

**LUNA COMMUNITY COLLEGE
REGULAR BOARD MEETING MINUTES
Tuesday, May 8, 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 and Trustee Abelino Montoya, Jr.

Also present; Interim President, Ricky Serna, Executive Office Manager, SherylAnn Yara, Information Representative, Orlando LeFebre, Donna Flores-Medina, Vice President of Finance, Betsy Sanchez, STEM, Nochole Collins, STEM, Henrietta Maestas, Registrar, Carolyn Chavez, Human Resources Director, Amanda Ortiz, Financial Aid/SAS, Jessica McGee, Faculty Senate Chair, Lita Bernal, School of Business Director, Twila Quintana, Phi Theta Kappa, Dr. Sharon Lalla, Vice President of Academics, Dr. Rolando Rael, Allied Health Director, Jessica Aldama, Phi Theta Kappa, Jessey Martinez, Phi Theta Kappa, Harain Aldama, Phi Theta Kappa, Elaine Luna, AHEC Director, Maxine Hughes, Nursing Director, Bethany Brafford, Phi Theta Kappa, Dominique Maes, Phi Theta Kappa and Cindy Armijo, Phi Theta Kappa.

Absent: Trustee Eugenio Perez IV.

Pledge of Allegiance

Trustee Abelino Montoya, Jr. led the Pledge of Allegiance

Approval of the Agenda

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

Approval of the Minutes (April 10, 2018 Regular Meeting, April 23, 2018, Special Meeting and April 26, 2018 Special Meeting).

Trustee David Gutierrez advised that under the April 10, 2018 minutes, under hires, the # 7 needs to be removed and on the April 23, 2018 minutes, the last paragraph on the page must be removed.

Trustee Abelino Montoya, Jr. moved for approval of the minutes with the corrections. Trustee David Gutierrez seconded the motion, with all in favor, the motion did carry.

Faculty Senate Report

- Jessica McGee, Faculty Senate Chair reported that they continue to edit the faculty handbook and are hoping to present it to the Board this summer or the very first of fall, they are attempting to consolidate the old and new;
- Next year, Faculty Senate will be working on an adjunct faculty handbook;
- Kenneth Bachicha will be serving as the new Faculty Senate President;
- Jessica McGee will serve as past president.
- Nicole Collins and Betsy Sanchez addressed the Board about the software which has purchased for assessment, they will be offering training starting Monday, it is mandatory for faculty and directors on Tuesday. Individuals on the Assessment Team will be trained a little more in depth.

Staff Senate Report

Staff Senate Chair Amanda Ortiz addressed the Board and gave the following report:

Staff Advisory Senate priorities

- SAS Committees/Interest forms
Reviewed

Employee Survey

- Work in progress
- Presidential Search & Screen Selection process
Nominations
Questionnaires
Work with Zilo International

A handout was provided to the Board which contained the biographies of each of the members of the Screening Committee.

Future Initiatives

- FAQ's – Policies/Salary Parity
- Revision to Staff Handbook
Committee

Board of Trustees Vacancy

- Outreach efforts

HLC Hearing – Amanda Ortiz advised the Board that she has been invited to attend the HLC Hearing on May 21, 2018 and thanked the Board for allowing her to serve in that capacity.

Next Regular Meeting – May 22, 2018 @ 9:00 a.m. – LCC Student Success Center Board Room.

Student Senate Report

Interim President Ricky Serna advised the Board that Student Senate Chair, Jessica Weber had a family emergency and is unable to attend tonight's meeting, although he will forward her report to the Board.

