

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

Tuesday, February 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 Vice Chair Dianna Medrano, Madam Secretary Louise L. Portillos (Zoom), Trustee Mark Dominguez and Trustee Dr. Phyllis Martinez.

Not Present: Trustee Kenneth Medina and Trustee Rosalie Ortega

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; Lawrence Quintana, LCC Foundation Chair, Lorraine Martinez, LCC Foundation Vice-Chair; Kristine Jaramillo, LCC Foundation AK Accountant; Aubri Martinez, LCC Foundation; Jesse Gallegos, Public Relations; Linda Salazar (via YouTube), Learning Resource Center Manager; Rachael Lucero (via YouTube), STEM Faculty; Sherry Goodyear (via YouTube), Rough Rider Mentorship & College Readiness Director.

Pledge of Allegiance

Dr. Dani Day led the Pledge of Allegiance.

Approval of the Agenda

Trustee Dr. Phyllis Martinez made a motion to approve the agenda as presented. Trustee Dianna Medrano seconded the motion. Motion carried.

Approval of the Minutes (December 13, 2022)

Madam Secretary Louise L. Portillos asked that one change be made on the 12/13/2022 Minutes. After the change is made, Trustee Dianna Medrano made a motion to approve the minutes. Trustee Mark Dominguez seconded the motion. Motion carried.

Executive Session

Trustee Mark Dominguez made a motion to convene into Executive Session for the discussion of attorney-client privilege pursuant to NMSA 1978, Section 10-15-1(H)(7) (as amended) of the Open Meetings Act pertaining to pending or threatened litigation and in particular a judgment

entered in a personal injury case and a vendor invoking mediation under the Public Works Mediation Act. Trustee Dianna Medrano 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	Absent
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Absent
Trustee Mark Dominguez	Yes		

Motion carried.

Return to Regular Session

Trustee Mark Dominguez moved that the Board reconvene into Regular Session from Executive Session. He stated that no action was taken during Executive Session. Madam Vice Chair Dianna Medrano 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	Absent
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Absent
Trustee Mark Dominguez	Yes		

Motion carried.

Public Comment

There was no public comment at the meeting.

Personnel Recognition

Dr. Martinez introduced and acknowledged new staff, Ruth Ann Mares, Admissions and Recruitment Manager for the Rough Rider Community, who was unable to attend. Aubri Martinez, Foundation Administrative Assistant I, was also introduced, and she told the Board a little about herself. Chair Dr. Gilbert Sena and the Board recognized and welcomed both to LCC.

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 February 7, 2023. Present were himself, Trustee Louise L. Portillos, President Martinez, and Anna Garduño, Executive Administrative Assistant were present. Trustee Dianna Medrano was not present. Chairman Sena stated the minutes from the 12/06/2022 meeting were approved. Items covered included the final enrollment, the Legislative Breakfast, the Legislature, and projects at LCC.

Facilities Committee Meeting

Trustee Mark Dominguez gave the update on behalf of Chair Kenneth Medina in his absence. The Facilities Committee meeting took place on December 6, 2022. Present were Committee Chair Kenneth Medina, 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. Items discussed were roofing projects, the VoAg Building, fire panels, the elevator in the LRC building, HVAC, Capital Outlay, the plasma cutter, wood distribution update, landscape design at Luna and working with the UNM School of Architecture.

Finance Committee Meeting

Dr. Gilbert Sena announced that the new Chair for the Finance Committee is now Mark Dominguez. Louise L. Portillas has stepped down but remains on the Board Audit & Finance Committee. The committee met on December 6, 2022. Present were Chair Mark Dominguez, Trustee Dr. Phyllis Martinez, Vice President of Finance and Administration Kathy Romero, Francina Martinez and Jessica Flores. Not present were Trustee Louise L. Portillos, President Martinez and Georgia Baca. Items discussed were January 2023 Revenue and Expenditures, payroll, W2's, VoAg and Standard Procedures.

Academic Committee Meeting

The Academic Committee meeting did not take place on December 6, 2022, as there was no quorum.

Shared Governance Report

Dr. Carol Linder presented the report on behalf of Shared Governance. Dr. Linder discussed Faculty Senate, the Welcome Back BBQ thanks to the President, Student Senate and Allied Health, Academic Leadership's attendance at the Legislative Breakfast, Shared Governance approval of the new Action Item process. Dr. Linder reviewed attachments, (later emailed to Board members) regarding Shared Governance Council.

Foundation Board Update

LCC Foundation Chair Lawrence Quintana introduced Aubri Martinez, the NMHU liaison, and Foundation Administrative Assistant. Mr. Quintana also introduced Lorraine Martinez, Vice Chairperson; Martina Tapia, Secretary; and named all Board Members: Phillip Martinez, Carla Romero, Ella Arellano, Jason Sanchez, Lucas Johnson, Max Trujillo, Regina Madrid and Chris Gutierrez. He spoke about the recent accomplishments, \$5000 awarded for the food pantry, \$2000 in private donations. 1140 students have been served so far, showing the success of the "Tiendita". Mr. Quintana talked about spring and fall scholarships, as well as partnerships that will benefit the students in the future.

