

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
SPECIAL MEETING MINUTES**  
Tuesday, June 23, 2020 @ 3:30 pm  
LCC 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, Trustee Maxine L. Salas and Trustee Maximiliano G. Tenorio, Jr.

**Also present:** Interim President, Dr. Kenneth Patterson, Executive Office Manager SherylAnn Yara, Informational Specialist Ray Baca, Breanna Gould, Shared Governance/Faculty Senate, Matthew Cordova, Facilities Director, Vice President of Finance, Donna Floes-Medina and Lita Bernal, School of Business Director

**Pledge of Allegiance**

The Pledge of Allegiance was led by Trustee Max G. Tenorio, Jr.

Trustee Dominguez addressed the Board and asked Madam Chair Dr. Phyllis Martinez to be allowed to speak before the Board as a point of privilege. Madam Chair advised that if it is concerning the Board of Trustees, it should be placed on the Agenda. Trustee Mark Dominguez then advised that he feels that we have had several violations and he would like to address them in order to work on them as they cannot continue. Madam Chair Dr. Phyllis again advised Trustee Mark Dominguez that she feels that if it is regarding the Board of Trustees, it should be placed on the agenda in order to be transparent with our public. Trustee Mark Dominguez then advised that this point of privilege does concern our constituents, our stakeholders, our staff and our students. Madam Chair Dr. Phyllis Martinez again advised Trustee Mark Dominguez that she feels that it should be placed on the Agenda and if wishes, they may discuss it during a break. Trustee Maxine L. Salas then advised that she agrees with Madam Chair Dr. Phyllis Martinez in that it should be placed on the agenda. Trustee Mark Dominguez then advised that he has never known an instance when a Chair or Trustee has shut down a point of privilege.

**Approval of the Agenda**

Trustee Maxine L. Salas 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 Maxine L. Salas	Yes
Trustee Max G. Tenorio	Yes		

The vote for approval of the Agenda was unanimous.

**Action Items**

1. Requesting approval of 2020 NMHED Capital Projects Summer Hearing Request (Due July 1, 2020).

Facilities Director, Matthew Cordova addressed the Board and advised that their packets contain the additional information which was requested by the Board regarding the 2020 NMHED Capital Projects Summer Hearing Request.

After a very brief discussion, Trustee Kenneth Medina moved for approval of the 2020 NMHED Capital Projects Summer Hearing Request. 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
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the 2020 NMHED Capital Project Summer Hearing Request was unanimous.

2. Requesting approval of the NM Department of Finance ICIP Requests (Infrastructure Capital Improvement Plan)

Mr. Cordova again addressed the Board and advised that the additional information requested is contained in their packets.

Again, after a very brief discussion, Trustee Max G. Tenorio, Jr. moved for approval of the NM Department of Finance ICIP Requests (Infrastructure Capital Improvement Plan). Trustee Maxine L. Salas 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
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Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Maxine L. Salas	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the NM Department of Finance ICIP Requests (Infrastructure Capital Improvement Plan) was unanimous.

### Informational Items

1. Review, Discussion and BOT feedback – HLC Report Update.

Ms. Breanna Gould of Shared Governance and Faculty Senate addressed the Board and presented a power point regarding the HLC Update which focused on Criterion's 2.A, 5.A, 3.D, 5.B, FCR (Unmet), 2.C, 2.D, 5.C and 5.D (Met with concerns).

After going through Criterion 2.A, Ms. Gould gave supporting evidence on each of the Criterion's which consisted of:

- BOT Policy 1600
- BOT Policy 1520
- Annual Ethics and Conflict of Interest Policy Acknowledgement Form
- BOT Good Faith Resolution
- Campus Climate Survey – Spring 2020 (Q4)

Criterion 5.A supporting evidence consists of:

- Long Term Sustainability Plan (previously, Long Range Financial Plan)
- Facilities Master Plan
- Technology Plan
- Annual Department Reports (program viability)
- Departmental Strategic Plan Budgeting Forms
- NMHED Expenditure Reduction Strategy
- Official MOU's of Programs Suspensions (i.e., Accounting, General Business)
- BOT Tuition Increase/Free Structure Plan

Criterion 3.D supporting evidence consists of:

- Facilities Master Plan
- Technology Plan
- Annual Department Reports (program viability)
- Departmental Strategic Plan Budgeting Forms
- NMHED Expenditure Reduction Strategy
- BOT Tuition Increase Fee/Structure Plan

