisors or students? **It is for Advisors.**

Please review Handbook section by section and come to the next meeting prepared to discuss. It was suggested that LCC forms, Advisement forms or a hot link to the forms be added to the handbook.

H Maestas asked for a motion to table. Dr. Roybal/ M Montoya. All agreed.

\*\*.....Advisement for general core.

Student Success Center is using Matrix given by Registrar if they have any questions regarding courses on a transcript. Any transfers from Out Of State institutions are given to Registrar to evaluate.

Dr. Lalla: is there a process? Registrar what is the process of transcript evaluation?

H Maestas: it is an automatic in the Registrar's office.

Dr. Lalla: Is this process listed as a SOP?.....**No**

\*\*\*.... Faculty Training for advisement, talked about previously in this meeting.

\*\*\*...Dr. Lalla: HLC/HED

First time Fulltime Freshman (FFF)... Money was obtained to gather information about FFF (FA16). Money may not be available next year so this really has to happen soon.

Dr. Lalla wanted a list of FFF, she did get one from Denise in IT and Mary is sorting through it to get a better idea of FFF not just freshmen.

What she would like to do is find a way to start following their progress. What are their needs? What can we do to connect with the students? How many are returning for SP17?

She is thinking to invite students for a focus group- individually- or collectively.

Do they know their Advisor? Their Academic Director?

Dr. Lalla asked to have an event created with a hand full of staff.

Right now we are shorthanded with the new semester just beginning. When is the event needed? ASAP.

It was suggested that possible after the add/drop period has ended it would be a bit slower and more staff could assist with the event. C Armijo volunteered herself and PTK group. Financial Aid can co-coordinate with Armijo, February is Financial Aid month and is planning events for

FA. Dr. Lalla would like Student Life to also be a co-coordinator in the event. What info from HED is required? It was suggested that a general survey be formed and then the FFF information can be weeded out of the whole. We may need all other surveys from students for other programs.

COLLEGE NIGHT @ LUNA - - SPRING FLING - - GAME NIGHT are some ideas on the event name.

Registrar advised if during day, Registrars could not participate second week of February.

!!!! Host it in the Coffee Shop !!!!!

\*\*\*.... Next meeting is January 18, 2017.

H Maestas suggested it be moved. Others in agreement, discussed possible dates and times.

Standing meeting first Friday of the month @ 1:30 in the Coffee Shop.

Next meeting February 3, 2017 @ 1:30 in the Campus Coffee Shop.

Motion to approve meeting change: C Armijo/ Dr. Roybal. All in favor.

... \*\*\* Someone will update regarding the SPRING FLING date and time.

... \*\*\* Motion to Adjourn: M Montoya/ Dr. Roybal. All in favor.

\*\*\*

## **Student Advisement Team November 21, 2016**

Attendees: Sharon, Henrietta, Michael, Rolando, Anita

Notes taken by Mary (Liason)

- Committee Chairperson / Vice Chairperson
  - Henrietta Maestas was nominated as Chairperson; she accepted position.
  - No Vice-Chairperson was selected.
- Meeting Times / Members
  - End of term meetings are not a good time.
    - Tentative meeting set – Monday, December 12, 2016 – 9:00 a.m.
- Purpose /Role
  - The group were all emailed the purpose and role of the committee.
  - They key purpose is to create student advisement strategies that can be institutionalized across the Luna campus
  - A book was provided to all members present, “Redesigning America’s Community College.”
- Group Discussion
  - It was noted that last year in-service started with a training for directors on pathways/ advisement portal
  - Dr. Lalla shared a draft for a mentoring program
  - Mentoring would be a one-one connection with incoming Freshman
  - Mandatory meetings were suggested to invite students
  - How many mentors per student was discussed
  - Number of volunteers was discussed
  - We need an eye-catching way of getting students engaged
  - Minute-mentor was suggested. This is where the student would touch base with a mentor
  - Student Orientation – do not get a lot of students. Reason being: Luna is not always student’s first choice.
  - What exactly does mentoring mean?

- It was decided that instead of trying to have something this semester, we would have something the first week of school. Invites will be sent out regular mail.
- Block schedule – to allow for faculty to attend scheduled meetings or participate on committee

### Upcoming Topics:

- Discuss activities for first mentoring event

### Next Meeting:

- Monday, December 12, 2016, 9:00 a.m., Board Room

## Appendix 5.B.2.4: Instructional Technology Minutes

### Institutional Technology Committee Minutes February 17, 2017

Present: Kenneth Bachicha, Larry Paiz, Robert Grill, Francisco Apodaca, Aurora Slsneros, Nichole Collins, Kenneth Abeyta & Mary Duran Liasion. Not present: Sharon Lalla, Wanda Martinez, Keith Gutierrez, Renee Maestas, Denise Montoya & Matt Griego

1.CTO - 1:10

2. Roll call - sign in sheet was passed around

3. Approval of Agenda a motion was made by Francisco apodaca to approve the agenda with the addition of K Abeyta report under new business, seconded by Kenneth Abeyta.

4. Approval of Minutes. A motion was made by Francisco Apodaca and seconded by Aurora Ssneros.

5 Sub - Committee Reports. The following leaders were selected to the sub committees:

- Discussed combining red / green sub-committees. K Abeyta will be in charge
- Blue Vice chair volunteered to set up sub-committee meetings
- CSA will soon be under STEM

6. New Business

- Francisco Apodaca so Moved to suspend the rules solely for this meeting so that we may add members to the subcommittee the rules not with-standing. 2nd by K Bachicha,
- Laura FLores student was added to the IT committee and will be invited to the next meeting.
- K Abeyta - K Abeyta noted 6-10 action items taken by a Board of Trustees member , and he will update the subcommittee leaders. At this meeting they discussed the ITV process being changed by Summer 2017.. K Abeyta - ITV will be done by summer - all summer classes will be on BB , ITV will only be a fall back FALL 2017 ITV will not exist at all on LCC campus. Every system that was in place will be in place through Blackboard.
- - Because of this discussion ensued regarding the Board of Trustees formation of an ITV Committee which brought forth the questions of the relevance of the faculty / staff ITV Committee.
  - Francisco Apodaca noted, if the Board of Trustees wa to take over specific areas previously discussed by the committee, what is the relevance of responsibility of the IT Committee.
- Chair Robert Grill to talk to send email to Administration member Dr. Sharon Lalla and report back at next meeting.

7. Adjourned/ Next Meeting - 2:00 p. Next Meeting Friday, March 3, 2017 1:00 p.m. TE126B.

Agenda  
February 3, 2017

Attendance: Kenneth Bachicha, Aurora Sisneros, Sharon Lalla, Nichole Collins, Robert Grill  
Mary Duran Liaison

Call to order - no quorum

The following was discussed:

- Send survey to everyone - review survey first "What works and what doesn't work with , discussion on students who don't have computers
- TRIO Program - what can we do through it?
- Problems with bb - for classes have to download collaborative launcher for each class.
- Need maintenance plan for all computers on LCC campus

Set next meeting rescheduled for 2/17/17.

## Instructional Technology Committee Friday, December 9, 2016

Attendees: Kenneth. Abeyta, Matt Griego, Robert Grill (student), Francisco Apodaca, Larry Paiz, Nichole Collins, Aurora Sisneros, (Kenneth Bachicha – not present, Dr. Lalla – not present, Denise Montoya – not present)

Notes taken by Mary (Liaison)

1. Call to Order
  - The meeting was called to order by Chairman Robert Grill at 1:17 p.m.
2. Roll Call
  - A sign-in sheet was passed around for everybody's signature
  - 1. Reading of Last Minutes ( November 22, 2016)

§ It was noted that Aurora Sisneros was in attendance at the last meeting but was not listed as attendees on the minutes. With this addition It was motioned by Francisco to approve the minutes and seconded by Nichole.

1. Old Business
  - Discuss all priorities listed as number one/establish sub-groups for further discussion (suggestions & recommendations)
    - The following sub-groups were formed/ identified as a color: Green Group – combination of Technology Training Plan, Student Training & Google, Red Group – combination of Distance Ed Tech and ITV, Blue Group – combination of Purchasing Standardization of Equipment, 3 year Inventory Purchasing Plan, Ancillary and Pursuit, Classroom Technology Standards, WiFi Connectivity, Budgeting Plan and Video Surveillance, and it was agreed that Website would stand alone.
    - The sub-groups consisted of the following members:
      - Green – Larry, Francisco, a student & Nichole
      - Red – Kenneth Abeyta, Larry, Aurora, Henrietta, Nichole, Sherry, Henrietta.
      - Blue – Francisco, Matt, Kenneth Abeyta, Aurora, Sherry, and Dr. Lalla
      - Website – all committee members and must include a student for student perspective.
5. New Business
  - Coaches concerned with player missing class due to being on the road (Robert)
  - Robert discuss with the group and it was agreed that Robert would talk to the coaches and invite them to the next meeting.
  - There was discussion on amending the bylaws to add two student to be on the committee
6. Open Floor
  - Kenneth Abeyta brought up creating a hangout
  - Francisco reported on an upcoming STEM Grant and explained the 3 phases of the grant.
  - Francisco reminded everyone of the Promethian Board presentation on Thursday, 12/15/16.
  - The trainings will be held every hour on the hour at the Board Room.
7. Next Meeting:
  - Friday, February 3, 2017, 1:00 p.m., TE126 room
8. Adjournment.
  - Meeting was adjourned at 2:10 p.m.

## Instructional Technology Committee Friday, December 2, 2016

Attendees: Dr. Sharon Lalla, Kenneth. Abeyta, Kenneth. Bachicha, Matt Griego, Robert Grill (student), Francisco Apodaca, Larry Paiz, Henrietta Maestas, Nichole Collins  
Notes taken by Mary (Liaison)

1. Call to Order
  - The meeting was called to order by Chairman Robert Grill at 1:15 p.m.
2. Roll Call
  - A sign-in sheet was passed around for everybody's signature
1. Reading of Last Minutes ( November 22, 2016)
  - Copies of minutes were handed out to all committee members for their review.
  - Correction under committee chairperson/vice chairperson, from It was agreed by all that IT shall only serve as advisory team member to cannot hold office within this committee. K Bachicha motioned to approve minutes , seconded by K Abeyta
  - One item was added to the minutes under group discussion: Quorum 5
  - A correction was made under next meeting from 1016 to 2016.
1. Committee Member Reports
  - Chairman Robert Grill asked for individual reports/goals from each committee member.
  - Dr. Lalla suggested that each committee member go up the classroom white board and write down their goals, and then we would rate them from 1- .... The following were written down and numbered:
    - K Abeyta – Website-google (1), Microsoft 360 (3), Chrome Books (3), ITV (1), Purchasing standardization of equipment (1).
    - The following was discussed before jotting down on white board.
    - Website-google – secured template for online, need to provide rough story board. Need to hit training – maybe make mandatory and need to show student benefits from such.
    - Microsoft 360 – there are many apps available – benefit-free download of office and one tera bit either cloud or download full suite.
    - Chrome books – nursing is trying out some books – price is close to \$200 – couple of differences from regular keyboard.
    - ITV – not sure if we are moving forward with it, some discussion on migrating to blackboard.
    - Larry noted that we have integrated blackboard as a backup and will start 24-hour technical support next Spring.
      - Vice Chairman K. Bachicha – Updated LCC Website-(It was crossed off), Departmental Sites (It was crossed off), Distance Courses Offered (included with Quality of on-line courses)
      - Francisco Apodaca – Promethian (crossed out), & Stem Grant.
      - Robert Grill – Media Release Form (1), & Student Training (1).
      - Dr. Lalla – Distance Ed Tech (1), Classroom Technology Standards (1), Inventory/Purchasing Plan – 3yr. (1), Budgeting Plan (1), Technology Training Plan (1), Advisement Portal, Quality of Online courses (Distance Courses Offered).

