

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

Thursday, April 1, 2021 @ 1:00 pm  
LCC Student Success Center Board Room

**Call Meeting to Order and Establish a Quorum**

**Roll Call**

**Pledge of Allegiance**

Trustee Kenneth Medina led the Pledge of Allegiance.

**Present:** Madam Chair Dr. Phyllis Martinez, Madam Vice Chair Dianna Medrano, Madam Secretary Louise L. Portillos, Trustee Mark Dominguez, Trustee Kenneth Medina, and Trustee Dr. Gilbert Sena.

**Also Present:** Interim President Dr. Kenneth Patterson, Executive Office Manager SherylAnn Yara, Information Specialist, Ray Baca, Dr. John Thompson, CTE Director, Eugene Sandoval, Trades/Auto, Breanna Gould, Allied Health Services, Maxine Hughes, Interim VP of Academics/Nursing Director, Carl Vigil, Athletics/Wellness Center, Gloria Pacheco, Dental, Matthew Cordova, Physical Plant and Francisco Apodaca, STEM Director.

**Absent:** Trustee Maximiliano G. Tenorio, Jr.

**Approval of the Agenda**

Trustee Dr. Gilbert Sena moved for approval of the Agenda. 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 Dr. Gilbert Sena	Yes

The vote for approval of the Agenda was unanimous.

**Executive Session (Roll call is required)**

Trustee Kenneth Medina moved that the Board convene in to Executive Session. 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 Dr. Gilbert Sena	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. 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 Dr. Gilbert Sena	Yes

The vote that the Board reconvene into Regular Session from Executive Session where no action was taken, was unanimous.

### **Action Items**

1. Requesting approval of Presidential Search finalists.

Trustee Mark Dominguez moved for approval to name the Presidential Search finalists in alphabetical order: Dr. Javier Ayala, Dr. Ron Flannagan, Dr. Edward Martinez, Dr. Benjamin Morritz, Dr. Kenneth Patterson, and Dr. Christopher Villa. 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 Dr. Gilbert Sena	Yes

The vote for approval of the Presidential finalists was unanimous.

2. Review and approval of LCC Departmental budgets.

Carl Vigil of the Wellness Center/Athletic Director addressed the Board and advised that there are no increase requests.

Chief Finance Officer, Morris Madrid advised the Board that the amount sent to us by HED (Higher Education Department) is \$453,200 and that he and Mr. Vigil just need to work together to get to that amount.

At this time, Madam Chair Dr. Phyllis Martinez asked CFO Morris Madrid if he would please give the Board a run down of the department increases which have been requested.

CFO Morris Madrid addressed the Board and referred them to the handout which was presented to them which included how budgets should be done along with the department increase request, (some with justification).

Allied Health Interim Director Breanna Gould addressed the Board and gave her justification for the increase request for a Full-Time Director.

Next, the School of Business is requesting that the Administrative Assistant position be replaced with an Assistant Director position, which would be an upgrade to the position and also adding part time faculty.

Madam Chair Dr. Phyllis Martinez then advised that she would have a problem with naming Assistant Directors because the other departments would be requesting Assistant Directors. All other Board Members concurred with Madam Chair Dr. Phyllis Martinez.

Next, Madam Chair Dr. Phyllis Martinez commented on the Café de Luna which has requested \$35,000 for supplies, and she feels that there should be a minimal request for supplies and that the revenue taken in would off set that cost. Madam Chair Dr. Phyllis Martinez further advised that she feels that sometime in the future, we need to look at making a change for the Café de Luna.

Next, CTE Director, Dr. John Thompson addressed the Board and gave his justification for his departmental increase requests.

Next, ABE (Adult Basic Education) is grant money and does not have to be dealt with.

Next, LETC (Law Enforcement Training Center) is requesting \$396,300 for a Director, staff and supplies.

At this time Trustee Dr. Gilbert Sena advised the Board that this is not proven and the Board has very little information on this and further advised that he is not convinced that the Board should move on this at all.

Madam Chair Dr. Phyllis Martinez reminded the Board that we have already purchased some of that equipment and leases other, therefore we need to see the program begin, although at this point, she does not see the justification for funding a program for which we have no numbers.

