

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

Tuesday, March 17, 2020 @ 9:00 am
Luna Community College Student Success Center Board Room

Call Meeting to Order and Establish a Quorum

Roll Call

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

Also present: President Dr. Rolando Rael, Executive Office Manager, SherylAnn Yara, Information Specialist, Ray Baca, Vice President of Instruction and Student Services, Dr. Kenneth Patterson, Juliana Dominguez, guest, Andrea Gabaldon, Trades, Anthony Baca, Trades, Geno Castillo, Trades, Henrietta Romero, Registrar, Michael Montoya, Financial Aid Director and Carolyn Chavez, Human Resources Director.

Absent: Trustee Maximiliano G. Tenorio, Jr.

Pledge of Allegiance

Madam Secretary, Louise L. Portillos led the Pledge of Allegiance to the Flag.

Approval of Agenda

Madam Vice Chair, Dianna Medrano moved for approval of the Agenda as is. Madam Secretary Louise L. Portillos 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 Maxine L. Salas	Yes

The vote for approval of the Agenda was unanimous.

Informational Items

- Discussion on President's plan for dealing with the COVID-19 outbreak, and the safety of LCC's Students, Staff and Faculty.

The following is the President's plan which was discussed amongst the LCC Board of Trustees:

LUNA COMMUNITY COLLEGE COVID-19 PLAN

- Spring Break will run through Friday, March 20, 2020 for all Luna Community College Campuses;
- On March 23, 2020, classes will transfer to Distance Ed with HLC approval;
- Classes not conducive to Distance Ed will consider an (I) Incomplete with a six (6) week completion timeframe, *as per policy*, other options will be considered;
- All Luna Community College Campuses will be closed to students and the general public through April 6, 2020, (who is essential, who is working from home, departments will need a plan as to how this will work);
- Essential departments will be available via telephone, email, and possibly zoom for students and the general public

EMPLOYEE/SUPERVISORS

- Give staff flexibility to work from home. Those working from home will provide time and effort reports to their immediate supervisor for approval.

BOT CONSIDERATION in flexibility in LCC Policies

- Leave Donations (*Current Policy – FMLA to be eligible for time leave donation*)
 - Sick Leave to Sick Leave
 - Annual Leave to Annual Leave
 - Flexibility on Doctor's note(s)

ONLY ACCESS TO LCC MAIN CAMPUS – TOP GATE – (*to reduce traffic flow and non-essential personnel*).

At this time, Human Resources Director, Carolyn Chavez asked for clarification regarding the leave donations, (sick to sick – annual to annual). Ms. Chavez asked if this was going to be a change to the policy or if this is temporary due to the emergency situation.

Ms. Chavez was advised that this is where the flexibility comes in to play and that this may occur only during this emergency situation and is not a change to the policy.

President Rolando Rael then advised that he and Madam Chair, Dr. Phyllis Martinez would be in constant contact with one another. President Rael asked that the Board Members channel their questions and information through Dr. Martinez and she in turn will pass the information/questions on to the President.

Trustee Mark Dominguez offered his assistance to any student having to remain behind in the New Mexico Highlands University dorms regarding their meals. Trustee Dominguez stated “not student will go hungry”.

After a brief discussion, Madam Chair, Dr. Phyllis Martinez called for a motion regarding the President's plan.

Trustee Kenneth Medina moved for approval of the President's plan for dealing with the COVID-19 outbreak, and the safety of LCC's Students, Staff and Faculty. Madam Secretary, Louise L. Portillos 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 Maxine L. Salas	Yes

The vote for approval of the President's plan for dealing with the COVID-19 outbreak and the safety of LCC's Students, Staff and Faculty was unanimous.

Adjourn

Madam Vice Chair, Dianna Medrano moved for adjournment. 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 Maxine L. Salas	Yes

The vote for approval of Adjournment was unanimous.

Dr. Phyllis Martinez, Board Chair

Louise L. Portillos, Board Secretary

SherylAnn Yara, Recorder

