

**BOARD OF TRUSTEES
REGULAR MEETING MINUTES**

Tuesday, July 14, 2020 @ 4:30 pm
LCC Student Success Center Board Room

Call Meeting to Order and Establish a Quorum

Roll Call

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

Also Present: Interim President Dr. Kenneth Patterson, Executive Office Manager SherylAnn Yara, Information Specialist Ray Baca, Seth Ward, CTE (Career and Tech. Education), Breanna Gould, Allied Health Services, Carolyn Chavez, Human Resources Director, Levitt Baca, Procurement Officer, Donna Flores-Medina, Vice President of Finance, Joy Ansley, Mora County Manager (presenter), Maxine Hughes, Interim Vice President of Academics/Nursing Director, Matthew Cordova, Physical Plant Director and Lita Bernal, School of Business Director.

Absent: Trustee Maxine L. Salas

Pledge of Allegiance

The Pledge of Allegiance was led by Trustee Kenneth Medina

Approval of the Agenda

Trustee Mark Dominguez addressed the Board and advised that there needs to be a correction to item #5, Approval of the Minutes, it should read June 9, 2020 Regular Meeting and June 23, 2020 Special Meeting minutes as opposed to June 29, 2020.

Madam Vice Chair Dianna Medrano moved for approval of the Agenda with the correction of June 23, 2020 as opposed to June 29, 2020. 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
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio, J r.	Yes

The vote for approval of the Agenda with the correction of June 23, 2020 as opposed to June 29, 2020 was unanimous.

Approval of the Minutes (June 9, 2020 Regular Meeting and June 23, 2020 Regular Meeting Minutes).

Madam Secretary Louise L. Portillos moved for approval of the June 9, 2020 Regular Meeting Minutes. Madam Vice Chair Dianna Medrano 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	Abstained
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for approval of the June 9, 2020 Regular Meeting Minutes did carry.

At this time Madam Chair Dr. Phyllis Martinez referred back to the June 23, 2020 minutes regarding the request by Trustee Mark Dominguez to speak as a point of privilege and was advised that his issue should be placed on the Agenda. Madam Chair Dr. Phyllis Martinez then asked Trustee Dominguez if he still feels that there is an issue which he would like to bring up and have it referred to a committee for investigation.

Trustee Mark Dominguez advised Madam Chair Dr. Phyllis Martinez that it is not on the agenda so he has no further discussion.

Madam Chair Dr. Phyllis Martinez advised Trustee Mark Dominguez that she will place it on the August agenda and then refer it to a committee for investigation. Madam Chair Dr. Phyllis Martinez further advised that she does not want for Trustee Mark Dominguez to feel as though his concerns were not heard.

Madam Vice Chair Dianna Medrano moved for approval of the June 23, 2020 Special Meeting Minutes. 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
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 June 23, 2020 Special Meeting Minutes was unanimous.

Public Input

There was no one signed up for the Public Input portion of this meeting.

Faculty Senate Report – Not in session

Staff Senate Report

Amanda Lucero of Staff Senate addressed the Board and advised that they have completed the Staff elections, votes have been counted resulting in the following: Georgia Baca, representing Professionals, Gloria Pacheco, representing Administration & other, Jessica Flores, representing Administrative Assistants and Office Managers, Amanda Lucero, President, representing Administrative Assistants and other and Karen Wezwick, Secretary, representing Professionals. Ms. Lucero further advised that there are still positions which need appointment and will be taken care of that at their next meeting scheduled for July 23, 2020.

Ms. Lucero then asked that it be noted that the following individuals are present via zoom, Georgia Baca, Jessica Flores and Karen Wezwick.

Student Senate Report – Not in session

Shared Governance Council Report

Madam Chair Dr. Phyllis Martinez welcomed Ms. Breanna Gould of the Shared Governance Council and advised that the Shared Governance Council Report would be placed on the Agenda from now on.