- Matt Griego – Ancillary \$ pursuit (1), Video Surveillance (1) & RAVE penetration (3)
  - Nichole – Wifi Connectivity (1)
  - Aurora – Satellite Technology
5. New Business /
  6. Open Floor
    - It was noted that students are asking for active Wifi – they are complaining about blackboard – need for student training and technology support
    - Francisco noted that when UNM students receive their ID's they are required to take online training and have to take a test before taking any on-line classes – their system asks if the student has completed the training.
    - Larry Paiz noted that the training could be a broad thing – students need to learn to consistently check their e-mail.
    - Dr. Lalla asked the group what they would spend \$50,000 on – what would be their highest priorities? All the ones will be collected as part of planning.

The ones were as follows:

- Web site – google
  - Institutional Training
  - ITV Media Release Form
  - Student Training
  - Classroom Technology Standards
  - Inventory/ Purchasing Plan – 3 yr.
  - Budgeting Plan
  - Technology Training Plan
  - Ancillary \$ pursuit
  - Video Surveillance
  - Wifi Connectivity
  - Purchasing Standardize of Equipment
7. Next Meeting:
    - Friday, December 9, 2016, 1:00 p.m., TE126 room
  8. Adjournment.
    - Meeting was adjourned at 2:20 p.m.

## Instructional Technology Committee November 22, 2016

Attendees: Dr. Sharon Lalla, Kenneth. Abeyta, Kenneth. Bachicha, Matt Griego, Robert Grill (student), Francisco Apodaca, Larry Paiz  
Notes taken by Mary (Liasion)

- Committee Chairperson / Vice Chairperson
  - It was agreed by all that IT shall only serve as advisory team member
  - Student Representative Robert Grill nominated as Chairperson; he accepted position.
  - Kenneth Bachicha nominated as Vice-Chairperson; he accepted position
  - Mary Duran will serve as Liasion/ Coordinator of meetings

- Meeting Times / Members
  - Dr. Lalla noted: meetings will be meet for one hour / once a month and twice in December 2016 and as needed.
  - Dr. Lalla asked for suggestions of people the group thought should be on this committee
    - Maybe Sherry Goodyear – Springer Site
    - Francisco noted – Admissions should be on committee. Dr. Lalla suggested maybe just an invitation to a meeting.
- Purpose /Role
  - The group were all emailed the purpose and role of the committee. They were asked to review it and advise of any additions or changes.

Under purpose, second paragraph it should say: “The Instructional Technology Committee will be comprised of at least two representatives from support staff, and one faculty, academic director, student and administration.”

- They key purpose is to get everyone’s perspective but decisions will be based on the group.
- Dr. Lalla reminded the group that today’s meeting is for discussion only – no decisions would be made today.
- The board will concentrate on IT – internal / instructional in the classrooms

#### Group Discussion

- Rave – students getting set up
- Should we have ITV or Hangout (Promethian Board)
- Need to look at \$\$ and longer-term goals/what we are looking at feasibly
- Look at classrooms and what’s working/what departments would benefit
- Blackboard is good, but support is problematic
- Student training on Blackboard. Larry Paiz noted that one on one training more beneficial. Provides regularly scheduled training every semester. Posted hours and times he is available and his contact number, throughout LCC campus.
- Robert noted that students tend to be lazy if trainings are not mandatory
- Francisco Apodaca noted that UNM has: “sign up and you get an incentive” this is for students as well as instructors.
- Some students do not have ID’s or LCC email addresses set up.
- Francisco noted that UNM also sends out with admissions acceptance letter, the student’s username and password for school email address.
- FERPA / Identifying names on pictures taken and posted. Do we need consent?

#### Upcoming Topics:

- Each member was asked to come up with short-term and long-term goals, each their own

#### Next Meeting:

- Friday, December 2, 1016, 1:00 p.m.

## Appendix 5.B.2.5: Tutoring Report Spring 2017

Spring 2017

Luna Community College

Tutoring Program Report

Program: Luna Community College ACE Lab Tutoring

### **Purpose:**

The purpose of this program was to offer free tutoring services for all LCC students. During the spring 2017 semester the ACE (Academic Center for Excellence) Lab, located in the STEM department, was responsible for coordinating the tutoring services throughout campus. The goal was to assist any students needing help in classes with a long term goal of affecting retention and completion in a positive manner. Data on tutor usage was tracked through the ACE Lab for the purposes of being data driven. We also aim at being student driven by allowing students to dictate how we schedule and otherwise determine the operation of our tutoring services. With the data gathered and student input we can make appropriate decisions on future operations and techniques used to coordinate the tutoring services.

### **Recruitment Strategy:**

In order to inform students of the ACE Lab, flyers (see appendix) were posted with information about the tutoring services offered. This was done throughout the semester. These flyers were posted on campus bulletin boards and sent around via email with the schedules of our tutors. Tutors also made individual schedules of their times to post in classes and hand out to students. Tutors were also constantly sent to classes to remind students about the ACE Lab.

During the first week of classes surveys (see appendix) were given to random classes for students to complete. Each survey had the days and times blank for the entire week and students selected which times they would most likely come in for tutoring. This helped us determine the best times to schedule our tutors. Handing out these surveys also gave us the opportunity to introduce the tutors and notify students about the services offered in the ACE Lab. This showed the students that tutors were available and we were basing the schedules off their input. This helps us further prove the ACE Lab is student and data driven.

### **ACE Lab Tutors:**

We had tutors in nearly every subject. Our 2 humanities tutors assisted in English classes, history classes, psychology classes, sociology classes, and criminal justice classes. They were also able to help students write essays in any class or for other reasons such as speeches or scholarship purposes. The 2 humanities tutors were located in the business building throughout the day. They also scheduled evening hours in the ACE Lab to help maintain the operation of the ACE Lab and tutor in the evenings.

Our 4 STEM tutors were able to tutor in math and science classes. Two of them were able to tutor in the upper level math classes such as calculus 1 and 2, trigonometry and statistics. One of them also tutored in the computer science classes. These tutors held all their hours in the ACE Lab and also assisted in the evening operation hours.

Per request from students and professors 2 of our STEM tutors were also embedded in calculus I and biology I to assist the students taking those classes. These tutors were embedded in those classes but also helped in other areas of science and math.

All humanities and STEM tutors also assisted many high school students and other individuals that needed help with the Accuplacer test or random issues students came across in their Luna experience.

There was also a nursing tutor and Spanish translator coordinated through the ACE Lab. The nursing tutor stayed in the nursing building and turned in the sign in sheets to the ACE Lab in order to track the visits. The Spanish tutor held hours mostly in the ACE Lab but occasionally went to the business building if a student needed them to combine tutoring efforts with our humanities tutors.

Where ever tutors were located they reported their visits to the ACE Lab in order to track the visits.

### **Requirements when hiring tutors:**

All tutors were hired during the Fall 2016 semester and retained throughout the Spring 2017 semester, with the addition of our Spanish tutor/translator, per request from our athletic department.

- Tutors needed a letter of recommendation
- Unofficial transcripts
- At least one semester completed at Luna
- Completed the class that the tutor is applying to tutor in with at least a B (for embedded tutors)
- Complete Luna Community College Application Process
- All tutors were interviewed
- *Some exceptions can be given to these qualifications based on the discretion of the department director in which the tutor is applying in.*

All our Spring 2017 tutors were either present or past LCC students that were proficient in tutoring multiple classes for a given department.

- Auritha Roybal was embedded in the Calculus 1 class and was able to tutor in all areas of math and science. She had multiple study sessions with the calculus class while still being able to tutor the lower level math classes.
- JaMarcus Trujillo was embedded in the Biology 1 class. JaMarcus also tutored in other science classes as well as the statistics class. JaMarcus was able to use his abilities to lead study sessions for many labs.
- Miguel Serna was able to tutor in all areas of math and science. Miguel also had visits from NMHU students that were also taking classes at LCC.

- Angelo Carrillo was able to tutor in lower level math classes up to College algebra and the computer science classes.
- Harain Aldama's main duty was to attend classes with our Spanish speaking students to translate during class. He would also hold multiple sessions outside of class in coordination with professors to translate material.
- Daniel Kelly was one of our humanities tutor. He was able to tutor students in English classes, history, sociology, psychology, criminal justice, public speaking, and students that needed general help on essays for various classes and scholarships.
- Sergio Hartshorne was our other humanities tutor. Sergio was able to tutor students in English classes, history, sociology, psychology, criminal justice, public speaking, and students that needed general help on essays for various classes and scholarships.
- Jacqueline Ramirez is the nursing tutor. She tutored both 1<sup>st</sup> and 2<sup>nd</sup> level nursing students.

Auritha, JaMarcus, Angelo, Harain, and Daniel also did evening hours during the spring 2017 semester in order to help students in the evening and keep the ACE Lab open later for students that needed to use the computers for online classes or to work on homework.

### **Budget:**

Each tutor was approved for 18 hours a week at a rate of \$10.06 per hour. Some tutors did not work a full 18 hours per week. Some of our tutors were embedded in a class so the full 18 were needed to attend the class and hold office hours. Some also scheduled evening hours to maintain the ACE Lab from 5:00pm to 7:00pm Mondays through Thursdays. For the spring semester our tutors started the same day classes started (1-17-17) and worked until the end of the semester (5-12-17). Some tutors worked over spring break as well, as long as they had appointments set with students that were willing to come in. This totaled a possible 17 weeks of work.

Table 1 shows an estimate of cost for the spring 2017 semester. This estimate is based on the 7 on campus tutors we hired (*nursing tutor not included*), assuming they worked the approved 18 hours per week.

**Table 1: Estimate of spring 2017 semester pay**

	Hours per week approved for	Amount of pay approved for per week at \$10.06/hr	Total amount for 17 weeks
Auritha Roybal	18	\$181.08	\$3,078.36
JaMarcus Trujillo	18	\$181.08	\$3,078.36
Miguel Serna	18	\$181.08	\$3,078.36
Angelo Carrillo	18	\$181.08	\$3,078.36
Harain Aldama	18	\$181.08	\$3,078.36
Daniel Kelly	18	\$181.08	\$3,078.36
Sergio Hartshorne	18	\$181.08	\$3,078.36
Total			\$21,548.52

### **Data Tracking:**

In order to track usage, tutors were given individual sign in sheets (see appendix) for each tutor visitor to complete. The sign in sheet identified the student's name, the date, the time, the student type (if applicable), the course they received tutoring in, and the tutor's name. They then signed the back of the sheet to verify the tutoring. These sheets were collected every other week from the tutors and placed in a data base to track the usage of our tutors throughout the semester. A monthly or biweekly report was done to determine how many visits the tutors were getting. Table 2 shows the breakdown of our 662 visits based on which department the tutor was assigned to.

