



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

Tuesday, June 10, 2025 @10:00am
LCC Student Success Center Board Room

I. Meeting called to order at 10:03 am and a quorum established by a roll call.

II. Roll Call

Madam Chair, Dr. Phyllis Martinez asked for a roll call

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

Not Present: Trustee Rolando Medrano

Also Present: Dr. Carol Linder – President, Karen Torres – Interim VP Instruction and Student Services, Dr. Gerald Shields – Interim Executive Director of Finance/CFO, Dr. Billie Mathews – Shared Governance, Rachael Lucero – Registrar, Jeff Gamblin – IT Director, Keira Lewis – IT Trainer, Amanda Lucero – Executive Admin Assistant/VPISS, Yvette Williams – CFBLV and Leslieann Garcia – Executive Admin, Recorder.

III. Pledge of Allegiance – Amanda Lucero led the Pledge of Allegiance.

IV. Approval of the Agenda

Secretary Mark Dominguez moved to make the following changes to the Agenda. Move item number XII (Executive Director of Finance/Chief Financial Officer – Dr Shields) to be presented immediately after public comment, with the remainder of the agenda to proceed as is and Trustee Rosalie Ortega seconded the changes to the Agenda.

Secretary Mark Dominguez moved to approve the agenda with changes and Dr. Gilbert Sena seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the Agenda with changes. -Motion passed.

V. Approval of the Minutes for May 13, 2025 Regular Meeting & May 27, 2025 Open Meetings Act Training Work Session

Secretary Mark Dominguez moved to approve the minutes for May 13, 2025 Regular Meeting and Trustee Dr. Gilbert Sena seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the Minutes for May 13, 2025 Regular Meeting - Motion passed.

Secretary Mark Dominguez moved to approve the minutes for May 27, 2025 Open Meetings Act Training Work Session and Trustee Rosalie Ortega seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the Minutes for May 27, 2025 Open Meetings Act Training Work Session - Motion passed.

VI. Public Comment – No public comment.

VII. (XII.) Executive Director of Finance/CFO – Dr. Gerald Shields (This item was moved

to be presented immediately after Public Comment, as approved during the Agenda Approval.)

a. CFO Updates

Dr. Gerald Shields reviewed information provided on the Board of Trustees Report as follows:

- Revenue: Actual revenues totaled \$11,126,502, representing 87% of the revised budget of \$12,731,900. All revenue streams are projected to meet their budgetary targets, apart from "Other Sources."
- Expenditures: The total expenditures amounted to \$10,958,158. All expense categories are performing within budget projections except for Institutional Support, which is 92% of its budgeted amount. The Welding cost center exceeded the 10% threshold.
- Grants (Restricted): The budget for restricted grants was \$2,817,523. Actual encumbrances stand at \$1,206,634, with commitments/obligations totaling \$221,294. This represents 50.7% of the budget. The Adult Education College Career cost center exceeded the 10% threshold.
- Cash Balances (as of May 30, 2025): General Account: \$9,549,502.29, Payroll Account: \$922,723.97, Activity Account: \$113,221.16 and Total cash amounts to \$10,585,447.40.
- Student Receivables: Total student receivables are \$1,272,179.52.
- Payroll & Benefits: The payroll budget was spent at 80%, and benefits were spent at approximately 88%. The total payroll and benefits budget to date is 82% spent.
- Staffing Update: Continued challenges filling positions, specifically the business manager role.
- Audit Update: The fieldwork for the FY23 audit has been completed, and a draft report has been provided by external auditors.

b. Action Item: Bank Accounts Custodial Credit Risk

Dr. Gerald Shields brought forward a recommendation to explore options to minimize custodial credit risk, given that banks typically provide only \$250,000 of security, and the college has \$6 million in revenue at risk. Discussion ensued regarding contacting the bank for collateral options before exploring other investment avenues. It was clarified that the intent of the item was to allow the CFO to explore options.

Secretary Mark Dominguez moved to Table Item Bank Accounts Custodial Credit Risk to allow the CFO to gain signatory authority and further research on the Custodial Risks and Vice Chair Louise Portillos seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All Trustees present voted unanimously to Table Action Item: Bank Accounts Custodial Credit Risk – Motion Approved, Action Item Tabled.