At this time, Interim President Dr. Kenneth Patterson addressed the Board and advised that we already have an agency scheduled into the Driving Simulator in May which will result in approximately six individuals at three days, \$9,000.00.

After a brief discussion, Gloria Pacheco of the Dental Program addressed the Board and gave her justification for requesting an increase in the department's budget.

Next, Brenda Ortega of the Education Department addressed the Board and gave her justification for requesting an increase in the department's budget.

Next was the General Education/Humanities Department who is requesting \$120,000 for Faculty and \$19,000 for Media Arts Equipment. There was no one present to provide justification.

Next was IT and CFO Morris Madrid addressed the Board and advised that the current Director is planning ahead for his retirement in a few years and is looking at making sure that the College is not left without the expertise which it requires, therefore he would be training someone for about six months before his final day on campus. This being the justification behind the increase request and would only be a one-year spike, the budget would not remain at this level.

Next, LRC (Learning Resource Center) is requesting an increase but is only for fringe benefit as well as software supplies.

Next, Facilities Director Matthew Cordova addressed the Board and gave his justification for the \$30,000 budget increase request which would be for the servicing of the buses.

Next, Jesse Gallegos, Public Relations Officer addressed the Board and gave his justification as to his request for an increase to his budget which main reflects advertising which is very expensive.

Next, the Purchasing Department is not requesting any increases.

Next, the Early Childhood Department is self-funded and is not seeking any budget increases.

Next, Geraldine Saavedra of the Office of the Registrar addressed the Board and gave her justification for her \$70,030.00 budget increase request. The increase would re-instate a scheduling position within the department plus an incentive increase for the employees who are still here.

Next, Renee Maestas of the Student Services Department addressed the Board and gave her justification for the budget increase request for her department. This increase would cover travel, purchased services, and supplies.

Next, STEM Director Francisco Apodaca addressed the Board and gave his justification for the budget increase request and further advised the Board that he brought this budget before the Board last year and he will continue to bring it before them. The budget increase request would help to keep our very poorly paid faculty at the LCC campus.

The next six budgets were from the Satellites with Santa Rosa submitting a budget similar to last years, therefore Madam Chair Dr. Phyllis Martinez asked CFO Morris Madrid if he sees that there needs to be any cuts done with this budget.

CFO Morris Madrid advised that the only concern there is a lack of activity.

Madam Chair Dr. Phyllis Martinez then advised CFO Morris Madrid that the Board would leave it in his hands to see how and where we can cut from regarding those budgets.

Next, was the utilities and CFO Morris Madrid advised the Board that this will be determined by the analysis which will be done in a couple of weeks.

Next, was the Veteran's Center which is currently on R & C (Retention & Completion) monies and it was suggested that they remain on the R & C monies.

At this time, Madam Chair Dr. Phyllis Martinez read out loud, the department which do not have to return before the Board:

The Book Store, Board of Trustees, ABE, Dual Credit, Financial Aid, Fiscal, Finance VP, Wellness & Health, Softball & Baseball, Institutional Research, Logistics & Communications, Life Safety, the 1<sup>st</sup> part of Nursing, Nursing Expansion, President, Physical Plant, Purchasing, VP of Instruction and the Board will leave the Satellites and the Veteran's Center for CFO Morris Madrid to work on.

Trustee Mark Dominguez then moved for approval of all budgets with only fringe or zero increases and that all other budgets be sent back to their departments and only extreme and essential increases will be approved. Trustee Dr. Gilbert Sena 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 Louie L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Dr. Gilbert Sena	Yes

The vote for approval of all budgets with only fringe or zero increases and that all other budgets be sent back to the departments and only extreme and essential increases will be approved was unanimous.

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

- Regular Board Meeting – Tuesday, April 13, 2021 @ 10:00 – LCC Student Success Center Board Room.

Madam Chair Dr. Phyllis Martinez advised that at that time, the Board will hear the rest of the budgets.

**Adjourn**

Trustee Dr. Gilbert Sena moved for adjournment. Trustee Kenneth Medina 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 Dr. Gilbert Sena	Yes

The vote for adjournment was unanimous.

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Dr. Phyllis Martinez, Board Chair

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Louise L. Portillos, Board Secretary

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SherylAnn Yara, Board Recorder