



MINUTES
LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING

Tuesday, June 9, 2026 @ 10:00 am
LCC Student Success Center Board Room

I. Meeting called to order at 10:02 am and a quorum established by a roll call.

II. Roll Call

Madam Chair, Dr. Phyllis Martinez asked for a roll call.

Present: Madam Chair Dr. Phyllis Martinez, Madam Vice Chair Louise Portillos (via zoom), Trustee Rosalie Ortega, Trustee Rolando Medrano, Trustee Andrea Sandy and Trustee Richard Vigil

Not Present: Secretary Mark Dominguez

Also Present: Dr. Carol Linder – President, Dr. Gerald Shields – Interim Executive Director of Finance/CFO, Dr. Henrietta Romero – VPISS, Michael Montoya – AVPSS, Ryan Trujillo – Exec Admin Assist VPISS/AVPSS, Crystal Western Ford- Shared Governance/Luna Strong Coordinator, Jeff Gamblin – IT Director, Keira Lewis – Network/System Administrator, Raymond Baca – Information Representative, Anthony Lujan – Custodian/Staff Senate, Adam Luna – Custodian/Staff Senate, Chantel Rivera – Dental Instructor /Faculty Senate (via live stream) and Leslieann Garcia – Executive Admin/Recorder.

III. Pledge of Allegiance – Crystal Western Ford led the Pledge of Allegiance.

IV. Approval of the Agenda

Trustee Richard Vigil moved to approve the agenda as presented and Trustee Rolando Medrano seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the agenda as presented.
– Motion Carried 6-0.

V. Approval of the Minutes

a. Board of Trustees Special Meeting – March 17, 2026 (Correction)

Discussion: In the March 17, 2026 Regular Board Meeting Minutes, it was incorrectly stated that LCC was *removed from EFOP, Fiscal Oversight Program Monitoring* and the correct account of the meeting is that LCC has *demonstrated progress - EFOP Fiscal Oversight Program Monitoring*. The error in the minutes was noted by the Higher Education Department during a review of LCC minutes. Corrected minutes are presented today for approval.

Trustee Rolando Medrano moved to approve the minutes' correction for Special Meeting, March 17, 2026 and Trustee Rosalie Ortega seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the corrected Minutes for Special Meeting – March 17, 2026 as presented. - Motion Carried 6-0.

b. Board of Trustees Special Session – April 28, 2026

Discussion: Madam Chair, Dr Phyllis Martinez explained that comments made at the April 28th Special Session by Secretary Mark Dominguez had not included in the minutes and requested the additional information be included. Corrections to the Minutes from special Session April 28, 2026 have been included and presented today for approval.

Trustee Rosalie Ortega moved to approve the minutes' correction for Special Session – April 28, 2026 and Trustee Richard Vigil seconded. Madam Chair Dr Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the corrected Minutes for Special Session – April 28, 2026. - Motion Carried 6-0.

c. Board of Trustees Regular Meeting – May 12, 2026

Trustee Ricard Vigil moved to approve the minutes from Regular Meeting May 12, 2026 as presented. Madam Chair, Dr Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the Minutes for Regular Meeting – May 12, 2026. - Motion Carried 6-0.

VI. Public Comment - No Public Comments made at this meeting.

VII. New Personnel and Employee/Student Recognition

Dr Carol Linder reviewed the New Personnel and Employee/Student Recognition as of June 9, 2026 as follows:

- No new personnel in May
- Recent Separations
- Key Vacancies and updates on interviews

Staff/Student Recognitions

- Student Services enrollment efforts
- Luna Strong \$50k grant from Las Vegas Community Foundation
- Shared Governance successful in-service week
- Shanycole Martinez - Educator of the Year for NM Corrections Dept
- IT support in LCC cybersecurity and Springer Campus
- LCC Foundation honors for Angelica Ortizow, Jacquelyn Romero and Valerie Montoya
- Betsy Sanchez for many years of service at LCC
- Jeff Gamblin Summer Capital Outlay preparations
- Denise Fox's monthly shoutouts
- Commencements Shout outs
- Art exhibit photos
- Luna Light Commencement Issue
- Student Information Services Workday teams