Ms. Breanna Gould addressed the Board and gave the following report:

What is the Shared Governance working on:

- Shared Governance Council met twice during the month of June (6/18/2020 and 6/19/2020)
- At our June 18, 2020 meeting, we discussed reporting phase guidelines with Interim President Dr. Kenneth Patterson, where SGC was tasked with monitoring reopening to assist administrators with an assessment of the process
- At our June 19, 2020 meeting, we discussed the HLC Focused Visit Report draft and presentation to the Board of Trustees (BOT), and provided each member the opportunity to provide suggestions/revisions to both the draft and presentation before the June 23, 2020 special meeting of the BOT
- Ongoing preparation of shared governance/subgroup continuation under Phase I reopening, of complete closure/work from home status
- Next meeting is TBA
- Agenda item will include
 1. Electronic submission of SGIR

2. Subgroup content management
3. Institutional block scheduling
4. Campus reopening Phase I

Presidential Update to the Board (Information only)

Interim President Dr. Kenneth Patterson advised that the HLC report is complete and will go out tomorrow. Interim President Dr. Kenneth Patterson further advised that this is an on-line document which has electronic links and is the best we have to offer. Interim President Dr. Kenneth Patterson then advised that the purpose of this report is to provide evidence showing not what we will do but what we have done and we are very confident in the report and look forward to hearing back from HLC.

Interim President, Dr. Kenneth Patterson addressed the Board and gave the following report:

HLC Report Update

The final Focused Visit Report is provided. It is a finished document with 87 evidence files detailed in the printed report. Because it is an online document, those evidence files are not included as a part of the printed report, but are linked, bookmarked, and indexed in the electronic document, the electronic document will be mailed to Board members upon submission of HLC.

Term

The Summer Term is progressing with online courses, and an additional two weeks remaining in the term. The Fall Term is in progress, with online registration and telephone registration in place. There are numerous physical plant improvements around the campus, including paving projects, lots of new doors, and various maintenance issues that are best accomplished in the slower summer session.

COVID-19

Luna is currently operating under a collection of guidelines of HED/HLC/CD/NJCAA and continuing to provide services to the greatest extent possible. Our Fall Term schedule is for online classes, with restricted (four or fewer) face-to-face students allowed on campus at the discretion of the instructor. The determination of any face-to-face delivery is based on disabilities and accessibility to technology, these determined in a priority protocol, and cleared through the VP of Instruction. CTE is challenged with a limited number of students in classes, with degree-seeking students taking the higher priority. Some classes are not being offered for the Fall term, based on challenges/effectiveness of an online modality, and the necessity of a specific class offering. The campus is under an established restricted protocol of appointment only, face masks required, and social distancing. We do have protocols of contact tracing in place. Non-essential personnel are still working from home and essential personnel are working half-time on campus, generally 20 hours per week, unless more time is needed and cleared through the VP of

Instruction. Personnel who leave the state are subject to a 14-day quarantine period with Annual leave time required. Personnel who leave the state and fail to self-report (verified) are subject to a 14-day quarantine and Leave Without Pay. Personnel who are sick at work are immediately sent to work from home and required to submit to testing. Return to work requires a negative test. In addition, their area is immediately cleaned and a three-day tracing of their contacts resulting in high-risk individuals are sent to work from home until there is a negative test result. Employees who have had contact with a positive case are instructed to work from home for the 14-day quarantine period. Extensive cleaning protocols and schedules are in place and Luna provides basic PPE for personnel and students.

Financial

Financially, we are managing as responsibly as we can with a reduction of open positions. There is a BAR coming later in the meeting to cover State reductions. We are actively drawing down on the CARES Act Funding, recovering lost revenues and payroll related to the retention of students. We are hoping to recover up to \$199,700. There is an active plan in development for Grant Funding, mainly in CTE, with Perkins V grant in process.

CTE

Upon a requirement of the Federal Government, our Vocational/Trades Department is now known as CTE (Career Technical Education). We have on-board, a New Director for CTE, and there are many exciting new things in development. I would encourage you to stop and talk with Seth Ward about new initiatives.

Grant Partnership with Highlands

We have awarded the state-funded grant in partnership with New Mexico Highlands University in the amount of \$47,750 for the purpose of increasing FASFA applications, specifically in areas of adult workforce education. We will participate with Highlands in promotion and recruitment activities, encouraging applications for Federal Financial Aid.

