

**LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING MINUTES**
Tuesday, August 10, 2021 @ 10:00 am
LCC Student Success Center Boardroom

Call Meeting to Order and Establish a Quorum

Roll Call

Present: Madam Chair Dr. Phyllis Martinez, Madam Secretary Louise L. Portillos (appeared via zoom), Trustee Mark Dominguez, Trustee Kenneth Medina, Trustee Dr. Gilbert Sena and Trustee Maximiliano G. Tenorio, Jr.

Also present: President Dr. Edward Martinez (appeared zoom), Jessica Flores, Recorder, Ray Baca, Information Specialist, Dr. John Thompson, CTE Director, Georgia Baca, Staff Senate/Fiscal, Lawrence Vigil, Shared Governance, Staff Senate, Physical Plant, Andy L. Aguilar, ARC, Inc., Matthew Cordova, Physical Plant Director, Billie Matthews, Faculty Senate, Carolyn Chavez, Human Resources Director, Liza Miller, ARC, Karen Wezwick, Admin/Dual Credit, Amanda Lucero, Humanities, Kim Baca, Humanities, Dr. Anita Royba, Humanities Director and Maxine Hughes, Interim Vice President of Instruction and Student Services/Nursing Director,

Absent: Madam Vice Chair Dianna Medrano

Pledge of Allegiance

Trustee Kenneth Medina led the Pledge of Allegiance.

Approval of the Agenda

Trustee Dr. Gilbert Sena moved for approval of the Agenda. Trustee Kenneth Medina seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken by Recorder Ms. Jessica Flores and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Secretary Louise L. Portillos	Yes
Trustee Mark Dominguez	Yes	Trustee Kenneth Medina	Yes
Trustee Dr. Gilbert Sena	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for approval of the Agenda was unanimous.

Approval of Minutes (June 8, 2021 Regular Meeting, July 1, 2021 Special Meeting and July 13, 2021 Regular Meeting).

June 8, 2021 Regular Meeting minutes – Trustee Dr. Gilbert Sena moved for approval of the June 8, 2021 Regular Meeting minutes. Trustee Mark Dominguez seconded the motion,

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken by Recorder, Ms. Jessica Flores and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Secretary Louise L. Portillos	Yes
Trustee Mark Dominguez	Yes	Trustee Kenneth Medina	Yes
Trustee Dr. Gilbert Sena	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for approval of the June 8, 2021 Regular Meeting minutes was unanimous.

July 1, 2021 Special Meeting minutes – Trustee Dr. Gilbert Sena moved for approval of the July 1, 2021 Special Meeting minutes. Trustee Kenneth Medina seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken by Recorder, Ms. Jessica Flores and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Secretary Louise L. Portillos	Yes
Trustee Mark Dominguez	Yes	Trustee Kenneth Medina	Yes
Trustee Dr. Gilbert Sena	Yes	Trustee Max G. Tenorio, Jr.	Abstain

Trustee Max G. Tenorio, Jr. announced that he is abstaining from the vote due to him not being present at the July 1, 2021 Special Meeting.

The vote for approval of the July 1, 2021 Special Meeting minutes did carry.

July 13, 2021 Regular Meeting minutes – Trustee Kenneth Medina moved for approval of the July 13, 2021 Regular Meeting minutes. Trustee Dr. Gilbert Sena seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken by Recorder, Ms. Jessica Flores and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Secretary Louise L. Portillos	Yes
Trustee Mark Dominguez	Yes	Trustee Kenneth Medina	Yes
Trustee Dr. Gilbert Sena	Yes	Trustee Max G. Tenorio, Jr.	Abstain

Trustee Max G. Tenorio, Jr. announced that he is abstaining from the vote due to him not being present at the July 13, 2021 Regular Meeting.

The vote for approval of the July 13, 2021 Regular Meeting minutes did carry.

Public Comment

There was no Public Comment for this meeting.

Special Item

- a. Final presentation – Facilities Master Plan – ARC (Architectural Research Consultants)

Board of Trustees Updates

- a. BOT Updates and Committee Reports

Trustee Dr. Gilbert Sena gave a brief update on the Academic Affairs Committee Meeting which was held on August 3, 2021:

- Directors Data & Reports
- Program Need
- Student Services
- Recruit & Advisement
- Student Retention
- Communication (campus & satellites)
- President's vision for Academic programs at the main campus & satellites

Trustee Mark Dominguez gave a brief update on the Finance Committee Meeting which was held on August 3, 2021:

- Revenue & Expenditure Report for 2020-2021
- Internal Audit (Time frame) (scope of audit)
- BOT expenditure report for 2020-2021

