

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES**  
Tuesday, November 8, 2022 @ 10:00 am  
LCC Student Success Center Board Room  
366 Luna Drive, Las Vegas, New Mexico

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

**Roll Call**

**Present:** Chairman Dr. Gilbert Sena, Madam Secretary Louise L. Portillos, Trustee Mark Dominguez, Trustee Kenneth Medina, and Trustee Dr. Phyllis Martinez and Trustee Rosalie Ortega. Madam Vice Chair Dianna Medrano was not present.

**Also Present:** President Dr. Edward A. Martinez, Interim Vice President of Instruction and Student Services Dr. Dani Day, Vice President of Finance and Administration Kathy Romero, and Executive Administrative Assistant to President Anna Garduño. Others present: Greg Salazar, IT Director; Ray Baca, Information Representative; Dr. Carol Linder, Shared Governance; Jesse Gallegos, Public Relations; Jared Mang, Athletics.

**Pledge of Allegiance**

Trustee Mark Dominguez led the Pledge of Allegiance.

**Approval of the Agenda**

Trustee Kenneth Medina made a motion to approve the agenda as presented. Madam Secretary Louise L. Portillos seconded the motion. Motion carried.

**Approval of the Minutes (October 11, 2022)**

Madam Secretary Louise L. Portillos made a motion to approve the minutes. Trustee Rosalie Ortega seconded the motion. Motion carried.

**Public Comment**

There was no public comment at the meeting.

**FY21 Audit Presentation**

Kathy Romero introduced Mr. Chris Garner, Lead Auditor (through Zoom). Mr. Garner reviewed the FY21 Audit with the Board, and stated this is the same information given in their exit conference. Mr. Garner discussed the standards and responsibilities, and stated the financial statement was free of errors, or errors were not big enough to change the bankers' opinion of the audit. Slides shown were the results of the audit. There were seven findings:

**CU 2021-001 (2016-001) – Internal Controls over Financial Reporting and Closing (Material Weakness)  
(Repeated and Modified)**

1. CU 2021-001 (2016-001) – Internal Controls over Financial Reporting and Closing (Material Weakness) (Repeated and Modified)
2. 2021-002 (2020-003) – Audit Submitted After the Statutory Deadline (Other Non-compliance) (Repeated and Modified)
3. 2021-003 – Chief Procurement Officer and Maintenance of Procurement Documentation (Other Non-compliance)
4. 2021-004 – Travel and Per Diem (Other Non-compliance)
5. 2021-005 Lack of Controls over Payroll (Other Non-Compliance) (Continued)
6. 2021-006 Invalid contract (Significant Deficiency)
7. 2021-007 Board of Directors Reimbursement Requests (Other Matter)

Trustee Dr. Phyllis Martinez discussed a recent newspaper article and the staffing issues and inability to provide documentation for the auditors during the fires, delaying the audit from being completed by the deadline. When asked about the Foundation Manager position, President Martinez stated there have been no applicants. Trustee Dr. Phyllis Martinez discussed the need to hire someone for this position as there is \$8000 unaccounted for, with the Foundation, so a good manager is necessary. Also, to stay in procurement compliance, advertising in newspapers is necessary for bids. Trustee Dr. Phyllis Martinez stated she has not seen any advertising being done, and she was unaware of any in the past.

Trustee Mark Dominguez discussed training classes or seminars that would benefit the Board, and suggested educational workshops for training the Board to better this institution, possibly led by the auditor, Mr. Chris Garner. Mr. Garner stated he would be happy to work with President Martinez and Kathy Romero to schedule training, with one to two hours with the Board in the near future.

### **The Board of Trustees Updates**

#### a. BOT Updates and Committee Reports

##### Executive Committee Meeting

Committee Chair Dr. Gilbert Sena reported that the Executive Committee met on November 1, 2022 and Trustee Louise L. Portillos, President Martinez, and Anna Garduño, Executive Administrative Assistant were present. Trustee Dianna Medrano was not present. Chairman Sena stated the minutes from the 10/04/2022 meeting were approved. Items covered included discussion regarding the RPSP, athletics, enrollment, and the CHESS Steering Committee.

##### Finance Committee Meeting

Chair Louise L. Portillos reported that the Finance Committee meeting did not take place, and apologized for not being able to attend.

### Academic Committee Meeting

The Academic Committee meeting on November 1, 2022 did not take place as Dr. Gilbert Sena was the only Board member able to attend.

### Facilities Committee Meeting

Chair Kenneth Medina reported that the Facilities Committee Meeting did not take place on November 1, 2022.

### **Personnel Recognition**

Dr. Martinez introduced and acknowledged new staff, Jared Mang, Assistant Baseball Coach. Chairman Dr. Gilbert Sena and the Board recognized and welcomed Mr. Mang to LCC.

