

**LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
SPECIAL BOARD MEETING**
Tuesday, June 19, 2018 – 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 David Gutierrez, Trustee Abelino Montoya, Jr. and Trustee Eugenio Perez IV.

Also present: Interim President Ricky Serna, Executive Office Manager SherylAnn Yara , Kenneth Bachicha, Humanities/MA&FT, Matthew Cordova, Physical Plant, Henrietta Maestas, Registrar, Jessica McGee, Faculty Senate/Vocations, Manuel Valdez, Physical Plant, Carolyn Chavez, Human Resources Director, Jason W. Brooks, Las Vegas Optic, Jesse Gallegos, Public Relations, Dr. Sharon Lalla, Vice President of Academics, Amanda Ortiz, Financial Aid/Staff Advisory Senate, Francina Martinez, Fiscal, Maxine Hughes, Nursing Georgia A. Baca, Fiscal and Donna Flores-Medina, Vice President of Fiance.

Pledge of Allegiance

The Pledge of Allegiance was led by Trustee David Gutierrez.

Approval of the Agenda

Trustee David Gutierrez moved for approval of the Agenda. Vice Chairman Kenneth Medina seconded the motion. The vote for approval of the Agenda was unanimous.

Approval of the Minutes (May 18, 2018 Regular Meeting and May 24, 2018 Special Meeting minutes).

Trustee Abelino Montoya, Jr. moved for approval of the May 18, 2018 and May 24, 2018 meeting minutes. Trustee David Gutierrez seconded the motion. The vote for approval of the May 18, 2018 and May 24, 2018 meeting minutes was unanimous.

Public Comment

No public comment

Faculty Senate Report

Mr. Kenny Bachicha addressed the Board and introduced himself as the new Faculty Senate Chair and thanked outgoing Chair, Jessica McGee for all her help and all that she did during her time as Chair. Mr. Bachicha further advised the Board that Author, Jimmy Santiago Baca visited by invitation, LCC, who did a reading, met with all in attendance and also signed his book for those in attendance. Mr. Bachicha advised tht it was a great success. Mr. Bachicha then spoke of another great success which took place at LCC, the Annual Car Show where LCC departments/booths were also visible with information available to all.

Staff Senate Report

Ms. Amanda Ortiz, Staff Senate Chair addressed the Board and reported the following:

- advised that they have put together some FAQ's regarding the Salary Parity which recently took place and plan to follow up with an open forum;
- amendments to the Staff Advisory Senate by-laws – hoping to submit for the July 17, 2018 BOT meeting – looking at requesting stipends;
- welcoming committee – hoping to launch campus tours in August;
- are looking at a community committee which would contribute to LCC;
- cross training initiatives – subject talked about at forum – spoke on the importance and encourage entire campus.

Presidential Update to Board

Interim President Ricky Serna addressed the Board and reported on the following:

- Good meeting with the Finance Committee, will follow up with a second meeting tomorrow for update on our progress and what we have done and what we are doing to do;
- Telephonic meeting with Dr. Damron, gave an update on HLC hearing and talked about financial oversight. Dr. Damron looking to hold a meeting with HED and our staff around July 15th;
- The LCC Annual Car Show was held on June 9, 2018, was very successful and thanked the group that put it together and everyone involved;
- After Board approval several months ago, (fixed assets), we began moving to get the disposition to HED and then to the Office of the State Auditor, who have acknowledged receipt and we are now in the process of actually removing those. Items from our fixed assets list;
- Have met with West Las Vegas and Mora schools and will be meeting with Superintendents in the surrounding communities on Thursday to see who we can increase dual credit enrollment and create a dual credit hub in Springer and will be rebuilding our relationship with Raton Schools;
- Thanked Academic Directors who are working to see how we can get around course cancellations, evening classes as well as working on students being able to take 15 hours in the fall of 2018 without time conflicts. We are also trying to see

about possible child care in order that parents are able to bring their children with them in order to bring the institution back to where it used to be and increase student population.

Reports – LLCC Board – LCC Committee – LCC Departmental

Chairman Daniel J. Romero reported that the Facilities Committee met on June 15th and went over ICIP requests came up with six ideas which will be presented to the Board for approval.

Trustee Abelino Montoya, Jr. advised that the Finance Committee met twice and at yesterday's meeting he advised the committee that he would like to start looking at the position of our enrollment at this point and time and get prepared financially for the upcoming year. Trustee Montoya then advised that we have a large savings and he has asked the President to let the board have the amount of money we have on a monthly basis and know where it is going to be spent. Trustee Montoya further advised that the President came up with the idea to have the information to the Board on a monthly basis, which would show each department's budget is for the year or up to date and this way we would know what their spending's are. Trustee Montoya then advised the Board that on Tuesday of next week, the Auditors will be coming in at 2:00 p.m., and the money for the auditing of the foundation has been appropriated, which they are working on and we are confident that we should have everything in line by August.

Interim President Ricky Serna advised that we are working with Office of the State Auditor regarding the Foundation and we sent the scope of work to the auditor.