Madam Chair Dr. Phyllis Martinez gave a brief update on the Executive Committee Meeting which was held on August 3, 2021:

- Satellite & Site update
- Fall schedule
- CDL & Phoenix Driving School
- Meeting for Performance Goals and Objectives before August 21, 2021 and dates for Performance Review
- Current Goals and Objectives
- Board Self-evaluation
- Accountability
- Simulators LEC Program Update
- President Contract Agreement perks (credit card, car, phone, etc.)
- BOT Committee Meetings

Presidents Report – Dr. Edward Martinez

President Dr. Edward A. Martinez addressed the Board and gave the following report:

- **LCC Foundation Board:** The Foundation Board has been meeting periodically since June 2021. At the most recent meeting the Board financials were discussed and several actions were taken to move funding from an unrestricted CD account to the operations account to resume board business. The LCC President made the Foundation aware of the need to create procedures as indicated by the audit findings from last year's audit. The Board is working on developing the process as requested by the auditors.
- **Dual Credit:** In the past few weeks the LCC President and Ms. Karen Wezwick have been meeting with high school officials from Springer, Cimarron, Maxwell, Wagon Mound, Mora, Raton, Pecos, West Las Vegas and Las Vegas City Schools to discuss the dual credit program. The intent of the meetings was to establish LCC relationship and determine how LCC can move forward to offer dual credit courses. MOU's have been sent to the schools for their approval and signature. Some new ideas being discussed include: Early high school college programs, course offerings at the high school regular hours and after hours to better serve students.
- **COVID-19 Update:** The LCC Safety Committee has been meeting to discuss and develop a guideline for the fall semester. The guidelines will be based on a combination of the CDC, State and the Governor's guidance.
- **HLC Update:** The LCC HLC Team meets on Thursday, July 29 and developed the short-term steps that will be taken to begin for the HLC Site Visit in February. Based on this meeting the President decided to keep the committee meeting structure in place and he will be attending committee meetings on Friday August 6 to charge the committees with the necessary work to compile and continue working on implementing the plans that were put in place.
- **Human Resources:** Since last BOT meeting, three essential hires were made in the custodial/maintenance crew:
 - Matthew Garcia, Custodian I, effective July 9, 2021
 - Matthew Borrego, General Maintenance 2, effective August 2, 2021
 - Juan Fernandez, General Maintenance, effective August 3, 2021

Resignations/Terminations included nine individuals in the following offices:

- Senior Financial Advisor, Effective July 2, 2021
- Technical Electrician, Effective July 9, 2021
- Allied Health Sciences Instructor, Effective July 9, 2021
- Custodian I, Effective July 23, 2021
- Custodian II, Effective July 30, 2021
- Assistant Softball Coach, Effective August 6, 2021
- Administrative Assistant, 2, Effective August 11, 2021
- Humanities Director, Effective September 30, 2021

Retirements included three individuals

- Mary Duran, Executive Administrative Assistant, Effective July 31, 2021
- Louie Benavidez, Custodian 2, Effective July 31, 2021
- Lita Bernal, School of Business Director, Effective June 30, 2021

There are five postings for essential positions that need to be filled:

- Temporary Part-Time Preschool Substitute Teacher Caretaker, opened: July 8, 2020, re-opened: June 29, 2021, closes: until filled
- Full-Time Assistant Softball Coach, opened: July 29, 2021
- College and Career Readiness Institute Full-Time Faculty/Staff, opened: July 21, 2021, closes: until filled
- Full-Time Custodian 1, opened: August 3, 2021, closes: until filled
- Full-Time Technical Electrician, opened: July 14, 2021, closes: until filled
- Full-Time Executive Administrative Assistant 1, opened: August 2, 2021, closes: until filled

Satellites: The LCC President has visited the Mora Office and the Springer and Santa Rosa Satellites. During the visit the President met with satellite staff and community members. The intent of the meeting was to learn more about the satellites and to listen to the community needs. All online courses are accessible through the satellite locations and each site has several computers available to community members who wish to login to their course from the site. Dr. Thompson is currently working with NCCER to visit the locations to ensure that the facilities meet accreditation criteria as well as working with potential instructors to get NCCER certified to teach at the sites and Las Vegas campuses.

Finance and Administration Report

CFO Morris Madrid addressed the Board and advised that his report would be short. Mr. Madrid advised that some of the highlights he would like to point out would be, Maintenance of the Plant, \$375,000, which is not spent but encumbered, also the Institutional Support which is pre-paid to our Public School Insurance, who requires payment up front for the whole year.

Mr. Madrid then advised that we had not received four month appropriations at the time of this report.

