

**LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING MINUTES**

April 10, 2018 @ 5:30 p.m.
LCC Student Success Center Board Room

Call Meeting to Order and Establish a Quorum

Roll Call

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

Also Present:

Interim President Ricky Serna, Executive Office Manager SherylAnn Yara, Information Specialist Orlando LeFebre, Donna Flores-Medina, Vice President of Finance, Milena Zilo, Zilo International, Elizabeth Bachicha-Connor, Student Senate Advisory, Amanda Ortiz, Financial Aid/SAS/SGC, Sierra Fernandez, NSB/AH/Humanities, Dawna Ortega-Gallegos, Dental/Allied Health, Kenneth Bachicha, Humanities/MA/FT, Breanna Gold, Allied Health, Carolyn Chavez, Human Resources Director, Linda Salazar, LRC, Moses Marquez, Admissions, Jesse Gallegos, Public Relations, Georgia A. Baca, Fiscal, Jessica McGee, Faculty Senate Chair and Francina Martinez, Fiscal.

Pledge of Allegiance

Trustee David Gutierrez led the Pledge of Allegiance.

Approval of the Agenda

Trustee Abelino Montoya, Jr. moved for approval of the Agenda. Trustee Michael Adams seconded the motion, with all in favor, the motion did carry.

Approval of the Minutes

Trustee Michael Adams moved for approval of the minutes. Trustee Abelino Montoya, Jr. advised that there is a grammatical on the 3/19 minutes, second page third paragraph as they were told that the should be he and Trustee Abelino Montoya, Jr., should read President Rick Serna took the lead and brought the word back to the Board. Trustee Adams moved to accept the minutes with the changes by Trustee Montoya. Vice Chairman Kenneth Medina seconded the motion, with all in favor, the motion did carry.

Public Comment

There was no public comment sign up for tonight's meeting.

Faculty Senate Report

Jessica McGee, Faculty Senate Chair addressed the Board and advised that they are working on revising faculty handbook and working on adding to the Adjunct section, we had someone from HU come and give us a sample, everyone given a piece to work on and will meet on Friday to complete that.

Jessica McGee went on to advise that they are working on assessment and are looking to purchase a software for that soon and this will be a way for the team to meet up with faculty who are doing assessment and have no documentation.

Staff Senate Report

Amanda Ortiz, Staff Advisory Senate addressed the Board and advised that they have met with Ms. Melina Zilo on the Presidential Search and input has been given by the Advisory team. Amanda Ortiz further advised that they are also creating an employee satisfaction survey re: events which we would like to put into place to increase morale such as, barbeques, picnics, death in family spray or assistance. Amanda Ortiz also advised that Dr. Lalla, at a previous meeting, suggested doing something for retirees and advised that they would like to be notified if the board does so they may have their input. Amanda Ortiz further advised that they are willing to assist with new Board of trustee process and that the next scheduled Staff Advisory meeting is April 24, 2018 @ 9:00 a.m.

Student Senate Report

Student Senate Vice President Elizabeth Bachicha Connor gave a report on the Student Senate Advisory;

3/29/18

- Student Senate worked diligently to ensure all meeting agendas and minutes are posted to LCC website as soon as possible;
- VP Elizabeth Bachicha Connor created a google calendar in order to increase effective communication and coordinate schedules of all members of the Senate;
- President Jessica Weber worked with IT to get a new email set up for communication with the entire senate: student-senate@luna.edu;
- Senate is working with LCC Media Arts program students and instructor, Kenneth Bachicha to coordinate the redesign of SS logo;
- Completed revisions to Student Senate By-laws;
- Discussed last minute details of LCC and NMHU Co-sponsorship on "Speak about it Inc." presentation to raise sexual assault awareness in higher ed of the community;

- Discussed student hub plans and suggestions;
- Voted to co-sponsor with the LCC President's Office to provide lunch for the LCC graduation rehearsal;
- President Jessica Weber provided an update as to what has been covered at the Shared Governance Council meetings.

4/8/18

- Senate discussed and unanimously approved a campus give-back collaboration with the LCC STEM Club – snow cones and popcorn to take place May 2nd from 10:00 a.m. – 2: p.m.;
- Senate reviewed and unanimously approved the questionnaire response to Zilo International Group, Presidential search firm;
- Senate will be distributing a QR code for all members of LCC to easily reach the Student Senate email to coordinate the purchase of LCC Student Senate member graduation memorabilia, possibly medallion with the logo;
- Senate President Jessica Weber informed the Senate that she will be unable to attend the BOT meeting, but will prepare a report for another member to announce in her stead;
- President Jessica Weber provided an update on Shared Governance Council review of the BOT policy changes and the Zilo International Presidential search process;
- Members present agreed to attend a meeting with Milena Zilo from Zilo International on Monday, April 19, 2018.