**Table 2: Department Visits**

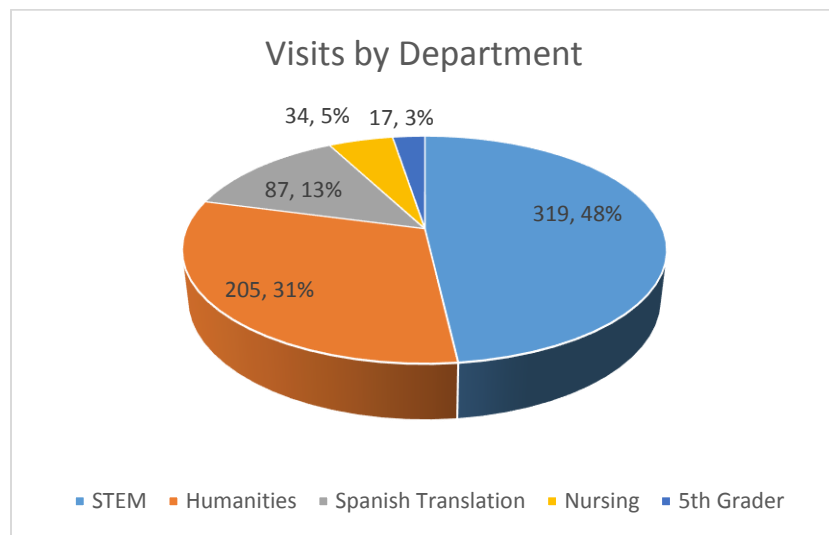
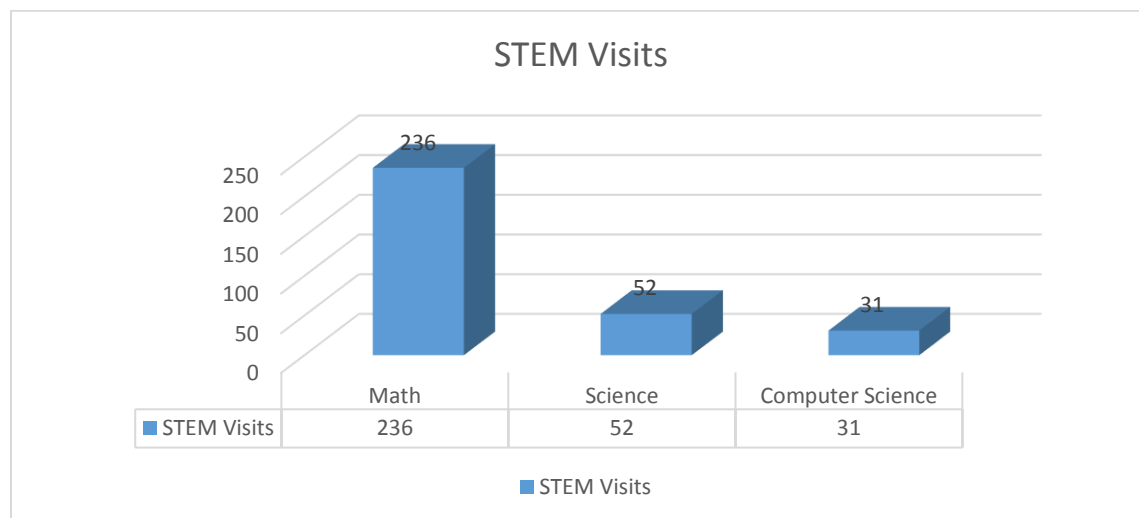


Table 3(a) breaks down the number of visits for our STEM tutors; Table 3(b) show the number of visits for our humanities tutors; and table 3(c) show the visits we had for our nursing tutor, our

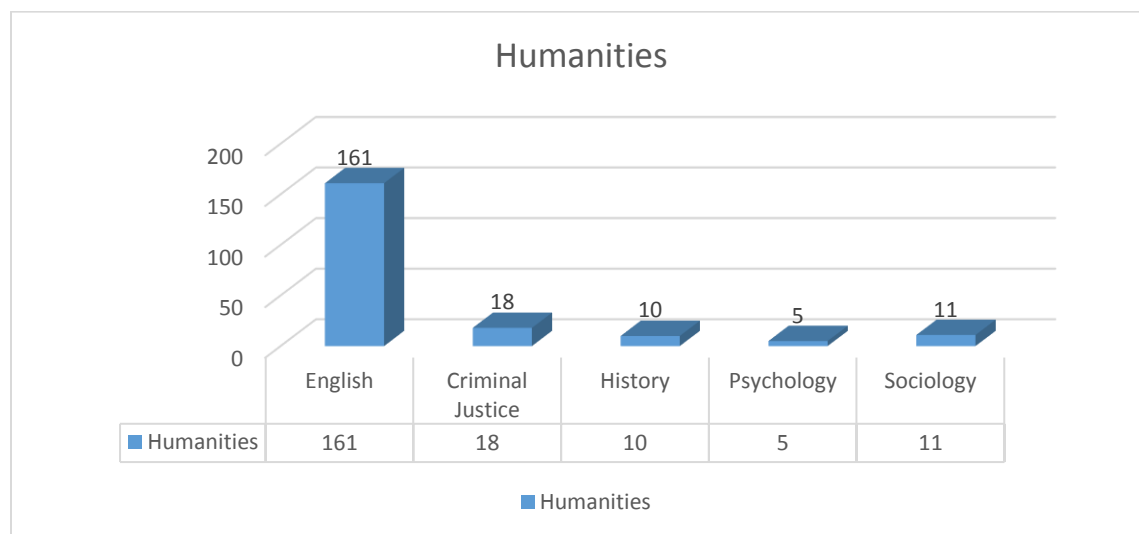
Spanish translator/tutor and for subjects we classified as other, which included a 5<sup>th</sup> grade student we had coming in the evenings for help.

**Table 3(a): STEM Visits**



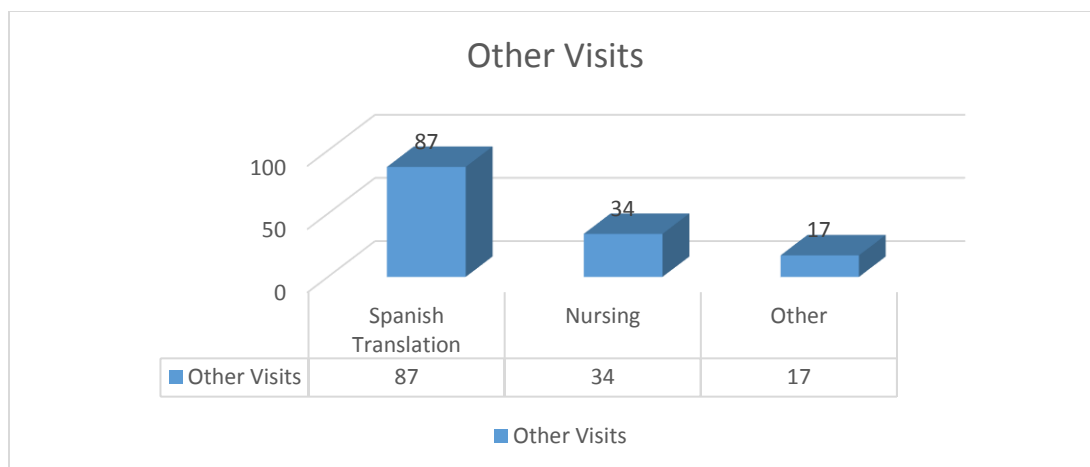
*\*Math covered everything from general math to calculus 2; Science covered everything from environmental to chemistry*

**Table 3(b): Humanities Visits**



*\*English covered everything from basic writing to freshman composition II*

**Table 3(c): Other Visits**



*\*Spanish translation covered subjects in all areas*

The ACE Lab also tracked the hours of contact between students and tutors throughout the semester. Table 4 shows these hours of contact. A majority of the contact hours were for students seeking assistance in a STEM subject.

- 458.9 hours were for tutoring in a STEM subject accounting for 60% of the hours of contact between tutor and student.
- 120.78 hours were for tutoring in a Humanities subject accounting for 16% of the hours of contact between tutor and student
- 117.98 hours were for Spanish translation for multiple areas of study accounting for 16% of the hours of contact between tutor and student.
- 31.3 hours were for tutoring in nursing accounting for 4% of the hours of contact between tutor and student.
- 29.33 hours were for tutoring our 5<sup>th</sup> grade visitor in all areas of study accounting for 4% of the hours of contact between tutor and student.

