

MINUTES
LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
Tuesday, December 12, 2023 @ 10:00 am
LCC Student Success Center Board Room

14. Call Meeting to Order and Establish a Quorum

15. Roll Call

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

Also, in attendance

Dr. Carol Linder, Denise Fox, Lorraine Martinez, Dr. Billie Gay Mathews, Rachael Lucero

Lawrence Quintana, Kristine Jaramillo, Sherry Goodyear (via zoom)

16. Pledge of Allegiance

Pledge of Allegiance was led by Lorraine Martinez

17. Approval of the Agenda with correction

Trustee Dr. Phyllis motioned to approve the minutes with correction and Madam Secretary seconded. Motion passes

18. Approval of the Minutes November 14, 2023

Madam Vice Chair Dianna Medrano motion to approve the minutes and Trustee Rosalie seconded. Motion passes.

19. Public Comment

Kimberly Baca wanted to thank the Board of Trustees for their support of Dr. Edward Martinez and the entire Luna Community College.

20. Board of Trustees Updates

Dr. Martinez informed the members that not all the committee meetings took place and because they were on Thursday, there was not time to prepare the committee minutes to include them in the BOT packets. The Facilities Committee, Executive Committee and Finance Committee met, the Academic Committee did not meet.

a. BOT Updates and Committee Reports

- Trustee Kenneth Medina shared with the Board members that more bids need to go out for the demolition of the old buildings. The lab in the Nursing Department will be remodeled to increase the number of students in the program. The athletics building was painted Luna is still working on the hail damage. The City has not signed MOU for the use of the fields.**

- Trustee Mark Dominguez informed the members that the Revenue looks good. He also told the members of the transition from Dr. William Taylor to Dr. Carol Linder as the new CFO. He also reported on the ATTAIN expenditures.

21. Board of Trustees Reorganization

Before the reorganization began, Chair Gilbert Sena stepped down from his Chairmanship and thanked the Board.

- Call for nominations for Chair – Madam Secretary Louise Portillos nominated Trustee Phyllis Martinez as Chair and Trustee Mark Dominguez seconded.

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

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

Trustee Dr. Phyllis Martinez was elected as the new Chair of the Board

Madam Vice Chair Dianna Medrano indicated that she will be stepping down from her position as Vice Chair

Chair Dr. Phyllis Martinez called nominations for Vice Chair.

Vice Chair Dianna Medrano nominated Madam Secretary Louise Portillos for the position of Vice Chair and Trustee Kenneth Medina seconded.

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

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

Chair Dr. Phyllis Martinez called for nominations for Secretary.

Trustee Rosalie Ortega nominated Trustee Mark Dominguez for the position of Secretary and Trustee Dr. Gilbert Sena seconded.

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

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

Chair Dr. Phyllis Martinez welcomed Vice Chair Louise Portillos and Secretary Mark Dominguez.

Dr. Martinez thanked the outgoing member and their support and said that he looks forward in working with the new members. and thanked Dr. Linder for accepting the position of Vice Chair of Finance.

Personnel Recognition

Dr. Martinez shared with the members the newest employee at Luna.

- Andrea Lucero – Admissions & Recruitment Specialist
- Reyes Montoya – Admissions & Recruitment Specialist
- Anthony Baker – Student Success Specialist
- Teresa Higuera – ACE Lab & Veterans Resource Center
- Dr. Carol Linder – Vice Chair of Finance

22. LCC Foundation Quarterly

Lawrence Quintana told the Board members that they held a Winter Festival and it went very well. They had 36 vendors, children activities, Greg Salazar from IT was helpful in being the MC and thanked Matt Griego for making sure that all was organized.

Cash Investments

Kristine Jaramillo reported that the Title V funds intended for Endowment have been transferred to an investment firm (Ceterra Investments) and the monies are invested within a long-term portfolio.

Scholarships

Another Endowment, the Helen O'Brien fund is also invested within a short-term CD and anticipate the earnings to fund the first round of Nursing Scholarships.

In the Spring 2023 a total of \$8,500.00 in scholarship monies was awarded to 17 recipients. In the Fall 2023 a total of \$3,000.00 in scholarship monies was awarded to 6 recipients.

