

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

Tuesday, February 13, 2024 @ 10:00 am
LCC Student Success Center Board Room

1. **Call Meeting to Order and Establish a Quorum**
2. **Roll Call**

Present: Madam Chair Dr. Phyllis Martinez, Madam Vice Chair Louise Portillos, Secretary Mark Dominguez, Trustee Kenneth Medina, Trustee Rosalie Ortega, Gene Martinez, Casey Applegate-Aguilar, Devon Denise Fox, Rachael Lucero

Not Present: Trustee Dr. Gilbert Sena and Trustee Dianna Medrano

3. **Pledge of Allegiance**
Denise Fox led the Pledge of Allegiance

4. **Approval of the Agenda**

Trustee Rosalie Ortega, motioned to move item 13 Executive Session to item 6 Public Comment and Vice Chair Louise Portillos seconded. Motion passed.

Madam Chair Dr. Phyllis called for a roll call vote: Roll call as follows:

Madam Chair Dr. Phyllis Martinez	Yes	Trustee Kenneth Medina	Yes
Madam Vice Chair Louise Portillos	Yes	Trustee Rosalie Ortega	Yes
Secretary Mark Dominguez	Yes		

5. **Approval of the Minutes (February 13, 2024)**

Secretary Mark Dominguez motioned to approve the minutes and Madam Vice Chair Louise Portillos seconded. Motion passed

6. **Executive Session (Roll call is required)**
 - a. Limited Personnel Matters as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings ACT, more specifically, Presidents evaluation.

Trustee Medina motioned to move to Executive Session and Trustee Rosalie Ortega seconded.

Madam Chair Dr. Phyllis called for a roll call vote: Roll call as follows:

Madam Chair Dr. Phyllis Martinez	Yes	Trustee Kenneth Medina	Yes
Madam Vice Chair Louise Portillos	Yes	Trustee Rosalie Ortega	Yes
Secretary Mark Dominguez	Yes		

Motion passed.

7. Return to Special Session (Roll call is required) No action taken

Madam Chair Dr. Phyllis Martinez called for a roll call vote: Roll call as follows:

Madam Chair Dr. Phyllis Martinez	Yes	Trustee Kenneth Medina	Yes
Madam Vice Chair Louise Portillos	Yes	Trustee Rosalie Ortega	Yes
Secretary Mark Dominguez	Yes		

8. Public Comment

No Public Comment

9. Board of Trustees Updates

Facilities Committee Updates

- There are issues with the parking lot being too short
- Phase 1 of the cameras are installed
- Phase 2 of camera installation
- Nursing will get new carpeting
- Early childhood will take out their carpet and install flooring
- Employ a pest controller

Executive Committee Updates

- President Martinez updated the committee on legislative updates
- Discussed a \$400,000 for workforce development
- Nursing Accreditation was positive
- Finance will continue working on workday
- Committees are interviewing candidates for Financial Director and CTE Director
- Wildlife Resilience Training Center is partnering to offer wildfire courses
- Mr. Don Bustos retired from the Small Business Development Center and interviewing candidates

Finance Committee Updates

- Discussed audits for fiscal year 22/23
- Discussed ATTAIN and CHESS updates
- Discussed drafts of the budgets
- Announced that Dr. Carol Linder and Sharrise Arellanes are working on Procurement

10. Staff Recognition

President Martinez recognized Elias Caro promoted to General Maintenance II Leroy Gonzales promoted to General Maintenance III, Amanda Vigil was promoted to Early Childhood III, Lynette Melendrez Early Childhood II, Dr. Bernadette Maldonado is a full-time instructor in Humanities Department, Chantel Rivera is full-time instructor in Allied Health, Interim Director Casey Applegate-Aguilar for Allied Health. Interim Director Casey Applegate-Aguilar gave the Board a brief description of herself. President Martinez announced that Briana Montano-Baca is now the Director of SBDC.

