

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

Monday, October 1, 2019 – 5:30 pm
LCC Student Success Center Board Room

Call Meeting to Order and Establish a Quorum

Roll Call

Present: Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Mark Dominguez, Trustee Martin Gonzales and Trustee Julian Jaramillo.

Also present: President Rolando Rael, Executive Office Manager, SherylAnn Yara, Information Specialist, Ray Baca, Vice President of Academics and Student Services, Dr. Kenneth Patterson, Breanna Gould, Allied Health/Faculty Senate Chair, Amanda Lucero, Humanities/Staff Advisory Senate Chair, June V. Lopez, LRC/Staff Advisory Senate, Carolyn Chavez, HR Director, Francina Martinez, Fiscal, Elizabeth Ratzlaff, community, Melissa Cordova, School of Business, Brenda Ortega, Early Childhood Education Director, Meredith Britt, community, Lita Bernal, School of Business Director, Gloria Pacheco, Dental, Elaine Luna, AHEC Director, Jason Killian, Humanities, Louis Paredes Student Advisory Senate and Matthew A. Martinez, Maintenance.

Absent: Trustee Eugenio Perez IV

Pledge of Allegiance

The Pledge of Allegiance was led by Trustee Julian Jaramillo.

Approval of the Agenda

Vice Chairman Kenneth Medina moved for approval of the Agenda with no changes. Secretary Ernie Chavez seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Mark Dominguez	Yes
Trustee Martin Gonzalez	Yes	Trustee Julian Jaramillo	Yes

The vote for approval of the Agenda with no changes was unanimous.

Approval of the minutes – September 10, 2019 Regular BOT Meeting minutes.

Trustee Martin Gonzales moved for approval of the September 10, 2019 Regular BOT Meeting minutes. Trustee Julian Jaramillo seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Mark Dominguez	Yes
Trustee Martin Gonzales	Yes	Trustee Julian Jaramillo	Yes

The vote for approval of the September 10, 2019 Regular BOT Meeting minutes was unanimous.

*****5:36 pm – Trustee Eugenio Perez IV is now present.***

Public Input

Andres Aragon of the Las Vegas Land Grant Board addressed the Board and advised that being that we share boundaries, he would like to see about collaborating on some issues, the main one being that trash issue. Mr. Aragon advised that he would like for Luna Community College to collaborate with the Las Vegas Land Grand Board to try to beautify the area as much as we possibly can. Mr. Aragon further advised that he also spoke with San Miguel County Manager, Vidal Martinez regarding the issue.

After a brief conversation, Chairman Daniel J. Romero thanked Mr. Aragon for his time and advised that LCC is also interested in some type of collaboration in order to beautify the area.

Faculty Senate Report

Faculty Senate Chair, Breann Gould addressed the Board and gave the following report:

1. What is Faculty Senate working on?

A. At our last regular meeting, Faculty Senate was introduced to the Vice President of Instruction and Student Services, Dr. Kenneth Patterson, and discussed Shared Governance policy revisions to a proposed resolution.

B. Faculty Senate asked for volunteers amongst Senators to serve on the Shared Governance Council, Kimberly Baca volunteered.

C. Proposed updates to Faculty Evaluations were distributed to members for review by next meeting.

D. Proposed Advisory Committee Handbook was distributed and discussed, faculty members of the Nursing department provided resources for other departments to utilize.

E. The next Faculty Senate meeting will take place on Friday, October 11, 2019 @ 2:00 pm.

Agenda items include:

- Action – Shared Governance Resolution
- Action – Faculty Evaluations
- Campus Climate Survey
- Course Scheduling
- Early Registration
- General Faculty Assembly
- End of Semester In-service

II. Meet your faculty

- A. Jason Killian – Humanities Faculty, Secretary of Faculty Senate

Staff Senate Report

Staff Senate Chair, Amanda Lucero addressed the Board and advised that she is proud to announce that Staff Advisory Senate committee has established a new committee with the following new members: Professional, Georgie Baca and Karen Weswick, Secretary/Treasurer, Administrative Directors, Francina Martinez, Vice President, Administrative other, Gloria B. Pacheco, General Maintenance, Lawrence Vigil, Administrative Assistants/Office Managers, Jessica Flores and Amanda Lucero, President and Technicians/Other, June Lopez. Ms. Lucero advised that Staff Advisory Senate met on July, 26th, (regular), September 13th, (work) and September 26th (special). Mr. Lucero advised that a release of directory information policy is something they are working on as well as an employee awards ceremony and Christmas party. Ms. Lucero further advised that Staff Advisory Senate meets every second Friday of each month with the next meeting taking place on October 11, 2019. Ms. Lucero ended by advising the Board that Staff Advisory Senate is looking forward to working with them.