Fundraising, Events & Grants

This fall 22 Luna employees opted to donate a portion of their salary to the Foundation to support scholarships and other efforts. In August 2023 the Foundation held its first annual Preservation through family events. The net income for the event was in excess of \$3,000.00 and considered a great success.

23. Shared Governance Report

- Nichole Collins is the new Curriculum Committee Chair, approval of the campus climate survey.
- Student Senate completed their Community services.
- Several directors and the Assessment Committee met Thursday 11/30/2023 to go over information to help with Dr. Martinez and Dr. Guzman Duran's visit to HLC.
- Staff Senate approved of the Campus Climate Survey.
- In January Faculty Senate is planning in-service week.

- Student Senate is collecting food and clothing for their Holiday Drive.
- Staff Senate is working on a Christmas Potluck.
- Directors – Ongoing work on the Exit Survey with Faculty Senate.

24. President's Report – President Martinez

Before Dr. Edward Martinez gave his update, he wanted to share update with the members of CHESS Workday. There will be two go live dates Monday, December 18, 2023 for HCM and Payroll and January 2, 2023 Workday go live for Finance. He told the members that yesterday there was a soft go live to test that all is work well before shutting down Jenzabar.

The following Human Capital Management (HR / Payroll) data are being moved into Workday:

- Current contact, personal, and demographic information
- Current compensation, benefits, time off, payroll balances
- Active leaves for previous 12-months
- Other relevant worker attributes

The following Finance Data are being converted and moved into Workday

- For the current fiscal year (July 1, 2023 – Dec. 31, 2023), a month-end summary of all transactions will be entered into Workday.
- The preceding fiscal year (July 1, 2022 – June 30, 2023) June 30, 2023, month-end summary of all transactions will be loaded into Workday.
- Dr. Guzman Duran has taken the lead on developing the team that is working with the students.
- Dr. Martinez wanted to acknowledge that Greg Salazar (IT) and Amanda Nelson from Foundation have been providing the trainings (links) to our employees.

a. President's Updates

- EZ Audits is up to date
- Informed the members of the HLC in Chicago and met with the HLC Council and that it went well and the Chair from the site visit recommended that they take us off of probation and stay on monitoring in outcomes assessment, Board Governance and Planning in Finance.
- Waiting on the report from the Institutional Action Council and will have an opportunity to respond and from there it will go to HLC Board and will meet on February and HLC will send a letter notifying the outcome of LCC.
- The Nursing Department is preparing for their accreditation visit and will have a mock session.
- The Academic and Career Planning contuse to contact students to register early.
- Dr. Martinez thanked the Admission Office for taking the lead in representing Luna at the parades and other events.

- The CDL instructor is working and are now offering CDL classes in Springer and is working in collaboration with the Wild Fire Resiliency Training Center Program. Some classes have already been set up.
- Jesse continues to work on the Luna Light.
- No baseball and softball practice or games since the semester ended.

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

a. VPISS Updates

- Increased access to individual to allow for more registration to include the Luna sites.
- There is an increase in student enrollment for the Spring compared to same time last year.
- Individuals from various offices are participating in a calling campaign to register students early.
- Sherry Goodyear and Cindy Branch and Lisa Bentson are recruiting for the Parents Academe (Madres y Padres).
- CTE and Financial Aid interview are on going

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

a. VPFA Updates

- Dr. Carol Linder thanked Dr. William Taylor and all those who have helped her in her new positions.

b. Revenue and Expenditure Report

- She stated that Trustee Mark Dominguez had already provided the finance updates

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

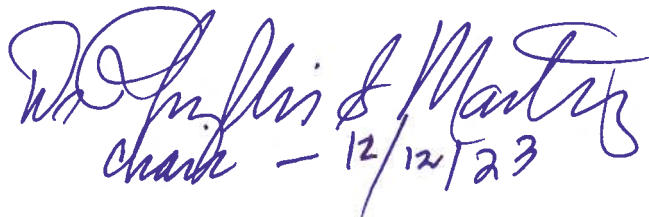
- a. Tuesday, January 9, 2024 @10:00 am – LCC Student Success Center Board Room.

28. Adjourn

Trustee Rosalie Ortega motioned to adjourn the meeting and Trustee Sena seconded. Motion Passes.



Chair Dr. Gilbert Sena




Amanda Lucero, Recorder