### **President's Report**

President Martinez updated the Board on NMICC, the Tiendita Food Pantry Grand Opening attended by several LCC Foundation Board members. The Tiendita has received many donations, and has been successful in helping to feed students. CHES meetings have taken place to discuss the next steps. Kathy Romero and Dr. Day are part of the Steering Committee, and will create internal committees, and hope to begin implementation in January 2023. President Martinez spoke about his plan to visit our satellites to hold future Board meetings, possibly starting in the spring, when the weather is better. President Martinez also discussed the recent Safety Meeting regarding the resurgence of COVID that took place this week. He traveled to Santa Rosa to present at the County Commission meeting and met with community members recently. It was a very positive meeting. President met previously with the Chamber of Commerce in Springer, and with the Commissioners in Mora. President Martinez discussed the process of getting certified for the Cosmetology/Barbering program to begin work at the prison in Santa Rosa. LCC is waiting for the State Board to inspect the prison in Santa Rosa. The Springer satellite should have a cosmetology instructor as well, but again, we have the licensing issue there as well.

### **Shared Governance Report**

Interim Chair Dr. Carol Linder presented the report on behalf of Shared Governance. Dr. Linder discussed that there is good representation for every Senate group now. She spoke about the staff-wide self-assessment, Academic Leadership and the Program Road Maps to be used in advising students in the spring, Coffee Connects taking place, and moving away from black board to in-classroom learning. Dr. Linder discussed the success of the Tiendita Open House, The Car Show Committee representing Luna for the Trunk or Treat on Halloween, CROP Hunger Walk and President Paige Gowen leading the team in the walk. Dr. Linder noted the upcoming Free Throw Contest to take place this week.

### **Vice President of Academics and Student Services Report – Dr. Dani Day**

Dr. Dani Day spoke about Allied Health signing an agreement with San Juan College. The Surgical Technology MOA will allow students to take prerequisites at Luna, and credits will transfer to San Juan College. Mental health awareness and resources are beginning, and the term "Luna Strong" has become a good strong message to share. Teacher training and preschool equipment are being paid for with the Preschool grant. The Cosmetology program celebrated its 20<sup>th</sup> year anniversary and had a very successful celebration which included a

costume contest, and a Trunk or Treat. Nursing students vaccinated over 60 people at their last vaccination clinic. STEM is working with the Rough Rider Community to establish a dual credit media arts programs in several rural communities, increased number of class offerings at WLV and more students at RHS. Dr. Day updated the Board on the Rough Rider Mentorship and summer bridge program, as well as the implemented Remind App. The Library has updated their database to allow access to class materials on campus, and we are halfway through the review of initial narrative drafts for HLC.

### **Finance and Administration Report – Kathy Romero**

Kathy Romero updated the Board on the roofing work on Allied Health Building. Work on the VoAg Building continues and it should be ready for move-in by the end of next month. The leaks in the Student Services Building continue to be fixed. We continue cross training which will help with continuity in every department in the future. Ms. Romero stated that the FY22 Audit will be late, and we are currently providing documentation through the end of the month. The auditors will be here to do fieldwork on 12/05/2022, and we're already putting new procedures in to place to avoid late audits going forward. We may have findings in 2022 that we saw in 2021, but we are implementing rules so that they are not repeated after that. Discussion took place regarding the Board receiving payments after each meeting. Madam Secretary Louise L. Portillos inquired about the Board receiving payment at meetings in previous years, and why the auditors are just now penalizing us. Kathy Romero explained the findings, and the reasons why the Board will receive payment after each meeting going forward. A payroll plan with the committee will hopefully be implemented in January 2023. Trustee Mark Dominguez asked what the penalty amount will be, and Kathy Romero stated there is no penalty fee and no additional penalty for the late audit. The only fee was to prepare the financial statements by a CPA.

Board members took a short break at this time.

### **HLC Work Session with BOT – Initial Criteria Discussion – Dr. Dani Day**

Dr. Dani Day handed out notebooks to Board members for the work session. Dr. Day began with a Writing Team question, 2C#4 – Criterion 2. Integrity: Ethical and Responsible Conduct, #4 – The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests or other external parties. Dr. Day pointed out that each member signed Conflict of Interest Forms to ensure The Board conducts themselves as ethical individuals. The writing team asked if Board members had any practices used to act as a Board, and communication measures were discussed amongst the Board members. Discussion took place regarding the Board's influence on the community and institution. Per Dr. Day, the conversation was helpful in assuring that #4 is fulfilled. It's important to train staff to go through the proper channels in discussing issues, rather than going directly to the Board. Communication is the biggest issue, in any institution, or relationship. Dr. Day stated that the Criteria 2 Team has a lot of documentation as backup and these are the discussions that are necessary to benefit our institution.

### **Announcement on Date, Time and Location of Next BOT Meeting(s)**

Chairman Dr. Gilbert Sena announced that the next LCC Regular Board meeting is scheduled for Tuesday, December 13, 2022 @ 10:00 am in the LCC Student Success Center Board Room.

**Adjournment**

Madam Secretary Louise L. Portillos made a motion for adjournment. Trustee Dr. Phyllis Martinez seconded the motion.

Motion carried and the meeting adjourned at 12:44p.m.

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Dr. Gilbert Sena, Board Chair

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Louise L. Portillos, Board Secretary

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Anna Garduño, Recorder

Minutes approved  
12/13/2022  
Anna Garduño