VIII. Board of Trustees Updates

a. BOT Updates and Committee Reports.

Madam Chair Dr. Phyllis Martinez reviewed topics discussed during the Executive Committee meeting held on Tuesday, June 4, 2025 to include:

- Personnel updates of New Hires and recent separations.
- Personnel shortages due to health reasons, retirement, recent separations and a warm welcome back extended to Karen Torres.
- FY23 Audit still in progress.
- NMHED meeting with Board Chair Dr. Phyllis Martinez and President Dr. Carol Linder.
- HLC letter for IPEDS and draft letter for HLC regarding the requested audit information.

- Student Success
- Economic Development and Collaborations with NMHED.
- Year Out contract amended and requested an extension from NMHED.
- Demolition contract with Buck Canyon waiting on NOO.
- HVAC in Santa Rosa Satellite
- Mold testing completed in SBDC, AHEC and GS buildings

Secretary Mark Dominguez reviewed topics discussed during the Audit and Finance Committee meeting held on Tuesday, June 4, 2025 to include:

- FY23 Audit Status
- Capital Projects
- ACCT Leadership Training recommended by HLC for continuing education.
- Sixteen student athletes received awards through summer and fall initiatives
- Campus Climate Survey
- Board of Trustees Policies
- Website

Trustee Kenneth Medina reviewed topics discussed during the Facilities Committee meeting held on Tuesday, June 4, 2025 to include:

- Demolition project, which is finalized and awaiting the Notice of Obligation (NOO).
- The SBDC Building is being reviewed with the insurance company for mold assessment, with consideration for demolition or restoration, awaiting inspection results.
- The Santa Rosa HVAC project.
- LCC's addition to the county emergency plan for generator qualifications.
- The need for board approval for a \$100,000 feasibility study and land survey on 98 acres through the Emergency Recovery Fund.
- Progress on the Santa Rosa mural.
- Ongoing issues with the General Studies and SBDC buildings, concerns with upcoming monsoon season.
- Industrial hygienist will conduct an inspection of the entire campus for mold. Any findings from this survey will be restored after roofing is complete. Currently waiting on a quote.

Trustee Rosalie Ortega reviewed topics discussed during the Academic Committee meeting held on Tuesday, June 4, 2025 to include:

- Recruitment reports 300 applications for college entrance.
- Upcoming board approval items: Academic Calendar Amendment to include Winter Intersession and FY25-26 Catalog.
- Recruitment efforts are focusing on the Mill Levy area and events to attend over the summer.
- Request for a Calendar to be created for recruitment events at Luna that includes public functions.
- Purchase of iPads for use with recruitment efforts and events.
- Discussions with the Department of Corrections regarding non-credit classes at Springer, Santa Fe and Santa Rosa correctional facilities regarding Substance Abuse Certificates.

b. HLC Conference BOT Report Out – Reports not provided at this time and will take place in a later meeting.

IX. Staff and Student Recognition

President, Dr. Carol Linder recognized all 16 athletes who were Awarded Academic All Region noting previous records of 4 students. Softball: Jasmine Enriquez, Michelle Perez, Jaiden Eustice, Nevaeh Archuleta, Charlotte Larrabee, Xitali Trejo, Ray Ann Chavez, and Marissa Ramirez Baseball: Garrett Darner, Ronnie Hawbaker, Eli Healey, Xavier Romero, Jacob Maes, Mathew Wasson, Aiden Sanchez, and Manuel Chaco. Madam Chair, Dr. Phyllis Martinez, suggested Certificates to be sent to each Athlete for their achievement. Coaches Wright and Krutsch, along with faculty, especially Dr. Matthew, were commended for their contributions to student-athlete success.

President, Dr. Carol Linder recognized new staff as follows:

- Valerie Thompson, WRTC Coordinator starting 6/2/25
- Sharmaine Benally, Santa Rosa After School Program Teacher starting 6/2/25
- Anthony Lucero, Part Time Wellness Center Technician starting 6/2/25

Vice Chair Louise Portillos suggested to broaden staff and student recognition beyond new hires and athletes wanting to see this change made on future agendas.