**Table 4: Hours of contact**

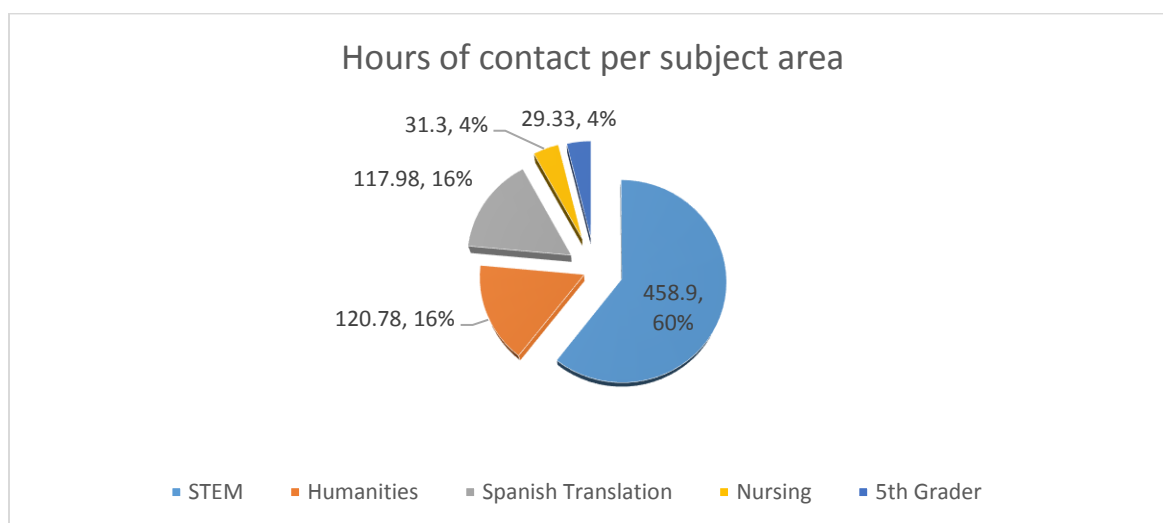
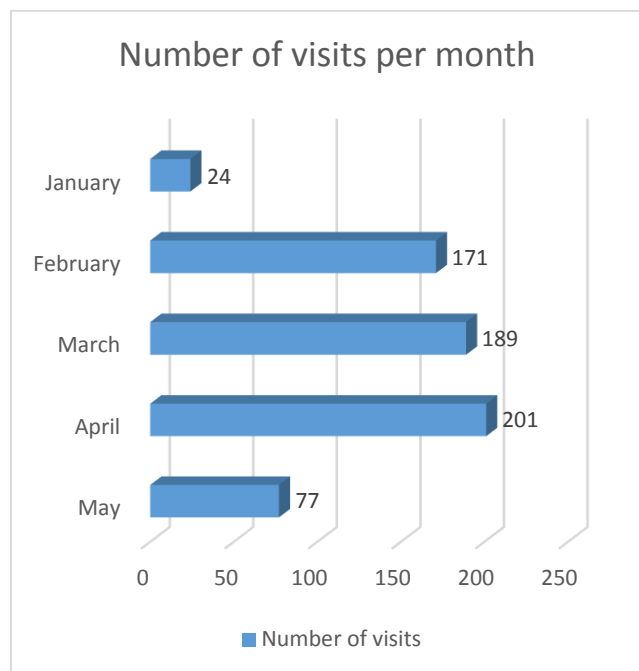
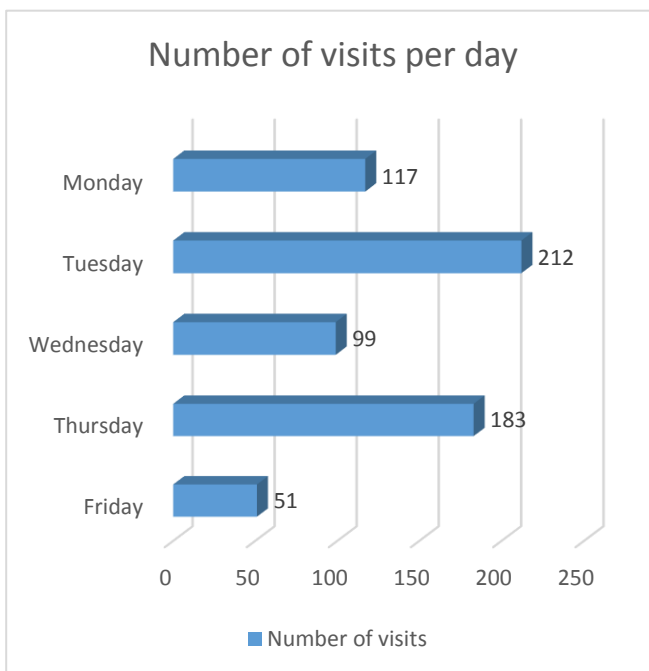


Table 5(a) shows the amount of visits per month and Table 5(b) shows the amounts of visits per day.

**Table 5(a): Monthly Visits**

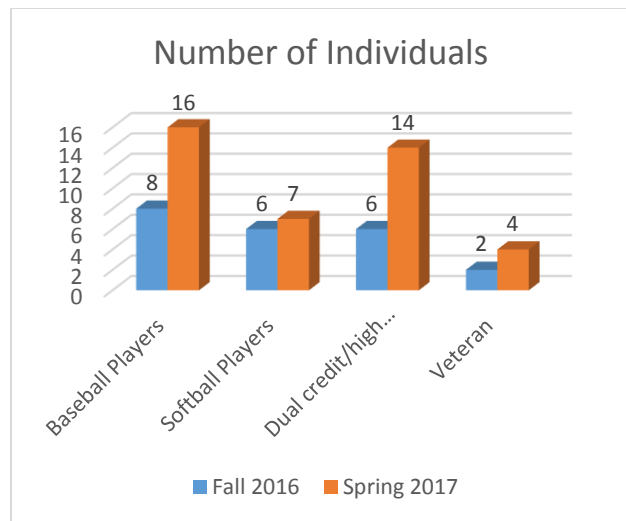


**Table 5(b): Visits per day**

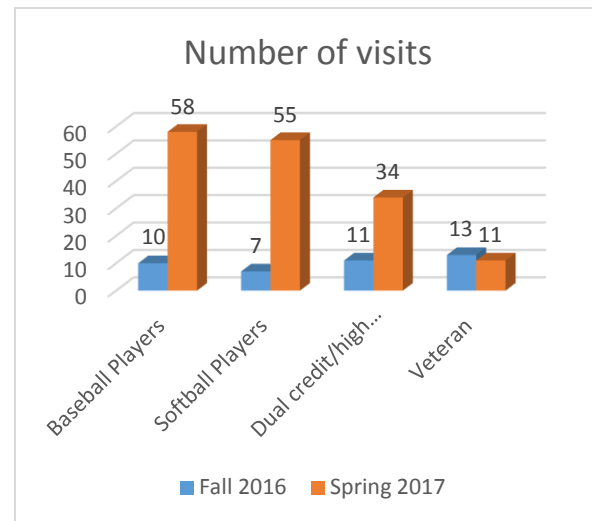


The ACE Lab also gets additional information to monitor the type of students utilizing the tutors. We have some students that identify as baseball players, softball players, dual credit and GED students, as well as veterans. Table 6(a) shows how many tutoring visitors identify themselves with any additional information from fall 2016 compared to the spring 2017 semester. Table 6(b) shows how many visits these particular students accounted for.

**Table 6(a): Individuals with additional info**

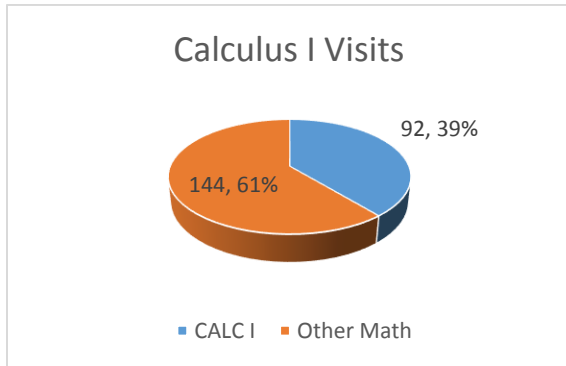


**Table 6(b): Number of visits**

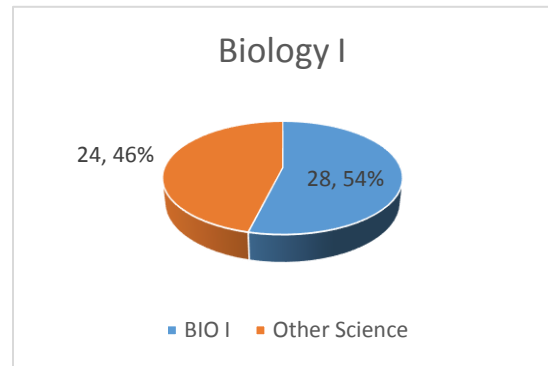


As stated earlier the ACE Lab provided certain classes with embedded tutors. These tutors attended class alongside the students in order to access all the information covered in class. This helps the tutors to build their study sessions around class material. Table 7(a) shows the amount of tutoring visits the students in calculus I accounted for and table 7(b) shows the amount of tutoring visits the students in biology I accounted for.

**Table 7(a): Calculus I Visits**

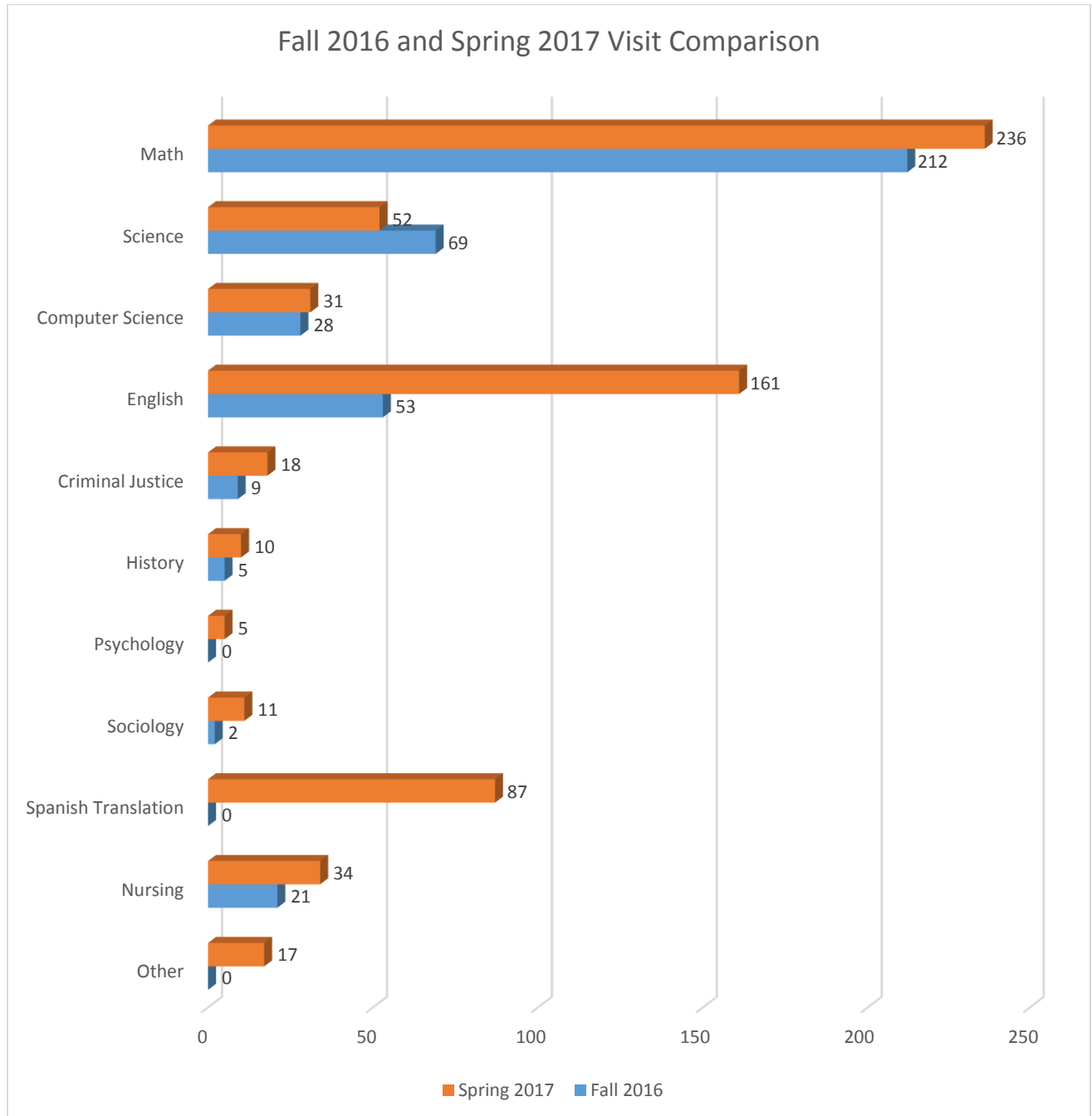


**Table 7(b): Biology I Visits**



The ACE Lab has coordinated tutoring for the last 2 semesters. Table 8 shows the comparison from the Fall 2016 semester to the Spring 2017 semester. During the Fall 2016 semester we had a total of 399 tutor visits and in the Spring 2017 semester we had a total of 662 visits, a 66% increase in visits.