- Springer Satellite support on election day, Anthony Lujan, Michael Garcia, Michael Montoya, Jeff Gamblin and Sherry Goodyear

Trustee Richard Vigil excused himself for a short break at 10:21 am returning at 10:24 am

VIII. Shared Governance Report – Crystal Western Ford

Crystal Western Ford reviewed the Shared Governance Report for May 2026 to include the following information:

Student Senate Updates:

- No May meeting held - Nothing new to report

Faculty Senate Updates:

- May Faculty Senate meeting was held on May 14th
- Three new faculty senators were announced.
- No other meetings for Faculty Senate scheduled until August

Staff Senate Updates:

- Staff Senate held their last regular monthly meeting on May 14th
- Successful appreciation lunch for all staff and faculty on May 13th in-service week.
- Planning to hold their first fundraiser in June

Directors Updates:

- Summer Bridge Program planning including a Gardening Initiative
- Green house and raised beds in Springer
- Nursing Pinning ceremony was held on May 7th
- First day Complete is up and running.
- Amanda Nelson is creating departmental flyers.
- Mora Town Hall Meeting was held attended by several employees from Luna and attended Board Chair Dr. Phyllis Martinez. Future Town Hall meetings will be held in Santa Rosa and Springer.

Shared Governance Council Updates:

- Shared Governance Council held one regular meeting in May.
- In-service held May 11-15 with presentations including the State of the College address by President Linder, Human Resources, Assessment and HLC updates, CHES updates, use of AI in the classroom and Protecting Your Home from Wildfire.
- Minutes and agendas have been posted on the website and are up to date through May 2026. Committee minutes and agendas are available to view.
- SGC has finished reviewing and updating bylaws

IX. Board of Trustees Updates

a. BOT Updates and Committee Reports

Madam Chair Dr. Phyllis Martinez reviewed topics discussed during the Executive Committee meeting held on Wednesday, June 3, 2026 to include:

- NMHED Study by MGT
- NMHED CHES/Institution Audit
- Student Housing Update
- Regional IPRA hearings
- Academic and Student Services
- Facilities Updates
- Capital Outlay Summer Hearing Requests
- Personnel Updates
- LCC Foundation - Tabled MOU in BOT 4/14, Board concerns with the

bylaws not stating a process for giving scholarships, scholarship selection, dates or amounts.

- RAMP Card procedures
- New Trustee Training and Board Retreat
- Board Technology

Trustee Richard Vigil reviewed topics discussed during the Audit and Finance Committee meeting held on Wednesday, June 3, 2026 to include:

- Budget Actuals
- Cost Centers
- Student Receivables
- Accounts Payables
- Procurement

Trustee Rolando Medrano reviewed topics discussed during the Academic Committee meeting held on Tuesday, June 2, 2026 to include:

- Summer enrollment at 272 as of 6/2/2026 compared to SU2025 at 280 expecting more increases to come
- Personnel updates on Recruitment & Admissions Manager, Veterans Coordinator searches.

Chair Dr Phyllis Martinez stepped out briefly at 10:30 am returning at 10:31 am.

- Student services and Academic Updates
- Dental CODA Conference in June in Florida
- CDL Testing Center update
- FY27 Faculty budgeting approval
- College and Career Readiness Institute awarded two grants for Family Literacy Pilot Program
- NC-Sara data submission

Trustee Richard Vigil stepped out briefly at 10:34 am returning at 10:35 am.

Trustee Rosalie Ortega reviewed topics discussed during the Facilities Committee meeting held on Tuesday, June 2, 2026 to include:

- Roofing progress overall 95% completion
- Change order for Trades building insulation installation and Automotive pro-panel replacement with roof hugger system
- Insurance warranty applies on CTE building
- Styrofoam applications for rodent control
- Digital sign arrived, plans for installation
- Advertisement revenue possibilities for sign
- ADA compliance for LCC signage to include braille

X. Presidents Report – Dr Linder

- a. President Updates - President Dr. Carol Linder provided the board with Presidents Monthly Report for May 2026 and reviewed the following topics:

- Housing Update
 - Capital Outlay Hearing request for housing submitted, hearing date

Wednesday, June 10th.

