



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

Tuesday, April 15, 2025 @10:00am
LCC Student Success Center Board Room

I. Meeting called to order at 10:06 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, Secretary Mark Dominguez and Trustee Dr. Gilbert Sena, Trustee Rosalie Ortega, Trustee Kenneth Medina.

Not Present: Trustee Rolando Medrano

Also Present: Dr. Carol Linder – President, Dr. Loretta Montoya – Interim CFO, Dr. Billie Mathews – Shared Governance, Dr. Gerald Shields – Interim Executive Director of Finance/CFO, Gloria Ortiz – Student Services, Jessica Garcia – Accounts Receivable, Cyerrah Chavez – Financial Aid Administrator, Kallee Fallon – Student Success Specialist, Mari Hill – Early Childhood, Lawrence Quintana – LCC Foundation, Carla Romero – LCC Foundation Treasurer, Jeff Gamblin – IT Director, Keira Lewis – IT Trainer, Chantel Rivera – Faculty Senate (via live stream) and Leslieann Garcia – Executive Admin, Recorder.

III. Pledge of Allegiance – Dr. Gerald Shields led the Pledge of Allegiance.

IV. Approval of the Agenda

Trustee Dr. Gilbert Sena motioned to approve the agenda and Vice Chair Louise Portillos seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the agenda. -Motion passed.

V. Approval of the Minutes for March 11, 2025 Regular Meeting & March 25, 2025 Budget Work Session

Vice Chair Louise Portillos motioned to approve the minutes for March 11, 2025 Regular Meeting and Trustee Rosalie Ortega seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the Minutes for March 11, 2025 Regular Meeting - Motion passed.

Secretary Mark Dominguez motioned to approve the minutes for March 25, 2025 Budget Work Session and Trustee Dr. Gilbert Sena seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the Minutes for March 25, 2025 Budget Work Session - Motion passed.

VI. Public Comment – No public comment.

VII. 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 Tuesday, April 1, 2025 to include:

- CHEAD Work Session Date: Tuesday, April 29, 2025 @ 10:00 am.
- Open Meetings Act Training with Carlos Padilla: Tuesday, May 27, 2025 @ 10:00 am
- Update on new hires
- Update on 3rd Party Contractors
- FY23 Audit did not meet deadline of March 31st
- FY24 Audit Update still processing.
- US Dept of Education – Return of Title IV funds
- HSI Eligibility qualification of cost per student not met
- VPISS and AVPISS positions posted with a start date for July 1st
- Upcoming events - Student Open house May 5th includes a car show, AAUW Girls Can on April 22nd, Career Fair at NMHU and NMHU/LCC College Night
- Economic Development and Collaboration continues
- Legislative Session funding for Athletics and Nursing
- Facilities Updates
- Skills Competition attendance, Dual Credit in Santa Rosa and 3D Printer supervision

Secretary Mark Dominguez reviewed topics discussed during the Audit and Finance Committee meeting held on Tuesday, April 1, 2025 to include:

- Reviewed FY25 Unrestricted Instruction and General (I&G) Approved Budget to Actuals Summary as of March 31, 2025.
- FY25 Budget Status Reports: Reviewed FY25 Budget Status Report – Unrestricted Instruction and General (I&G) and Restricted Instruction and General (I&G) as of 3/31/25.
- FY26 Preliminary Budget Recommendation: Reviewed FY25 Original Budget, FY25 Estimated Actuals and FY26 Operating Budget Recommendations Unrestricted Current Funds and Plant Funds – Exhibit 1, (Preliminary)
- Reviewed FY26 Preliminary Original Budget, FY25 Estimated Actuals and FY26 I&G Budget Recommendation Unrestricted Instructional and General (I&G) – Exhibit 2, (Preliminary)
- Reviewed LCC Board of Trustees FY26 Operating Preliminary Budget Detailed Report requested by Board of Trustees on March 11, 2025.
- FY23 Audit Update: Expected completion of FY23 Audit was not completed by the anticipated date of March 31st. Auditors are awaiting additional information from HR to complete the data needed for completion (I9's, supporting documentation and ERB's). Work continues on preparing records for the FY24 Audit.
- Bookstore RFP - upcoming Action Item on April 15th
- Tuition and Fees Changes for Academic Year 2026 – upcoming Action Item on April 15th.
- Consulting Contract for Dr. Loretta Montoya ending June 30, 2025.