Mr. Madrid ended by saying that not much has happened during the month of July.

Action Item

1. Requesting authorization to execute final agreement with the Registry.

President Martinez advised the Board that this is only action for him to make the final agreement with the Registry who will in turn submit a list of candidates to review.

Madam Chair Dr. Phyllis Martinez then advised that the item should have probably read "to begin the process".

Trustee Max G. Tenorio, Jr. then moved for approval of authorization for the President to enter into an agreement with the Registry and start negotiations with a Professional Services Contract. Trustee Dr. Gilbert Sena seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken by Recorder Jessica Flores, and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Secretary Louise L. Portillos	Yes
Trustee Mark Dominguez	Yes	Trustee Kenneth Medina	Yes
Trustee Dr. Gilbert Sena	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for approval of authorization for the President to enter into an agreement with the Registry and start negotiations with a Professional Services Contract was unanimous.

Academic Report

Interim Vice President of Academics and Student Services/Nursing Director Maxing Hughes addressed the Board and gave the following report:

- Early Childhood Education and the Preschool completed professional development courses on Professionalism and Health, Safety, and Nutrition. The Education program has 13 students registered in the program for all and the preschool has 10 students registered, the target enrollment is 21 students. The preschool will open on August 11, 2021. Preschool graduation took place and 4 students graduated on to Kindergarten.
- STEM hosted “Math on the Fly”, it was well attended and students enjoyed helpful lectures and presentations by staff and faculty.
- Allied Health and Dental: The dental students pinning took place 2 weeks ago with 5 students completing the program and being pinned. Dental recruitment efforts are under way for the fall.
- Business is enrolling students and preparing for the fall semester
- CTE:

Goal 1: Grow enrollment: mailing 20 sets of brochures with counter displays to Region C School District

Goal 1: Grow enrollment: Participating in Las Vegas Car Show with CDL “Rolling Billboard,” Automotive demonstrations and welding simulator.

Goal 1: Goal Enrollment: Meeting with area school district personnel to discuss CTE programs.

Goal 2: Increase students who complete programs: Revising Curriculum Maps utilizing Block scheduling: guidelines to improve scheduling.

Goal 3: Ensure Academic Quality: Reviewing industrial accreditation requirements to verify faculty and facility meeting standards.

Goal 5: Increase degree-seeking and transfer student: Revising programs in the new catalogue to add more approved electives that lead to Associates Degree.

Goal 6: Increase annual sponsored project funding: Continuing Perkins Grant and seeking other grant opportunities (Los Alamos, Workforce Solutions, Legislative Capital Outlay).

Goal 8: Provide in-demand and quality program: Examining all courses to identify specific equipment used and skills taught to determine feasibility of changing course.

Goal 9: Ensure financial solvency: Exploring bringing back "Project Work Orders" and "Auction Projects: as a way of generating revenue for the programs.

- Humanities: Recruitment – there will be a representative from the department at all the area High Schools' registration day to promote the programs in the Humanities Department. Media Arts instructors plan on having a digital display at the registration table to attract students to the program.
- Nursing: 24 incoming students for fall 23 continuing students in Level 3. All courses will be in person and all clinical agencies are open for students.

Student Services Department

- Veterans Services Center: Coordinator attended mandatory VA Annual School Certifying Official Training from July 20-22 virtually due to COVID. Through the Isakson & Roe Law that congress passed, there are 32 revisions for SCO's to implement for VA Gi Bill Education Benefits. I have implemented, in the process of developing or submitted a waiver for all revisions that took effect August 1, 2021. VA students beginning to come in to apply for GI Bill Education Benefits and complete paperwork for VA certification for the Fall 2021 semester.
- Registrar: The summer session ended on 7/30/21 and grades are posted. Enrollment for summer was 307 students, last summer there were 246 students. The fall enrollment, so far is 302 students. The Registrar is processing degrees and diplomas for the graduates from 202 and 2021.
- Financial Aid: Is in the process of checking academic progress for those students who completed their files as soon as possible. Currently Financial Aid had awarded 88% of the New Mexico Opportunity Scholarship funds and hope to have 100% of the scholarship awarded within the next few weeks.
- Student Success Center: Working with students both in-person and online to assist them with obtaining transcripts, doing testing, registering, and addressing concerns. Preparing for online student orientation. Working with the athletes to ensure processes are completed and they are registered.
- Admissions and Recruitment: Recruitment placed summer and fall schedules around businesses in the LCC service areas. Fall recruitment is set to being on September 1, 2021. Most High Schools will have their college fair programs outside in the parking lot due to COVID. So far, only 16 of 36 schools are planning college fairs. Working with the Public Relations on department brochures and information for recruitment. Participated in area parades in Las Vegas, Mora and Springer.
- Learning Resource Center provides a variety of services to assist students, staff and faculty. Please see the attached summary of services.