Personnel Issues

As I referenced, we have hired a CTE Director. An offer is out on a Registrar. Interviews are scheduled for a Director of Institutional Effectiveness and Research. Our contract period is largely complete, as we have offered contracts to all personnel who received a letter of intent. There are two contract issues that will be coming before the Board a bit later as BAR's.

Dual Credit

With the end of the Focuses Visit Report, we are now moving into more concentrated work with Dual Credit for the Fall Term. There is an existing plan that is in process with the purposes of 1) rebuilding damaged relationships with schools and community

stakeholders, 2) offering a wide-range of general education and program introductory courses to schools, 3) expanding CTE offerings, and 4) cleaning up the admissions and Dual Credit processes to better enable students to access the class offerings.

Board of Trustees Training

A training schedule has been provided for the purpose of quarterly trainings. The first will take place during the Regular Meeting in August.

Report – LCC Board – LCC Committees – LCC Departmental

Human Resources

Human Resources Director Carolyn Chavez addressed the Board and gave the following Personnel Status Report for July 2020:

Hires: Seth Ward – CTE Director, hire effective July 1, 2020

Resignations/Terminations: Dr. Rolando Rael, effective June 30, 2020 and Geno Castillo, effective June 30, 2020.

Retirement: Joe Maestas, effective June 30, 2020.

Ms. Chavez then advised that our current job postings are currently adjunct, with one posted and ready for hire are Institutional Research Director, Registrar and Accounts Payable.

At this time, Seth Ward, CTE Director introduced himself to the Board and gave a brief bio about himself.

Academic Update/Satellites/Satellite Plan

Interim Vice President of Academics/Nursing Director Maxine Hughes addressed the Board and gave the following report:

School of Business:

1. Continuing of student advisement and registration
2. Tutoring of Summer students who request assistance
3. July 7, 2020, Accreditation Council for Business Schools and Programs (ACBSP) Notes and Conditions reported in ASBSP Portal. ACBSP Board of Directors to meet in November 2020 to determine accreditation for LCC School of Business
4. Work continues in mining information for database to find all Accounting and General Business Students to assist with moving them to the Business Administration Program
5. Ms. Melissa Cordova, School of Business Advisor is sitting as acting Registrar on a volunteer basis in absence of Registrar

6. Efforts continue to discuss the Business Administration Pilot Program with Department of Corrections, an mail to the School of Business the week of July 6, 2020 stated they were still extremely interested in partnering with the School of Business Administration Program.

STEM

We are ordering 50 digital writing tablets to allow all instructors to be able to write notes in the online classes, this was a grant from the Regional Development Corporation to LCC. This is very innovative, most online classes cannot show live notes, as you can with a whiteboard in a live class.

All STEM instructors are prepared to go online in the Fall semester with very few changes to the schedule. All lab classes will be virtual utilizing a lab kit to be used at home.

ACE lab tutors remain active online with students for Summer classes.

Allied Health Services:

- In partnership with the Nursing Department, Allied Health is offering 3 CNA courses during the Summer 2020 term in a distance education modality that upholds compliance to face-to-face standards.
- Prometric testing is scheduled to resume August 1, 2020 under strict CDC/NMDOH monitoring methods (one student at a time, temporal temperatures/screening questionnaire, masks, decontamination between test takers, assumption of risk form) pending LCC reopening status.
- As of may 15, 2020, Allied Health has advised 68 students for Summer 2020 enrollment and 22 students (as of 7/10/200 for Fall 2020 enrollment.
- Allied Health is actively pursuing qualified CNA and EMT instructors willing to teach evening and weekend courses during the Fall 2020 term, with the goal of providing more completion opportunities to interested students.

Nursing:

Nursing Department admitted 20 students in the Fall and retained 23 students in Level 3 for a total of 43 students in the program. The courses will be delivered using online and face-to-face on a limited basis. Clinical agencies will allow students in small numbers. Students will have both face-to-face and virtual clinicals. NMNEC program directors have been meeting regularly to remain consistent with virtual delivery across the state and remain compliant with accreditation agencies and the BON. The Nursing Department has remained functional throughout the COVID-19 restrictions and staff have been maintaining the day to day work of the department. Faculty have been meeting regularly to prepare for the Fall courses.