- PowerPoint presentation for housing request to Capital Outlay to be presented by Dr Linder and Matt Griego addressing concerns of LFC
- Architects and Palomar modular representation during the hearing
- Meetings with NMHU on MOU for Fall Housing assurances
- NMHED/MGT Feasibility Study
 - MGT Study was originally appropriated in the 2025 legislative session and will be conducting the study in the month of June. All financial and academic information has been provided. Currently conducting interviews with selected Leadership and Trustees.
 - Provided information to MGT including audits, HLC Focus Visit Documents, Strategic Plan, Strategic Enrollment Management Plan, 2021-2022 Lightcast Study and additional documentation.
 - Interviews being conducted and scheduled with MGT, to include the stories of selected leadership team members and Board of Trustees Leadership on the impact of LCC.
- Regional and Community Partnerships
 - Attended Legislative Finance Committee summer hearing reception at CNM using the opportunity to give luna shirts and certificates to Representative Joseph Sanchez and Senator Pete Campos who were recognized by LCC Board on May 12th.
 - Rio Rancho Mayor and gubernatorial candidate Greg Hull toured campus on May 22 showcasing Luna programs. Luna believed to be the only college who has had this opportunity.
 - Town halls being organized for Guadalupe and Colfax Counties, Dr Romero attended the Guadalupe County Commissioners meeting.
 - CCSSE Survey completed May 14th (Community College of Student Engagement) this survey takes place in the spring.
 - SENSE Survey for incoming students will take place in the fall
 - Campus Climate Survey results and previous year comparison presentation at July Board meeting presented by HR Director, Kristi Safranek.
- Funding Opportunities
 - Higher Education Child Care Facilities for \$285k - status pending
 - LUNA CLEAR EPA Wildfire Smoke Preparedness Grant
 - Priority Project requests to Capital Outlay Projects submitted for the summer - Network Infrastructure \$500K request, previously awarded \$250K and a request for a Roof for the Welding Building of \$250K
- Marketing, Communications, and Celebrations
 - CHESS Superstar award to AVPSS Micheal Montoya
 - Luna light photos from Nursing Pinning Ceremony and Preschool Graduation
 - Press Release on Rough Rider Athletics May 18, 2026 celebrating historic seasons
- Athletics updates
 - Rough Rider baseball and softball - 22 student athletes will be awarded the Academic All Region Athletes

- WNMU prospect camp promoting Luna for prospectives 2027 athletics
- Attended Annual Athletic Directors meeting in Cheyenne, WY
- Facilities Update
 - Capital Outlay Projects report
 - 30 Employees completed Defensive Driving with NMPSIA
- HLC Assessment updates
 - LCC ATLAS Learning Session & Gallery Walk
- Human Resources updates
 - 88.2% Completed Performance Appraisals. 22 remaining of 186 includes all employees and last fiscal year reported 91% of full-time regular employees, not including adjuncts.
 - Campus Climate Survey Completed 5/18/2026 with 60 responses – Full reporting in July Board meeting.
- Wellness Center usage continues
- Wild Fire Resiliency Training Center
 - NWCG Basic Wildland Firefighter classes for the NM Department of Corrections during the week June 21st in the Santa Rosa facility. Roswell Correctional facility still working through the logistics.
 - Funded the Youth Conservation Corps Summer Student River Source Program and will begin June 8.
 - Sim Table demonstration, educational activities and games for 40 Las Vegas middle school students
 - Attended Brazos presentation on wildfire.
- Website Redesign
 - Update content and ensure complete up-to-date data
 - Implement Single Sign-On (SSO) for the Intranet
 - Enhancing table module to serve as our streamlined staff directory
 - Photo updates and easier navigation
 - Go-Live date, pending review by content owners
- Athletic Facility Update
 - Funds to be used to directly support the students
 - Equipment, safety equipment, travel, meals and rental costs at Rodriguez Park
 - Submitting revised request today, June 9th
 - \$2M still available for use of Athletics

