

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

Tuesday, September 13, 2022 @ 10:00 am
LCC Student Success Center Board Room
366 Luna Drive, Las Vegas, New Mexico

Call Meeting to Order and Establish a Quorum

Roll Call

Present: Chairman Dr. Gilbert Sena, Madam Vice Chair Dianna Medrano, Madam Secretary Louise L. Portillos (by Zoom), Trustee Mark Dominguez, Trustee Rosalie Ortega and Trustee Kenneth Medina, and Trustee Dr. Phyllis Martinez

Also Present: President Dr. Edward A. Martinez, Vice President of Instruction and Student Services Dr. Dani Day, Vice President of Finance and Administration Kathy Romero, and Executive Administrative Assistant to President Anna Garduño. Others present: Lorraine Martinez, LCC Foundation; Greg Salazar, IT Director; Ray Baca, Information Representative; Carl Vigil, Athletics Director; Harry Estep, Athletics; Dr. Billie Mathews, Humanities and Faculty Senate; Dr. Carol Linder, Shared Governance; Karen Wezwick, Contract Advisor; Sonia Castillo, Admissions Counselor; Matt Griego, Life Safety Manager; (Via YouTube) Faculty Senate members, Linda Salazar and Rachel Lucero

Pledge of Allegiance

Trustee Kenneth Medina led the Pledge of Allegiance.

Approval of the Agenda

Trustee Dr. Phyllis Martinez made a motion to approve the agenda as presented, after one correction. Trustee Rosalie Ortega seconded the motion. Motion carried.

Approval of the Minutes (August 9, 2022)

Trustee Dianna Medrano made a motion to approve the minutes. Trustee Rosalie Ortega seconded the motion. Motion carried.

Trustee Dr. Phyllis Martinez brought forth her point of privilege. She indicated that she was not informed there will not be a Board of Trustees Retreat on 9/15 and 9/16/2022, and she did not get a notice. She made plans around those dates, and was not aware of the cancellation of the retreat. She asked for better communication and transparency in the future, so that issues like this are communicated to the Board members. President Martinez stated he did talk about it in the Executive Session, and apologized that Trustee Dr. Phyllis Martinez was not informed. Chairman Dr. Gilbert Sena also apologized that he didn't inform Trustee Dr. Phyllis Martinez, and the rest of the Board members of the canceled retreat.

Public Comment

There was no public comment at the meeting.

The Board of Trustees Updates

a. BOT Updates and Committee Reports

Executive Committee Meeting

Chairman Dr. Gilbert Sena reported that the Executive Committee met on September 6, 2022 and Trustee Dianna Medrano, President Martinez, and Anna Garduño, Executive Administrative Assistant were present. Secretary Louise L. Portillos, was absent. Chairman Sena stated the minutes from the 8/2/2022 meeting were approved. Issues covered included the current water situation, decrease in enrollment, full-time vs. part-time student numbers, Somos Familia leasing space. Chairman Dr. Gilbert Sena added that eSports will begin, and there is a request to begin a cross country team next fall, and the Community Kitchen is going to open now in September.

Academic Committee Meeting

Canceled – No updates

Facilities Committee Meeting

Canceled – No updates

Finance Committee Meeting

Trustee Mark Dominguez covered for Chair Louis L. Portillos in her absence, and reported that the Finance Committee met on September 6, 2022. Present were, Trustee Dr. Phyllis Martinez, VP of Finance and Administration Kathy Romero, President Martinez, Georgia Baca, Francina Martinez and Jessica Flores. No report was provided.

Trustee Mark Dominguez stated that there was not a Facilities meeting on 9/6/2022, therefore the Road Fund should not be on today's Agenda. Trustee Mark Dominguez believes The Chair (Dr. Gilbert Sena), should oversee the regular meetings, and President Martinez should assign someone to oversee the sub-committee meetings. He stated there are other important issues the President should attend to that take priority over committee meetings, allowing that person to make decisions on items, if President Martinez is unavailable. Trustee Mark Dominguez believes the Chair should not go through President Martinez first. Chairman Dr. Gilbert Sena stated everyone agreed that meetings will take place on the same day monthly (Tuesdays), regardless of who is able to attend. Trustee Dianna Medrano suggested the item be put on the agenda for the next meeting to vote on. Madam Secretary Louise Portillos stated the President gives the Board two days a month, and they should not take more time from him. President Martinez discussed the opportunity of the road fund coming about on Thursday, so he and Vice President of Finance and Administration, Kathy Romero decided to put it on the Agenda at the last minute. Trustee Kenneth Medina informed the Board that finding a second semi-truck for CDL classes is something he's working on. He is currently speaking with James Gallegos and Transportation Commissioner for District Four, Walter Adams.

