

**LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING MINUTES**
Tuesday, March 14, 2023 @ 10:00 am
LCC Student Success Center Board Room
366 Luna Drive, Las Vegas, New Mexico

Call Meeting to Order and Establish a Quorum

Roll Call

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

Not Present: Vice Chair Dianna Medrano

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 President Anna Garduño. Others present: Dr. Carol Linder, Allied Health Director, Greg Salazar, IT Director; Ray Baca, Information Representative; Larry Fields, Humanities; Gene Martinez, CTE; and Billie Mathews, Faculty Senate.

Pledge of Allegiance

Gene Martinez led the Pledge of Allegiance.

Approval of the Agenda

Trustee Dr. Phyllis Martinez made a motion to approve the agenda as presented. Madam Secretary Louise L. Portillos seconded the motion. Motion carried.

Approval of the Minutes (February 14, 2023)

Trustee Dr. Phyllis Martinez made a motion to approve the minutes. Chairman Dr. Gilbert Sena 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

Executive Committee Meeting

Committee Chair Dr. Gilbert Sena reported that the Executive Committee met on March 7, 2023. Present were himself, Trustee Louise L. Portillos, Trustee Dianna Medrano, President Martinez, and Anna Garduño, Executive Administrative Assistant were present. Chairman Sena reviewed

items covered, which included enrollment, CHESS, prep for HLC, and Legislative funding. Trustee Dr. Phyllis Martinez asked about the overlap with Dr. Day and the new VP of Academics. President Martinez stated Dr. Day's contract will keep her with us until the end of October 2023 to cover the overlap and training.

Finance Committee Meeting

Chair Mark Dominguez announced that the committee met on March 7, 2023. Present were himself, Trustee Louise L. Portillos, Trustee Dr. Phyllis Martinez, Vice President of Finance and Administration Kathy Romero, Francina Martinez, Georgia Baca, Jessica Flores and President Martinez. Chair Mark Dominguez stated items discussed were Matt Griego taking the initiative to oversee the grounds, the CDL simulator, the Legislature, SBDC, and Capital Outlay.

Academic Committee Meeting

The Academic Committee meeting took place on March 7, 2023, and present was Chair Dianna Medrano, Trustee Dr. Phyllis Martinez, Dr. Dani Day, President Martinez, and Amanda Lucero. Items discussed were CTE, Dr. John Thompson, who is the new Grants Director, and attendees of the Legislative Session.

Facilities Committee Meeting

Committee Chair Kenneth Medina stated the meeting took place on Tuesday March 7, 2023. Present were himself, Trustee Mark Dominguez, Vice President of Finance and Administration Kathy Romero, President Martinez, and Jessica Flores. Trustee Rosalie Ortega and Facilities Director Matthew Cordova were not present. Chair Kenneth Medina discussed the success of the woodlot and thanked all who helped with the wood distribution. Thanks to the Sheriff's Department and State Police, things ran smoothly. He thanked the President and many others who helped that day. The pro panel should be arriving this week for Luna's roofing projects. Student Services water issues is getting taken care of. Talk of installing an elevator in the future in the Wellness Center took place. Graduation will take place May 13, 2023 at 10:00am.

Personnel Recognition

President Martinez introduced and acknowledged new hire, Mari Hill, Lead Instructor for Education, who was unable to attend. President Martinez then thanked several staff and community members for their help in distributing wood and with all involved in the woodlot on Thursday, March 2, 2023. (See attached list.)

Shared Governance Report

Dr. Carol Linder presented the report on behalf of Shared Governance. Dr. Linder highlighted Sherry Goodyear and the Faculty Senate, for doing a great job at letting us know what's happening on campus. "What's Happening" is going out on Friday evenings, and the Board is receiving them as well. The Student Senate was involved in going to the Legislature, and the Shared Governance Council Bylaws (attached) have been approved. They hadn't been updated since 2017 or 2018. Also included is the Shared Governance Council in making sure they were represented. Voting members were discussed, and many people participate in the open meetings, making them very productive.

