

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

Tuesday, May 9, 2023 @ 10:00 am  
LCC Santa Rosa Campus,  
213 South 4<sup>th</sup> Street, Santa Rosa, New Mexico 88435

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

**Roll Call**

**Present:** Chairman Dr. Gilbert Sena, Vice Chair Dianna Medrano (Zoom), Madam Secretary Louise L. Portillos (Zoom), Trustee Dr. Phyllis Martinez, Trustee Kenneth Medina and Trustee Rosalie Ortega, and Trustee Mark Dominguez.

**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 the President, Anna Garduño. Others present: Rachael Lucero, Instructor of Biology and Chemistry (Zoom); Greg Salazar, IT Director; Terry Mares, and Emily Ulibarri, Santa Rosa Office Manager.

**Pledge of Allegiance**

Trustee Rosalie Ortega led the Pledge of Allegiance.

**Approval of the Agenda**

Vice Chair Dianna Medrano made a motion to approve the agenda as presented. Trustee Rosalie Ortega seconded the motion. Motion carried.

**Approval of the Minutes (March 14, 2023)**

Trustee Rosalie Ortega made a motion to approve the minutes. Trustee Mark Dominguez seconded the motion. Motion carried.

**Public Comment**

There was no public comment at the meeting.

**The Board of Trustees Updates**

BOT Updates and Committee Reports

**Facilities Committee Meeting**

The Facilities Committee Meeting did not take place as there was no quorum.

### Executive Committee Meeting

Committee Chair Dr. Gilbert Sena reported that the Executive Committee Meeting took place on May 2, 2023. Present were himself, Vice Chair Dianna Medrano, and Trustee Louise L. Portillos, President Martinez and Executive Assistant Anna Garduño. Discussion included the EAB meeting attended by the President, the LCC Foundation, presentations with UNM-DPAC students, Dr. Thompson's work on the Grants Handbook, "Girls Can" event, and the Faith & Resilience Display.

### Finance Committee Meeting

Committee Chair Mark Dominguez reported that the Finance Committee Meeting took place on May 2, 2023. Discussion included bettering the institution, students come first, money needs to be spent, and we need to do better as a whole. Trustee Portillos stated it's important to meet deadlines, and we must learn from the past.

### Academic Committee Meeting

Committee Chair Dianna Medrano turned the Finance Committee Meeting update over to Dr. Dani Day. The meeting took place on May 2, 2023. Discussion included the upcoming Awards Ceremonies, National Honor Society, and various items Dr. Day will discuss in her report.

### **Shared Governance Report**

Faculty Senate Chair Rachael Lucero presented the report on behalf of Shared Governance. Ms. Lucero stated the rollout for Blackboard will be in August, and instruction on how to use Zoom is right on track. Faculty Senate is currently developing the online portal for onboarding as well as the student orientation portal. The Student Senate is working on building a roadmap for new students to navigate campus and applying to LCC. Academic Leadership Chair, Francisco Apodaca is working on HLC Accreditation and summer/fall schedules. Staff Senate is currently working on a campus wide staff survey. Faculty Senate elections were held. The "Hoppin" lunch and egg hunt was a huge success. And Dr. Linder and Shared Governance is planning an Employee Recognition potluck for In-Service week, Wednesday, May 17, 2023.

### **President's Report**

President Martinez reported the Commencement speaker will be Javier Martinez. He is the 31<sup>st</sup> Speaker of the New Mexico House of Representatives, and he will be speaking at graduation Saturday at 10am. President Martinez attended an EAB meeting in Washington DC, which covered student recruitment and retention. President Martinez stated the meeting was worth attending and learned about some of the most successful student support models used by many other institutions. Luna has applied for a grant to the SFCF through the Luna Foundation for partial funding. Ms. Hamamoto from SFCF visited the campus to discuss the idea and other funds we have applied for. President Martinez attended Zoom presentations by UNM DPAC students. They presented three different designs for the campus, all of which are currently displayed in the Administration building hallway. Dr. Day, Francisco and the President have been working with a grant writer, and submittal of grant proposals. In partnership with the NMFWR, we have started Querencia in Action workshops again this spring, inviting community members to take part. The Meet and Greet events at sites went well, and President Martinez is

working with Springer's Superintendent on several ideas he has. The implementation of WorkDay through CHES continues. The work has been demanding of the staff, but The Finance, HR and Student Services are working hard to complete the process. The President attended the Educational Reintegration Summit in Santa Fe. Discussion took place regarding education of inmates, but issues continue when offering courses at the prisons for many reasons. When classes are being held and lockdown occurs, it delays student's progress.