XI. Vice President of Instruction and Student Services Report – Dr. Henrietta Romero

a. VPISS Updates – Dr Henrietta Romero provided the Board with VPISS Monthly report for May 2026 and reviewed the following topics:

- Enrollment update
 - Summer Session at 304, 9% above last year at 280. Overall enrollment increase average of 8.67% from last year's fall, spring, and summer semesters.
 - Fall Semester Registration is open and actively enrolling
- Town Halls
 - Villanueva Town Hall held June 6th including representation from Mike Vigil, previous school board member at WLW and brother of Trustee Richard Vigil, as well as members of the Villanueva

Community.

- Guadalupe County Commission meeting May 21st requested Town Hall, awaiting results of preliminary date selection.
- Community requests for dual credit instruction (in process) and welding at Mora site. Considering logistics of instructors, transportation and course offerings.
- Plan development for the Community requests to meet their needs.
- Book Adoptions
 - Finalized for Summer and Fall 2026 semester with Bookstore and Academic Departments.
- Faculty Contracts
 - Finalized contracts for Summer 2026
- Dual Credit Course Crosswalk
 - Las Vegas City Schools crosswalk to be used for next academic year student advisement and dual credit pathways for enrollment. Currently awaiting feedback from LVCS
- CHESS SIS
 - AVPSS Montoya and SIS Team working toward Workday Implementation Projects goals and achievements.
- Colfax County Voting
 - Coordinated efforts by AVPSS Montoya and Luna Staff created a successful election day at Springer Satellite.
- Bovine Artificial Insemination (AI) Program
 - Research results and reviewed logistics and requirements necessary for implementation of AI programs – not feasible at this time.
 - Required infrastructures include onsite veterinarian and bovine facilities.
 - Partnership possibilities with NMSU
 - NMSU Extension Animal Sciences and Natural Resources:
<https://easnr.nmsu.edu/index.html>
- Commencement Honors and Recognitions
 - Future recognition during commencement for dual credit students who graduate from multiple institutions.
- Springer update
 - Roughrider Mentorship Summer schedules released
 - Candidate interviews for Springer Manager position
 - Ongoing internal conversations regarding best options and practices for engaging the Community of Springer.
 - Staffing needs for new nursing home, opportunities for CNA Programs and instructor needs for Luna Programs.
 - Met with Superintendent Alcon and Mayor of Springer for potential collaborations to meet the needs of the Springer area.
- CTE/Workforce Development
 - Professional Credit classes continue to increase enrollment for Summer Semester.
 - Classes scheduled include iCar online, iCar with a hands-on component, Welding Trailer Building with AWS cert, Blacksmithing with AWS cert, OSHA 10 and OSHA 30 online.
 - Meeting the needs for Water and Waste Water Requirement

- Certifications
 - CDL continues to be 95% successful in licensure examinations
- Education Department
 - Planning sessions with CoLab Initiative, putting on a free workshop in the MEC on June 23rd.
- Adult Education
 - MSG's sitting at 76.92%. The state goal is 60% which puts Luna's program at number 3
 - Granted two private funding programs for Adult Literacy and one through the State of New Mexico for Family Literacy. Awards have not yet been received.
- AVPSS Updates
 - Review of Staffing positions – Veterans Benefits Coordinator, Springer Manager, Recruitment and Admissions Manager and Student Success-Financial Aid Technician.
- Special Thank You
 - Betsy Sanchez (STEM Faculty) and Connie Veal (Allied Health Faculty) for many years of dedication to Luna – enjoy retirement.
- Student Accounts - Review Responsibilities
 - Finance office reviews student accounts and hold this responsibility.

Trustee Rolando Medrano excused himself from the meeting at 11:36 am.

