

**LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
SUMMER RETREAT**

Friday, July 12, 2019 – 10:00 am – 4:00 pm
Saturday, July 13, 2019 – 9:00 am – 12:00 pm
Embassy Suites, 1000 Woodward Ln. NE, Albuquerque, NM 87102

Friday, July 12, 2019

Call Meeting to Order and Establish a Quorum

Roll Call

Present: Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Trustee Mark Dominguez, Trustee Martin Gonzales, Trustee Julian Jaramillo and Trustee Eugenio Perez IV.

Also present: President Rolando Rael and Executive Office Manager, SherylAnn Yara

Absent: Secretary Ernie Chavez

Approval of Agenda

Vice Chairman Kenneth Medina moved for approval of the Agenda. 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
Trustee Mark Dominguez	Yes	Trustee Martin Gonzales	Yes
Trustee Julian Jaramillo	Yes	Trustee Eugenio Perez IV	Yes

The vote for approval of the agenda was unanimous.

9:00 am – 10:30 am

Presidential Update/Goals and Objectives

President Rolando Rael addressed the Board and asked that they pull out the handout provided to them in their packets. President Rael then began with the President's 2019-2020 Goals and Objectives which were as follows:

- a. Strengthen the student pathways to college participation, readiness, and completion.

- I. Work closely with each of the seven (7) area school districts and higher education entities in joint efforts such as early assessment, dual enrollment, and degree completion partnerships.

9:21 am – Secretary Ernie Chavez is now present

- II. Develop and implement enrollment and scheduling strategies to improve student success.
- III. Strategically manage course offerings to address obstacles to student course progression including scheduling and room usage.
- IV. Strategically expand offerings where necessary to improve student guided pathways.
- V. Support efforts to assist all student with emphasis on underrepresented and underserved students.
- VI. Establish Center for Diversity & Inclusion.
- VII. Expand alternative course delivery.
- VIII. Ensure credit to clock our compliance (accreditation)

At this time, the Board broke into a lengthy discussion regarding the above eight (8) listed Goals and Objectives. Much of the discussion centered around # eight (8) and the College's accreditation.

President Rael advised that being that we have run out of time on this particular item, he would ask and recommend that the Board review the remaining Goals and Objectives which he has prepared and provided for them.

10:30 am – 12:00 pm

Strategic Plan/Revision to Policy 1520 and 1600/Resolutions from committees within.

LCC's STEM Director, Francisco Apodaca addressed the Board to review the 2019-2020 Strategic Plan which was approved and adopted by the Board on December 3, 2018.

Mr. Apodaca began with the Vision – Luna Community College is a regional leader in providing exceptional value for quality innovative and integrated educational experiences, preparing students to compete at the forefront of their chosen field.

Mr. Apodaca then reminded that the Mission is, "Creating Opportunities for You"

Mr. Apodaca then went over the following:

GUIDING PRINCIPLES:

The Guiding Principles for the College represent the core beliefs of the institution, articulation the College's commitment to the service region, which includes communities that support the financial well-being of the institution. These principles underscore the

College's role in strengthening communities through strategic collaboration, individual academic success and diverse opportunities for degree attainment and workforce development. Luna recognizes that its success is inextricably tied to that of the communities it services.

OUR GUIDING PRINCIPLES

- Promote academic preparation and achievement by researching and employing innovative practices that ensure student success.
- Commit to serving the communities of northeastern New Mexico through collaborative strategies that strengthen the local workforce, meet academic needs and promote lifelong learning.
- Promote a learning community that values and celebrates differences.
- Sustain an inclusive and collaborative culture that ensures effective opportunities for stakeholder input and contributions.
- Play a leadership role in economic and community development that honors and recognizes the culture and history of the region.

STRATEGIC GOALS

Institutional strategic goals are designed to ensure the College fulfills its vision and mission. Equally important, the goals play a key role in identifying effective practices that shall be sustained over time. Progress monitoring of activities will be conducted departmentally and reviewed on a monthly basis.

GOAL 1: Grow institutional enrollment through a multifaceted recruitment campaign that includes partnerships with regional industry, government and K-12 districts.