Personnel Recognition

Dr. Martinez introduced and acknowledged new staff and faculty: Sonia Castillo, Admissions Counselor; Michele Cordova, Cashier; Terence Garcia, Film and Technology Instructor; Andrellita Chavez, Allied Health Instructor; Dr. Billie Mathews, Humanities Instructor; Harry Estep, Head Baseball Coach. Not present was Reyes Coca, School of Business Lead Instructor.

Chairman Dr. Gilbert Sena and the Board recognized and welcomed all new staff and faculty.

Shared Governance Report

Dr. Carol Linder presented the report on behalf of Shared Governance. Elections will be held Friday, 9/16/2022. Dr. Linder stated she is impressed with the Council and recognized the Shared Governance Council Leadership from the 2021-2022 academic year, Faculty Senate: Gene Sandoval (Chair) and Sherry Goodyear, Staff Senate: Gloria Pacheco and Georgia Baca (Vice Chair), Student Senate: Angelica Montanez and Emma George, Academic Leadership: Brenda Ortega, and Carol Linder, with support from Karen Wezwick.

President's Report

President Martinez noted enrollment numbers have changed since 9/9/2022 when he started his report. Luna is down 61 students compared to last year. Yesterday the City reported we have 36 days left of untreatable water, and this number has increased, as it was down to 19 days previously. The new treatment system is working and it is currently treating water from Storrie Lake and the Gallinas River. Wells #5 and #6 are being fitted and the same water restrictions for Las Vegas are still in effect, with water available to residents at the recreation center, weekly. An MOU with Highlands has been signed allowing students to receive mental health services free of charge. This includes entertainment, allowing students to attend events at no charge. Dr. Robie Robinson visited Luna recently, working with Matt Griego on a Building Safety Plan and a Continuity Plan. We are hoping to recruit students and increase recruitment with eSports coming in and Nichole Collins coordinating the competition. RPSP is working on a request to add a cross country team at Luna, and should begin next fall. LCC is working on repurposing the AG Building to house the Athletics Department. This building is larger than their current building and would better showcase athletics to attract athlete students to Luna. The culinary lab is being retrofitted to use as a Community Kitchen, and an invitation has been sent out for the grand opening on 9/27/2022. Trustee Dr. Phyllis Martinez noted her concern for the drop in enrollment, and President Martinez stated he believes the reasons affecting the numbers might be COVID, the fires, and now the flooding. All are to blame. It's a good sign the numbers didn't decrease more, as many Luna students are from the affected areas.

Vice President of Academics and Student Services Report – Dr. Dani Day

Dr. Dani Day discussed Allied Health and Behavioral Health Initiative Building Rough Rider Resilience regarding the mental health grant. The Science classes have a new online lab system, that is more consistent and more in depth, called Labster. In Business, the one new faculty member is updating program maps and working with Deans from four-year institutions with the 2+2 agreements, and starting to connect with office managers. Dr. Day also spoke about the new cosmetology stations, and noted the Cosmetology and Barbering curriculum requirements have changed and now can allow an increase of students. In the Nursing Department, there are a lot of adjunct faculty positions to fill, and there is one nursing position

to fill. Regarding STEM/Humanities, they are currently developing new classes. They are finalizing the (Billy the Kid?) movie premier in Las Vegas currently. Student Services is continuing to work with a two-person crew. Student Support Specialists have been busy with recruiting events. The Rough Rider Community is excited to open the Community Kitchen. Dr. Dani Day has been correcting phone numbers on buildings and listings. She also noted she's trying to make sure all satellite phone numbers are correct and working properly. Satellites are open now and maintenance personnel should be on hand at every facility. Trustee Mark Dominguez asked how the Pantry was working out. President Martinez stated it's doing well and being stocked by The Foundation, regularly. Trustee Mark Dominguez asked if Luna has received any feedback from students. Discussion took place regarding offering the same service to satellite students. President Martinez noted that is part of the goal, to include expansion to our satellite schools.

Executive Session

Trustee Kenneth Medina made a motion to convene into Executive Session for discussion of Limited Personnel Matters as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings Act, more specifically, Board of Trustees training: Speaker Virginia Trujillo and Campus Works Presentation. Trustee Dianna Medrano seconded the motion.

Chairman Dr. Gilbert Sena called for a roll call vote. Roll call vote is as follows:

Chair Dr. Gilbert Sena	Yes	Trustee Dr. Phyllis Martinez	Yes
Vice Chair Dianna Medrano	Yes	Trustee Kenneth Medina	Yes
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Yes
Trustee Mark Dominguez	Yes		

Motion carried.