XII. Executive Director of Finance/Chief Financial Officer – Dr. Gerald Shields

- a. CFO Updates: Dr. Gerald Shields provided the board with Chief Financial Officer's Monthly Report for May 2026 and reviewed the following topics:
 - Overview and Summary of Institutional Performance for FY26
 - Revenue Summary of \$13,463,803. Revenue performance at 92% of the full-year budget.
 - Expenditure Summary of \$13,331,363. Expenditures at 71% of the budget through May 26, 2026.
 - Fund Balance Position Net +\$132,429. Unrestricted fund balance reflects the net positive performance of revenues over expenditures. The ending balance of \$6,322,488 demonstrates institutional fiscal stability.
 - Banking Accounts and Investments
 - Total cash and investment holdings in all accounts at \$7,944,765.56
 - Community First Bank Total Cash Holdings \$3,459,554.87
 - CFB Investment Holdings CDARS (26-week CD) and (52-week CD)
 - CFB total Cash and Investment holdings at \$5,467,415.48.
 - Southwest Capital Bank Money Market operating account – Cash Balance of \$1,452,491.06.
 - SCB Investment Holdings CDARS (26-week CD) and (52-week CD)
 - SBC total Cash and Investment holdings at \$2,477,350.08.
 - Cash Transactions Performance Summary
 - Bookstore, Café and Cashier projections and balances of FY26
 - Year-to-date totals
 - Monthly averages

- Performance indicators
- FY26 Budget Analysis, Summary & Year End Projections
 - Total Revenue projections \$190,289, 1.3% above projected performance indicators for the year.
 - Expenditures at 21.7% reduction of projected performance indicators for the year.
 - FY26 Ending revenues and expenditures are under budget resulting in a projected ending fund balance approximately \$3-4 M higher than budgeted.
- FY26 Unrestricted Budget Approved Budget-to-Actuals Summary as of May 26th
- FY26 Unrestricted Budget Analysis & Year-End Projections as of May 26th
 - Cost Center Key Findings
 - Year End Projections and Results
- Recommendations
 - Budget transfers, adjustments, accounting verifications, spending reviews and departmental monitoring.
- FY26 Budget Status Report – Unrestricted & Restricted as of May 26th.
 - Improvements have been made in negative cost centers further improvements expected at close of FY26.
- Restricted Budget Status Report
 - 80.6% of restricted budget utilized based on actual expenditures and commitments.
 - Overall available balance of \$654,882.50
- Student Accounts Receivable
 - Total Gross Receivables \$1,576,791.35
 - Sharrise Sanchez, newly appointed Budget Director and Bursar will be exploring recovery options on outstanding balances.
 - Safeguarding long-term financial health and operational resilience with successful recovery of funds for essential programs and services.
 - Preventative measures in ensuring payment plans for students going forward.
 - Exploring collections agency options for past due accounts over 180 days.
 - Institutional responsibility for collecting student debts.
- Accounts Payable obligations
 - Breakdown of expenses

Trustee Andrea Sandy excused herself from the meeting at 12:09 pm

- Compensation Benefits - Professional Services
 - End of year projection summary \$1.62M under budget
 - Request by Trustee Vigil to provide a list of contractual services for LCC and provide it to the Board of Trustees.
- Procurement Department Reporting
 - Comprehensive Purchase Order Review
 - Closure of Expendable Items
 - Proactive Supplier Engagement
 - Year-End Process Deadlines

- Monthly Procurement Report </=\$15k
- CHESS SIS Reporting
 - Key developments
 - Integration process
 - Go-live date September 21, 2027
- FY25 Accounting & Audit Readiness Support update week 6/1-6/5
 - January & February 2025 Bank Statements CSV files still pending
 - FY24 Audit completion anticipated by end of September.
- Fiscal Office Staffing updates
 - Permanent position of Comptroller, Rosalie Cruz
 - Pivotal role of Budget Director and Bursar, Sharrise Sanchez
 - New responsibilities and accountability of new positions.

b. Discussion/Action: FY27 Budget Approval – Revised

Discussion: Dr Gerald Shields requested to table the Action Item: FY27 Budget Approval – Revised, as it is not currently ready for presentation to the Board of Trustees at this time and a full packet will be ready to present to the Board at the June 16th Special Session.