The Board thanked Ms. Bachicha Connor for her update.

Trustee Abelino Montoya Jr. advised that we need to get the satellites notified of what is happening with Student Senate, Staff Senate and Shared Governance.

Presidential Update to the Board (Information only): Ricky Serna

Refer to Ricky's update

- Interim President Ricky Serna advised the Board that two forums were held during the HLC (Higher Learning Commission's visit, one being with LCC students, the other being with the community, with the first being attended by approximately 100 participants and the second day nearly 200 participants, Interim President Serna advised that he also met with the HLC team chair and was advised "you did anything that anyone else could have done to prepare. Interim President Serna then thanked faculty, staff, everyone who assisted in preparing for the visit.
- Advised we have received a request from District 40 NM House Candidates, San Miguel County Federation of Democratic Women for the use of the Mora Satellite Library, we would charge them for the use of the Mora satellite library.

- Attended HLC President's Forum and met with some trustees from HLC Board;
- Dr. Sharon Lalla attended the entire conference and met with Dr. Sweeney;
- Advised that regarding the Media Arts Center Auditorium, the lighting, sound, duct work and seating have been installed except bottom which will arrive tomorrow. Fire and electrical are currently being worked on and should be done by next week. On April 24, 2018, the commencement committee will be able to start a walk through the auditorium with a photographer and on April 30, 2018 they will have it for decorating.
- Met with the Secretary of Veteran's Services he is also associated HLC, who advised that there is a need for us to partner with CNA's in Albuquerque. A survey was distributed to students on campus, prepared and sent out letter to all student veterans from LCC Veteran's Services Coordinator Sarah Cantu to advise center is up and running. Will also be sending Sara Cantu and Registrar staff to training in San Diego.

Secretary Ernie Chavez requested a report on the veteran's services at the satellites for next month.

Reports – LCC/Board – LCC Committees – LCC Departmental

Human Resources:

Carolyn Chavez, Human Resources Director addressed the Board with the names of new hires, terminations and retirees.

Hires: George Frederic, Temporary Head Softball Coach, effective 03.15.18 – 03.19.18
 Geno Castillo, Full time STEM Faculty, effective 03.26.18, Rachael Lucero, Full time STEM Faculty, effective 03.26.18, Brianna Romero, Full Time Barista, effective 03.26.18, Mark T. Mattox, Temporary Head Softball Coach, effective 03.26.18, Bernadette Baca, Dual Coordinator, 01.16.18, Jonathan Lujan, Temporary Part-time Humanities Writing Tutor, effective 04.04.18 and Tycie Jackson, Education Advisors, effective 04.04.18.

Resignations/Terminations: Ryan Madrid, General Maintenance I, effective 04.06.18

Academic Update – No report

Informational Items

Presidential Search Presentation, Zilo International

Melina Zilo, CEO of Zilo International addressed the Board and advised that the time line is being passed out as well as the survey. The following timeline was discussed;

- March 2018 – Introductory questions/survey submitted to Internal Interest Group to discuss leadership characteristics/job description;
- April 2018 – Develop rough timeline for President search
- April 2018 – In person meeting with Internal Interest Groups and Board of Trustees;
- April 2018 – Finalize Screening Committee Composition;
- May 2018 – Board approves job description
 - i. Done at Regular Board Meeting

Done at Regular Board Meeting;

- 2018 – Present Screening Committee Composition to Board of Trustees
 - Make this list public;
- May 2018 – Finalize selection process and timeline;
- May 2018 – Begin advertising position;
 - All applications submitted to Zilo International;
- June 2018 – Orientation for Screening Committee
 - Review rating rubrics
 - Develop interview questions;
- July 2018 – Initial applicant screening
 - Conference call with screening committee
 - Collect feedback on application pool
 - Select candidates for phone interviews
 - Determination to close or continue search
- July/August 2018 – Screening Committee conducts interviews, in person
 - Forwards the names of five finalists to the Board of Trustees;
- September 2018 – Publicly announce five, final candidates;
- September/October 2018 – In person interviews with finalists and Board of Trustees
 - Campus visit
 - Allow for interaction between finalists and campus community;
- October/November 2018 – Background checks;
- October/November 2018 – Contract negotiations;
- November 2018 – Board of Trustees selects President;
- November 2018 – Publicly announce new LCC President;
- January 2019 – New President begins

Internal Interest Groups

Composition: Faculty Senate, Staff Advisory Senate, Student Senate, Shared Governance Administration.

Function: Answered survey questions in identifying the characteristics of the future President. Assist in identifying 10 questions for the screening committee to represent all different stake holders.

Screening Committee

Composition: 10 individuals to represent: faculty, staff, students, administration/leadership community at large and alumni.