Humanities:

All classes are doing well. We have passed the mid-term mark with good results. Students are responding well to the online classes. We are fine-tuning the Fall schedule to assure that we have the best teachers for our classes and that all is in order to go online if necessary. 3 staff members and I are adhering to Phase I protocols. We are on campus 20 hours a week and working from home for 20 hours. We have suspended the Media Arts Program. We plan to teach only classes that students need to finish their program. No other students will be allowed to enroll until we revamp our program. We are looking at hiring someone to help us do that.

Education:

- The Education Department is offering 2 classes for the Summer 20 term;
- The Education Department has been working on the Fall 2020 Schedule which will offer 8 program classes to approximately 20 new and returning students;
- The Education Department will be able to offer the Grow Your Own Teacher and Teacher Prep scholarships for AY 2020-2021;
- Brenda has been attending weekly meetings led by Secretary Groginsky from the Early Childhood Education and Care Department. The meetings have kept early childhood professionals up-to-date of the latest revisions and requirements due to the C-19 pandemic;
- The Preschool reopened on Monday July 13, 2020 with 9 preschool children returning;
- The Education and Preschool staff would like to thank the custodial maintenance, and grounds crews for their help in preparing the Preschool for its opening.

Career and Technical Education:

- Established a collaborative working relationship with Perkins V Region C consortium of 3 individual K 12 schools;
- Began efforts to provide CTE content at the Springer satellite;
- Started an initiative to partner with the NM Workforce Board in applying for COVID-19 recovery money, focused on CTE course offerings;
- Re-established a working relationship with SkillsUSA;
- Re-established connections with regional and national sanctioning and accreditation bodies to ensure that LCC course offerings are in compliance with industry requirements;
- Actively researching grants and other funding opportunities to build capacity and improve CTE offerings in the future;
- Established the framework for an Industry Advisory Council to be composed of volunteer members from various industries and stakeholders in our region. Industry Advisory Council members will provide advice and input to the CTE Department regarding the needs of employers and community members.

Satellite Status:

Santa Rosa, Springer satellites, and the Mora site are all currently operating on the same reopening plan as the main campus. Locations are open to the public by appointment, asks are required in public areas, and groups are limited to five individuals or less. There are no face-to-face classes. Staff are to be on-site at least 20 hours per week.

Summer and Fall Schedules:

The current Summer Term, which ends in just over two weeks, and the Fall Term are primarily online, with limited face-to-face interaction. This applies to locations, as well, specifically as they work to deliver dual credit academic classes and support services for the Fall Term. CTE courses are problematic, with a limit of four students and one instructor in an area. The schools manage that if their instructor is teaching the class, and Luna manages any inefficiency issues if we are instructing the class. There are issues to manage once we get into the scheduling of dual credit sections for the Fall Term.

The Guadalupe County Correctional Facility in Santa Rosa remains closed to outside vendors. Currently, there is no plan for classes to be offered in the Fall at that location and there are no options for completing the Barbering Incompletes from the Spring Term.

Outreach Efforts:

Outreach efforts for the Satellites will focus on Dual Credit enrollments, with Satellite Coordinators making personal contact with school counselors (scheduling personnel) in their service areas beginning July 27th. In this outreach, the Coordinators will verify the schools have what they need as far as scheduled classes and will open a clear line of communication so that students can be admitted and enrolled efficiently prior to the start of classes on August 17th. During this time there will be location-generated publicity (flyers/postings) promoting a selection of classes (promoting Community Education) from the regular schedule. Beginning August 17th, Satellites will promote Community Education classes through location-generated publicity (flyers/postings). The schedule of Community Education classes will be generated from the main campus, along with registration and cost information. At this time, all of the Community Education classes for Fall Term will be online.

*****Please refer to FY20-21 Satellites/Site Budget(s) with and without personnel provided by Ms. Hughes.***

Informational Items

1. RTD – Transportation Program

Ms. Joy Ansley, Mora County Manager addressed the Board with Ms. Veronica Serna, Mora County Commissioner and Mr. Anthony Mortillaro, NCRD and Ms. Deliliah Garcia of the Espanola RTD appearing via zoom.