GOAL 2: Increase the percentage of first-time freshmen students completing degrees and certificates by 150 percent of their program duration. Target = 35 percent by 2020.

GOAL 3: Ensure academic quality through the ongoing evaluation of teaching and learning.

GOAL 4: Facilitate student success and retention through comprehensive support and services and interventions.

BENCHMARK: Increase fall-to-spring retention rates for first-time freshmen students. Target = 80 percent by spring 2020.

BENCHMARK: Increase fall-to-fall (semester four) retention rates for first-time freshmen students. Target = 60 percent by fall 2019.

GOAL 5: Increase the percentage of students enrolled as degree-seeking, or who wish to transfer to a four-year institution. Target =70 percent by 2021.

GOAL 6: Increase the College's annual sponsored project funding aimed at postsecondary preparation, retention, completion and career placement.

BENCHMARK: \$2 million by 2021.

GOAL 7: Maximize student access through expansive and quality online course and credential offerings.

GOAL 8: Provide in-demand and quality programs designed for increased Transferability and/or employability.

GOAL 9: Ensure the College conducts itself in a manner that provides for financial solvency and institutional growth and sustainability.

Mr. Apodaca then stood for any questions from the Board.

Mr. Apodaca then presented revisions to LCC Shared Governance Policy 1520 (Revised August 2019):

Definitions: NO CHANGE

Committees: NO CHANGE TO 1st PARAGRAPH

Add the following paragraphs:

The Board of Trustees will, at each meeting, recognize and accommodate at a table the following committees: Shared Governance, Faculty Senate, Staff Advisory Senate and Student Government, and Academic Leadership.

The Board of Trustees should seek and consider feedback from the aforementioned committees when the Board is deliberating on policy and procedure issues affecting the respective Committees and Institution.

Mr. Apodaca presented the revisions to LCC Board Orientation Training Policy 1600 (Revised August 2019):

Introduction

Given the magnitude and complexity of its role, the Board shall retain a high value for training and development. On a quarterly basis, Trustees shall participate in mandatory trainings that enhance their collective effectiveness and ability to achieve the institution's goals. Trustees shall complete a minimum of four (4) hours of professional development leadership training annually, with a minimum of one hour quarterly, covering topics that shall include, but are not limited to, open meeting law, community college and labor law, inspection of public records, contract law, ethics, Clery Act, financial oversight and

accountability, audits, diversity and inclusion, and fiduciary responsibilities of a community college trustee.

Luna Community College shall maintain on its internet website, the names of the Trustees who have completed the training, as well as the names of the Trustees who have not successfully completed the training, as required under this policy.

The Trustee shall certify completion of the training required under this policy to the Board Secretary. The Secretary shall send a notice to all Trustees and the President or acting chief executive officer of that fact.

Mr. Apodaca then presented the Board with Policy: Freedom of Expression and Dissent and Resolution: Regarding Shared Governance at Luna Community College (***Please refer to Freedom of Expression and Dissent Policy and Shared Governance Resolution for their entirety.***)

12:00 pm – 1:30 pm – Lunch

1:30 pm – 2:30 pm

BUDGET OVERVIEW

Vice President of Finance/CFO, Donna Flores-Medina addressed the Board and provided a handout for each one of the Trustees to follow.

Vice Present Flores-Medina began with a pie chart showing where the College's revenue comes from: 74% State appropriations, 18% Mil Levy and 7% Tuition.

• Formula	7,811,300
• Mil Levy	1,900,000
• Tuition	771,500
• <u>Other</u>	<u>20,000</u>
• Total	10,502,800

Vice President Flores-Medina then moved on to the expenses by division

DIVISION	FULL YEAR BUDGET	% OF BUDGET
Instruction	\$ 4,364,801	37%
Academic Support	\$ 555,359	5%
Student Services	\$ 1,924,498	16%
Institutional Support	\$ 2,458,286	21%
Maintenance & Plant	\$ 2,251,742	3%
TOTAL	\$11,941,308	

Vice President Flores-Medina also provided a Revenue to Expenditures and Ending Balances chart for 1617, 1718, 1819 and 1920.