Return to Regular Session

Trustee Rosalie Ortega moved that the Board reconvene into Regular Session from Executive Session. She stated that no action was taken during Executive Session. Trustee Vice Chair Dianna Medrano seconded the motion.

Trustee Mark Dominguez and Trustee Kenneth Media did not return to Regular Session.

Chairman Dr. Gilbert Sena called for a roll call vote. Roll call vote is as follows:

Chair Dr. Gilbert Sena	Yes	Trustee Dr. Phyllis Martinez	Yes
Vice Chair Dianna Medrano	Yes	Trustee Kenneth Medina	Absent
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Yes
Trustee Mark Dominguez	Absent		

Motion carried.

Finance and Administration Report – Kathy Romero

Kathy Romero stated her department is doing cross training so that the Fiscal Office and Finance areas can work together. Ms. Romero reviewed the Fiscal 21-22 Budgets, and discussed the Revenue and Expenditure Report activity through August 2022. The audit report for FY21 should be ready soon. They are currently working on FY22 audit and submitting items on the list. IT is working in conjunction with Facilities and Security on cameras around campus. Human Resources is working on getting out job offers and advertisements. The Physical Plant is handling roof replacements due to hail damage, and heating and cooling systems are also being worked on. Campus is cooperating, saving water. Matt Griego has been working with Facilities and IT on security and cameras and equipment. The Community Kitchen is about to open, and the information is getting out to the community. Ms. Romero reviewed the Revenue and Expenditure Report, noting that staff has been working diligently on the audit, amongst other work. During the fires, they were unable to complete everything planned, so they are looking to get the same BAR reapproved to cover outstanding items.

Re-approval of FY22 BAR from fund balance - Action Item

After discussion, Madam Vice Chair Dianna Medrano made the motion to approve the FY22 BAR from fund balance. Trustee Dr. Phyllis Martinez seconded the motion.

Chairman Dr. Gilbert Sena called for a roll call vote. Roll call vote is as follows:

Chair Dr. Gilbert Sena	Yes	Trustee Dr. Phyllis Martinez	Yes
Vice Chair Dianna Medrano	Yes	Trustee Kenneth Medina	Absent
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Yes
Trustee Mark Dominguez	Absent		

Motion carried.

Approval of RSPS funding requests-Nursing, Athletics, Retention and Completion, Rough Rider Mentorship, IT Tech, Center for Wildlife Resiliency - Action Item

Items were reviewed and it was noted that Kathy Romero was to make formula corrections to the IT and RandC RPSP's. After discussion, Trustee Dr. Phyllis Martinez made the motion to approve RSPS funding requests, once the corrections were made. Trustee Rosalie Ortega seconded the motion.

Chairman Dr. Gilbert Sena called for a roll call vote. Roll call vote is as follows:

Chair Dr. Gilbert Sena	Yes	Trustee Dr. Phyllis Martinez	Yes
Vice Chair Dianna Medrano	Yes	Trustee Kenneth Medina	Absent
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Yes
Trustee Mark Dominguez	Absent		

Motion carried.

Approval of Local Government Road Fund Co-op Grant from DOT - Action Item

Kathy Romero discussed the grant in the amount of \$44,341, after Luna’s 25% match. They’re looking at getting a waiver for the Luna match for those funds. After discussion, Trustee Rosalie Ortega made the motion to approve RSPS funding requests, once the corrections were made. Trustee Dr. Phyllis Martinez seconded the motion.

Chairman Dr. Gilbert Sena called for a roll call vote. Roll call vote is as follows:

Chair Dr. Gilbert Sena	Yes	Trustee Dr. Phyllis Martinez	Yes
Vice Chair Dianna Medrano	Yes	Trustee Kenneth Medina	Absent
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Yes
Trustee Mark Dominguez	Absent		

Motion carried.

Announcement on Date, Time and Location of Next BOT (Meeting(s))

Chairman Dr. Gilbert Sena announced that the next LCC Regular Board meeting is scheduled for Tuesday, October 11, 2022 @ 10:00 am in the LCC Student Success Center Board Room.

Adjournment

Trustee Rosalie Ortega made a motion for adjournment. Trustee Dr. Phyllis Martinez seconded the motion.

Motion carried and the meeting adjourned at 1:42p.m.

Dr. Gilbert Sena, Board Chair

Louise L. Portillos, Board Secretary

Anna Garduño, Recorder

Minutes approved
10/11/2022
Anna Garduño