Student Advisory Senate

Louis Paredes of Student Advisory Senate addressed the Board and advised that on September 26th they hosted a movie night along with a meet and greet with Student Senate night. Mr. Paredes advised that the event was held at the LCC LRC Auditorium which was a huge success. Mr. Paredes advised that they are looking at hosting other events such as the movie night.

Reports – LCC Board – LCC Committees – LCC Departmental

Academic Update

Vice President of Instruction and Student Services, Dr. Kenneth Patterson addressed the Board and gave the following report:

School of Business – Director, Lita Bernal and Melissa Cordova attended the Accreditation Council for Business Schools and Programs (ACBSP) conference in Overland Park, Kansas last month. This allowed the program director and advisor to clear up issues and accreditation issues from the ACBSP

Learning Resource Center – Linda Salazar, LRC Manager is reporting more foot traffic now that the fall semester is in progress. Ms. Salazar will be working with Academic Departments to help make students aware of available resources. We will also be working to include the LRC in our academic program review process, so that we can keep up with relevancy of services offered (i.e. such as some for an online Business Program).

Education Department – Director, Brenda Ortega reports that the State has awarded scholarship monies for students interested in becoming educators. LCC received a little over \$3,000 for the Grow Your Own Teacher Scholarship. The application deadline was 9/4/19. Committee members are Brenda Ortega, Henrietta Romero, Michael Montoya and Tycie Jackson, and they are in the process of granting awards for that money.

Humanities – Dr. Anita Roybal – For the fall semester, the Humanities Department is managing 70 class sections with 9 full-time instructors and 21 adjunct instructors. That includes 20 English classes (Dr. Roybal is happy to report that every class has a qualified teacher). Due to such a large number of adjunct instructors, but also as professional development for full-time faculty, Dr. Roybal is implementing more departmental training to aid our subject Matter Experts in becoming better classroom instructors. Training like this also helps with understanding available learning resources and developing some co-curricular learning opportunities. AN example of this is in our Criminal Justice Program. This fall, in the course Criminal Law (Jason Killian), students are learning about criminal law through a real-life simulation. The is an ongoing simulation of a drug crime, involving multiple levels of players and evidence, and it teaches students legal aspects of investigating an alleged crime, writing effective search warrants, interrogating witnesses who have knowledge of a crime, serving warrants, searching for evident, and fully investigating a fairly complicated, (obviously staged) drug case. This is the best of student learning. We have 100% retention rate, we are adding students to the program. Our completion rate is less than 100%, but only because students are being hired away from us in professional positions before than can complete the program. We are also looking at presenting this student engagement activity at the Central New Mexico Conference on Teaching and Learning, January 10th, and we have several national publications interested in the project, mainly regarding non-traditional co-curricular student engagement activities.

STEM – Francisco Apodaca – Thursday, September 12th, LCC was represented by a group of about 50 people at the Los Alamos National Labs Community Conversation breakfast (40 students). The STEM Department received a grant from Los Alamos Laboratories and the Regional Development Corporation I the amount of \$10,000. This amount will be used by STEM, Humanities and the School of Business to fund local Scholarships through the New Mexico Alliance for Minority Participation, which is a statewide partnership of universities and colleges with a goal to increase the number of minority students successfully completing degrees in the STEM disciplines. Five students were identified for this book scholarship yesterday.

Vocational Education – Geno Castillo – The fall registration in Vocational Education is good. LCC’s new Master Syllabus has been integrated into all of the vocational courses, helping to standardize our instructional practice. We will also be looking at developing Program Advisory Groups, which will help us to build some community advisory scholarships.

Nursing – Maxine Hughes – Semester is going well, with a lot of Simulation Lab trainings in accordance with state and federal regulations. The blood drive on Thursday, August 29th was successful with more than 25 units collected. There is another blood drive November 7th @ Nursing in the Allied Health Center. Nursing students will be conducting clinicals at Samaritan House October 30th, 5:30 – 8:30, and will also be having a flu shot clinic October 17th, 9:00 – 6:00 @ Nursing in the Allied Health Center. Flu shots are free and open to the public. These clinicals take nursing students out of the classroom and move them in to the population, moving their learning into practical experience. Maxine Hughes also wanted me to pass along that the current pass rate for students taking nursing board exams is 87.5%, the highest pass rate ever for an LCC cohort.