**Table 8: Semester Comparison**



## End of semester survey

Being data and student driven the ACE Lab also gives an end of semester survey (see appendix) to gain the students input. This survey was given to a random sample of classes in humanities and STEM. Frequent users of the ACE Lab were also given a survey. Surveys were gathered and each response was accounted for. There was a total of 124 surveys completed.

Table 9(a) shows the responses for the following question:

- Have you ever utilized a tutor for any subject?
  - If you answered yes for which classes?
- If you have never used the tutoring services, why not? (Check all that apply)
- Do you plan on utilizing tutoring services in the future?
  - Why or why not?

Some students had multiple responses for the second part of question 1 (Which classes have you utilized a tutor in) because they visited with a tutor for multiple subjects. Out of the 124 total surveys, 74 responded they have used a tutor. When asked if they would use tutoring in the future 112 responded yes. Students were allowed to identify more than one subject they used a tutor in. There was 61 surveys identifying the usage of a tutor in the STEM department, which included all math classes, all computer science classes, and all science classes. There was 33 surveys that identified the usage of a tutor in the humanities department, which included all English classes, all history classes, public speaking, and all behavioral science classes.

**Table 9(a): End of semester survey results**

Question		Yes	No	Maybe	N/A
Have you ever utilized a tutor for any subject?		74	50		
Do you plan on utilizing tutoring services in the future?		112	6	3	3
		STEM		Humanities	
For which class or classes have you used a tutor?		61		33	
	Tutoring times are inconvenient	I did not know about tutors at LCC	I do not feel tutoring is necessary	Other	
If you have never used the tutoring services, why not?	5	4	22	19	

Below are a few comments from those responding “other” as to why they did not utilize tutoring besides the reasons given on the survey:

- “Havent needed help yet”
- “Work”
- “Live in Pecos, too far to come in all the time”
- “Classes were too easy”
- “Didn’t need it”
- “Prefer to study alone”

Table 9(b) shows the number of responses for each of the rating scale questions.

**Table 9(b): End of semester survey results**

Questions rated on a 1-5 scale: 1=Strongly Disagree    2=Disagree    3=Neutral    4=Agree    5=Strongly Agree    N/A						
Total amount of surveys completed=124						
Question	1	2	3	4	5	N/A
I know where to go for tutoring.	3	4	10	22	82	3
Having a tutor makes me more confident about passing my classes	2	4	17	28	63	10
I know how to contact the tutors if I have any questions	3	9	16	28	64	4
The knowledge and skills of the tutors helped me to better understand my course lessons	3	1	16	27	57	20
The tutors treat me and other students with respect	3	0	6	18	80	17
Overall, the tutors were effective and helpful	2	2	9	20	68	23
I am doing as well as I expected to in my courses	2	5	26	31	55	5

Students were also asked to make any comments, concerns or suggestions on the survey. The ACE Lab also sent an email to all Luna faculty to gain their perspective. Following are statements made by students and faculty. No comments were left out. If any negative statements were made, we also included those. Any negative responses can be used to grow and improve our services.

#### Student Comments from survey:

- “They are very helpful”
- “I haven’t used one but I will in the future to improve in my grades”
- “I’ve been around the tutors even though I haven’t needed their help yet, but they always are helping someone. I believe next semester I will be needing that help and know where to find them”
- “It helps me understand better and gives me the personal time to learn”
- “English tutors are honest and very helpful”
- “Tutors are more helpful because they help one on one”
- “They need a better place cause there’s too many interruptions”
- “Writing tutors need access to PC’s”
- “They have helped me succeed on my essays”
- “They give you a lot of help. Also, they help your stress go down”
- “I really appreciate the time they took and all the help they gave me to help me understand”
- “They’re awesome at what they do. So helpful!”

#### Professor’s statements to ACE Lab:

- “Tutors are great.... Really helped my students. Thanks!”-B. McAlister

- “Hi Raymond, I just want to thank you and all the tutors for the excellent work you have done this semester. The math tutors Auritha Roybal, Miguel Serna and JaMarcus Trujillo have been invaluable in giving help to students who need it. Auritha especially has done an outstanding job in tutoring and providing help sessions for the Calculus I students. This is an important and necessary service that should always be provided to the student body of LCC. It is one that students totally depend upon for their success. I hope LCC will ensure that the students will continue to have access to dependable tutoring.”-Rita Surdi, Math advisor/Math Instructor
- “The tutoring services are not only valuable but are essential, in my opinion. All of the tutors did an excellent job. They were highly competent, were always available, and were willing and eager to help any and all students needing help. Some of my students in English 078 would not pass the course without having the help of the tutors. For this last semester, I required that students see the tutors to re-write any paper receiving a grade of D or F. The students complied with this request and improved immensely as a result. Also, the Spanish tutor/translator, Mr. Harain Aldama, was absolutely essential for the students who speak English as a second language. They could not understand the assignments, much less complete them, until Mr. Harain Aldama began to come into the classroom to translate for them. After that, the grades went up from F to D, then up higher, until some of the students were even making A's and B's on their assignments. Without the translations (Spanish/English) the students speaking English as a second language would not have received satisfactory grades. As far as I know, all of the students now will be getting a satisfactory grade at the end of this Spring Semester, but only because of the help of the tutors and the translator. Please feel free to share this statement as you wish. I hope that the tutors and the translator will continue to work at Luna Community College. In fact, we could use more of them.”-Dorothy Simpson, Ed.D. Adjunct Instructor, Luna Community College (and Professor Emeritus, New Mexico Highlands University)
- “I have sent students to use the resources and tutors in the ACE Lab. The students who utilized the tutors have done well in my math classes. The classes are Math 095, 116, and 180. I have noticed that the students who got tutoring also began working in study groups with other students. The lab helps students learn how to build study groups with other students who are taking the same class but with other instructors. This helps them share learning and teaching skills. Thanks for being open to our students and creating this great learning environment.”- Betsy C. Sanchez, Pre-Engineering Advisor/Math Instructor Luna Community College
- “The tutors in the ACE Lab help a lot of students. I enjoy seeing the lab busy and students engaging with the tutors and learning the material.” Isabel Gallegos, Math Instructor
- “Without the help of the tutors, especially Hara (Spanish translator), we would of lost 2 incredible students. Before Hara came on board these 2 students were failing and losing interest in class because of the language barrier. As soon as Hara started attending class with them and holding study sessions in conjunction with the other tutors, the grades drastically improved. They are now exceling in class and have shown their true potential. I am so grateful for the services offered through the ACE Lab. Thank you!!!” Veronica Pacheco, History Instructor
- “The tutors have been very beneficial to our students. The ACE Lab does a great job of putting our students first.” Geno Castillo, STEM Instructor
- “The ACE lab has been busy this year. There are always students in there getting the assistance needed or using the lab facilities to better prepare, complete assignments or attend online classes. I am very grateful for the tutors and Raymond as they provide an amazing service to the students.” Nichole Collins, Computer Science Advisor & Instructor

Overall, the ACE Lab has been a key component in the success of many students. We have helped a lot of students and aim at improving our services to further assist our Luna students. Students and instructors appreciate the services the ACE Lab provides. Although we have assisted many students we are always looking to improve. Being data driven we can see how well our services are and where we could improve.

Gathering data is an important part of showing the success and even failures of the services. All our tutors deserve a great deal of credit for the work they do. They go above and beyond to help students.

## Appendix

- Beginning of semester time survey
- Flyers and Schedules
- Tutoring sign in sheet
- End of semester survey

### Beginning of semester time survey

LCC Tutoring

Current class \_\_\_\_\_

Please check any and all times you would be available and willing to come in to utilize our tutors.

Do you think you will be utilizing a tutor in any class this semester? Yes/No What class or classes? \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00am					
9:00-10:00am					
10:00-11:00am					
11:00-12:00am					
12:00-1:00pm					
1:00-2:00pm					
2:00-3:00pm					
3:00-4:00pm					
4:00-5:00pm					
5:00-6:00pm					
6:00-7:00pm					
7:00-8:00pm					

*\*\*If you have any comments, concerns or suggestions please feel free to write them on the back of this survey. Your input is very important to us. Thank you!!*

## **Flyers and schedules**



# Need a Tutor?

The Academic Center for Excellence (ACE) is here for you!! When you join the ACE team, you are a part of a great program that builds on your interests and helps you to achieve academic success. ACE provides integrated student support services that build on your strengths and interests. Our Tutors at STEM and Humanities are talented and more than capable in helping you to succeed.

The ACE Lab's main priority is to empower students and help them excel academically. Stop by or call to check our Tutor schedules. We look forward to meeting you!!



Tutors in Humanities  
 Daniel- English/Criminal  
 Justice Studies/Sociology/  
 Essay writing  
 Sergio- English/History/  
 Essay writing

Tutors in STEM  
 Auritha- Math/Science  
 JaMarcus- Science/Stats  
 Miguel- Math/Science  
 Angelo- Computer Science/  
 Math

Computers  
 Printer  
 Calculators  
 Books  
 Scholarship info

Located in the administration building TE-120  
 For more information contact Raymond Varela at (505)-454-5306  
 or rvarela@luna.edu

Approved 1/26/17 Say

# Need a Tutor?

The Academic Center for Excellence (ACE) is here for you!! When you join the ACE team, you are a part of a great program that builds on your interests and helps you to achieve academic success. ACE provides integrated student support services that build on your strengths and interests. Our Tutors at STEM and Humanities are talented and more than capable in helping you to succeed.

The ACE Lab's main priority is to empower students and help them excel academically. Stop by to meet with our Tutors. We look forward to meeting you!!

Tutor	Subject	Monday	Tuesday	Wednesday	Thursday	Friday
Auritha	Math/Science	1:00pm-4:00pm & 5:00pm-6:00pm	11:00am-12:00pm & 3:00pm-5:00pm	11:00am-12:00pm & 5:00pm-7:00pm	11:00am-12:00pm & 3:00pm-5:00pm	1:00pm-3:00pm
JaMarcus	Science/Stats	11:00am-1:00pm	1:00pm-5:00pm	11:00am-1:00pm & 3:00pm-6:00pm	10:00am-11:00pm & 3:00pm-5:00pm	11:00am-1:00pm & 3:00pm-5:00pm
Miguel	Math/Science	10:30am-2:30pm	11:00am-1:00pm	12:00pm-3:00pm	11:30am-2:30pm	10:00am-12:00pm
Angelo	Computer Science/Math	9:00am-10:00am & 2:45pm-4:45pm	12:30pm-2:00pm	9:00am-11:00am & 2:45pm-4:45pm	4:00pm-7:00pm	3:00-5:00pm
Daniel	English/Criminal Justice/ Sociology/Essay Writing		11:00am-7:00pm		9:00am-7:00pm	
Sergio	English/History/Essay Writing	9:00am-12:00pm	2:00pm-5:00pm		2:00pm-5:00pm	9:00am-12:00pm
Harain	Spanish (Tutor/Interpreter)	2:00pm-7:00pm	4:00pm-7:00pm	2:00pm-8:00pm		

*\*Times may change throughout the semester based on student need or appointments. If you need to set up a specific time with our tutors please let us know.*



**ACE Lab Hours**  
Monday-Thursday 8:00am-7:00pm  
&  
Friday 8:00am-5:00pm

STEM Tutors are Located in the Maria H. Paiz Administration Building TE-120 (ACE Lab)  
Humanities Tutors are located in the School of Business Building room 113 until 5:00pm.  
All Tutors will be located in the ACE Lab after 5:00pm

For more info contact Raymond Varela at (505)-454-5306 or rvarela@luna.edu



# Need a Tutor?

The Academic Center for Excellence (ACE) is here for you!! When you join the ACE team, you are a part of a great program that builds on your interests and helps you to achieve academic success. ACE provides integrated student support services that build on your strengths and interests. Our Tutors at STEM and Humanities are talented and more than capable in helping you to succeed.