Secretary Ernie Chavez	Yes	Trustee Mark Dominguez	Yes
Trustee Martin Gonzales	Yes	Trustee Julian Jaramillo	Yes
Trustee Eugenio Perez IV	Yes		

The vote to recess until 9:00 am tomorrow morning was unanimous.

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Saturday, July 13, 2019

Call Meeting to Order and Establish a Quorum

Present: Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Mark Dominguez, Trustee Martin Gonzales, Trustee Julian Jaramillo and Trustee Eugenio Perez IV

Also present: President Rolando Rael and Executive Office Manager, SherylAnn Yara

Return from 07.12.19 recess

Vice Chairman Kenneth Medina moved that the Board return from the July 12, 2019 recess. 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 Martin Gonzales	Yes	Trustee Julian Jaramillo	Yes
Trustee Eugenio Perez IV	Yes		

The vote to return from the July 12, 2019 recess was unanimous.

9:00 am – 10:30 am

OPEN GOVERNMENT TRAINING

Assistant Attorney General, John Kreienkamp addressed the Board and provided each with a copy of the New Mexico Open Meetings Act Compliance Guide.

Mr. Kreienkamp spoke to the Board of the following issues:

- Open Meetings Act
- Formation of Public Policy
- A. State Policy on Open Meetings
- B. Public Meetings Subject to the Act
 - 1. Rolling Quorums

- 2. Policy Making Bodies
- C. Telephone Conferences
- D. Notice Requirements
- E. Reconvened Meetings
- F. Agenda
 - 1. Seventy-two hour requirement
 - 2. Action on Agenda Items
- G. Minutes
- H. Exceptions
 - 1. Licensing
 - 2. Limited Personnel Matters
 - 3. Administrative Adjudicatory Deliberations
 - 4. Personally Identifiable Student Information
 - 5. Collective Bargaining
 - 6. Certain purchases
 - 7. Litigation
 - 8. Real Property and Water Rights
 - 9. Public Hospital Board Meetings
 - 10. Gaming Control Board Meetings
- I. Closed Meetings
 - 1. Closing an Open Meeting
 - 2. Closed Meeting outside an Open Meeting
- J. Statement Regarding Closed Discussions

A lengthy discussion ensued in regards to the above listed issues. Members of the Board had many questions for Mr. Kreienkamp who was able to answer all questions posed by the Board.

Chairman Romero thanked Mr. Kreienkamp for taking the time to educate the Board on the issues regarding the Open Meetings Act.

10:15 – 10 Minutes Break

Trustee Martin Gonzales moved that the Board take a ten (10) minute break before entering into Executive Session. Trustee Eugenio Perez 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 Martin Gonzales	Yes	Trustee Julian Jaramillo	Yes
Trustee Eugenio Perez IV	Yes		

The vote to take a ten (10) minute break before entering into Executive Session was unanimous.

Executive Session

Vice Chairman Kenneth Medina moved that the Board 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 Martin Gonzales	Yes	Trustee Julian Jaramillo	Yes
Trustee Eugenio Perez IV	Yes		

The vote that the Board convene into Executive Session was unanimous.

Return to Regular Session

Vice Chairman Kenneth Medina moved that the Board reconvene into Regular Session. Secretary Ernie Chavez seconded the motion.

Chairman Daniel J. Romero advised for the record that no action was taken during the Executive Session portion of this Retreat and 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 Martin Gonzales	Yes	Trustee Julian Jaramillo	Yes
Trustee Eugenio Perez IV	Yes		

The vote that the Board reconvene into Regular Session was unanimous.

Adjourn

Vice Chairman Kenneth Medina moved for Adjournment. Trustee Eugenio Perez IV 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 Martin Gonzales	Yes	Trustee Julian Jaramillo	Yes
Trustee Eugenio Perez IV	Yes		

The vote for Adjournment was unanimous.

Daniel J. Romero, Board Chairman

Ernie Chavez, Board Secretary

SherylAnn Yara, Recorder