Trustee Rosalie Ortega moved to Table Action Item: FY27 Budget Approval – Revised and Trustee Richard Vigil seconded. Madam Chair, Dr Phyllis Martinez, asked for a roll call.

All trustees present voted unanimously to Table Action Item: FY27 Budget Approval – Revised

- Motion Carried 4-0.

c. Discussion/Action: FY26 Budget Adjustment Request (BARS) – Revised

Discussion: Dr Gerald Shields requested to table the Action Item: FY26 Budget Adjustment Request (BARS) – Revised, as it is not currently ready for presentation to the Board of Trustees at this time and a full packet will be ready to present to the Board at the June 16th Special Session.

Trustee Richard Vigil moved to Table Action Item: FY26 Budget Adjustment Request (BARS) – Revised and Trustee Rosalie Ortega seconded. Madam Chair, Dr Phyllis Martinez, asked for a roll call.

All trustees present voted unanimously to Table Action Item: FY27 Budget Adjustment Request (BARS) – Revised - Motion Carried 4-0.

Dr Carol Linder provided the Board with information about the NMHED Corrective Action Plan for FY27 Operating Budget. New Mexico Higher Education Department (NMHED) requested a corrective action plan addressing five concerns identified during its review of Luna Community College's FY27 Operating Budget and FY26 Final Budget Adjustment Request (BAR). Luna met with NMHED on June 8, 2026, and received an extension to submit the plan by June 17, 2026. The review identified beginning-balance, formula, classification, and presentation issues that materially affected several reported balances. Luna corrected the FY26 beginning balances to agree with the FY25 Report of Actuals; corrected the Restricted BAR formula and the omission of the Nursing Expansion grant; reclassified NMGRO revenues and expenditures as directed by NMHED; revised auxiliary, housing, dining, and bookstore

assumptions; clarified the reassignment of accreditation-related expenditures; and corrected the Internal Service ending-balance formula. The corrections significantly improve the College's projected FY26 and FY27 ending balances. Luna has also established continuing actions focused on quarterly financial monitoring, audit completion, finance leadership and staffing stability, reserve planning, separation of recurring and nonrecurring expenditures, completion of the Workday Student implementation, and development of a sustainable auxiliary operating model.

Madam Chair, Dr Phyllis Martinez, reminded the Trustees remaining in the quorum to consider the importance of attendance at the Board of Trustees meetings. A quorum can only be established and maintained for the duration of the meeting when at least four trustees remain present at all times. Preparations for attendance at Board of Trustees meetings must be made in advance and upheld by all trustees.

XIII. Announcement on date, time and location of next BOT Meeting(s)

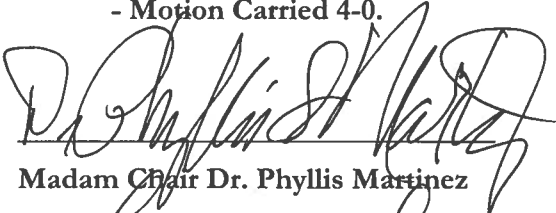
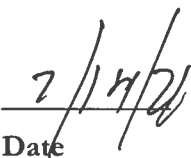
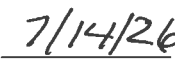
- a. Special Session Board of Trustees Meeting – Tuesday June 16, 2026 @ 9:00 am – LCC Student Success Center Board Room.
- b. Regular Board of Trustees Meeting – Tuesday, July 14, 2026 @ 10:00 am – LCC Student Success Center Board Room.

XIV. Adjourn:

Trustee Richard Vigil moved to Adjourn and Trustee Rosalie Ortega seconded. Madam Chair, Dr. Phyllis Martinez, asked for a roll call.

All trustees present voted unanimously to Adjourn @ 12:40 pm.

- Motion Carried 4-0.

	
Madam Chair Dr. Phyllis Martinez	Date
	
Leslieann Garcia, Recorder	Date