The ACE Lab's main priority is to empower students and help them excel academically. Stop by to meet with our Tutors. We look forward to meeting you!!

Tutor	Subject	Monday	Tuesday	Wednesday	Thursday	Friday
Auritha	Math/Science	1:00pm-4:00pm & 5:00pm-6:00pm	11:00am-12:00pm & 3:00pm-5:00pm	11:00am-12:00pm & 5:00pm-7:00pm	11:00am-12:00pm & 3:00pm-5:00pm	1:00pm-3:00pm
JaMarcus	Science/Stats	11:00am-12:00pm & 6:00pm-7:00pm	11:00am-3:00pm & 4:00pm-5:00pm	11:00am-12:00pm & 3:00pm-6:00pm	10:30am-12:30pm & 4:00pm-5:00pm	2:00pm-4:00pm
Miguel	Math/Science	10:30am-2:30pm	11:00am-1:00pm	12:00pm-3:00pm	11:30am-2:30pm	10:00am-12:00pm
Angelo	Computer Science/Math	9:00am-10:00am & 2:45pm-4:45pm	12:30pm-2:00pm	9:00am-11:00am & 2:45pm-4:45pm	4:00pm-7:00pm	3:00-5:00pm
Daniel	English/Criminal Justice/Sociology/Essay Writing		11:00am-7:00pm		9:00am-7:00pm	
Sergio	English/History/Essay Writing	9:00am-12:00pm	2:00pm-5:00pm		2:00pm-5:00pm	9:00am-12:00pm
Harain	Spanish (Tutor/Interpreter)	2:00pm-7:00pm	4:00pm-7:00pm	2:00pm-8:00pm		

Located in the Maria H. Paiz Administration Building TE-120

*\*Times may also change throughout the semester based on student need or appointments. If you need to set up a specific time with our tutors please let us know*



**ACE Lab Hours**  
Monday-Thursday 8:00am-7:00pm  
&  
Friday 8:00am-5:00pm

For more info contact Raymond Varela at (505)-454-5306 or rvarela@luna.edu



# Don't just survive finals, ACE them!!

The ACE Lab is here for you! Stop by to get your last minute tutoring. No matter what class you need help in, we got your back! The ACE Lab is open Monday, Tuesday & Thursday 8:00am-7:00pm, Wednesday 8:00am-8:00pm and Friday 8:00am-5:00pm.

Tutor	Subject	Monday	Tuesday	Wednesday	Thursday	Friday
Aurtha	Math/Science	1:00pm-4:00pm & 5:00pm-6:00pm	11:00am-12:00pm & 3:00pm-5:00pm	11:00am-12:00pm & 5:00pm-7:00pm	11:00am-12:00pm & 3:00pm-5:00pm	1:00pm-3:00pm
JaMarcus	Science/Stats	11:00am-1:00pm	1:00pm-5:00pm	11:00am-1:00pm & 3:00pm-6:00pm	10:00am-11:00am & 3:00pm-5:00pm	11:00am-1:00pm & 3:00pm-5:00pm
Miguel	Math/Science	10:30am-2:30pm	11:00am-1:00pm	12:00pm-3:00pm	11:30am-2:30pm	10:00am-12:00pm
Angelo	Computer Science/Math	9:00am-10:00am & 2:45pm-4:45pm	12:30pm-2:00pm	9:00am-1:00am & 2:45pm-4:45pm	4:00pm-7:00pm	3:00pm-5:00pm
Daniel	English/Criminal Justice/Sociology/Essay Writing		11:00am-7:00pm		9:00am-7:00pm	
Sergio	English/History/Essay Writing	9:00am-12:00pm	2:00pm-5:00pm		2:00pm-5:00pm	9:00am-12:00pm
Harain	Spanish (Tutor/Interpreter)	2:00pm-7:00pm	4:00pm-7:00pm	2:00pm-8:00pm		

Tutors will be available during finals week. If you need a specific time come in to request one.



Located in the Maria Il. Paiz Administration Building TE-120  
For more info contact Raymond Varela at (505)-454-5306 or at rvarela@luna.edu



Approved 4/24/17 Sny

## Tutoring sign in sheet

## LCC Tutoring

<b><u>Print Name Clearly Please!</u></b>	
First Name	_____
Last Name	_____
Date	_____
Time In	_____ : _____ am/pm
Time Out	_____ : _____ am/pm
<b>Student Type</b> <b>(Check if applicable)</b> <input type="radio"/> Baseball <input type="radio"/> Softball <input type="radio"/> Veteran <input type="radio"/> GED student <input type="radio"/> NMHU student <input type="radio"/> Dual Credit/High school WLW/LVCS/Mora/Pecos/Other	
<b>Course/Subject</b> _____	
<b>Tutor Name</b> _____	



Front Side

Back Side

How satisfied are you with the service your tutor provided?

☐ Very Unsatisfied    ☐ Unsatisfied    ☐ Neutral    ☐ Satisfied    ☐ Very Satisfied

Student Signature \_\_\_\_\_

Tutor Signature \_\_\_\_\_

## End of semester survey

LCC end of semester tutoring survey

Class \_\_\_\_\_

Please respond to each question to the best of your ability.

1-Strongly Disagree    2- Disagree    3- Neutral    4- Agree    5- Strongly Agree    N/A- Not available

1. Have you ever utilized a tutor for any subject? Yes/No If you answered yes for which class or classes _____	
If you have never used the tutoring services, why not? (check all that apply) _____ Tutoring times are inconvenient    _____ I do not feel tutoring is necessary _____ I did not know about tutors at LCC    _____ Other (please explain) _____ _____	
2. I know where to go for tutoring. 1      2      3      4      5      N/A	6. The tutors treat me and other students with respect. 1      2      3      4      5      N/A
3. Having a tutor makes me more confident about passing my classes 1      2      3      4      5      N/A	7. Overall, the tutors were effective and helpful 1      2      3      4      5      N/A
4. I know how to contact the tutors if I have questions 1      2      3      4      5      N/A	8. I am doing as well as I expected to in my courses 1      2      3      4      5      N/A
5. The knowledge and skills of the tutors helped me to better understand my course lessons. 1      2      3      4      5      N/A	9. Do you plan on utilizing tutoring services in the future? Yes/No      Why or why not? _____

*\*If you have any additional comments, concerns or suggestions please write them on back of the survey.*

## End of Semester/Year Report

This form should be filled out at the end of the semester and end of the year. This is a work in progress since all outcomes will have not been met within the first semester. Fill in as applicable. This report must be complete and sent to Student Government/Campus Life and filed by the Vice President of Academics on or before December 1 and May 1 of each academic year.

**Date:** May 8, 2017

**Name of Club/Organization:** ASLCC/Campus Life

**Advisor(s):** Dawna Ortega- Gallegos and Janice Medrano

### **Attendance Record:**

*Attendance show in all of the attached minutes*

### **Outcome 1:**

*LCC Haunted House, this fundraising event took place on October 28th and 29<sup>th</sup>. There were 3 clubs including ourselves involved. These clubs were SNA, Phi Theta Kappa and STEM. Clubs involved raised 258.17 except for SNA, they raised 57.50 because they were not there for both nights. Approximately 170 people came through.*

### **Outcome 2:**

*LCC Trunk or Treat took place on October 31. This consisted of 3 decorated cars who participated in handing out candy to community children who came to our campus. There was a large participation from the community children. One of the decorated cars was from Alumbra Woman's Health who had also participated last year.*

### **Outcome 3:**

*ASLCC/CL Costume Contest took place on October 3. There was approximately 10 students who signed up for the contest and promotional items were given as prizes.*

### **Outcome 4:**

*ASLCC/CL sponsored a Coat Drive that took place on December 3. According to the Student Government President Jackson Igondou it was a success and all recipients did extend their sincere gratitude and gesture.*

### **Outcome 5:**

*ASLCC/CL sponsored a Thanksgiving Luncheon on campus. Over 350 plates were served to students, faculty, staff and the community. The meal was prepared by El Rialto Restaurant.*

### **Participant Survey: May 2017**

*A survey for Student Government satisfaction survey was completed at the end of semester BBQ, students were asked 8 questions, and overall everyone was satisfied with the services and activities that Student Government put on throughout the year.*

### **Summary/Reflection:**

*Students enjoyed the BBQ that were provide and the Pizza at the coffee shop*

*(Attached is the survey along with the results)*

### **Recommendations:**

*Get started on planning all events that will be occurring for student government and push to have more active officers involved along with senators.*



## **Student Government Satisfaction Survey**

1. Please indicate your expected graduation date\_\_\_\_\_

2017= 7 students

2018= 8 students

2020= 3 students

2. Please indicate your program of study\_\_\_\_\_

Cosmetology= 6 students

Nursing= 7 students

General Studies= 4 students

Automotive= 1 student

Electronics= 1 student

3. Do you feel there are any changes that Student Government/Campus Life can make to improve student experience?

Yes ☐ NO ☐

If yes please explain

---

---

Yes=1 Miss the cafeteria so much

No= 18

4. Are you familiar with what Student Government does? Yes ☐ No ☐

Yes= 11

No=8

5. Are you a member of any clubs on campus this semester? Yes ☐ No ☐

If so which club do you belong to\_\_\_\_\_

Yes=1

No= 18

6. Do you feel Student Government provides good services for the students? Yes ☐ No ☐

Yes= 15

No= 4

7. What activity sponsored by Student Government was your favorite and why?

---

---

Three students said the Pizza at the coffee shop

Seven students said the End of Semester BBQ

Student Appreciation

All events

8. Would you like to get involved in Student Government? Yes ☐ No ☐

If so, please provide your name and phone number:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Yes= 1

No= 17

Cierra La Santa



# Luna Community College

## Persistence Plan

### Summer 2016 through Fall 2017



Table of contents-

Defining Retention, Persistence and Completion

Organizational Goals

Department Initiatives

Reporting Methods

Addressing the Higher Learning Commission Findings-

In the 2014 Report of a Comprehensive Evaluation Visit by The Higher Learning Commission, it was noted that there is a need to develop an institution-wide knowledge and understanding of retention, persistence and completion.

The report also indicated that LCC should share the data more widely for the purpose of setting goals and improving student success.

LCC began addressing these observations by training faculty and staff on retention, persistence and completion via training workshops and creating a Retention, Persistence and Completion Plan created by program directors, faculty and staff.