Human Resources Update

Human Resources Director, Ms. Carolyn Chavez addressed the Board and advised that we have one hire as Ms. Rita Baca, a Specialist who begins July 1st, one resignation or termination, Lucas Griego, past Head Softball Coach, range 42, salary \$38,548.72, (base and supplemental pay) and was effective May 14, 2018.

Trustee Abelino Montoya, Jr. advised that he would also like to see the range of pay for the people coming in as well.

Ms. Chavez advised that the range was a 42 and is now a 39.

Secretary Ernie Chavez then asked for a copy of the job duties for the above listed position.

Academic Update

Dr. Sharon Lalla addressed the Board and advised that this year we have not provided recognitions in the academic or staff area. Dr. Lalla further advised that at this time, she made an executive decision based on her observation that an employee receive an award called the Vice President Outstanding Faculty Service Award. Dr. Lalla further advised

that she looked at different areas such as teaching excellence, Faculty support and Institutional support. Dr. Lalla then advised that the individual chosen was Chef Jessica McGee. Dr. Lalla then advised that Chef McGee attended the Legislature last year, also provides a lot of opportunities for her students to practice their culinary skills here on campus as well and in terms of faculty support, she is the Faculty Senate Chair and is our In-service facilitator. Chef McGee was also instrumental in the assessment panel and is still involved and worked on a survey for adjuncts to see where they are and what they need. Chef McGee was also the Shared Governance facilitator, disseminating the survey to all of faculty, staff and students. Chef McGee was also involved in the culinary program for corrections, was as member of HLC Criteria 5 committee and is a member of the Academic Affairs Committee.

Interim President Ricky Serna added that Chef McGee was also part of the seven representative who went to Chicago to meet with the HLC on May 21st and when they got to faculty credentials qualifications assessment, Chef McGee did a really good job on program review, assessment and faculty. Interim President further advised that it was a pleasure to have her as one of the representatives and she did a fantastic job representing us.

Trustee Montoya then advised he was impressed with her in Chicago, she does everything so effortlessly and always smiles.

Dr. Lalla then advised the Board that we need to have a system plan in place for recognition as those individuals serving in a high capacity, need to be recognized. Dr. Lalla further advised that this is something that we need to put into place and that this was a personal donation on her behalf and she would do it again, although we do need a plan in place not only to recognize our faculty but our staff as well.

After several suggestions by the Board on what would be the best way to begin putting this in place, it was agreed that LCC Counsel, Marc Grano would look into the best and appropriate way to recognized employees.

Dr. Lalla then spoke on the Bridge Program with 11 students in English and 30 in the STEM and advised that the Academic Directors are working on a program review report in order to determine why we are doing what we are doing.

Informational Items

1. Presidential Search Update

Interim President Ricky Serna addressed the Board and advised that we are making progress along the search and advised that if there were any questions, Ms. Milena Zilo and Presidential Search Committee Chair Henrietta Maestas are available to answer. Interim President Serna then advised that we currently have the position open actively and he is very pleased to report at this time that there are currently over eighty (80) applicants for the position, despite the show cause disclosure. Interim President Serna

then advised that once we hear from HLC, those individuals who have the qualifications and float to the top will be notified of the HLC determination on our accreditation and if they remain interested, then beginning in July we will begin with the vetting of qualified applicants. Interim President Serna advised that we anticipate the Zilo will provided the screening committee with fifteen of the most qualified applicants to start screening and vetting. Interim President Serna also advised that an orientation was held today for the Presidential Screening Committee to make sure that they are in line with the time line, started working on interview questions and are ready to hit the ground running.

Ms. Milena Zilo of Zilo International who is conducting the Presidential Search, addressed the Board and advised that out of the eighty-four (84) applicants, there are thirty-five (35) who meet the minimum qualifications. Ms. Zilo went on to advise the Board that this is a national search so most of the applicants are outside of New Mexico and are from California, Hawaii, New Jersey, New York, Texas and Colorado.

2. Summer/Fall 2018 Enrollment

Interim President Serna addressed the Board and provided print outs for them to follow which included total head count comparison for the Start of Fall 2017 – Early Enrolment Fall 2018. The print out was listed by Classification, School District and Location, **(please refer to print outs for dates, numbers and percentages).**

3. Financial Report for Media Arts Auditorium

Mr. Matthew Cordova, Physical Plant Manager addressed the Board with a summary of the LCC Media Arts Auditorium Project Funding;

- GO Bond

Beginning Balance	\$2,000,000.00
Wilson & Co.	\$(19,887.50)
Overhead Door	\$15,909.35)
R&M Construction	\$(1,248,607.12)
School Equipment	\$(250,142.42)
Hay’s Plumbing	\$29,453.61)
Remaining Balance	-----
- STB C4102

Beginning Balance	\$800,000.00
R&M PO	\$446,854.72
5/2/18	\$(358,405.10)
5/22/18	\$(70,756.87)
Outstanding (R&M)	\$17,692.75
Remaining Balance	\$353,145.28

Please refer to summary.

Action Items

1. LCC Board of Trustees Committees Assignments

Chairman Romero listed the assignments to the LCC committees as follows:

(Education Committee, Facilities Committee, Finance Committee and Executive Committee).