Function: Work closely with Zilo International through the process of finalizing position description and selection of semifinalists to be presented to the Board.

Ms. Zilo then opened it up for questions from the Board of Trustees.

The Board thanked Ms. Zilo for her presentation.

FY 19 Budget Development Process

Interim President Serna and CFO Donna Flores-Medina addressed the Board with a power point presentation which consisted of the following:

Over the past several months, the following items have been taking place;

- Budget Development Worksheets
 - Back-sheets with supporting documentation
- Manager Training
 - Review worksheets
 - Review department budgets to date
 - Review methodology
- Budget preparation by Manager
- Manager and Executive Level Budget Reviews
- President's Review and Approval
- Budget Entry Process

Budget Development Methodology

(FY19 budget drafts were built based on the following methodology.)

- Provide Managers with actual expenditures from July 1, 2017 – January 2018 (mid-year expenditures)
- Provide Managers with estimated actuals for FY18 = mid-year expenditures X 2
- Managers develop proposed budgets
- Increases must be justified with supporting evidence and documentation
- Executive admin. and managers negotiate adjustments (increase/decrease) when compared to FY18 budget
- Administration review of FY19 budget and develop recommendation
- Board review and approval
 - Work session

High-Level Elements of FY19 Budget

(The FY19 budget will reflect the following critical items),

- Recommendation that tuition and fees remain the same
- Inclusive of salary parity
- Inclusive of 2% salary increase (approved by Legislature) – Funded at \$101,500
- Reflective of budgeted R&C Funding
- Reflective of decrease in base funding - \$107,000

- Reflective of budgeted fund balance

Critical Dates

(Below is a summary of events leading to the FY19 budget submission.)

- April 10 – Update to Board of Trustees
- April 19 – Complete FY19 budget entry
 - Provide draft to BOT
- April 23 – Budget Work session and Special Meeting
 - Parity Approval
 - Final BAR's Approval
- April 26 – Special Meeting for FY19 Budget Approval
- April 30 – Submit approved budget to HED
 - This includes final BAR for FY18

Salary Parity Update

Interim President Serna and Human Resources Director Carolyn Chavez addressed the Board with a (Three Phase Project) power point presentation submitted by the consultant hired to work on the salary parity study, which consisted of the following:

Phase I: Audit of Job Descriptions

- Met with Human Resources Director
- Reviewed college's organizational structure
- Gather and reviewed job descriptions
- Met with staff to discuss the process

Phase II: Update of Job Descriptions

- Along with HR Director, analyzed each job or position within the Luna Community College system

Phase III: Creation of Matrix

- Ongoing....
- Working with HR Director in applying the pay ranges for positions

Salary Data

What is the source of the salary data?

- Benchmark information from reputable compensation consulting firms
- Bureau of Labor Statistics
- These compensation consultants collect pay ranges, covering more than 20 million individuals working at more than 16,000 companies.
- These will only report a market pay level if there are multiple sources reporting reasonably consistent information.

- The data is based on geographic pay differentials. In other words, the pay ranges are actual survey data for employers in the Santa Fe, NM metropolitan region, which includes Las Vegas.

Methodology

- myHRhelp uses benchmark information and analyzes the positions for the specific industry.
- We purchase the most current compensation survey reports from well-organized, reputable compensation consulting firms.
- We take job descriptions presented by the client to the most applicable jobs from the data available.
- IT'S NOT THE PERSON; IT'S THE POSITION

What's Next?

- myHRhelp and Luna Community College's HR Director are working together in applying the pay ranges (Min, Mid, Max) for the staff and faculty positions.
- Once finalized, HR will contact the staff to discuss the matrix.

Interim President Serna then advised the Board that two mandatory meetings were held where the consultant appeared via skype.

LCC Foundation

Interim President Serna addressed the Board and advised that based on the lack of financials for the audit we received an adverse opinion, we had been working on a way to get the information. We are working on securing the financial information from the institutions and today he picked up some of the financial statements from one of the institutions and hope to retrieve the other from the other institution. We hope to explore whether or not we can hire a consultant to prepare the financial statements and prepare a legal binding agreement between the Board and the Foundation board members.

College hearing with HLC Institutional Actions Committee

Interim President Serna advised that he is soliciting the Boards assistance identifying a person who will be attending the HLC BOT Committee hearing/agenda for May 21, 2018 invitation for Luna to bring a delegate. Both Trustee Abelino Montoya, Jr and Trustee Michael Adams are both interested in attending.

Action Items

1. Revisions to BOT Policy 1460

Interim President Serna discussed the proposed change in Policy 1460 (Reorganization of Officers of the Board), submitted by the shared Governance Council.