Criterion 5.B supporting evidence consists of:

- Policy 1520
- Shared Governance Structure
- Campus Climate Survey – Spring 2020
- Shared Governance Council Regular Meeting Minutes
- BOT Minutes – June 23, 2020 Special Meeting

FCR supporting evidence consists of:

- LCC College Scorecard (CS)
- Academic Department Annual Reports
- Timeline of LCC CS Implementation
- LCC Fact Book

Criterion 2.C supporting evidence consists of:

- Annual Ethics and conflict of Interest Policy Acknowledgement Form
- BOT Minutes/Transcript: January 15, 2020 Work Session
- Campus Climate Survey – Spring 2020
- Good Faith Resolution

Criterion 2.D supporting evidence consists of:

- Attorney General's Office training: Open Meetings Act
- BOT Leadership Training, 3/11/20
- BOT Good Faith Resolution
- Father Paul Grala, S.O.L.T. of Mora, New Mexico submitted an editorial piece on prayer in the school, Volume 3, Issue 10

Criterion 5.C supporting evidence consists of:

- Strategic Plan
- Strategic Budgeting Tool
- Long Term Sustainability Plan (previously, Long Range Financial Plan)
- Master Plans (Facility, Educational, R&C Institutional Assessment Institutional Safety)
- Institutional Assessment Calendar

Criterion 5.D supporting evidence consists of:

- Sample end of Year Academic Reports
- Academic Program Reviews AY 19-20
- Annual Audit (Findings/Status Update/Follow-Up Audits)
- NMHED Expenditure Reduction Strategy
- Official MOU's of Program Suspensions (i.e., Accounting, General Business)

- Institutional Calendar (Assessment)
- PO for Policy Stat – software and expected implications/use
- Strategic Plan
- Concourse Syllabus Management
- Online Professional Development Report
- Strategic Goal Annual Review
- Shared Governance Reorganization

After a lengthy Q & A and Board input, the Board thanked Ms. Gould for her presentation as it contained much needed information.

Next, Vice President of Finance, Donna Flores-Medina addressed the Board and provided them with a handout and presented the following:

Ms. Flores-Medina advised that this portion of the report presented by Ms. Breanna Gould pertains to the Fiscal Responsibility, Sustainability and Long Term. Ms. Flores-Medina advised that a lot of things which we are implementing have risen through the Finance Committee which is a working advisory arm of the Board.

Ms. Flores-Medina then proceeded with information regarding the following:

Strategic Plan

VISION

MISSION

GUIDING PRINCIPLES

STRATEGIC GOALS

Executive Summary

Section 1: History of Revenue Sources

Section 2. Increasing Revenue

Funding Mechanism

State Funding

Property Taxes

Tuition, Fees and other Student Charges

Tuition

Student Fees

Other Fees & Charges

Other Revenue Sources

Section 3: Operational Expenditures

Operating Expenditures

Contracted Salaries & Wages

Part-Time Salaries & Wages

Other Payroll Expenses (OPE)

Materials & Services

Capital Outlay Transfers

Other Operating Transfers Out

Capital Expenditures

Capital Projects  
 Capital Purchases  
 Rehabilitation and Preservation of Existing Capital Assets  
 Deferred Maintenance  
 Long Term Debt Obligations  
 Debt Limitation  
 General Obligation Bonds

**\*\*\*Due to the high volume of information in the handout, please refer to Ms. Flores-Medina's handout for complete information and graphs.**

The Board thanked Ms. Flores-Medina for the information presented.

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

Trustee Max G. Tenorio, Jr. moved that the Board convene into 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 Maxine L. Salas	Yes
Trustee Max G. Tenorio, Jr.	Yes		

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

**Return to Regular Session (Roll call is required)**

Trustee Max G. Tenorio, Jr. moved that the Board reconvene into Regular Session. Madam Vice Chair Dianna Medrano seconded the motion.

Madam Chair Dr. Phyllis Martinez announced for the record that no action was taken during the Executive Session portion of this meeting, and with this called for a roll call vote. Roll call vote was taken by Madam Secretary Louise L. Portillos 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
Trustee Max G. Tenorio, Jr.	Yes		

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

**Adjourn (Roll call is required)**

Madam Vice Chair Dianna Medrano 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 by Madam Secretary Louise L. Portillos.

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
Trustee Max G. Tenorio, Jr.	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, Recorder