Action Item

1. Requesting approval of changes to the Nursing Handbook

Interim Vice President of Academics and Student Services/Nursing Director Maxine Hughes addressed the Board and went over the changes to the Nursing Handbook which were provided to the Board. After a lengthy discussion, Q & A's and comments from Board members voicing their concerns for the students and HIPPA, etc, Trustee Max G. Tenorio, Jr. moved for approval to accept the changes to the Nursing Handbook pending a revision to page 11, more specifically, the COVID-19 vaccine for deferral requirements and documentation to give students the ability to abide with requirements of clinical agencies in accordance with HIPPA Laws. Madam Secretary Louise L. Portillos seconded the motion and thanked Ms. Hughes for putting this together.

Madam Chair Dr. Phyllis Martinez called for a roll call. Roll call was taken by and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Secretary Louise L. Portillos	Yes
Trustee Mark Dominguez	Yes	Trustee Kenneth Medina	Yes
Trustee Dr. Gilbert Sena	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for approval to accept the changes to the Nursing Handbook pending a revision to page 11, more specifically, the COVID-19 vaccine for deferral requirements and documentation to give students the ability to abide with requirements of clinical agencies in accordance with HIPPA Laws was unanimous.

Shared Governance

Shared Governance Chair, Lawrence Vigil addressed the Board and gave the following report:

Staff Senate Report

1. Establish of Quorum/Roll call
2. Call of Meeting to Order
3. Approval of Agenda
4. Approval of Minutes
5. Public comments
6. Committee Updates/Senate groups discussion, etc.
 - a. Shared Governance Structure
 - b. Staff Senate Groups
7. Informational/Discussion Items
 - a. Confirmation/Nomination of Secretary/Treasurer Alternate
 - b. Salary Parity
 - c. Discussion to begin Staff handbook review/change recommendations
8. Action Items
 - a. Election of Secretary/Treasurer Alternate
9. Unfinished Business/Follow-up items
10. New Business

Next Meeting scheduled Friday (STC) at LCC Cafeteria, Work sessions (TBA)

Faculty Senate Report

Faculty Senate does not meet during the summer semester, therefore there is nothing to report at this time.

Shared Governance Report

1. Establish a Quorum
2. Call of Meeting to Order
3. Approval of Agenda
4. Approval of Minutes
Discussion SG Meetings of 12-10-20, 03.05.21, 04.09.21
5. Public comment (3 minutes per speaker)
6. Informational/Discussion Items
 - a. Nominations for Vice Chair
 - b. Discussion of Minute Taker
 - c. Senate/Leadership Reports
 - d. Grievance Process form – revision – staff senate
 - e. BOT process/reporting
7. Action Items
 - a. Grievance resolution process (adoption)
 - b. Vote acknowledgement for Vice Chair
8. New or Follow-up Items for next meeting's Agenda
9. Adjournment

Executive Session

Trustee Kenneth Medina moved that the Board convene into Executive Session. Madam Secretary Louise L. Portillos seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Secretary Louise L. Portillos	Yes
Trustee Mark Dominguez	Yes	Trustee Kenneth Medina	Yes
Trustee Dr. Gilbert Sena	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote that the Board convene into Executive Session was unanimous.

**** Five-minute Break**

**** Trustee Kenneth Medina has left the meeting.**

Return to Regular Session

Trustee Max G. Tenorio, Jr. moved that the Board reconvene into Regular Session from Executive Session where no action was taken. Trustee Dr. Gilbert Sena seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Secretary Louise L. Portillos	Yes
Trustee Mark Dominguez	Yes	Trustee Dr. Gilbert Sena	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote that the Board reconvene into Regular Session from Executive Session where no action was taken was unanimous.

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

- Regular Board Meeting – Tuesday, September 14, 2021 @ 10:00 am – LCC Student Success Center Board Room.
- Special Board Meeting – Tuesday, August 17, 2021 @ 11:00 am – LCC Student Success Center Board Room.

Adjourn

Trustee Max G. Tenorio moved for adjournment. Trustee Dr. Gilbert Sena seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Secretary Louise L. Portillos	Yes
Trustee Mark Dominguez	Yes	Trustee Dr. Gilbert Sena	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for adjournment was unanimous.

Dr. Phyllis Martinez, Board Chair

Louise L. Portillos, Board Secretary

Jessica Flores, Recorder