

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
SPECIAL BOARD MEETING MINUTES**  
Monday, December 3, 2018 – 5:30 pm  
LCC Student Success Center Board Room

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

**Roll Call**

**Present:** Chairman Daniel J Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Mark Dominguez, Trustee David Gutierrez, Trustee Abelino Montoya, Jr. and Trustee Eugenio Perez IV.

**Also Present:** Interim President Ricky Serna, Executive Office Manager SherylAnn Yara, Informational Representative Ray Baca, Kenneth Bachicha, Humanities/MA & FT, Amanda Ortiz, Student & Career Services/SAS, Michael Montoya, Financial Aid, Dr. Sharon Lalla, Vice President of Academics, Matthew Cordova, Physical Plant, Henrietta Maestas, Registrar, Jason W. Brooks, Las Vegas Optic, Carolyn Chavez, Human Resources Director, Jesse Gallegos, Public Relations, Geraldine D. Saavedra, Office of the Registrar, Maxine Hughes, Nursing Director and Francina A. Martinez, Fiscal.

**Pledge of Allegiance**

The Pledge of Allegiance was led by Trustee Eugenio Perez IV.

**Approval of the Agenda**

Trustee Abelino Montoya, Jr. moved for approval of the Agenda. Vice Chairman Kenneth Medina seconded the motion. The vote for approval of the Agenda was unanimous.

**Approval of the Minutes**

Trustee David Gutierrez moved for approval of the November 6, 2018 (Special), November 8, 2018 (Special), November 13, 2018 (Regular) and November 16-17, 2018 (Retreat) Minutes. Vice Chairman Kenneth Medina seconded the motion. The vote for approval of the November 3, November 6, November 8 and November 16-17, 2018 minutes was unanimous.

**Public Comment**

There was no public comment during this meeting.

**Faculty Senate Report**

Faculty Senate President Kenneth Bachicha addressed the Board with an update as to what faculty senate is working on:

- A. Finals week and grading
- B. Preparing for in-service week
  1. Completion of Assessment Materials - Weave Software
  2. HLC Preparations
  3. Brief trainings
  4. Next Faculty Senate meeting during in-service
- C. Purchasing toys for youth in our service area. Funds donated by Interim President Serna.
- D. Retention & Completion Committee hosted events
- E. Shared Governance Participation
- F. Presidential search

### **Staff Senate Report**

Staff Senate President Amanda Ortiz addressed the Board with an update as to what staff senate is working on:

- Linking up with Luna event – November 14<sup>th</sup> @ 5:00 pm (small but effective turn out)
- Employee Recognition event – December 12<sup>th</sup>
- BOT Shared Governance Meeting – December 6<sup>th</sup>
- Presidential Search Memo (attached) from SAS & Faculty Senate
- Next Regular Meeting – December 11 2018 @ 9:00 am – Student Services Board Room.

### **Student Senate Report**

There was no Student Senate Report tonight

### **Reports – LCC Board – LCC Committees – LCC Departmental**

1. Human Resources

Carolyn Chavez, Human Resources Director addressed the Board with a report of new hires, resignations and retirements.

- Geraldine D. Saavedra – Office of the registrar
- *(Inaudible)* - Unable to attend

2. Academic Update

Dr. Sharon Lalla addressed the Board with a Snapshot of the following:

Thanked Mr. Donnie Adkins for his contribution to the Welding Program and who has also prepared 165 students to earn AWS certification during his tenure at LCC.

Advised that STEM Club provided 60 Thanksgiving meals to students and community members.

## NEWS BITES

- School of Business instructors Leticia Griego and Brenda Wagoner complete applying the Quality Matters Rubric Workshop.
- Pain training hosted by Collision Repair, NAPA, and Martin Senour, Nov. 13 - 14, 2018
- First set of general education core courses submitted to NMHED for certification
- Chef Amanda Medina, Sugar Bomb Bake Shoppe owner is guest speaker in the BAKE 102 Class
- *Puente Juntos: A Reflection and Collection* of work by students from the English Summer bridge Program will be self-published this week Thank you to Roybal-Mack & Cordova Law for sponsoring the publication of this book for our summer students
- Luna links ups with local businesses to form partnerships on November 14<sup>th</sup>
- Jason Killian, Criminal Justice Instructor, provides Mock Trial for students in CJ111
- Fifteen students receive their AWS (American Welding Society) certification this month
- Nurse Advisory Board meeting to be held at Highlands on December 5<sup>th</sup>
- The Culinary Arts Club provides a lunch menu at the Rough Rider Grill on various Fridays
- Academic departments work with Marketing to develop new department and program brochures
- Brenda Ortega attends Early Learning Advisory Council meeting with the NMPED Future Educator Preparation Summit in November
- Adult Education (AE) renamed to “College & Career Readiness Institute” New adult education services will begin at Anton Chico Spring 2019

## Upcoming:

- Course Learning Assessment Presentations during Faculty In-Service next week
- Holiday Potluck – December 12<sup>th</sup>
- LCC Fact Book – coming soon
- LCC visit March 25 – 27, 2019
- STEM Club Coat Drive is ongoing through early January

## Informational Items

Interim President Ricky Serna addressed the Board with an update on the following issues:

- YESCO contract and funding update

- HLC Update – Confirmation on HLC visit – March 25 – 27, 2019
- Discussion on Legislative priorities – Legislative Session begins on January 15, 2019 – Capital Outlay listed for \$650,000.00 – We will be tracking that bill which is supported by HED (Higher Education Department).