Education – Trustee David Gutierrez, Chair and appointment of Trustee Eugenio Perez IV.

Facilities – Vice Chairman Kenneth Medina, Chair and appointment of Secretary Ernie Chavez.

Finance – Trustee Abelino Montoya, Jr., Chair and appointment of Trustee Eugenio Perez IV.

Executive – Chairman Daniel J. Romero.

Vice Chairman Kenneth Medina moved for approval of the BOT Committee Assignments. Trustee Abelino Montoya, Jr. seconded the motion. The motion for approval of the BOT Committee Assignments was unanimous.

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 David Gutierrez	Yes
Trustee David Gutierrez	Yes	Trustee Eugenio Perez IV	Yes

The vote for approval of BOT Committee Assignments was unanimous.

Vice Chairman Kenneth Medina has asked to be excused from the remainder of the meeting.

2. 2020-2024 Infrastructure Capital Improvement Plan

A lengthy discussion ensued and many suggestions were made regarding the 2020-2024 Infrastructure Capital Improvement Plan. The Board gave the following list of requests to be submitted:

2020

1. Security
2. Wellness Center

2021

1. Student Center
2. Athletics Building – Heating & Cooling
3. HVAC in Springer

2022

1. Foundation for Humanities Building
2. More roof repairs campus wide
3. Media Arts expansion

2023

1. Residence Hall

2024

1. Trades Facility in Mora
2. Trades expansion in Springer

Trustee Abelino Montoya, Jr. moved for approval of the above listed requests. 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	Absent
Secretary Ernie Chavez	Yes	Trustee David Gutierrez	Yes
Trustee Abelino Montoya, Jr.	Yes	Trustee Eugenio Perez IV	Yes

The vote for approval of the 2020-2024 Infrastructure Capital improvement Plan was unanimous.

3. Lease Agreement between LCC and on-campus homeowner

Interim President Serna gave the Board a brief history on the mobile home which is situated on the LCC campus. Interim President Serna then advised the Board that the lease agreement will include that the State Police Officer pay \$125.00 monthly rent and purchase a general liability insurance policy of not less than \$500,000.00 and be available if any situation were to arise on campus.

Legal Counsel Marc Grano addressed the Board and advised that there are some corrections that will need to be done to the agreement, 1. the lease should list the Officer's exact name and not State of New Mexico and the full monthly amount.

Trustee Abelino Montoya, Jr. moved to table this item until the Board has the proper identification for the agreement. Trustee Eugenio Perez IV 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	Absent
Secretary Ernie Chavez	Yes	Trustee David Gutierrez	Yes
Trustee Abelino Montoya, Jr.	Yes	Trustee Eugenio Perez IV	Yes

The vote to table item #3 Lease Agreement between LCC and on-campus homeowner was unanimous.

4. Select applicants to be interviewed for LCC Board of Trustees District II Vacancy

Chairman Daniel J. Romero advised the Board that their packets contain applications and letter of interest from five different individuals. Chairman Romero further advised that he has Mrs. Yara verify that all applicants are residents of District II.

As may BOT members will be not be available until after early July, it was determined that item #4 would be tabled until the July 17, 2017 Board meeting at which time an interview date will be set.

Trustee Eugenio Perez IV moved to table item #4 until July 17, 2018, Secretary Ernie Chavez 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	Absent
Secretary Ernie Chavez	Yes	Trustee David Gutierrez	Yes
Trustee Abelino Montoya, Jr.	Yes	Trustee Eugenio Perez IV	Yes

The vote to table item #4 was unanimous.

5. Revisions to Policy 5.4.2

Interim President Serna advised that this policy pertains to Short-Term Employees and is being revised in order to eliminate all the Memorandums that go along with it.

Trustee David Gutierrez moved for approval of the revision to policy 5.4.2. 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	Absent
Secretary Ernie Chavez	Yes	Trustee David Gutierrez	Yes
Trustee Abelino Montoya, Jr.	Yes	Trustee Eugenio Perez IV	Yes

The vote for revision to policy 5.4.2 was unanimous.

Executive Session (Roll call vote required)

Trustee Eugenio Perez IV moved to convene into Executive Session. 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	Absent
Secretary Ernie Chavez	Yes	Trustee David Gutierrez	
Trustee Abelino Montoya, Jr.	Yes	Trustee Eugenio Perez IV	

The vote to enter into Executive Session was unanimous.

Return to Regular Session (Roll call vote required)

Trustee Eugenio Perez IV moved to return to regular session. 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	Absent
Secretary Ernie Chavez	Yes	Trustee David Gutierrez	Yes
Trustee Abelino Montoya, Jr.	Yes	Trustee Eugenio Perez IV	Yes

The vote to return to regular session was unanimous.

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

Adjourn

Trustee Abelino Montoya, Jr. moved for adjournment. 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	Absent
Secretary Ernie Chavez	Yes	Trustee David Gutierrez	Yes
Trustee Abelino Montoya, Jr.	Yes	Trustee Eugenio Perez IV	Yes

The vote to adjourn was unanimous.

Daniel J. Romero, Board Chairman

Ernie Chavez, Board Secretary

SherylAnn Yara, Recorder