10:35am – VP of Finance, Kathy Romero and Terry Mares arrived.

Luna hosted the Girls Can Event, hosting a total of 140 5<sup>th</sup> graders from surrounding school districts. There were many NMHU and Luna female volunteers, serving as role models. The Faith and Resilience exhibit will be opening on May 6<sup>th</sup>. This exhibit is staffed by "Friends of the Museum" and is presented as both historical and educational.

The President reviewed Athletics standings and stated Baseball is the best they've been at Luna since athletics started here. Softball is doing well also, and are in the conference tournament. President Martinez reported that the NJCAA did not accept our appeal in trying to reinstate the baseball team after the ejection and suspension of Coach Harry Estep recently.

Jesse Gallegos has continued work with the community and the press to get Luna information out there. Jesse is also working with O'Rourke Media Group in creating content for social media, and keeping track of followers.

Dr. John Thompson is working in drafting a new Grant Management Handbook, and is being presented to the "focus" groups for review and editing. A new Grant Routing Form has been drafted as well, for review. President Martinez explained how the process of these implementations will streamline how grants are handled.

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

Trustee Mark Dominguez began by asking a question regarding recruitment, and if this is taking place. Dr. Dani Day discussed that having more staff members will be helpful in getting out to the schools more. Cindy Branch has assisted in giving campus tours both locally and at the satellites. Sherry Goodyear is working with mid-schoolers and faculty has been visiting high schools. Trustee Dominguez inquired why Registrar's office is still short staffed, which led to a discussion about qualified employees versus the pay that is offered at Luna, and the large gap that prevents Luna from working with a full staff.

Discussion took place regarding the number of employees in the Financial Aid Department, and President Martinez stated that by December, there will only be a Financial Aid Director working in that department, unless something changes. Also discussed was paying to outsource the work from Financial Aid, as we are short staffed and that is costing the institution more money.

Dr. Day spoke about the Easter Hop and Hunt Barbeque, held April 18<sup>th</sup>. Many students, staff and faculty attended. The new catalog was approved by the state office of the Veteran's

Administration. Artist Alex Allington has completed the mural in the Student Success Building, and everyone is invited to go take a look. LCC has opened a 2<sup>nd</sup> food pantry in the Student Success Building and there are several mini-pantries around campus. Kappa Beta Delta held it's first induction since COVID, last Friday. The state has changed its Bridge Scholarship program to a system that limits us to 15 students. Nursing students are preparing for finals, and all are invited to attend the Nursing Pinning Ceremony on May 11<sup>th</sup> at 5pm in the MEC. Luna has over 100 students that have completed a degree or certificate this year. Also, twice as many students as last year will be receiving their high school equivalency diploma from Luna's Adult Basic Education program this year. An awards ceremony will be held Friday night for students earning their micro-credentials in Welding, Automotive and non-credit certifications in CDL. All satellite office managers are completing cross training. The Faith and Resiliency exhibit opened in the Media Education Center last weekend, highlighting local culture and historic events. The faculty and Director in the STEM/Humanities Division have invited experts from across the state to the Hyperspace Challenge, making New Mexico the premier space cybersecurity location in the world.