**Action Item**

1. Strategic Plan Revisions

Trustee David Gutierrez moved for approval of the Strategic Plan Revisions. Trustee Abelino Montoya, Jr. seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

|                           |     |                              |     |
|---------------------------|-----|------------------------------|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez    | Yes | Trustee Mark Dominguez       | Yes |
| Trustee David Gutierrez   | Yes | Trustee Abelino Montoya, Jr. | Yes |
| Trustee Eugenio Perez IV  | Yes |                              |     |

The vote for approval of the Strategic Plan Revisions was unanimous.

2. Resolution on NMFA Application for Energy Savings Project Funding

After some discussion, Trustee Abeilno Montoya, Jr. moved to table the Resolution on NMFA Application for energy savings project funding until the Board receives further clarification on the dollar amounts. Trustee Mark Dominguez seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

|                           |     |                              |     |
|---------------------------|-----|------------------------------|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez    | Yes | Trustee Mark Dominguez       | Yes |
| Trustee David Gutierrez   | Yes | Trustee Abelino Montoya, Jr. | Yes |
| Trustee Eugenio Perez IV  | Yes |                              |     |

The vote to table the Resolution on NMFA Application for energy savings project funding was unanimous.

3. Open Meetings Act Resolution

Trustee Abelino Montoya, Jr. moved for approval of the Open Meetings Act Resolution. Vice Chairman Kenneth Medina seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

|                           |     |                              |     |
|---------------------------|-----|------------------------------|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez    | Yes | Trustee Mark Dominguez       | Yes |
| Trustee David Gutierrez   | Yes | Trustee Abelino Montoya, Jr. | Yes |
| Trustee Eugenio Perez IV  | Yes |                              |     |

The vote for approval of the Open Meetings Act Resolution was unanimous.

#### 4. BAR's (Physical Plant)

Trustee Abelino Montoya, Jr. moved for approval of the BAR (Budget Adjustment Request). Vice Chairman Kenneth Medina seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

|                           |     |                              |     |
|---------------------------|-----|------------------------------|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez    | Yes | Trustee Mark Dominguez       | Yes |
| Trustee David Gutierrez   | Yes | Trustee Abelino Montoya, Jr. | Yes |
| Trustee Eugenio Perez IV  | Yes |                              |     |

The vote for approval of the BAR (Budget Adjustment Request) was unanimous.

#### 5. Fee for Health Care Services – contract with NMHU

Trustee Abelino Montoya, Jr. moved for approval of the Fee for Health Care Services – Contract with NMHU. Trustee David Gutierrez seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

|                           |     |                              |     |
|---------------------------|-----|------------------------------|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez    | Yes | Trustee Mark Dominguez       | Yes |
| Trustee David Gutierrez   | Yes | Trustee Abelino Montoya, Jr. | Yes |
| Trustee Eugenio Perez IV  | Yes |                              |     |

The vote for approval of the Fee for Health Care Services – Contract with NMHU was unanimous.

#### 6. Revisions to Tuition Waiver Policy

Vice Chairman Kenneth Medina moved for approval of the Revisions to the Tuition Waiver Policy. Trustee Mark Dominguez seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

|                           |     |                              |     |
|---------------------------|-----|------------------------------|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez    | Yes | Trustee Mark Dominguez       | Yes |
| Trustee David Gutierrez   | Yes | Trustee Abelino Montoya, Jr. | Yes |
| Trustee Eugenio Perez IV  | Yes |                              |     |

The vote for approval of the Revisions to Tuition Waiver Policy was unanimous.

**Executive Session**

Vice Chairman Kenneth Medina moved to convene into Executive Session. Trustee Mark Dominguez seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

|                           |     |                              |     |
|---------------------------|-----|------------------------------|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez    | Yes | Trustee Mark Dominguez       | Yes |
| Trustee David Gutierrez   | Yes | Trustee Abelino Montoya, Jr. | Yes |
| Trustee Eugenio Perez IV  | Yes |                              |     |

The vote to convene into Executive Session was unanimous.

**Return to Regular Session**

Vice Chairman Kenneth Medina moved to return to regular session. Trustee Mark Dominguez seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

|                           |     |                              |     |
|---------------------------|-----|------------------------------|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez    | Yes | Trustee Mark Dominguez       | Yes |
| Trustee David Gutierrez   | Yes | Trustee Abelino Montoya, Jr. | Yes |
| Trustee Eugenio Perez IV  | Yes |                              |     |

The vote to return to regular session was unanimous.

**Action Item**

1. Action on next steps in Presidential Search

Trustee Mark Dominguez moved to call the remaining 10 candidates to inquire as to whether they are still interested in interviewing for the position of President of LCC. Trustee Abelino Montoya, Jr. seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

|                           |     |                              |     |
|---------------------------|-----|------------------------------|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez    | Yes | Trustee Mark Dominguez       | Yes |
| Trustee David Gutierrez   | Yes | Trustee Abelino Montoya, Jr. | Yes |
| Trustee Eugenio Perez IV  | Yes |                              |     |

The vote to call the remaining 10 candidates to inquire as to whether they are still interested in interviewing for the position of President of LCC was unanimous.

### **Adjourn**

Vice Chairman Kenneth Medina moved for adjournment. Trustee Abelino Montoya, Jr. seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

|                           |     |                              |     |
|---------------------------|-----|------------------------------|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez    | Yes | Trustee Mark Dominguez       | Yes |
| Trustee David Gutierrez   | Yes | Trustee Abelino Montoya, Jr. | Yes |
| Trustee Eugenio Perez IV  | Yes |                              |     |

The vote for adjournment was unanimous.

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Daniel J. Romero, Board Chairman

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Ernie Chavez, Board Secretary

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SherylAnn Yara, Recorder