Presidential Update to the Board (Information only)

Interim President Ricky Serna updated the Board on the following:

- Salary parity went into effect on April 23, 2018 – Human Resources has begun meeting with Directors in order that Directors meet with staff;
- Media Arts Grand Opening took place on Friday, May 4, 2018 – Big success, thanked SherylAnn Yara, Mary Duran for putting it together, Maintenance crew for cooking, Vice Chairman Kenneth Medina who gave a history on the process, Matthew Cordova for his huge part in getting the Auditorium done and also put together a band which sounded really great, Representative Tomas Salazar for taking time out of schedule to join us, John Montoya with Wilson & Co., Sanbros, Hay's Plumbing, School Equipment, R&M Construction and Gonzalez Mechanical for their hand in getting this Auditorium done in such a short time; (we also received our certificate of occupancy 10 minutes prior to the start of the Grand Opening).
- Nursing Pinning Ceremony - May 10, 2018 @ 5:00 – 5:00 p.m. Refreshments, 6:00 p.m. Pinning Ceremony being held at the Media Arts Center Auditorium;
- Dental Assisting Pinning Ceremony - May 24, 2018 @ 6:00 p.m. being held at the Allied Health Auditorium;
- Education/Early Childhood received an extension of their 5 star rating;
- LCC had two students who competed in the Heavy Equipment Rodeo in Albuquerque, NM, (John Lucero and Tracy Rivera), first place winner and runner up.

As part of the Presidential update, Dr. Twila Quintana and Cindy Armijo, Phi Theta Kappa Advisors addressed the Board and advised that Phi Theta Kappa attended the 2018 Phi Theta Kappa New Mexico Regional Spring Convention on March 3, 2018 at the UNM-Valencia Branch Campus in Los Lunas, NM and again LCC's Beta Mu Nu Chapter surfaced as the Most Distinguished Chapter for the 5th consecutive year, earning several New Mexico Regional awards. The Chapter also competed for the same awards at the International level, April 18 – 21, 2018 at the International Convention in Kansas City, MO and have also submitted requests to attend the 2018 Honors Institute at Villanova University in Villanova, PA.

Dr. Twila Quintana then introduced officers; President Gisela Acosta, Vice President of Scholarship, Bethany Brafford, Vice President of Leadership, Jessey Martinez and Vice President of Service, Harain Aldama.

Dr. Twila Quintana then named the many prestigious awards that were received by Phi Theta Kappa Mu Nu Chapter (please refer to program for list of awards).

Reports – LCC Board – LCC Committees – LCC Departmental

Human Resources

Carolyn Chavez, Human Resources Director addressed the Board and gave the following report:

Hires: Laura Salazar Admission/Recruitment Specialist, effective May 30, 2018.

Resignations, Joyce Garcia, Communication and Marketing, effective April 20, 2018 – range 38 – salary \$34,079.96;

Leroy A. Sanchez, Assistant Softball Coach/Field Coordinator, effective April 25, 2018 range 38 – salary \$33,566.78 and

Carla Musser, Nursing FT Faculty, effective May 18, 2018 – range NFPR6 – salary \$43,309.13.

Academic Update

Dr. Sharon Lalla addressed the Board and gave the following report:

Good News:

- STEM student Jessica Weber wins first place (\$5000) at NMTECH Wolves Den competition STEM student Richard Trujillo takes 2nd place (\$35000)
- Nursing student Venetia Gonzales awarded 1 of 20 State Nightingales Scholarships
- Instructor Dr. Twila Quintana awarded Continued Excellence Award for Advisors
- Student Bethany Brafford get 2nd place in job interview at the Phi Theta Kappa Catalyst International Convention Job Interview Competition
- Building Trades student, John Lucero, receives a \$2500 heavy equipment scholarship during annual heavy equipment rodeo at ACE Leadership High School

News Bites

-Phi Theta Kappa Induction welcomes 26 LCC students in Spring;

-Kappa Beta Delta letters go out to 24 Business students meeting qualification;

-Distance Ed subcommittee meets to plan distance education for 2018/19

Nichole Collins addressed the Board at this time and advised that they are looking to strengthen our distance education, master course and master syllabi;

-Faculty Assessment panel plans the May faculty In-Service for program assessment, including purchase of WEAVE product;

-Cosmetology Hair Show held at LCC on April 19, 2018 for faculty, staff and community;

-STEM reception held May 1, 2018;

-Strategic planning and budget alignment for 2018/19 focus on increase in faculty hires, developmental education, institutional research assessment and advisement;
-STEM Faculty Geno Castillo, Carolyn Chavez, Dr. Lalla and President Serna attend Quality New Mexico conference in Albuquerque;
-APA workshop in Humanities offered to students April 23rd and 24th;
-Lita Bernal attends NM Business Articulation meeting April 20-21;
-Academic Affairs Committee meeting held May 9;
-HLC Show-Cause Hearing May 21 (7 representatives to attend: Trustee Montoya, President Serna, Dr. Lalla, Donna Flores-Medina, Jessica McGee, Michael Montoya and Amanda Ortiz.