President's Report

President Martinez updated the Board on spring enrollment numbers, with a total head count at 780, which is a 13% increase compared to last spring. Dr. John Thompson is working to establish Grants and Contract office, and Estelle Garcia is now working in the Business Office as the Grants Coordinator. President Martinez thanked the staff for a successful Legislative

Breakfast, held on February 1, 2023. It was a positive step forward in making Luna known. Luna students, staff and faculty met with Governor Michelle Lujan-Grisham recently at the Roundhouse, and that was a success. Saturday, President Martinez walked the campus with representatives from the UNM School of Architecture. They talked about landscape design and a possible student project as part of their Master's Degree. Meetings continue twice weekly with Dr. Day, Kathy Romero and Greg Salazar to fulfill CHESS projects.

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

Dr. Dani Day spoke about Winter Break, and Student Success Specialists contacting students, and checked on them during their time off. After the break, the Call Center contacted students about registration and many of the calls were made during the day as well as evening hours. Dr. Day spoke about EMT Basic Certificate courses being offered this spring. She reviewed her discussion with Legislators about Luna Strong activities. Dr. Day talked about the American Welding Society event coming up Thursday evening, and the Welding Society creating art with found materials. Contract education and CDL classes were discussed and the length of time to successfully complete the program, which is dependent on many issues such as the condition of the truck, weather, etc. NC SARA was renewed with limits based on accreditation status. Some Distance Learning goals will have to wait until we get those accreditation issues resolved. The Nursing Department is shorthanded on faculty positions, so faculty is taking on those additional duties. The Rough Rider Community has hired a new Admissions Manager, and their staff has been assigned to high schools and are training new counselors to learn the PED side. Three LCC graduates that graduate in May will graduate with their Associates Degree before receiving their high school diploma, which is great! Dr. Day included a photo of the skywriting of "LCC", and explained the difficulty of the math required to complete this feat, showcasing the skills of Adult Basic Education students. Questions arose regarding the number of CDL students able to be in the truck at one time, and Dr. Day explained that there are four students in the truck at a time, and that a simulator would be very helpful in getting students through the CDL in a timelier manner. Trustee Dianna Medrano asked about the EMT program and how many students are enrolled. Dr. Day stated Santa Rosa has 19 students, and Las Vegas currently has 9 students.

Approval of the 23-24 Academic Calendar - Action Item

Dr. Day discussed the two recommended changes made to the Academic Calendar: The Winter Term has been added. We've missed this over the years by not offering classes over the winter term. Also, 4th of July lands on a Thursday, so Friday, July 5th should be added as part of the holiday, since the students will not be in class anyway. After discussion, Madam Secretary Louise L. Portillos made the motion to approve the 23-24 Academic Calendar. Trustee Dianna Medrano 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	Absent
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Absent
Trustee Mark Dominguez	Yes		

Motion carried.

Finance and Administration Report – Kathy Romero

Kathy Romero discussed the January 31st deadline met as W-2's and 1099's were sent out. IT is working with UNM on a penetration test, for cyber security. The roofing work on Allied Health Building is complete, and the roofing at the LRC Building is about 80% completed. Weather permitting, the job will be finished soon. The VoAg building interior work is completed. The outside work will take place in the spring, and the athletes are happy. The elevator in the LRC Building is fixed as it took a while due to it being old and parts were difficult to find. We are beginning to do fire panel upgrades, and we're hoping for the wood distribution to take place about the middle of February. Our motor pool has received two new trucks to be used by maintenance and custodial staff, and we're still working on promoting the Community Kitchen. We did receive the computer that is needed to run the plasma cutter.

Approval of the 1st and 2nd Quarterly Financial Actions Report - Action Item

Kathy Romero reviewed the 1st and 2nd Quarterly Reports. After discussion, Trustee Dianna Medrano made the motion to approve the 1st and 2nd Quarterly Financial Actions Report. 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	Yes	Trustee Kenneth Medina	Absent
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Absent
Trustee Mark Dominguez	Yes		

Motion carried.

Approval of Signatory Authority – Southwest Bank and 1st Community Bank - Action Item

Kathy Romero is requesting signatory authority for Southwest Bank as well as 1st Community Bank and recommended the motion that the two Board members currently listed, be updated with current Board members. After discussion, Trustee Dr. Phyllis Martinez made the motion to approve the Signatory Authority for Southwest Bank and 1st Community Bank. 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	Yes	Trustee Kenneth Medina	Absent
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Absent
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 14, 2023 @ 10:00 am in the LCC Student Success Center Board Room.

Adjournment

Trustee Mark Dominguez made a motion for adjournment. Trustee Dianna Medrano seconded the motion.

Motion carried and the meeting adjourned at 11:54a.m.



Dr. Gilbert Sena, Board Chair



Louise L. Portillos, Board Secretary



Anna Garduño, Recorder