Ms. Ansley advised the Board that Commissioner Serna has been working very diligently to bring a pilot transportation program to both Mora and San Miguel counties. Ms. Ansley advised that they are proposing a pilot program which would run through the next year starting in October which would be a two (2) day transportation bus from Mora to Las Vegas at four (4) trips per day. Ms. Ansley went on to say that in order to promote the program they are going through federal funding which requires a match. Ms. Ansley further advised that the Match would be for the \$60,000.00 which makes the County's match \$30,000 so they are seeking out neighboring governing bodies to assist with the match. Ms. Ansley advised that Mora County has contributed \$10,000.00 and they are asking the City of Las Vegas, New Mexico Highlands University and Luna Community College to assist as well.

After a brief discussion and the fact that currently there does not seem to be any kind of stops, pick-ups or drops-offs at Luna Community College, it was suggested that a revision be brought back to the Board in either August or September (which includes Luna Community College) for consideration. Madam Chair Dr. Phyllis advised that she believes that all Board members feel the same as their main concern is the students and staff of Luna Community College.

A five minutes recess was taken as this point of the meeting.

2. Procurement Process

Luna Community College Procurement Officer, Levitt Baca addressed the Board and advised that LCC does follow the New Mexico Procurement Code, section 13-1-1 through 13-1-199 and we do have different thresholds. After Ms. Levitt Baca's presentation regarding the procurement process, Madam Chair Dr. Phyllis Martinez asked why LCC does not go out for bid on certain projects that we are paying too high of an amount to have these projects done and further advised that she has been going through newspapers and noticed that every school goes through some type of a bid process. Madam Chair Dr. Phyllis Martinez further advised that she believes that each school also gets information from CES and GSD, although they are still going out for bid in order to possibly save on cost.

Ms. Levitt Baca advised that many of these projects are time sensitive and perhaps this is why they go through CES or GSD.

Madam Chair Dr. Phyllis Martinez advised that the newspaper clippings indicate that these bids are done within one month's time.

Ms. Levitt Baca advised that solicitation of a bid could take approximately three (3) months from start to finish, this includes writing the bid to the finalization of the contract. Ms. Baca further stated that if it is the wish of the Board, LCC can certainly go out for bid on their contracts.

Madam Chair Dr. Phyllis Martinez advised that their concern is keeping our budget in check in terms of construction and making sure that the constituents which they serve are given an opportunity to bid on these projects.

Madam Vice Chair Dianna Medrano then advised that she also feels that LCC should go through a sealed bid process which would allow for everyone else to submit a bid on projects.

At this time, Trustee Max G. Tenorio, Jr. advised that the purpose of this presentation was just to inform the Board about the procurement process and none of this is the Board's responsibility and it is his opinion that it is up to the people making the purchases in good faith to do what they feel is best for the college as we shouldn't be involved in things that don't pertain to us

Madam Chair Dr. Phyllis Martinez advised that she begs to differ as one of the Board's responsibilities is finance.

Trustee Max G. Tenorio, Jr then advised Madam Chair Dr. Phyllis Martinez that there is the finance but also trusting the employees to do what is best for the college.

Madam Chair Dr. Phyllis Martinez then advised, best for the college and best for the community.

Trustee Max G. Tenorio, Jr. then advised that the Board approves budgets.

Madam Chair Dr. Phyllis Martinez then advised that yes, the Board is charged with the budget but she feels that there must be a way that we can say, we need to look for the lowest price.

Madam Vice Chair Dianna Medrano then advised that she still feels that as Board of Trustees who oversee the budget, if they have a concern, they need to bring it up, and this is what they are bringing up. Madam Vice Chair Dianna Medrano then asked if the possibility exists that should the Board or Interim President Dr. Kenneth Patterson request that the process change, can that be done.

Vice President of Finance Donna Flores-Medina addressed the Board and advised that they can sit down with Interim President Dr. Kenneth Patterson and have that conversation.

Madam Chair Dr. Phyllis Martinez advised that she brings the issue up because of the concerns and questions which the Board receives from their constituents.