**Finance and Administration Report – Kathy Romero**

Kathy Romero reviewed the April FY23 Revenue/Expenditure Summary Report. Staff is working on CHESS/Workday assignments, Finance has prepared and submitted the FY24 Budget. The Fiscal office has submitted four disbursements of Financial Aid, and they're preparing for the summer 2023 semester as well as the end of the year. Ms. Romero has received three bids on the keyless door locks and security cameras. Work continues for the HLC Assurance Argument. IT continues work on the CHESS/Work Day conversion. Roofing work is ongoing. Flooring is being worked on in Allied Health Building as well as the Dental Lab. The grounds getting cleaned up for Commencement. The SBDC is planning the Northern NM Business Conference, August 24, 2023. SBDC also participated in NMHU Small Business Week, where Associate Director, Briana Montaña-Baca served as a judge on a panel for the Cowboy Up Competition. The Motor Pool continues their daily upkeep of vehicles, keeping them well maintained. The Community Kitchen is being promoted and several individuals are looking at renting the facility.

Trustee Kenneth Medina left the meeting.

**Approval of FY24 Proposed Operating Budget - Action Item**

After discussion, Trustee Rosalie Ortega made the motion to approve the FY24 Proposed Operating Budget. Trustee Mark Dominguez seconded the motion.

Chairman Dr. Gilbert Sena called for a roll call vote. Roll call vote is as follows:

Chair Dr. Gilbert Sena	Yes	Trustee Dr. Phyllis Martinez	Yes
Vice Chair Dianna Medrano	Yes	Trustee Kenneth Medina	Absent
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Yes
Trustee Mark Dominguez	Yes		

Motion carried.

**Approval of FY23 Final BAR (Budget Adjustment Request) - Action Item**

After discussion, Trustee Mark Dominguez made the motion to approve the FY23 Final BAR. Trustee Rosalie Ortega seconded the motion.

Chairman Dr. Gilbert Sena called for a roll call vote. Roll call vote is as follows:

Chair Dr. Gilbert Sena	Yes	Trustee Dr. Phyllis Martinez	Yes
Vice Chair Dianna Medrano	Yes	Trustee Kenneth Medina	Absent
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Yes
Trustee Mark Dominguez	Yes		

Motion carried.

**Approval of FY23 Quarter 3 - Action Item**

After discussion, Trustee Mark Dominguez made the motion to approve the FY23 Quarter 3. Trustee Rosalie Ortega seconded the motion.

Chairman Dr. Gilbert Sena called for a roll call vote. Roll call vote is as follows:

Chair Dr. Gilbert Sena	Yes	Trustee Dr. Phyllis Martinez	Yes
Vice Chair Dianna Medrano	Yes	Trustee Kenneth Medina	Absent
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Yes
Trustee Mark Dominguez	Yes		

Motion carried.

**Executive Session**

Trustee Mark Dominguez made a motion to convene into Executive Session for discussion of Limited Personnel Matters as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings Act. Trustee Rosalie Ortega seconded the motion.

Chairman Dr. Gilbert Sena called for a roll call vote. Roll call vote is as follows:

Chair Dr. Gilbert Sena	Yes	Trustee Dr. Phyllis Martinez	Yes
Vice Chair Dianna Medrano	Yes	Trustee Kenneth Medina	Absent
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Yes
Trustee Mark Dominguez	Yes		

Motion carried.

**Return to Regular Session**

Trustee Mark Dominguez moved that the Board reconvene into Regular Session from Executive Session. He stated that no action was taken during Executive Session. Trustee Dr. Phyllis Martinez seconded the motion.

Chairman Dr. Gilbert Sena called for a roll call vote. Roll call vote is as follows:

Chair Dr. Gilbert Sena	Yes	Trustee Dr. Phyllis Martinez	Yes
Vice Chair Dianna Medrano	Yes	Trustee Kenneth Medina	Absent
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Yes
Trustee Mark Dominguez	Yes		

Motion carried.

**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, June 13, 2023 @ 10:00 am at LCC Community College, Springer Campus, 518 Maxwell Avenue, Springer, NM 87747

**Adjournment**

Trustee Rosalie Ortega made a motion for adjournment. Trustee Dr. Phyllis Martinez seconded the motion.

Motion carried and the meeting adjourned at 1:32 p.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