#### **LCC Definitions:**

**Retention or Retention rate** is the percentage of a school's first-time, first-year undergraduate students who continue at that school the next year. For example, a student who studies full-time in the fall semester and keeps on studying in the program in the next fall semester is counted in this rate.

**Persistence**– Each fall, the Colleges report on the percentage of their full-time, first-time students who enrolled in the previous fall who were retained in the spring semester (fall-to-spring persistence.) Similarly, each spring the Colleges report on fall-to-fall persistence.

**Completion**–Colleges and universities are commonly required to report a graduation rate as a measure of their success in educating students. “Success” is defined as the percentage of full-time, degree-seeking students who complete a degree or certificate within 150% of the time normally required to earn the credential.

#### Organizational Goal

**Improve retention, persistence and completion rate by 10% in two academic years.**

#### Organizational Objectives

##### 1) Train all employees on retention, persistence and completion

- A professional facilitator was hired and training was conducted spring 2016 semester.
- Work groups were created to compile goals specific to each department.
- The goals created the contents of this plan.

##### 2) Establish a Campus Life/Student Activities Committee

- The mission of the committee is to (a)enhance the intellectual, cultural and social life of the College, (b)to promote and support Facultystudent relationships and to (c)encourage the involvement of the alumni in the campus community.
- LCC will create the committee and establish role and function of such committee.

##### 3) Develop an Academic Advisement Handbook and make it an organizational policy.

- ACCESS center will coordinate the process.
  - a . Develop a draft of the Academic Advisement Handbook
  - b . Establish a committee to review, modify, and approve the handbook
  - c . Obtain Presidential and Board approval
- 4) Revise and Update ACCESS Center Annual Report on Student Satisfaction
  - ACCESS Center will set up a committee to revise and update the survey.
  - Once data is collected and annual report finalized, a meeting of LCC employees will be held to discuss the results of the student satisfaction survey.
  - The data will be disseminated to everyone via email and posted on LCC website for review.
  - The results will be used to guide decision making.
- 5) Provide Customer Service Training
  - All employees will receive customer service training.
  - Customer service training will be held annually.
  - Customer service campaign will include posters name tags/pins.
  - Customer service slogan to be chosen by staff.

### **Department Initiatives**

#### **ACCESS Center-**

- Create an Academic Advisement Handbook
- Provide training to all advisers on the Academic Advisement Handbook.
- Develop a brochure of services offered at the ACCESS center and disseminate to all LCC employees.

#### **Admissions & Recruitment-**

- Host an “open house” for interested students □ Expand social media presence
- Utilize LCC alumni to assist in recruitment

#### **Adult Education-**

- Create a student orientation program
- Prepare a proposal to enable students who are enrolled in the General Education program to take a College level course.

- Design a wrap-around support program for students (Define “wrap-around support program”).

#### Allied Health-

- 100% of students enrolled in the Allied Health department will be contacted for advisement
- Sponsor a student appreciation ceremony every spring semester to promote retention, persistence and completion.
- Create a digital Retention/Persistence/Completion training module for instructors to review yearly  
**Area Health Education-**
- Support student health and wellbeing by sponsoring health, wellness and prevention and mental health presentation for students. Topics shall include but are not limited to: substance abuse and prevention, dating violence, mental health and wellness, etc.
- Highlight student success by including articles and information about students in the MdN AHEC Pulse newsletter.
- Support academic department in nursing and allied health by actively participating in advisory boards to present strategies and resources for increasing the health care workforce.
- Supporting recruitment of students to LCC by cosponsoring the annual College night event and include LCC department information in AHEC health career activities

#### Athletics-

- Develop an athletic handbook that outlines code of conduct and other information for athletes
- Establish a booster club

#### Bookstore-

- Move to a centralized location to better serve students
- Post Proper signage outside the building advertising the bookstore.
- Create LCC coffee shop

#### Cafeteria-

- Create a yearly Customer satisfaction survey
- Promote an employee loyalty program
- Complete the Community kitchen project

#### Education-

- Create a student satisfaction survey
- Complete four intrusive advisements for each student each semester
- Host two student socials per semester

#### Financial Assistance-

- Student scholarship recognition awards. Students from service areas will be awarded a scholarship certificate in hopes of recruiting future completers. 15 first-time freshmen/20 awardees = 75%
- FAFSA Day/Night. A sign sheet will provide number of attendees and FAFSA's completed. 20 completed FAFSA's for LCC/45 attendee at FAFSA Day/Night = 44%
- Reinstitute follow up communication. The OSFA will provide multiple notices to students of incomplete files. 493 completed and verified files/ 1080 FAFSA Applications = 45.6%

#### Human Resources-

- Resources area directed toward strengthening ties to existing students and being available to all students with questions that may arise and directing them to departmental areas that can assist. Measurement will include a sign in sheet to reflect the outcome of help to students with specific question(s) asked. 73/1410=.05% (41 work study students + 32 students throughout LCC)
- Provide general information to students to include pamphlets from departments sharing what they do and who to contact for assistance. 23/35=66% (23 departments who can provide information out of all departments)
- Provide guidance for job seeking opportunities within our community for possible employment upon successful completion of a certificate/degree. Students will be referred to optimalresume.com to assist them in creating a resume, letter of interest, and portfolio. 41/1410=.03% (41 work study students)

#### Humanities-

- Offer COMPASS/ACCUPLACER workshops to help students improve placement scores.
- Create a student exit interview process for graduates and students who are leaving without completion of their educational goals.

#### Information Technology-

Training with faculty and students on Google Applications/Google Classroom

- Create a faculty and student help desk to assist with Google/Microsoft Applications
- Track the number of student that are assisted by the IT department
- Creation of Information Stations around campus to notify students of important information.

Institutional Research-

□ Improve data by publishing an annual Fact Book

The Fact Book will contain information on student enrollment, degree offerings, financial data and employees.

The Fact Book will model Northern New Mexico College <http://nnmc.edu/home/academics/office-of-theprovost/office-of-institutionalresearch/factbook/>

Offer “College Mora Satellite-

- Night” at the Mora site every semester to promote retention, persistence and completion.
- Intrusive advisement with 100% of enrolled students

Nursing-

- Bi-weekly advisement meeting with students by faculty  
Student success coach and peer tutor will meet with students twice per semester
- Weekly clinical evaluations with feedback

Physical Plant-

- Create an Environment Checklist that supervisors will complete weekly on selected buildings.
- Improve on the cleanliness of buildings
- Supervisor to utilize checklist to manage cleanliness

Springer Satellite-

- Produce a student new paper *Luna Eclipse*
- Schedule block classes for Springer, Maxwell, Cimarron and surrounding areas.

Santa Rosa Satellite-

- Create a proposal to expand course offerings via distance learning using supportive documentation that supports the expansion

Documented advisement for 100% of students enrolled

Small Business Development Center-

- The SBDC will recruit local businesses to participate in the LCC internship program.
- The SBDC will make presentations on the services of the SBDC upon LCC department request.

The SBDC will track LCC students starting a business.

STEM-

- Establish Technology Academy to help recruit, retain and graduate STEM students.
- Offer COMPASS/ACCUPLACER workshops to help students improve placement scores.
- Apply for a National Science Foundation grant

Registrar Office-

- Develop online transcript services
- Review a report of students who have 50 or more credits to meet with them about graduation eligibility.

Title V-

- Enhancement of the Vocational Trades area in the welding building to include construction and purchasing of state of the art equipment. The work is slated to begin October 2016
- Enhancement off the Auto Collision Building and automotive building and equipment.
- Enhance equipment for the nursing program.

Vocational Trades-

- Seek national accreditation- NATEF
  - Establish Solar Program
- Renovate welding facility and purchase new equipment
- Host a recognition ceremony every May to promote retention, persistence and completion.

School of Business-

- 80% of enrolled students will receive advisement
- Improve the accuracy of data within our department relating to the number of students enrolled, contact information, etc.

#### Wellness Center-

- Create a marketing plan to promote wellness on campus and the community
- Sponsor two recruitment events on campus

#### Reporting Methods

department Directors are required to report the status of the initiative to ~~Dr. Martinez~~ Dr. Lalla on or before the tenth (10<sup>th</sup>) of each month using the retention/Persistence/Completion Initiative Status Form. The form is attached to the back of this report.

Data will be compiled to reflect the success of each initiative. All initiative are required to be completed within two academic years.

A general assemble will scheduled for December 2016 and May 2017 when Directors will present on the success of the initiatives.

Board of Trustees will receive a status of this report in December or 2016 and in May 2017. The report will outline the success of each initiative.

### Appendix 5.B.3.2: Staff Evaluation

Employee Name: \_\_\_\_\_ Date \_\_\_\_\_

Department: \_\_\_\_\_ Title \_\_\_\_\_

Review Type:        ☐ Probationary        ☐ Annual        ☐ Other \_\_\_\_\_

Date employee began present position \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of last appraisal (if applicable) \_\_\_\_/\_\_\_\_/\_\_\_\_

**INSTRUCTIONS:** Carefully evaluate your work performance in relation to the essential functions of your job. Check rating boxes which best defines your performance. Indicate N/A if not applicable. When you have completed this form, present the form to your immediate Supervisor. This form will be used during your scheduled Performance Appraisal.

#### DEFINITIONS OF PERFORMANCE RATINGS

- EE Exceeds Expectations.** Performance measures are exceeding expectations in all areas and is recognizable as exceeding all levels of performance. **(Comment Necessary)**
- ME Meets Expectations.** Results clearly meet most position expectations. Performance is of high quality and is achieved on a consistent basis.
- IN Improvement Needed.** Performance is deficient in certain areas. Improvement is necessary. **(Comment Necessary)**
- NME Not Meeting Expectations.** Results are generally unacceptable, employee is not meeting performance expectations and employee is required to make immediate improvement. **(Comment Necessary) (Improvement Work Plan Required)**
- N/A Not Applicable:** Unable to rate at this time

**If you indicate EE, IN, or NME, you must elaborate in the comments section**

Areas to be Evaluated	Rating	Exceeds Expectations (EE)	Meets Expectations (ME)	Improvement Needed (IN)	Not Meeting Expectations (NME)
1. <b>Quality</b> – The extent to which an employee’s work is accurate, thorough and neat		<b>Comments:</b>			
		<b>Comments:</b>			

Areas to be Evaluated	Rating	Exceeds Expectations (EE)	Meets Expectations (ME)	Improvement Needed (IN)	Not Meeting Expectations (NME)
2. <b>Productivity</b> – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.					
3. <b>Job Knowledge</b> – The extent to which an employee possesses the practical/technical knowledge required on the job.		Comments:			
4. <b>Reliability</b> – The extent to which an employee can be relied upon regarding task completion and follow-up.		Comments:			
5. <b>Attendance</b> – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.		Comments:			
6. <b>Independence</b> – The extent to which an employee performs work with little or no supervision.		Comments:			
7. <b>Creativity</b> – The extent to which an employee proposes ideas, finds new and better ways of doing things.		Comments:			
8. <b>Initiative</b> – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.		Comments:			
9. <b>Adherence to Policy</b> – The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.		Comments:			
10. <b>Interpersonal Relationships</b> – The extent to which an employee is willing and demonstrates the ability		Comments:			

Areas to be Evaluated	Rating	Exceeds Expectations (EE)	Meets Expectations (ME)	Improvement Needed (IN)	Not Meeting Expectations (NME)
to cooperate, work and communicate with coworkers, supervisor's, subordinates and/or outside contracts.					
11. <b>Judgment</b> – The extent to which an employee demonstrates proper judgment and decision-making skills, when necessary.		<b>Comments:</b>			

### State Goals:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Employee's Signature\* \_\_\_\_\_

Date \_\_\_\_\_

*\*I acknowledge that my Self Performance Appraisal was discussed with my Supervisor.*

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Employee's Comments:**

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**Supervisor's Comments:**

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### Appendix 5.B.3.3: Faculty Evaluation Form

Employee Name: \_\_\_\_\_ Date \_\_\_\_\_

Department: \_\_\_\_\_ Title \_\_\_\_\_

Review Type: ☐ Probationary ☐ Annual ☐ Other \_\_\_\_\_

Date employee began present position \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of last appraisal (if applicable) \_\_\_\_/\_\_\_\_/\_\_\_\_

**INSTRUCTIONS:** Carefully evaluate the employee's work performance in relation to the essential functions of their job. Check rating boxes which best defines their performance. Indicate N/A if not applicable. When you have completed this form, please have the employee sign as well as yourself and return to the Human Resources Department.