3. Foundation Update

Interim President Dr. Kenneth Patterson addressed the Board and advised that he does not have a formal update at this time, although he did speak with Mr. Matt Martinez who

serves as the Foundation Board Chair. Interim President Patterson advised that the Foundation is now operating and we do have a legal agreement with them by way of MOU (Memorandum of Understanding) which states the legal relationship between the Foundation and Luna Community College. Interim President Patterson further stated that we do have documentation showing that current bank holdings from a financial report are just over ½ million dollars which is everything it should be. Interim President Patterson reminded the Board that we are not the fiscal agent of the Foundation Board as they are a separate entity, who keep their own records, although we do push donations through the Foundation. Interim President Patterson further advised that we do now have a good working relationship with the Foundation Board although the funds are not ours to administer which is good for us due to the security related to it.

4. Presidential Search

Madam Chair Dr. Phyllis Martinez addressed the Board and advised that she put together a copy of the 2018 Presidential Search process which was provided to her by Human Resources Director Carolyn Chavez. Madam Chair Dr. Phyllis Martinez advised that she has also put together a list of things which the Board needs to think about, although it will not be discussed today and will be placed on the agenda for the next Board meeting in order that the Board discuss and decide how they are going to conduct this search.

Action Items

1. Requesting approval of DOT (Department of Transportation) Local Government Road Fund Grant.

Physical Plant Director Matthew Cordova addressed the Board and advised that he is presenting a Local Government Road Fund Grant which he applied for in April which got approved for \$23,250.00, (the actual amount is \$31,000, although there is a portion which the school has to commit to which is \$7,750.00). Mr. Cordova advised that this grant money will go towards more paving projects.

Trustee Kenneth Medina moved for approval of the DOT (Department of Transportation) Local Government Road Fund Grant. Madam Vice Chair Dianna Medrano 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 DOT (Department of Transportation) Local Government Road Fund was unanimous.

2. Requesting approval of Lease Agreement between Luna Community College and Abe Chavez (NM State Police Officer).

Physical Plant Director Matthew Cordova addressed the Board and requested approval of the Lease Agreement and advised that Mr. Abe Chavez (NM State Police Officer) has been leasing property next to the Nursing Building for a couple of years now and the Lease Agreement stipulates that Mr. Chavez will also serve as a source of security when he is not on duty and home on the LCC campus, should the need arise. Mr. Cordova further advised the it is a two-year lease at \$125.00 per month.

Trustee Kenneth Medina moved for approval of the Lease Agreement between Luna Community College and Abe Chavez (NM State Police Officer). 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 Lease Agreement between Luna Community College and Abe Chavez (NM Sate Police Officer) was unanimous.

3. Requesting approval of revisions to the Nursing Handbook

Interim Vice President of Academics/Nursing Director Maxine Hughes addressed the Board and gave the following revisions to the Nursing Handbook:

p. 7 change in program credits, added statistics, a 3 credit hour course, bringing the program credits up to 71 credits. As per higher ed common course requirements/NMNEC.

p. 9 removal of admission LPN Mobility and transfer criteria to be placed in pre-nursing guidelines since the nursing handbook is for students that are admitted into the program.

P. 12 added new policy to the NMNEC progression policy to accommodate course failure or withdrawal during COVID-19.

p.13 clarified that Castle Brand is a student expense.

p. 14 added probability of additional COVID-19 screening that may be required by LCC or clinical sites. Clarification of drug screening policy.

p. 18 Academic coaching clarification a policy update to include student being placed on the plan of admission and once they are performing at an 80% or better they will be taken

off the plan but monitored and placed back on the plan if course averages drop below 80%.

Pg. 21 added Assumption of Risk Form, changed the wording to clarify clinical changes (specific t COVID-19).

p. 22 changed wording to clarify uniform requirements.

p. 26 wording clarification.

****See Nursing Handbook for further information.**

Trustee Mark Dominguez moved for approval of the revisions to the Nursing Handbook. 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
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 revisions to the Nursing Handbook was unanimous.

4. Requesting approval of Special Legislative Session HB1 COMP BAR.

Vice President of Finance Donna Flores-Medina addressed the Board and advised that this COMP BAR is in regards to the 4% increase.

Madam Vice Chair Dianna Medrano moved for approval of the Special Legislative Session HB1 COMP BAR. 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
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for approval of Special Legislative Session HB1 COMP BAR was unanimous.