Trustee Dr. Gilbert Sena reviewed topics discussed during the Academic Committee meeting held on Tuesday, April 9, 2025 (postponed) to include:

- New Staff announcements.
- Elevator repairs complete
- Gloria Ortiz organizing advisory meetings
- Education & Business co-hosted an on-line Parent Workshop on March 15th
- Erick Wright meeting with Dr Ben Nelson from NMHU Biology Department about potential faculty

- Cindy Branch provided data on Satellite visitors
- Open house is to be held on May 5, 2025 for Cinco De Mayo from 9am – 2pm. Students from Cimarron, Mora and WLVS Partnership (possible others) will be bussed in for the event.
- Summer schedule is open for enrollment
- Fall schedule will be open by April 28th
- Demonstration of AI at HLC Peer Review Seminar. Karen Torres presented a pod cast created from AI about the peer review seminar recently attended at NMHEAR
- Action Item – Approve Academic Calendar for 2025-2026
- Action Item – Options for Interim Financial Aid Director
- CODA Site Visit for Dental Assisting Accreditations April 9-10, 2025
- Springer Satellite Open House to be held on April 16th from 4-6pm.
- Santa Rosa Satellite installation of water spigot, raised bed gardens and wall mural.

Trustee Kenneth Medina reviewed topics discussed during the Facilities Committee meeting held on Tuesday, April 1, 2025 to include:

- TEC Building roof update
- Two construction companies working on two different buildings concurrently
- Demo Project contractor update
- Beautification projects to prep campus for graduation
- Addressed filling the pot holes on campus roads
- Santa Rosa air conditioner contractor update
- Springer Project update
- Discussed the need to add to the county emergency plan for qualification of generators
- NMEDD requires LCC Board approval to allow \$100,000 feasibility study

VIII. Staff and Student Recognition

President, Dr. Carol Linder recognized new staff:

Jessica Garcia – Accounts Receivable Cashier/Finance Specialist II – 3/17/25

Christina Lovato – STEM Instructor – 3/17/25

Cyerrah Chavez – Financial Aid Administrator – 3/17/25

Wesley Schuchman – WRTC/EDA Program Manager – 3/31/25

Keira Lewis – IT Trainer – 3/31/25

Dr. Gerald Shields – Interim Executive Director of Finance, CFO – 4/1/25

Kallee Fallon – Student Success Specialist, Financial Aid – 4/7/25

President, Dr. Carol Linder welcomed all new employees and offered a special welcome to Dr. Gerald Shields, Interim Executive Director of Finance/CFO. And a special thanks to Shannon Ortiz for all the additional efforts she has given while waiting for an IT Trainer to be hired. Dr. Phyllis Martinez will throw the first pitch at Rodriguez Park next week; Secretary Dominguez will also attend. Recognizing Sherry Goodyear for her work with What's Happening and her efforts in recognition of student achievements. Celebrated Employee Appreciation Day with pizza and cake.

Trustee Rolando Medrano arrived to the meeting @ 10:34 am.

IX. Shared Governance Report – Dr. Billie Mathews

Dr. Billie Mathews provided the Board with an update as follows:

- Faculty Senate working on upcoming elections for the 2025-2026 academic year (SG#4).
- Student Senate is working on spring-themed on-campus events and an Earth Day trash clean-up. (SG#5)
- Staff Senate is currently building membership.

- Directors are finalizing the schedule for the Fall 2025 semester as well as revising portions of the Luna Community College 2025-2026 catalog. Sherry Goodyear continues to provide a weekly “What’s Happening” newsletter. The newsletters can be found on the LCC website. As of March 21, 2025, the 88th “update” was provided. (SG #6)
- Background Check Policy (awaiting action from Staff Senate)
- Drug-free Campus Policy (passed Staff Senate)
- Discussion of Faculty Evaluation Policy and Procedure (upcoming action)
- Attended HLC Conference in Chicago IL on April 4-8, 2025 with Board Trustees and President Linder.

X. LCC Foundation Report – Lawrence Quintana

Lawrence Quintana, Foundation Chair provided the Board members with updates on the following topics:

