



MINUTES
LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
SPECIAL SESSION

Tuesday, November 19, 2025

@10:00am

LCC Student Success Center Board Room

I. Meeting called to order at 10:32 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, Vice Chair Louise Portillos, Secretary Mark Dominguez, Trustee Dr. Gilbert Sena, Trustee Kenneth Medina, Trustee Rolando Medrano and Trustee Rosalie Ortega.

Also Present: Dr. Carol Linder – President, Dr Gerald Shields – Executive Director Finance/CFO, Jessica Duran – Finance Administrative Coordinator, Rosalie Cruz – Accountant, Louise CdeBaca – General Accountant, Sharise Sanchez – Comptroller/Budget Director, Jeff Gamblin – IT Director, Keira Lewis – IT Trainer, Raymond Baca – Information Representative, Rick Vigil – Trustee Elect and Leslieann Garcia – Executive Admin, Recorder.

III. Pledge of Allegiance – Louise CDeBaca led the Pledge of Allegiance.

IV. Approval of the Agenda

Vice Chair Louise Portillos moved to approve the agenda and Trustee Rolando Medrano seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to approve the Agenda as presented. - Motion passed.

V. Public Comment – No Public Comments

VI. Executive Director of Finance/Chief Financial Officer – Dr Gerald Shields

a. Discussion/Action Item: 3rd Party Contractual Agreement for FY24 Audit – Protiviti Consulting Services

Discussion: Purpose and recommendation to solve immediate accounting and audit support requirements. CFO, Dr Gerald Shields, provided a complete packet to the Board of Trustees with documentation for the scope of work for this Request for Consideration to engage Protiviti Global Business Consulting (PGBC) for comprehensive accounting and audit support services. Primary objective for this partnership is to expedite the completion of Fiscal Year 2024 audit. Proposing an investment of \$358,000. This figure is based on an estimated 2,040 hours of specialized support from PGBC over the 90-day implementation period and brief discussion of the next steps of an agreement with Protiviti followed.

Vice Chair Louise Portillos motioned to approve Action Item: 3rd Party Contractual Agreement for FY24 Audit – Protiviti Consulting Services at \$200K with the understanding that if additional funds are required, approval must be obtained from the Board of Trustees. Regular progress reporting on Audit status must be provided to the Board of Trustees and Trustee Rolando Medrano seconded.

Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to approve Action Item: 3rd Party Contractual Agreement for FY24 Audit – Protiviti Consulting Services at \$200k – Motion passed.

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

- a. Regular Board of Trustees Meeting – Tuesday, December 9, 2025 @ 10:00 am – LCC Student Success Center Board Room.

VIII. Adjourn:

Trustee Rolando Medrano motioned to Adjourn and Secretary Mark Dominguez seconded.
Madam Chair Dr. Phyllis Martinez asked for a roll call.

All trustees voted unanimously to Adjourn. - Motion passed @ 11:17 am.

 12/9/25

Madam Chair/Dr. Phyllis Martinez Date

 12/11/25

Leslieann Garcia, Recorder Date