5. Requesting approval of Special Legislative Session HB1 4% I & G BAR.

Vice President of Finance Flores-Medina addressed the Board and advised this 4% I & G BAR, along with the other BAR's require Board approval.

Madam Secretary Louise L. Portillos moved for approval of the Special Legislative Session HB1 4% I & G BAR. Trustee Kenneth Media 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 Special Legislative Session HB1 4% I & G BAR was unanimous.

6. Requesting approval of Special Legislative Session HB1 6% RPSP's BAR.

Vice President of Finance Flores-Medina advised the Board that this 6% reduction hit what we call our RPSP's which include our Nursing Enhancement, Athletics (split up between baseball and softball), our Dual Credit Infusion and Retention & Completion,

Trustee Kenneth Medina moved for approval of the Special Legislative Session HB1 6% BAR. 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
Secretary Louise L Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for approval of Special Legislative Session HB1 6% BAR was unanimous.

7. Requesting approval of Special Legislative Session HB1 CARES Grant Swap BAR.

Vice President of Finance Flores-Medina addressed the Board and advised the Board that the State gave themselves the authority to take credit for some of our federal grants, although they did not touch our student grant but took credit for this at the onset. Vice President of Finance Flores-Medina further advised that she did express her concern to HED and was told that "this is the law".

Madam Secretary Louise L. Portillos moved for approval of Special Legislative Session HB1 CARES Grant Swap BAR. Madam Vice Chair Dianna Medrano 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 Special Legislative Session HB1 CARES Grant Swap BAR was unanimous.

8. Requesting approval of GAP Reduction.

Vice President of Finance Flores-Medina addressed the Board and advised that this represents an overall savings which she felt was an effort to address some of the HLC issues.

Trustee Max G. Tenorio, Jr. moved for approval of the GAP Reduction. 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 GAP Reduction was unanimous.

9. Requesting approval of BAR's (Budget Adjustment Requests).

1. Athletics

Vice President of Finance Flores-Medina advised that there was a need to increase the budget in Athletics because when we receive the salary schedule from Human Resources, it only includes Regular Full-time and Part-time employees and does not include any employee with a stipend. Ms. Flores-Medina advised that this will cover the Athletic Director stipend and is the same level as last year and is split between baseball and softball.

Trustee Kenneth Medina moved for approval of the Athletics BAR. 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 Athletics BAR was unanimous.

Santa Rosa Satellite BAR

Vice President of Finance Flores-Medina advised that Board that this BAR is to increase the hours of the Full-Time employee at the Santa Rosa satellite from $\frac{3}{4}$ to Full-Time. Vice President Flores-Medina further stated that previously there was a Full-Time Director at the satellite, then there was a traveling Director and currently there is not an employee at the site Full-Time. Vice President Flores-Medina also stated that this BAR will cover the employees base pay and related taxes. Vice President of Finance Flores-Medina advised that this comes upon the recommendation of Interim President Dr. Kenneth Patterson.

After a brief conversation, Trustee Max G. Tenorio, Jr. moved for approval of the Santa Rosa Satellite BAR. 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
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 Santa Rosa satellite BAR was unanimous.

Executive Session (Roll call is required)

Trustee Kenneth Medina moved that the Board convene into Executive Session. 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
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote that the Board convene into Executive Session was unanimous.

Return to Regular Session (Roll call is required)

Trustee Kenneth Medina moved that the Board reconvene into Regular Session from Executive Session where no action was taken. Madam Vice Chair Dianna Medrano seconded the motion.

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

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

The vote that the Board reconvene into Regular Session was unanimous.

Action Items continued

10. Requesting approval of Short-Term Goals.

Madam Chair Dr. Phyllis Martinez called for a motion for approval of the Short-Term Goals with the revisions.

Trustee Max G. Tenorio, Jr. moved for approval of the Short-Term Goals with the revisions. Madam Secretary Louise L. Portillos seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was take by Madam Secretary Louise L. Portillos and reflected the following:

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

The vote for approval of the Short-Term Goals with the revisions was unanimous.

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

Madam Chair Dr. Phyllis Martinez announced that the next Board of Trustees meeting will be held on Tuesday, August 11, 2020 at a time to be determined, in the 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 by Madam Secretary Louise L. Portillos and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Absent
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