- SWOT analysis and Three-year strategic planning April 2025 (SG#3)
- Continued Short and long-term investments of the scholarship endowment funds (SG#2)
- Continued Online weekly presence on the Facebook page and our website (SG#3)
- Fundraising Events: May 2, 2025 Alumni Achievement Awards Banquet, June 7, 2025 Auto/farm Swap Meet
- Manage activity funds to account for donations and expenses.
- Manage LCC Foundation grants to account for expenditures and reporting.
- Board Policies: 2025 Modified financial procedures and policies for fundraising revenue distribution and scholarship award policy. (SG#3)
- Scholarships: Spring 2025 Granted 29 scholarships
4 Automotive fund Scholarships, 12 General Scholarships: \$500, 6 Cosmetology, 1 Aa Liberal Arts, 1 Business Administration, 1 Criminal Justice, 1 Pre-engineering, 2 Allied Health, 13 Nursing \$750 (\$500 General and \$250 Helen O’Brien)
- Las Vegas New Mexico Community Foundation Luna Strong Grant \$10,000
- Las Vegas New Mexico Community Foundation Early Childhood Greenhouse Grant \$10,000
- Manage LCC Foundation grants to account for deposits, expenditures and Monthly reporting.
- Continued Club Activity funds donation and expenditure accounting and reports.
- Manage activity funds to account for donations and expenses.
- Recruited and Onboarded Five new board members, bringing our total to 11.
- Upcoming events: May 2, 2025 LCC Alumni Achievement Awards Banquet. Spring 2025 Scholarship Awards June 7, 2025. Swap Meets Nov 1, 2025 Dia de Los Muertos Festival

XI. Executive Session

- Limited Personnel Matters as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings ACT.

Trustee Kenneth Medina motioned to move to Executive Session and Trustee Dr. Gilbert Sena seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to move to Executive Session – Motion passed @ 10:58 am.

Trustee Kenneth Medina motioned to move back to Regular Session where no action was taken and Trustee Dr. Gilbert Sena seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to move back to Regular Session – Motion passed @ 11:37

am. - No action was taken.

XII. Presidents Report – Dr Linder

- a. Presidents Updates: President Dr. Carol Linder provided the board with Presidents Monthly Report to review.

b. Action Item: Drug and Alcohol-Free Campus Policy

Trustee Kenneth Medina motioned to Approve Action item: Drug and Alcohol-Free Campus Policy and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees voted unanimously to Approve Action Item: Drug and Alcohol-Free Campus – Motion Approved.

c. Action Item: Options for Interim HR Director

Trustee Dr. Gilbert Sena motioned to Approve Action item: Authorize President Linder to pursue and finalize an agreement with the external partner that best meets the needs of Luna Community College to fulfill essential duties in the Human Resources Department and ensure operational continuity, regulatory compliance, and employee support. Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees voted unanimously to Approve Action Item: Authorization to allow Dr. Linder to go with best option for Interim HR Director – Motion Approved.

d. Action Item: Options for Interim Financial Aid Director

Vice Chair Louise Portillos motioned to Approve Action item: Authorize President Linder to pursue and finalize an agreement with the external partner that best meets the needs of Luna Community College—balancing compliance, student service, and fiscal responsibility—to fulfill essential duties in the Financial Aid Office. Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees voted unanimously to Approve Action Item: Authorization to allow Dr. Linder to go with best option for Interim Financial Aid Director – Motion Approved.

XIII. Interim Vice President of Academics and Student Services Report – Dr. Carol Linder gave report in VP Torres' absence

- a. VPISS Updates

Dr Carol Linder provided the board a brief summary of the following topics.

- CTE project photos from Welding, Auto, Cosmetology, Rough Rider Mentorship and Recruitment.
- Finalizing phase 4 funding for LANL.
- Upcoming Events: Student Art and Photography Show and AI Presentations on May, 1 2025, Online Parent Workshop.
- Shout outs to Faculty at UWC (United World College) students for volunteering every Wednesday, staff in Early Childhood for planting the green house, Cindy and Savannah for all efforts in recruitment and Rachael Lucero for taking on Registrar responsibilities.

b. Action Item: 2025-2026 Academic Calendar

Secretary Mark Dominguez motioned to Approve Action item: 2025-2026 Academic Calendar and Trustee Rosalie Ortega seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees voted unanimously to Approve Action Item: 2025-2026 Academic Calendar – Motion Approved.

XIV. Executive Director of Finance/CFO – Dr. Gerald Shields

a. CFO Updates

Dr. Gerald Shields provided the board a brief summary of the following:

- Budget-to-Actual summary outlines Luna Community College's financial performance for Instructional and General (I&G) categories through March of fiscal year 2024/2025. It details expenditures across various cost centers, comparing actual expenses to budgeted amounts, and categorizes commitments by purchase orders and salaries.
- Actual revenues are \$8,704,200, or 70% of the approved budget, with tuition and fees exceeding the budget by 44%. Other revenue items remain slightly below 75%. Expenditures total \$8,812,532 or 60% of approved expenses, but instruction expenses are under 50%, needing further investigation. Thirty percent (\$3,678,500) of revenues is expected in the final quarter, potentially bringing available funds to forty percent (\$5,921,464).
- The detailed I&G Budget Status Report for fiscal year 24/25, covering Instruction, Academic Support, Student Services, Institutional Support, and Maintenance/Operations for both Unrestricted and Restricted (Grants) funds. The report includes department budgets, actual expenses, commitments/obligations, available balance, and percentage of budget used.
- Commitments/obligations detail FY25 purchase orders, staff salaries, fringe benefits, and faculty salaries and benefits.
- Vacant Positions update: Still looking for an Accountant and Business Manager.
- Audit update: I-9 research for the audit is ongoing, with completion anticipated in April 2025. The Board of Trustees will be updated on progress