Informational Items

1. Presentation – Communication among Board Members and Administration

Interim President Ricky Serna addressed the Board and presented them with a power point presentation which included the following:

The Goal that drives our Efforts (Strategic Plan Goal 9: Institutionalize methods to ensure effective communication.

The following priorities are inextricably tied to effective communication among the Board and Administration. They drive the need for ongoing communication assessments and improvements.

- Make decisions that are rooted in data, research and shared perspective
- Allow appropriate opportunities and venues for feedback and discussion
- Ensure the College's districts are respected
- Leverage individual strengths and expertise for the benefit of the institution
- Fulfill our collective responsibilities as prescribed by law, policy and best practices

Communication Challenges

The following challenges and limitations can lead to decreased or inaccurate communication. Several apply to LCC Board and Administrators.

- Limited access to information – email, phone service, face-to-face, etc.
- Difficulty with expressing views/perspective
- Concerns with confidential information
- Not understanding roles and responsibilities
- Not understanding what's acceptable/what's not
- Unwillingness to adapt

Roles and Responsibilities

The following individuals play a vital role in sustaining strong communication practices. Below is a summary of key responsibilities.

Trustees

- Challenge administration to provide adequate information
- Respect differing views
- Represent the best interests of the Institution
- Provide perspective based on experience and district needs
- Convey what information must be relayed immediately and intermittently

Chairman

- Facilitate productive conversation among Board and Administration
- Relay pertinent information when appropriate
- Ensure dialogue is pertinent to items on the table

President/Administration

- Provide Board with ongoing updates as appropriate
- Coordinate with Chair, to ensure information is disseminated among Board
- Ensure adequate evidence to support the positions and recommendations of the Admin.

Communication and Compliance

NM Law, along with institutional policies, and best practices directly impact interactions involving Trustees and College employees.

Rolling Quorum

- Discussion among a quorum of a Board, about public business, outside of properly noticed meetings
- The use of a rolling quorum violates the Act because it constitutes a meeting of a quorum outside of a properly noticed, public meeting
- This violation can take place via email, phone, or in person
- This violation can take place over multiple conversations that ultimately involve a quorum

Communication in Properly Noticed Meetings

- All communication in open session is for-the-record and subject to public consumption
- Rule-if you didn't say/do it in open session, it didn't happen

Communication subject to IPRA

- All conversations, private or in open meeting are subject to public inspection
- Use of personal email accounts does not exempt discussion for public inspection

Communication with employees

- Work through the President on these matters

Items Subject to Closed Session

- The nature of discussion subject to closed sessions cannot be discussed outside of a properly noticed closed session

Strategies for Increasing Communication

The following strategies can help ensure that information is being exchanged timely, respectfully and effectively.

Memorialize a comprehensive communication plan

- Solicit assistance of a consultant

Provide feedback to President on personal preferences/practices

Ensure matters requiring Board attention are communicated consistently

- Personal phone calls from President to Chairman
- Individual and identical text messages
- Individual and identical email messages

Facilitate healthy discussion in properly noticed meetings

- Ensure discussion is held for each motion
- Roll call discussion
- RE-SPECT views, then respond
- Revisit matters at next meeting

Trust

- When necessary challenge information with the need for evidence

Just ask

- If you have a question about College business, call or visit the President

A brief discussion ensued with Trustee Abelino Montoya, Jr. advising that he has for some time requested that the Agenda contain Old Business and New Business in order to be allowed to re-visit items discussed at previous meetings.