President's Report

President Martinez gave a brief update on the CHES projects. Workday has started, and Luna had a kick-off on Friday, March 10th, and a lot of faculty and staff attended, along with San Juan College joining live as they had their kick-off at the same time. President did a short video as did President Pendergrass. We have a lot of work ahead of us, but long term it will be a benefit to the institution, and will be a big lift for all of us. Luna has started the process for the Vice President of Instruction and Student Services search. The President has assembled a committee and they will meet with Gold Hill Associates this week. The Legislative session continues. Unfortunately, we have been knocked down to \$750k from \$1.5 million in Capital Outlay funds to assist us with the labs in the Allied Health Building. We're also on the list for \$225k in Capital Outlay funding, earmarked for equipping the mobile health lab. Hopefully that will make it through as well. As far as President Martinez can tell, we're still being recommended for \$400k for the simulators, as well as \$250k for the technology update. The institution needs updating of our computer systems. The Strategic Plan Committee met on March 9th and staff is contributing to completing a progress report within the next few weeks. Baseball and Softball seasons have started and this year we have two strong teams. In terms of Public Relations, we have consistently been in the Las Vegas Optic as well as the Communicator. Jesse Gallegos is making sure Luna ads are also across social media, so we're making huge strides in advertising and making sure Luna is out there.

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

Dr. Dani Day reviewed her report and shared that students have been spending multiple days at the Legislature sharing Luna's successes. Allied Health is working on mental health plus food security grants. They now have a part-time person to help. Dr. Day reviewed the NMHED Food & Hunger Monthly reporting form and stated everyone has done an amazing job with distribution. Luna's Education Department is partnering with Highland's Conservation and Restoration Education Program to provide outdoor education in several local area schools. Fifteen of our welding students took eighteen certification tests and were 100% successful. The program is full and showing great success. The satellites are providing support in backing up each other for Admissions and Recruiting and visiting high schools. Rough Rider Mentorship has continued monthly visits to middle and high schools. The State has new gender categories, and are being used at all institutions. Students are recording TikToc videos for a competition with the topic being Leadership. The Remind app is doing its job in reminding students to do homework, return letters, supplying information for students to be on campus. Lastly, Dr. Day discussed the Rough Rider Resilience Mural contest coordinated by Allied Health. The deadline is upon us to vote for many high-quality entries.

Finance and Administration Report – Kathy Romero

Kathy Romero reviewed the February FY23 Revenue/Expenditure Summary Report. She discussed the Budget, she stated the new Grants & Contract Coordinator is very detailed and well organized. Finance is planning for the mid-year BAR, and they're starting to prepare for the FY24 Budget Submission. Fiscal office is reviewing outstanding POs and is following up on whether open PO items are still needed. Greg in IT is working with CNM on the Penetration Test, and it should be administered mid-June. IT is awaiting transfer funds from HED to LCC, and we are awaiting best and final offer from selected vendors for keyless door locks and security

cameras. We should receive these by the end of the week. SBDC continues to host events, and has been successful in gaining numerous clients. Facilities is beautifying the campus, and getting it ready for graduation. The Finance Office has been busy with Workday, year end, the audit, and Budgets. The staff is hard working hard now and they know the benefits at the end of this. Trustee Mark Dominguez inquired on the reasons why so many people from the Finance Office are attending the upcoming HLC Conference. Kathy Romero handed the discussion to Dr. Dani Day, who explained that most institutions have Finance staff attend the conference because of the need for finance staff to know about the HLC process. President Martinez added that many of the accreditation issues that Luna has had in the past were related to the institution's finances and that is why it is important for such personnel to attend the HLC Conference.

Executive Session

Trustee Kenneth Medina made a motion to convene into Executive Session for the discussion of Limited Personnel Matters as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings Act, more specifically, President's mid-year goals. Madam Secretary Louise L. Portillos 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	Absent	Trustee Kenneth Medina	Yes
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Yes
Trustee Mark Dominguez	Yes		

Motion carried.

Return to Regular Session

Trustee Kenneth Medina moved that the Board reconvene into Regular Session from Executive Session. He stated that no action was taken during Executive Session. 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	Absent	Trustee Kenneth Medina	Yes
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, March April 11, 2023 @ 10:00 am in the LCC Student Success Center Board Room.

Adjournment

Trustee Rosalie Ortega made a motion for adjournment. Trustee Mark Dominguez seconded the motion.

Motion carried and the meeting adjourned at 12:02p.m.



Dr. Gilbert Sena, Board Chair



Louise L. Portillos, Board Secretary



Anna Garduño, Recorder