b. Action Item: Action item: Bookstore RFP

Trustee Rosalie Ortega motioned to Approve Action item: Approve the contract with Barnes & Noble College, pending review and approval by LCC legal counsel. Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees voted unanimously to Approve Action Item: B approve the contract with Barnes & Noble College, pending review and approval by LCC legal counsel. – Motion Approved.

c. Action Item: 2025 – 2026 Tuition and Fees Proposal

Board of Trustees reached a consensus to separate Tuition from Fees on the Proposed Changes to 2025-2026 Tuition and Fees Proposal. Board of Trustees consensus to move forward on Fees portion of 2025-2026 Tuition and Fees Proposal.

Secretary Mark Dominguez motioned to Approve Action item: 2025 – 2026 Fees Proposa:

Currently, when students register for classes, LCC charges \$25 in refundable fees, including registration fee (\$7), lab fee (\$10) and student activity fee (\$8). New fees structure proposed:

Registration Fee - \$25 (non-refundable)

Technology/Facility Fee - \$7.50 per credit hour

Student Activity Fee - \$1.50 per credit hour

The fee changes would be effective for the Fall 2025 semester, and the forecasted FY26 revenue increase for these changes is approximately \$100,000.

Vice Chair Louise Portillos seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees voted unanimously to Approve Action Item: 2025 – 2026 Fees Proposal – Motion Approved.

d. Action Item: FY26 Budget

Trustee Dr. Gilbert Sena motioned to Approve Action item: Approve the FY26 Luna Community College operating budget, with the understanding that minor technical adjustments may be made prior to submission to the New Mexico Higher Education Department.

- o Any significant changes will be communicated to Board Chair Dr. Phyllis Martinez and Finance Committee Chair Mark Dominguez, who will determine whether a special board meeting is required for re-approval.

Trustee Kenneth Medina seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees voted unanimously to Approve Action Item: FY26 Budget – Motion Approved.

e. Action Item: FY25 Budget Adjustment Request (BAR)

Secretary Mark Dominguez motioned to Approve Action item: 2. Motion: Approve the FY25 unrestricted and restricted Budget Adjustment Requests (BARs) as presented, with the understanding that minor technical adjustments may be made prior to submission to the New Mexico Higher Education Department.

- o Any significant changes will likewise be communicated to Board Chair Dr. Phyllis Martinez and Finance Committee Chair Mark Dominguez, who will determine whether a special board meeting is warranted. and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees voted unanimously to Approve Action Item: FY25 Budget Adjustment Request (BAR) – Motion Approved.

XV. LCC Board of Trustees

- a. Policy 1460 and 1470.

Board of Trustees reviewed the Luna Community College Board Policy Manual policies as follows:

- Policy 1460 – No Changes
- Policy 14700 – No Changes

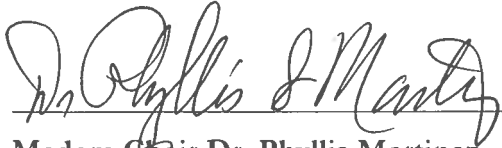
XVI. Announcement on date, time and location of next BOT Meeting(s)

- a. Regular Meeting – Tuesday, April 15, 2025 @ 10:00 am – LCC Student Success Center Board Room.
- b. CHESS Work Session – Tuesday, April 29, 2025 @ 10:00 am – LCC Student Success Center Board Room.

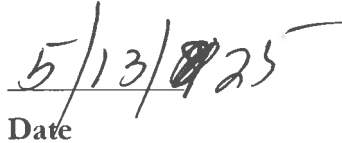
XVII. Adjourn:

Trustee Dr. Gilbert Sena moved to Adjourn and Trustee Rosalie Ortega seconded.
Madam Chair Dr. Phyllis Martinez asked for a roll call.

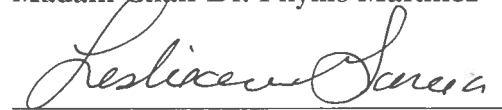
All trustees voted unanimously to adjourn. - Motion passed unanimously @ 12:38 pm.



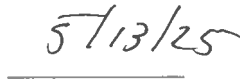
Madam Chair Dr. Phyllis Martinez



Date



Leslieann Garcia, Recorder



Date