



MINUTES
LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES OPEN
MEETINGS ACT TRAINING
WORK SESSION

Tuesday, May 27, 2025 @10:00 am
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 Kenneth Medina

Not Present: Trustee Rosalie Ortega, Trustee Dr. Gilbert Sena and Trustee Rolando Medrano

Also Present: Dr. Carol Linder – President, Dr Gerald Shields – CFO, Carlos Padilla Esq. – Cuddy & McCarthy LLP, Kiera Lewis – IT Trainer and Leslieann Garcia – Executive Admin, Recorder

III. Pledge of Allegiance – Carlos Padilla led the Pledge of Allegiance.

IV. Approval of the Agenda

Secretary Mark Dominguez 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. Public Comments – No public Comment

VI. Open Meetings Act Training – Carlos J. Padilla Esq., Cuddy & McCarthy LLP

Carlos Padilla presented the Board of Trustees with a PowerPoint slideshow. Public Records, Open Meetings and Common Pitfalls. An overview of the New Mexico Open Meetings Act and Inspection of Public Records Act.

This presentation is intended to provide a broad overview and general information about the topics covered, and not legal advice applicable to any particular case. Where laws are summarized, information not necessary for a broad overview may be omitted. Seek additional information or consult your attorney with any issues that arise and do not rely solely on the information presented here.

The following topics were reviewed and discussed during the presentation:

- OMA Purpose
- Importance of OMA
- Proper Actions
- Compliance of a gathering
- What constitutes a quorum
- Public Notice Requirements
- Circumstances for emergency meetings
- Closed/Executive Sessions
- Exceptions for Closed/Executive Sessions
- Requirements for Coming Out of Closed/Executive Sessions
- Pitfalls and Violations of Closed/Executive Sessions
- Standing Items and Reasonable Specificity of Closed/Executive Sessions

- Phone/texting use for public business matters
- Adherence to Roberts Rules of Order
- Minutes Requirements
- Website Posting requirements
- Roll Call Vote Requirements
- Virtual Meetings and maintaining compliance
- Inspection of Public Records Act (IPRA), General Rule and Purpose
- Public Record and School Board communications
- Exceptions under IPRA, FERPA and HIPPA
- Exemptions from IPRA disclosures
- IPRA deadlines and consequences

VII. Executive Session

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

Secretary Mark Dominguez moved to amend the Agenda and Table the Executive Session and Vice Chair Louise Portillos seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted to amend the Agenda and Table Executive Session – Motion passed

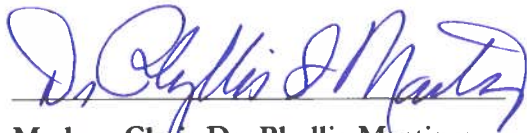
VIII. Announcement on date, time and location of next BOT Meeting(s)

- Regular Board of Trustees Meeting – Tuesday, June 10, 2025 @ 10:00 am – LCC Student Success Center Board Room.

IX. Adjourn:

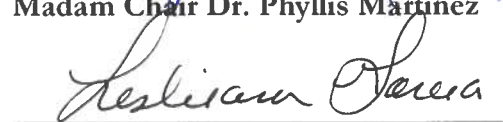
Secretary Mark Dominguez moved to Adjourn and trustee Kenneth Medina seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All trustees present voted unanimously to adjourn. - Motion passed @ 12:21 pm – Meeting Closed



Madam Chair Dr. Phyllis Martinez

6/10/25
Date



Leslieann Garcia, Recorder

6/10/25
Date