

Luna Community College
Board Audit & Finance Committee Meeting
Friday, April 9, 2021 2:00 pm
VP of Finance & Administration Conference Room

I Determination of Quorum and Call to Order Louise Portillos

- A quorum was established with Dr. Sena making a motion and Chair LP, second. Mark Dominguez came in later.

II. Agenda Approval

- Agenda was approved with Dr. Sena making a motion and Chair LP, second.

III. New CFO Introduction Morris Madrid

- Morris gave a report of his work experience as an Auditor, City Manager, Accountant, Grants Manager, HR Director and Finance Director.

IV. FY20 Audit Report Morris Madrid

- Mr. Morris outlined the conditions of an audit and the meaning of the opinions. He also represented LCC's FY20 Audit which has been approved by NM State Auditor and will be presented to LCC's BOT on April 13, 2021. The audit overall is good and LCC received an "Unqualified Opinion" which is the highest opinion. Mark Dominguez asked Morris if he could give them a copy of the 4 opinions available. Morris will get those to Mr. Dominguez for next BOT meeting. A side note: The Foundation did receive a finding.

V. Revenue & Expenditure Monthly Report for March 2021- Morris Madrid

- A Revenue/Expenditure report was handed out to the committee. A short presentation was given to explain budget, actuals and encumbrances. Mark Dominguez asked if we were on target and the reply was yes, we are not over budget.

VI. IT Plan Matthew Bowie

- Mr. Bowie gave a brief explanation of his department and the support tickets. Discussion was held about the age of the software system (CARs-Jenzabar). Also discussion of the problems and issues with the data. Matthew spoke about the funding request by all colleges to purchase a new system. This new system would be the same structure for everyone and information would be housed in a type of cloud for all to use. This would make it easier for a student to transfer from college to college without the loss of data and LCC would get a more updated, user friendly system. We have to run reports with data then convert them over to excel or other formats in order to comply with agency requirements. Dr. Patterson said it was going to be the same platform; same system and everything works for every institution. We would have to budget the money to buy into the shared service system.
- Matthew also discussed his plans to step down as Director. He has a lot of work to do and needs to train a new person who can understand and learn from Matthew. This would take up to the 2 years before Matthew retires. The new Director position will be budgeted for the new fiscal year.

VII. Total Expenditures for LETC (Simulator Contracts, Carpet, Paint, hrs of maintenance, etc.)-Matt Cordova,-Morris Madrid

- Matthew Cordova was absent but gave Morris a written report on all the expenditures to date for the LETC program. Chair Portillos asked if the roof had been repaired. The total to date is \$41,667.82. This includes Paint, supplies, Security doors, check in station, carpet flooring and lighting.

VIII. Warranties or Scheduled Maintenance per Year. Cost? Matt Cordova-Morris Madrid

- Morris explained the warranty information on the Simulators. The Shooting is on a lease program that covers all the maintenance and software updates. The lease is \$41,000+ per year and no cost to return. The Driving Simulator was purchased and has a warranty. A partnership with LV City Police and other agencies was discussed. Dr. Patterson stated that an open house is scheduled for April 20, 2021. Refreshments will be provided by Student Government and will be open to LCC employees and community members. No invitations were sent out instead a phone call was placed and advertising on Facebook was done. The equipment is set to arrive on April 12, 2021. Mark Dominguez asked if LCC had made contact with Chief of Police, NM State Police, and Sheriff's office to offer a onetime free class and allow time in the simulator. Discussion with several ideas was held.

IX. Money Tied to Student Learning Outcomes. How? Morris Madrid

- Dr. Sena asked if we had a placement office that monitored student learning outcomes. Morris stated Institutional Research Director was hired and would track that data. Also the Strategic Plan was discussed and Dr. Sena and Morris talked about how IR can move forward to work on a better Strategic Plan.

X. FTE Morris Madrid

- Discussion on LCC's student headcount was held. A question was asked about the Cares Act recovery of funding for lost enrollment.

XI. Cafe De Luna Revenue and Expenditure Reports FY 19/20 and 20/21-Francina Martinez

- Francina handed out an revenue expenditure report for the Café from 2013-14 through 2015-16 when it was the cafeteria and the Café from 2017-18 through 2019-20. It indicated that every year has had a loss. Discussion was held on why it doesn't work to how we could make it better. Several ideas were proposed but we cannot move forward until the COVID-19 restrictions have been lifted and the students come back on campus. A proposal of selling nachos, hot dogs and other items was discussed.

XII. Announcement on date, time and location of next Finance Committee meeting

- The date and time of the next meeting was announced at May 7, 2021 at 2:00 pm.

XIII. Adjournment was made at 4:16 by Dr. Sena making a motion and Chair second.