X. Campus Climate Survey – Rachael Lucero

Rachael Lucero provided the Board with results from the 2025 Campus Climate Survey with comparison from 2024 survey. Key Findings and Comparisons are as follows:

- Total responses down 32%.
- Diversity and inclusion: In Spring 2025, 70.6% of respondents agreed that Luna values diversity and inclusion (Strongly Agree or Agree). This continues to affirm the strength of this area, which was also viewed positively in Spring 2024.
- Job Responsibilities: Improved satisfaction in 2025. Spring 2025 responses show 43.1% satisfaction (Very Satisfied or Satisfied), compared to 49.3% in Spring 2024. Dissatisfaction remains high, suggesting workload and balance remain persistent issues needing institutional attention.
- Resources and Support: Agreement levels declined slightly from Spring 2024 to Spring 2025. Only 41.2% of respondents in Spring 2025 agreed or strongly agreed they had the resources to succeed, compared to 33% disagreeing. This area continues to require improvement, particularly with clearer access to tools and support systems.
- Communications and Transparency: Communication satisfaction remained largely neutral or dissatisfied in both years. Spring 2025 saw 29.4% satisfied and 39.2% neutral. Comments in both years indicate that leadership transparency and communication are critical areas of concern.
- Campus Services or Facilities: Satisfaction with campus services slightly declined. In Spring 2025, 27.5% were satisfied versus 39.2% dissatisfied or neutral. This mirrors 2024 results and highlights ongoing facility and service issues needing investment.
- Food Pantry Variety: 2025 Responses: Very Satisfied 9.6%, Satisfied 48.1%, Neutral 40.4%, Dissatisfied 1.9%, Very Dissatisfied 0%. 2024 Qualitative comments only; several respondents mentioned the need for greater variety and healthier items.
- Food Program: 2025 Responses Agree: 36%, Neutral 58%, Disagree 6%. 2024 Anecdotal feedback only; limited data for quantitative comparison. Trend: High neutrality suggests uncertainty or limited benefit from current food program; minimal disagreement shows general acceptance.
- Campus Safety: 2025 Responses: Safe or Very Safe: 80.4%, Neutral 17.6%, Unsafe 2%. 2024: Not quantified by percentage, but qualitative responses reflected a similar pattern with growing concern about safety and harassment. Trend: Steep incline in perceived safety; approximately 80.4% of people on campus report feelings Safe or Very Safe.
- Role Success: 2025 Responses: Yes: 72.5%, No: 27.5%. 2024 This question was also asked

and received comparable results (not precisely quantified). Trend Awareness remains high; results are consistent year-over-year.

- Relationship with Co-workers, Supervisors and Pride: Positive ratings for relationships with co-workers and supervisors remained strong in both surveys, with many selecting 4 or 5 on a 5-point scale. However, pride in working at LCC slightly declined in Spring 2025, suggesting morale may be slipping.
- Feedback Spring 2024: Calls for more transparent administration, training, and fair treatment. Emphasis on pay equity, mental health resources, and respectful climate.
- Feedback Spring 2025: Desire for stronger support and leadership follow-through. Communication breakdowns, especially from leadership. Requests for daily salad options, food service improvements. Concerns about job security, workload, and student support.
- Consistent Strengths: Positive feelings of inclusion, Strong relationships among peers and supervisors.
- Areas for Continued Improvement: Communication from leadership, transparency and decision-making. Facilities and food services need modernization and attention. Resource access equitable distribution and clearer processes. Staff development equitable growth and compensation support.
- Recommendations: 1. Facilitate transparent communication through regular campus-wide updates. 2. Enhance onboarding and retention with clear training and support paths. 3. Continue investment in facilities and food services. 4. Conduct focus groups to gather deeper insight into areas of concern.
- Conclusions: The Campus Climate Survey reveals both areas of progress and areas needing targeted improvements. Diversity and inclusion remain strengths, while workload concerns, communication gaps, and dissatisfaction with support services remain challenges. Moving forward, Luna Community College should focus on strategic improvements in internal communication, equitable resource distribution, and support for employee development and wellbeing. These steps will help foster a more inclusive, transparent, and supportive campus climate.