Presidential Search Timeline and Screening Committee

Interim President Ricky Serna advised that Board that the screening committee process has been completed and read the names of the committee (refer to hand-out) for names and biography). Interim President Serna then advised that the advertising has begun and we the screening committee is scheduled to interview the five finalists sometime July/August.

HLC update

Interim President Serna advised that we were not able to address any concerns or what we considered errors, so Administration worked on identifying those facts and we sent out a response to HLC which was within their timeline which was comprehensive, which was approximately 140 pages of supporting documentation on the fact errors which we wanted called to their attention. Interim President Serna then advised that HLC's report has gone out to the HLC and we receive notification to that effect. Interim President Serna then advised that he along with Dr. Sharon Lalla, Trustee Abelino Montoya, Jr., Donna Flores-Medina, Jessica McGee, Michael Montoya and Amanda Ortiz will be attending the HLC hearing in Chicago on May 21, 2018. Interim President Serna further stated that it is required that the top three individuals, himself, Dr. Lalla and Donna Flores-Medina be present. Interim President Serna then went over the agenda for the HLC Hearing (refer to handout). Interim President Serna then advised that the HLC Board will be meeting on June 28, 2018 and we should hear back from them regarding their determination soon after that meeting, (refer to handout for possible scenarios).

Workforce Training Initiative

Dr. Rolando Rael addressed the Board regarding a Noncredit Workforce Training Initiative. Dr. Rael advised that the goal of the program is to work with non-profit agencies as well as local city and county officials to assist in generating a skilled workforce that is ready to compete for existing job opportunities in the area or meet the needs of forthcoming employers seeking skilled laborers. Dr. Rael further advised that through the workforce training program, individuals will have the opportunity to train in a relatively short period of time for job skills that are in demand for immediate or near future employment opportunities. (refer to handout for General Overview, Scope, State Funding, Budget, Organizational Structure and Staffing, Credit for Noncredit Training, Data Collection and Transcripts, Advisory Board, Policies and Procedures, Benefits, Physical and Digital Infrastructure, Costs to LCC, Risks to LCC, Proposed Timeline, Work to Date, Meeting LCC Strategic Goals and Objectives and Sustainability).

Annual Contract Renewal Process

Interim President Serna addressed the Board and advised that in their packets is a process which is required by policy to be followed by supervisors regarding the Employee Contract Renewal Process. The information was forwarded to LCC supervisors who have a May 9th deadline to make a decision as to whether they feel the employee will be rehired. (Refer to handout).

Action Items

1. Approval of Job Description (for new LCC President).

Interim President recommended approval of the Job Description which was submitted by Zilo International. (Refer to copy of Job Description)

Trustee Abelino Montoya, Jr. moved for approval of the Job Description. 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	No	Trustee David Gutierrez	Yes
Trustee Abelino Montoya, Jr.	Yes		

The motion did carry.

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Trustee Abelino Montoya, Jr. moved for approval of the HED Quarterly 3 Report. Trustee David Gutierrez seconded the motion. The vote for approval of the HED Quarterly 3 Report was unanimous.

3. Approval of RFP (Request for Proposals) for External Auditor.

Trustee Abelino Montoya, Jr. moved for approval of the RFP for External Auditor. Vice Chairman Kenneth Medina seconded the motion. The vote for approval of the RFP for External Auditor was unanimous.

Date, time and location of next LCC BOT meeting(s)

Chairman Daniel J. Romero asked the Board for a consensus in hosting the Regular Board Meeting on June 19, 2018 @ 5:30 p.m. in the LCC Student Success Center as opposed to June 12, 2018. Chairman Romero asked that the Board check their calendars.

Adjourn

Vice Chairman Kenneth Medina 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	Yes
Secretary Ernie Chavez	Yes	Trustee David Gutierrez	Yes
Trustee Abelino Montoya, Jr.	Yes		

Daniel J. Romero, Board Chairman

Ernie Chavez, Board Secretary

SherylAnn Yara, Recorder

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