Trustee David Gutierrez moved for approval of the Revision to BOT Policy 1460. Trustee Abelino Montoya, Jr. seconded the motion.

Chairman Daniel J. 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

The motion did carry.

2. Revisions to Finance Policy on Disposition of Fixed Assets

Interim President Serna addressed the Board with the revision to the Finance Policy on Disposition of Fixed Assets – 2018 Audit Rule Key Change, 2.2.2.10W Capital asset inventory – eliminated requirement to keep old assets capitalized under historical thresholds (under 5k) on inventory listing until they are disposed of.

Trustee Michael Adams moved for approval of the Revision to the Finance Policy on Disposition of Fixed Assets. Trustee Abelino Montoya, Jr. seconded the motion.

Chairman Daniel J. 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

The motion did carry.

3. Adoption of Freedom of Expression and Dissent Policy

After a review of the Freedom of Expression and Dissent Policy, Trustee Abelino Montoya, Jr. moved for approval of the policy. Trustee David Gutierrez seconded the motion.

Chairman Daniel J. 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

The motion did carry.

4. Budget Adjustment Requests, Donna Flores Medina, CFO

- Physical Plant
- Preschool Transfer

Trustee Michael Adams moved for approval of the BAR's (Budget Adjustment Requests). Trustee Abelino Montoya, Jr. seconded the motion.

Chairman Daniel J. 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

The motion did carry.

5. Select Candidates to be interviewed for BOT Vacancy

Interim President Serna addressed the Board and advised that we received only the one applicant who submitted a letter of interest along with a resume and references and copies of his certificates. At this time Interim President Serna recommended interviewing the applicant, although the final decision belongs to the Board. Interim President Serna also advised that the Staff Advisory Council has asked to be involved with the process somehow. Interim President Serna then advised the Board that the plan is that at the April 23, 2018 meeting, the Board will interview the applicant and place action shortly thereafter.

Secretary Chavez then asked where the advertisement was placed other than Guadalupe County.

Public Relations Officer Jesse Gallegos advised Secretary Chavez that it was placed in the Guadalupe County/Santa Rosa Communicator, announced over KSSR Radio, KNMX Radio here in Las Vegas which also covers Santa Rosa, two live radio shows and the LCC website.

Secretary Chavez then suggested placing the advertisement in such places as the Post Office as he would like to see more advertisement.

Interim President then asked if he could please clarify as he does not want anyone to feel that there is any sneaking going on. He reminded the LCC Council, Marc Grano read the law, word for word as Trustee Sisneros had three years left on his term and state law requires that, when filling a vacancy, they take place at the approval of the Board but must run at the next election to finish that term. This would mean that in March 2019 they will need to run to finish the last two years.

LCC Council Marc Grano addressed the Board and advised that according to the law, Interim President Serna is correct.

Trustee then advised that being that he is listed as a reference and the Board feels that this is a conflict, he would abstain from the vote. Trustee Adams further advised that the applicant was a student of his years ago and does not understand what that has to do with right now.

Secretary Chavez then suggested that we go out again and post the advertisement in post offices and not just depend on the internet.

Trustee Gutierrez advised that we have already advertised for a certain amount of time and this is the only applicant which we have received and feels that we should grant him the interview and then it would be up to this Board as to either accept or deny and if denied, they we go through the process again.

Trustee Adams then addressed Staff Senate members in the audience and suggested interviewing the applicant, but make sure there is someone from Santa Rosa on the interview committee.

It was decided that the Staff Senate Advisory Council would set up a pre-interview with the candidate and bring their recommendation to the Board before April 23, 2018.

Trustee Gutierrez moved for approval. Trustee Abelino Montoya, Jr. seconded the motion.

Chairman Daniel J. Romero called for 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	No	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes

The motion did carry.

Executive Session (Roll call is required)

- Attorney-Client Privilege Pertaining to Threatened Litigation or Pending Litigation, as permitted by NMSA 1978, Section 10-15-1(H)(7) (as amended) of the Open Meetings Act. More specifically – The College’s Athletics Program
- Limited Personnel Matters, as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings Act. More specifically - The Interim President Evaluation.

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

Chairman Daniel J. 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

The motion did carry.

Return to Regular Session (Roll call is required)

Vice Chairman Kenneth Medina moved to reconvene into Regular Session. Trustee Michael Adams seconded the motion.

Chairman Daniel J. 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

The motion did carry.

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

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

- Special Meeting – April 23, 2018 at 9:00 a.m.

Adjourn

Trustee David Gutierrez moved for adjournment. Vice Chairman Kenneth Medina seconded the motion.

Chairman Daniel J. 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

The motion did carry.

Daniel J. Romero, Board Chairman

Ernie Chavez, Board Secretary

SherylAnn Yara, Recorder