XI. Presidents Report – Dr Linder

- a. Presidents Updates: President Dr. Carol Linder provided the board with Presidents Monthly Report and reviewed the following:

Community Engagements and Partnerships

- Maxine Hughes and her faculty and the Student Nursing Association
<https://www.youtube.com/watch?v=QL71zDbhHkQ>
- Optic Press Releases: Optic Press Release (Amanda Nelson): 2nd Annual LCC Alumni Achievement Awards Banquet a sold-out success
https://www.lasvegasoptic.com/news/community/2nd-annual-lcc-alumni-achievement-awards-banquet-a-sold-out-success/article_8bf6049e-ee0f-4392-92a4-eb54a7bb3bac.html
- Vegas Optic Press Release: Community Foundation welcomes Anchorum Health Foundation partners
https://www.lasvegasoptic.com/news/community-foundation-welcomes-anchorum-health-foundation-partners/article_7b80a75b-a303-4f45-86af-d4f807d0f7b4.html
- Facebook social media has photos from Nursing Pinning and Graduation with lots of likes and shares. <https://www.facebook.com/LunaCommunityCollege>

Enrollment Reports:

- Enrollment Comparison Report
- Credit Hour Comparison Report
- FTE Comparison Report

- Summer Semester Enrollment – shows significant increases from 2022, 2023 and 2024.

XII. Interim Vice President of Academics and Student Services Report – Karen Torres

a. VPISS Updates

Karen Torres shared her appreciation for the opportunity to serve as the Interim Vice president of Instruction and Student Services and expressed excitement for future endeavors.

Karen Torres provided the board with Instruction and Student Services Monthly Report and reviewed the following information:

- Recognition and gratitude for admissions and all the work they are doing with enrollment and recruitment efforts.
- Positive changes in Student Services with financial aid and recruitment.
- Established group chat for Student Services Communication.
- Culinary Arts interest from 24 students.
- Non-Credit Certificate for 5 CTE Courses
- Catalog completion
- Winter Intersession

b. Action Item: 2025-2026 Academic Calendar Amendment

Trustee Dr. Gilbert Sena moved to approve the Action Item: 2025-2026 Academic Calendar Amendment and Trustee Rosalie Ortega seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees present voted unanimously to approve Action Item: 2025-2026 Academic Calendar Amendment – Motion Passed

c. Action Item: 2025-2026 Catalog

Secretary Mark Dominguez moved to approve the Action Item: 2025-2026 Catalog and Trustee Kenneth Medina seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees present voted unanimously to approve Action Item: 2025-2026 Catalog – Motion Passed

XIII. Executive Session

- Limited Personnel Matters as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings ACT.

Trustee Kenneth Medina motioned to move to Executive Session and Trustee Dr. Gilbert Sena seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to move to Executive Session – Motion passed @ 11:39 am.

Trustee Kenneth Medina motioned to move back to Regular Session where no action was taken and Trustee Dr. Gilbert Sena seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to move back to Regular Session – Motion passed @ 12:39 pm. - No action was taken.

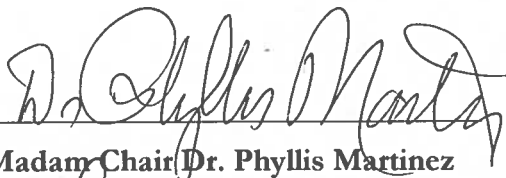
XIV. Announcement on date, time and location of next BOT Meeting(s)

- a. Regular Board of Trustees Meeting – Tuesday, July 8, 2025 @ 10:00 am – LCC Student Success Center Board Room.

XV. Adjourn:

Trustee Kenneth Medina moved to Adjourn and Trustee Rosalie Ortega seconded.
Madam Chair Dr. Phyllis Martinez asked for a roll call.

All trustees voted unanimously to adjourn. - Motion passed unanimously @ 12:42 pm.


Madam Chair Dr. Phyllis Martinez

7/8/25
Date


Leslieann Garcia, Recorder

7/8/25
Date

