

**LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
SPECIAL MEETING MINUTES**
Thursday, November 5, 2020 @ 2:00 pm
LCC Student Success Center Board Room

Call Meeting to Order and Establish a Quorum

At this time, Madam Chair Dr. Phyllis Martinez called for a moment of silence for all those who have been affected by the COVID-19 virus and for other intentions.

Roll Call

Present: Madam Chair, Dr. Phyllis Martinez, Madam Vice Chair Dianna Medrano, Madam Secretary Louise L. Portillos, Trustee Kenneth Medina and Trustee Maximiliano G. Tenorio, Jr.

Absent: Trustee Mark Dominguez

**Madam Chair Dr. Phyllis Martinez advised that Trustee Mark Dominguez is running late and should be present soon.

Also present: Interim President, Dr. Kenneth Patterson, Executive Office Manager, SherylAnn Yara, Information Specialist, Ray Baca, Donna Flores-Medina, Vice President of Finance & Administration, Levitt Baca, Procurement Officer, Matthew Cordova, Physical Plant Director and Carolyn Chavez Human Resources Director.

Pledge of Allegiance

The Pledge of Allegiance was led by Trustee Maximiliano G. Tenorio, Jr.

Approval of the Agenda

Madam Chair Dr. Phyllis Martinez advised that before she calls for motion for the approval of the Agenda she would like to note some changes which need to be made; under Action Items # 2 (a) the word legal should be removed from the BAR, under Information Items #6, RFP should be changed to IRFP, and under Information items #1 will be moved up to #4, and with this, Madam Chair Dr. Phyllis Martinez called for a motion.

Trustee Max G. Tenorio, Jr., moved for approval of the Agenda with the noted changes. Madam Secretary Louise L. Portillos seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
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Secretary Louise L. Portillos	Yes	Trustee Kenneth Medina	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the Agenda with the noted changes was unanimous.

Information Items

1. Interviews – IRFP for Presidential Search (30 minutes each)

Interviews were held by the Board of Trustees for a Consulting Firm relating to the Presidential Search. The names of the Consulting Firms interviewed are:

- o EFL Associates
- o Gold Hill Associates
- o Academic Search
- o RH Perry & Associates

Each Firm was interviewed and answered various questions brought by the Board of Trustees related to the Presidential Search.

*****3:20 pm – Trustee Mark Dominguez is now present.***

Action Items

1. Requesting approval of RFP for parking lot paving

Physical Plant Director, Matthew Cordova addressed the Board and gave a run down as to what parking lot will be paved (Student Services area). Mr. Cordova also advised the Board that during the bid process, only one bid was received. Mr. Cordova further explained that the paving will not take place until the Spring, Board approval of the RFP/contract will secure the funding which LCC has received.

Trustee Kenneth Medina moved for approval of the RFP for parking lot paving. Madam Secretary Louse L. Portillos seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for approval of the RFP for parking lot paving was unanimous

2. Requesting approval of BAR’s (Budget Adjustment Requests)
 - a. BAR – Presidential Search

Executive Office Manager SherylAnn Yara addressed the Board and advised that the request for this BAR from the General Fund to the Board budget will be to cover any and all costs associated with the Presidential Search.

Madam Secretary Louise L. Portillos moved for approval of the BAR (Budget Adjustment Request). Trustee Max G. Tenorio, Jr. seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for approval of the BAR (Budget Adjustment Request) for the Presidential Search was unanimous.

b. Branch Campus and Location Coordinator

Interim President, Dr. Kenneth Patterson addressed the Board and provided information within the new Job Description for the Branch Campus and Location Coordinator. Interim President Patterson further advised the Board that this position would not only be responsible for the day to day operations, but would also be responsible for developing a Master Plan for Branch Campuses and locations. Dr. Patterson also advised the Board that the position would be held on the main campus and would be supervised directly under the CTE department.

Madam Secretary Louise L. Portillos moved for approval of BAR (Budget Adjustment Request) for the Branch Campus and Location Coordinator. Trustee Max G. Tenorio, Jr. seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	No
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for the BAR (Budget Adjustment Request) for the Branch Campus and Location Coordinator did carry.

c. ERB BAR

Human Resources Director, Carolyn Chavez addressed the Board and advised that between the years 2009 and 2013 ERB contributions were not being taken from an Adjunct Instructor and was not discovered until the Adjunct Instructor contacted LCC's Human Resources Department. Ms. Chavez further advised that the amount needed from the college is \$10,117.77. Ms. Chavez further advised that the money would come out of the department which the person was employed through.

Trustee Max G. Tenorio, Jr. moved for approval of the BAR (Budget Adjustment Request) for ERB. Trustee Mark Dominguez seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for approval of the BAR (Budget Adjustment Request) for ERB was unanimous.

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

- Regular Board Meeting – Tuesday, November 10, 2020 @ 2:00 pm – LCC Student Success Center Board Room.

Adjourn (Roll call is required)

Trustee Kenneth Medina moved for Adjournment. Trustee Max G. Tenorio, Jr., seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for Adjournment was unanimous.

Dr. Phyllis Martinez, Board Chair

Louise L. Portillos, Board Secretary

SherylAnn Yara, Recorder