#### DEFINITIONS OF PERFORMANCE RATINGS

**EE Exceeds Expectations:** Performance measures are exceeding expectations in all areas and are recognizable as exceeding all levels of performance. **(Comment Necessary)**

**ME Meets Expectations:** Results clearly meet most position expectations. Performance is of high quality and is achieved on a consistent basis.

**IN Improvement Needed:** Performance is deficient in certain areas. Improvement is necessary. **(Comment Necessary)**

**NME Not Meeting Expectations:** Results are generally unacceptable, employee is not meeting performance expectations and employee is required to make immediate improvement. **(Comment Necessary) (Improvement Work Plan Required)**

**N/A Not Applicable:** Unable to rate at this time

**If you indicate EE, IN, or NME, you must elaborate in the comments section**

**If an employee's performance is rated as "Not Meeting Expectations" the employee's supervisor must attach an improvement work plan, which explains to the employee how, why, and by what time frame their performance must improve. Please complete all of the following sections. If necessary, additional sheets may be attached.**

Areas to be Evaluated	N/A	Exceeds Expectations (EE)	Meet Expectations (ME)	Improvement Needed (IN)	Not Meeting Expectations (NME)
12. <b>Course Syllabus:</b> The following components are included within the instructor's syllabus or syllabi: course description; purpose or objectives of the course; expectations of students; course content or outline; textbook(s) and/or other required materials or equipment; competencies; and assessment for student outcomes for student evaluations.		<b>Comments:</b>			
13. <b>Classroom Instruction:</b> Criteria for effective methods for offering course content include the use of active learning techniques and establishment of clear learning objectives. (Problem solving groups, critical thinking activities, delivering presentations; interactive exchanges or other collaboration engaging in simulation situations involving practical experiences; and using the internet to find resources.) Instructor establishes and states expectations of the class. Online delivery, if applicable, is also measured.		<b>Comments:</b>			
14. <b>Pedagogy (Science of teaching):</b> Accommodating diverse talents and learning styles, providing frequent testing and feedback, helping to establish learning environments, and facilitating collaboration between students and faculty and among peer groups of students. Using problem solving and critical thinking activities to enhance learning at the post-secondary level.		<b>Comments:</b>			
15. <b>Instructor:</b> Qualified by education and experience in post-secondary education as well as in the content area as appropriate for higher education.		<b>Comments:</b>			
16. <b>Teaching and Learning Strategies:</b> Instructional strategies accommodate individual student characteristics such as		<b>Comments:</b>			

Areas to be Evaluated	N/A	Exceeds Expectations (EE)	Meet Expectations (ME)	Improvement Needed (IN)	Not Meeting Expectations (NME)
needs, interests, and backgrounds. Accommodations are made for individual learning styles. Academic support resources such as tutoring, advising, and mentoring are integrated into the course curriculum. Learning is extended outside the classroom through partnerships with other organizations such as businesses, community-based organizations, other educational institutions, and government organizations.					
17. <b>Independence:</b> Employee performs work with little or no supervision.		<b>Comments:</b>			
18. <b>Recruitment:</b> Actively recruits students for classes, presents a positive image for the institution, and provides a recruitment plan to the academic director or coordinator.		<b>Comments:</b>			
19. <b>Guidelines/Regulations:</b> Follows school regulations/guidelines; course/institutional information are communicated effectively; punctuality is observed; required paperwork and routine tasks are handled promptly and efficiently.		<b>Comments:</b>			
20. <b>Adherence to Policy:</b> Employee follows safety and conduct rules, and adheres to institutional policies. Follows school policies regarding arrival, departure, chain of command, and record keeping. Works cooperatively with staff/faculty members and administration.		<b>Comments:</b>			
21. <b>Interpersonal/Intrapersonal Relationships:</b> Employee is willing and demonstrates the ability to cooperate; works and communicates with coworkers, supervisors, subordinates, and/or outside entities.		<b>Comments:</b>			

Areas to be Evaluated	N/A	Exceeds Expectations (EE)	Meet Expectations (ME)	Improvement Needed (IN)	Not Meeting Expectations (NME)
22. <b>Judgment:</b> Demonstrates proper judgment and decision-making skills.		<b>Comments:</b>			

*Rate employee's overall performance in comparison to position duties and responsibilities.*

\_\_\_\_ Exceeds Expectations \_\_\_\_ Meets Expectations \_\_\_\_ Improvement Needed \_\_\_\_ Not Meeting Expectations

**Complete the following section:**

1. Specific area(s) in need of improvement \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Follow-up requested/desired ☐ yes ☐ no      Follow-up Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that my Supervisor discussed my Evaluation with me.**

<b>Employee's Comments:</b>

<b>Supervisor's Comments:</b>





Prefaced in BOT [Policy Manual](#) “Policies and procedures have been developed to provide governance and direction for the College: policies and procedures also serve to facilitate and increase the communications that are essential to the overall health of the College.” The Board is independent of external authority being accountable to its constituents, the State, and Federal governments in its capacity to uphold its Code of Ethics and set policies for the College and its employees.

Holding responsible to its duties as defined under the [New Mexico Community College Act](#) and to its constituents, the BOT upholds the vision and mission of LCC by executing its responsibility to:

- Employ, evaluate, and support the President as the institutional leader
- Set budgets and monitor the fiscal health of the College
- Set and monitor policy direction
- Attend meetings; and
- Advocate for the College

The organizational structure of the Luna Community College Board of Trustees provides opportunities for thoughtful deliberations by the entire Board on institutional priorities. Four Board committees, each consisting of one chairperson and one additional BOT, and institutional personnel (as assigned), engage in thorough review of actions to be recommended to the entire BOT for approval. These committees act as advisory to the governing board and do not have authority to take final action on items. Through the BOT’s Education Committee and policies found within the [Faculty Manual](#), academic freedom is protected and promoted thru excellence within its responsibility to educate a workforce that is culturally responsive, to foster student engagement in policy making and dynamics of their communities, to promote life-long learning through inquiry, and to create a climate where individuality is accepted and valued.

By policy, the BOT delegates the day-to-day management of the institution to the College President. The Board exercises authority to appoint, employ, dismiss, and determine compensation for the president under [Chapter 21, Article 13-10 NMSA 1978](#) and through the BOT policies 2.02 Duties of the Board of Trustees. The Board adopts policies for the College. The President, as chief executive officer as defined in the [Employee Handbook 3.2.2](#), carries out these policies and reports directly to the Board, [Chapter 21, Article 13-1 NMSA 1978](#). The President is responsible for the overall direction of the College while implementing the policies, rules, and regulations imposed on the College by the Board and the applicable law. The President is delegated the authority to appoint persons to all positions within the institution and approves all faculty and staff changes, subject to LCC policies and practices.

The senior leadership of the College directs and manages operations through the [organizational structure](#) and through coordination and collaboration among administration, faculty, and staff. The President’s Lead Advisory Team (LAT) along with the Vice President of Finance and the Vice President of Academics meet regularly to discuss institutional initiative and operations. The LAT is comprised of senior leadership, academic department directors, Facilities Director, Faculty Senate Chair (or delegate), student support program directors, and grant program directors (should we remove the section on the LAT since we no longer do this or keep since we used to do that? The current LAT team does not have all of these members if we are correct.)

The deliberations of the Luna Community College Board of Trustees reflect priorities that serve to preserve, promote, and enhance the institution. By virtue of its state-established responsibilities, LCC BOT must review and consider the reasonable and relevant interests of the internal and external constituencies in its decision making. By state statute the Board is protected from undue influence on the part of donors, elected officials, or other external parties when such influence would not be in the best interest of the institution. The BOT is independent of external influence and operates under the authority of the state government in its capacity to enforce New Mexico statutes, including [Code of Ethics and Policies for Public Officials and Employees](#). Delegation of personnel and budget authority to the College President provides the latitude necessary with respect to his responsibilities which include daily operations and business processes. State statute and Board policy communicate the expectation that the faculty provide oversight to academic matters. These observations demonstrate that the Luna Community College Board of Trustees, the governing body of Luna Community College, is autonomous for making decisions in the best interest of the institution and to assure the BOT integrity.

Luna Community College's policies and processes address all aspects of the institution's operations and ensure ethical and responsible conduct in financial, academic, personnel, and auxiliary functions. The institutions functions are consistent with higher education best practices and through its actions and processes create a welcoming environment that nurtures growth of its employees, students, and assures the public that LCC operates with integrity.

Luna Community College operates with integrity and follows ethical policies and practices. The College has established procedures and practices that ensure ethical and responsible behavior by its leaders, faculty, staff, and students in fulfilling the institutions mission referenced in the [BOT Policy Manual](#), [Staff Handbook](#), [Faculty Manual](#), [Student Handbook](#). The policies and procedures are the mechanisms by which the institution ensures proper checks and balances, and sanctions of an institution that values fairness, honesty, and transparency in all its activities. As a state institution, LCC is subject to the State of New Mexico fiscal rules and is clearly demonstrated in its [Finance & Administration Procedural Manual](#). All federal and state laws regarding functions of human resources are followed with a commitment to treating all employees and prospective employees with fairness and respect. The College presents itself to the public in a number of ways: the institutional website, catalog, and [social media outlets](#) serve as a primary information resource regarding, programs, requirements, faculty/staff information, cost, control, and accreditation.

As evidenced in the discussion above, LCC uses a variety of methods to fully, transparently, and publicly disclose and communicate to all members of the public – especially prospective students and their parents – complete information about its academic programs, requirements, costs, faculty, staff, institutional control and leadership, and accreditation relationships so that students and others may make fully-informed decisions and assessments of those programs.

As a proactive approach the BOT has moved forward with a revision of its policies and procedures. Thus, the institution has secured a [Request for Proposals \(RFP\)](#) to make these changes.