11. Shared Governance Report (reported via Zoom)

- Faculty Senate discussed campus climate survey and exit survey
- Faculty want to start visiting high schools
- Staff Senate has full membership
- Student Senate has nothing to report

12. President’s Report – President Martinez

- President Martinez has traveled to Santa Fe to attend the legislative session
- Only the Nursing RPSP was recommended to receive at a higher rate than previous years
- The LFC also recommended that state employees get a 2% increase for all employees
- House Bill 2 has \$20 Million included for workforce. If it passes Luna’s share will \$486,000
- ACEN Nursing Accreditation visit went well
- Continue to work with Workday training and issues and taking out the glitches
- Continue working on the 22/23 audits simultaneously
- The Wildfire Resiliency Training Center is working hand in hand with fire departments and NM State Forestry
- CDL continues to bring in students from Raton, Springer, Wagon Mound areas, Luna has applied to be a tester but have not heard back
- Jesse is continuing to work with the newspaper and announced that one of the Adult Basic Education student won a national award and is recognized at the Round House
- In athletics student Angelica Ortiz is the leader in homeruns in the nation also both baseball and softball schedule has started
- Two of the pending grants were turned down but there are still have three pending grants

Action Item: Approval to enter into contract with Cuddy & McCarthy for legal counsel

Madam Vice Chair Louise Portillos motioned to approve to enter into contract and Trustee Rosalie Ortega seconded.

Madam Chair Dr. Phyllis Martinez called for a roll call vote: Roll call as follows:

Madam Chair Dr. Phyllis Martinez	Yes	Trustee Kenneth Medina	Yes
Madam Vice Chair Louise Portillos	Yes	Trustee Rosalie Ortega	Yes
Secretary Mark Dominguez	No		

Motion passed

- BOT quarterly trainings – Executive committee decided on February 20th at 10:00am. The topic will be on Sexual Harassment.

13. Vice President of Academics and Student Services Report –Dr. Guzman Duran

VPISS Updates

- The focus is on the inclusion of the Recruiting, Admissions and Dual Credit advising
- On January 22nd (NC-SARA) we received approval to expand student access to educational opportunities
- Enrollment is at 689
- Maxine Hughes, Nursing Director had no findings on their visit and were complimented on their Nursing Program
- Ray Varela has instituted the intrusive academic advising model, giving the students an advisor
- Contacted several high schools informing them that some of the students are struggling in their classes and should bring them in for tutoring
- The PPA (Program Participation Agreement) is renewed every six years with the Department of Education to ensure that we continue to receive Title IV funds allowing students to receive Financial Aid and other funds
- Recruited the first female student into the Automotive & Collision program (Kayla Chavez)
- The hiring process is ongoing on finalizing the decision for CTE Director and Financial Aid Director

14. Vice President of Finance and Administration – Dr. Carol Linder

VPFA Updates

- Discussed reimbursements for BOT to include per diem, mileage and cellphones
- Working on Financial Aid distribution – first time doing it on Workday
- Dr. Linder Acknowledged the entire Fiscal Office for the work they are doing and have continuing training from CHES
- Payroll for Luna employees went through
- Auditors will be on campus in March and reviewing FY 22/23
- Submitted the revised FY24 Revenue and Expenditure report to the board
- Board members were asked to sign the Community First Bank paperwork

Action Item: Board of Trustee’s Payment

Secretary Mark Dominguez motioned to postpone item the Action Item until all information is ready and submitted to the board and Trustee Rosalie Ortega seconded.

Madam Chair Dr. Phyllis Martinez called for a roll call vote: Roll call as follows:

Madam Chair Dr. Phyllis Martinez	Yes	Trustee Kenneth Medina	Yes
Madam Vice Chair Louise Portillos		Trustee Rosalie Ortega	Yes
Secretary Mark Dominguez	Yes		

No Action taken

Note: Madam Chair Dr. Phyllis Martinez announce the Executive Committee is now at 10:00am, Facilities Committee is at 9:00am, Finance & Audit Committee is at 11:30am and Academic Committee at 1:00pm.

Madam Chair Dr. Phyllis Martinez asked Trustee Rosalie Ortega was asked to participate in the Academic Committee and she agreed.

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


Tuesday, March 12, 2024 @10:00 am – LCC Student Success Center Board Room.

16. Adjourn

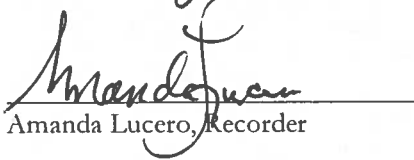
Trustee Rosalie Ortega motion to adjourn and Trustee Kenneth Medina seconded. Motion passed.

Madam Chair Dr. Phyllis Martinez called for a roll call vote: Roll call as follows:

Madam Chair Dr. Phyllis Martinez	Yes	Trustee Kenneth Medina	Yes
Madam Vice Chair Louise Portillos		Trustee Rosalie Ortega	Yes
Secretary Mark Dominguez	Yes		



Madam Chair Dr. Phyllis Martinez



Amanda Lucero, Recorder