

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

Thursday, April 28, 2022 @ 8:30 am
New Mexico Highlands University – Student Union Building, Room 321
Las Vegas, New Mexico

Call Meeting to Order and Establish a Quorum

Roll Call

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

Also Present: President Dr. Edward A. Martinez, Vice President of Instruction Dr. Dani Day, Fiscal Analyst Georgia Baca, Terri Mares, Fiscal Office, Controller Francina Martinez, Executive Administrative Assistant Anna Garduño, and Jessica Flores, Executive Administration Assistant to the Vice President of Academics.

Moment of Silence

Chairman Dr. Gilbert Sena asked that we take a moment of silence for things happening up north, with the fires. A moment of silence was taken, and Trustee Kenneth Medina was thanked for being instrumental in Luna bringing the fire fighters to the forefront.

Approval of the Agenda

Dr. Edward Martinez made the motion to change the agenda. Due to the fires, he recommended some changes be made to the agenda, asking to strike items, Part A and Part C. Dr. Martinez asked that the meeting adjourn after talk of “CampusWorks”, due to the fire’s impact on the community. He also asked that the canceled Board Retreat be rescheduled to another time after the current fire situation. Trustee Dr. Phyllis Martinez made a motion to approve the agenda as presented. Trustee Kenneth Medina 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	Yes
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Yes
Trustee Mark Dominguez	Yes		

Motion carried unanimously.

Action Item

Georgia Baca Budget & Procurement Director and Terri Mares reviewed the “restricted” BAR (Attachment A), as well as the “unrestricted” BAR (Attachment B).

Dr. Martinez summarized expenditures (Attachment B), stating the \$85,000 transferred to cover athletics expenses. He stated baseball alone, included mainly travel, meals, overnight stays. Trustee Phyllis Martinez posed the question asking if the expense included chartering buses for trips. Dr. Martinez stated that the baseball team and coaches traveled during the fall, when it was not baseball season yet. At that time, they were not monitoring, nor were they managing their expenses well. Dr. Martinez confirmed they are to make certain they are within the guidelines of the budget from now on. Trustee Dr. Phyllis Martinez inquired about the need to purchase a new bus. Dr. Edward Martinez stated that our facility is looking in to trading in the old bus for a new one. This was brought up as the expense of the bus breaking down in the past forced more expense on the budget with the team having to stay an extra night in Nebraska when this occurred in the past.

President’s Report

President Martinez acknowledged his appreciation for LCC staff; Francina Martinez, Controller, Georgia Budget & Procurement Director, and Terri Mares for their hard work on the BAR.

President Martinez stated Jessica Flores, Executive Assistant to the Vice President of Academics, and Matt Cordova, Physical Plant Director are working with the contract and are in communication with the Luna attorney to make sure the Campus Works is in order by May 1, 2022.

Adjournment

Trustee Mark Dominguez made a motion for adjournment. Trustee Kenneth Medina 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	Absent
Vice Chair Dianna Medrano	Yes	Trustee Kenneth Medina	Yes
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Yes
Trustee Mark Dominguez	Yes		

Motion carried and the meeting adjourned at 8:56 a.m.

Dr. Gilbert Sena, Board Chair

Louise L. Portillos, Board Secretary

Anna Garduño, Recorder

Minutes approved 6/14/2022
@ Regular BOT Meeting
Anna Garduño