Satellite Locations – Joe Salas – Enrollment numbers are good for the Fall semester. We are having request for Adult Basic Education classes/services. I will be meeting with Joe Salas and Rock Ulibarri to look at the types of classes and services we can offer based on student demand.

Registrar – Henrietta Romero – Currently working on catalog updates and addendum due on October 25th for publication and printing by Spring 2020. We will be beginning the process of schedule building for the Spring class schedule, which runs through the next three weeks. Henrietta is currently working with the National Student Clearinghouse to go live with enrollment reporting by the end of Fall 2019. They are currently in system testing.

Admissions – Moses Marquez – College Night @ New Mexico Highlands University is October 16th, which is a great recruiting opportunity for LCC and a chance for us to show off what we have to offer students.

Veteran’s Resource Center – Sarah Cantu – Due to impending maternity leave, our Veteran’s Day event on Monday, November 11th will be coordinated by my office. There will be information forthcoming.

Human Resources

Human Resources Director, Carolyn Chavez addressed the Board and gave the following report:

HIRES:

- Melissa Cordova, Full-time School of Business Advisor, effective September 3, 2019

- Geraldine Saavedra, Full-time Dual Credit and Transfer Coordinator, effective September 30, 2019
- Matthew Martinez, Full-time Custodian 1, effective September 25, 2019

RESIGNATIONS/TERMINATIONS:

- Melissa Cordova, Senior Financial Aid Advisor, effective September 2, 2019
- Geraldine Saavedra, Full-time Catalog and Scheduling Specialist, effective September 27, 2019.

The Board thanked Ms. Chavez for her report.

Informational Items

1. Update on 2019 Luna Community College Board of Trustees Election.

Chairman Daniel J. Romero addressed the Board with information regarding the November 5, 2019 LCC Election as to the terms/years each position filled is for, as well as reminding that copies of the district(s) maps may be obtained from the Office of the President and for polling places, they may contact the Office of the San Miguel County Clerk.

2. Update on Luna Community College Campus Climate Survey.

President Rolando Rael addressed the Board and reminded that at last meeting when he gave his HLC report, he talked about HLC asking at the hearing, about our campus climate and we gave some evidence that we are working on it. President Rael advised that between August 30th and September 5th, LCC conducted a campus climate survey to assess the current attitudes, behaviors and standards of faculty, staff and directors concerning the level of respect for individual needs, abilities and potential. President Rael further advised that this survey focused on the encouragement of open communication within the college as well as within the departments. President Rael advised that employees were asked to talk about their workload and resources and basically what is the ability of employees to suggest improvements, either within the institution or within their departments. President Rael advised that they were also asked about their trust and respect among employees as well as with regards to administration and the students. They were also asked for statements with regards to recognition, is how valued are employees at Luna Community College as well as how fair are the evaluations that are occurring with regards to their recognition. They were also asked about statements with regards to organizations commitment in regards to how committed are employees to the institution as well as how committed is the institution to these employees. There were also statements with regards to leadership and regards to, is the institution committed to promoting a positive campus climate for employees here at Luna Community College. They were also asked about satisfaction in work climate with regards to rating their morale. President Rael advised that we also carried demographic information that was collected about employees which is very important. President Rael advised that the report is complete and will be going out to the Shared Governance groups for review and

dissemination to its constituents. A copy of the report will be made available to the Board at their next meeting, and a copy of the report has been submitted for their review. President Rael then reminded that on November 7th & 8th, HLC will be meeting to take final action as to what will happen to Luna Community College.

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

- LCC Regular BOT Meeting – Tuesday, November 12, 2019 @ 5:30 pm – LCC Student Success Center Board Room

Adjourn (Roll call is required)

Vice Chairman Kenneth Medina moved for adjournment. Trustee Eugenio Perez IV seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Mark Dominguez	Yes
Trustee Martin Gonzales	Yes	Trustee Julian Jaramillo	Yes
Trustee Eugenio Perez IV	Yes		

The vote for adjournment was unanimous.

Daniel J. Romero, Board Chairman

Ernie Chavez, Board Secretary

SherylAnn Yara, Recorder