

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING MINUTES  
Tuesday, November 12, 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 Eugenio Perez IV.

**Also Present:** President Rolando Rael, Executive Office Manager SherylAnn Yara, Information Specialist Ray Baca, Geraldine Saavedra, Dual Enrollment and Transfer Coordinator, Francina Martinez, Controller, Elaine Luna, AHEC Director, Dave Kavanaugh, PR/Marketing, Kimberly Baca, CJ/Faculty Senate, Napoleon F. Quintana, Community member, Suzanne Gonzales, Community member, Vau James, Community member, Dr. Kenneth Patterson, Vice President of Academics and Student Services, Donna Flores-Medina, Vice President of Finance, Carolyn Chavez, HR Director, Breanna Gould, Allied Health/Faculty Senate Chair, Kelsey Kendall, LV Daily Optic, Amanda Lucero, Humanities/SAS, Theo Curry, STEM Club President, Betsy Sanchez, STEM, Nichole Collins, STEM, Jackie Arguello Romero, Nursing, Lita Bernal, School of Business Director and Gloria Pacheco, Dental.

**Absent:** Trustee Julian Jaramillo

**Pledge of Allegiance**

**Approval of Agenda**

Vice Chairman Kenneth Medina moved for approval of the Agenda. 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 Gonzales	Yes	Trustee Eugenio Perez IV	Yes

The vote for approval of the Agenda was unanimous.

**Approval of the Minutes**

Trustee Mark Dominguez moved for approval of the October 1, 7, & 14, 2019 Meeting Minutes. Vice Chairman Kenneth Medina 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 Eugenio Perez IV	Yes

The vote for approval of the October 1, 7 & 14, 2019 Meeting Minutes was unanimous.

### **Public Input**

Napoleon F. Quintana addressed the Board and spoke about LCC's Trades Department. Mr. Quintana advised that it is his understanding that the school is looking at possibly raising the lab fees within that department. Mr. Quintana also advised that he is what you would call, sort of a hobbieist, although the Veterans Administration does send him here to LCC for therapy which he does receive through classes which he takes at the Trades department. Mr. Quintana ended by announcing that he is very proud of the Vietnam medal which he received from LCC.

Next, Ms. Suzanne Gonzales addressed the Board and advised that she has been taking classes within the Trades department ever since Chairman Daniel J. Romero was the Director of that department. Ms. Gonzales further advised that the equipment in the Trades department is obsolete and is in dire need of replacement. Ms. Gonzales advised that she has met with the Director who advised her that this was due to a budget issue, and felt that it was very improper for the Director to give her such an excuse. Ms. Gonzales ended by advising the Board that she is very disappointed that Director's keep changing and the buck jut gets passed to the next Director and the issue with the obsolete equipment is not addressed.

### **FACULTY SENATE REPORT**

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

A. At their regular meeting discussed, acted upon, and forwarded and Honor's List policy to the Office of the Vice President. The current Honor's Policy will be amended to include students with a GPA of 3.5 in the Vice President's Honor Roll and students with a GPA of 4.0 in the President's Honor Roll.

B. Proposed service revisions to Faculty evaluations were discussed, acted upon, and forw3arded to the Office of the Vice President.

C. The Campus Climate Survey was discussed and senators elected to hold a special meeting TBA in December to further review the survey and propose solutions for follow-up surveys

D. Campus Safety was discussed and concerns were forwarded to the Shared Governance Council for review at their next regular meeting.

E. Faculty Handbook revisions were discussed and a timeline was established for soliciting feedback from academic departments and completing revisions to be reviewed at the General Faculty Assembly by all full-time faculty members.

F. Given the numerous revisions that will directly impact faculty, Faculty Senate elected to hold a General Assembly on January 7, 2020 to facilitate feedback/inclusion among all faculty.

G. A proposed Advisory Handbook for creating Advisory Committees for all CTE programs was reviewed, acted upon, and forwarded to the Office of the Vice President.

H. At their November Regular meeting, Faculty Senate completed a walk-through of a delegated space which will serve as a shared adjunct office. The shared adjunct office space will include a private adjunct conference room for instructor-student meetings and a private break room to house a microwave and refrigerator for adjunct use.

I. Course scheduling for AY 20-21 was discussed, acted upon, and final recommendations forwarded to the Office of the Vice President.

J. Revisions to the proposed Shared Governance Structure were discussed, acted upon, and feedback was forwarded to the Shared Governance Council.

K. Assessment Review and a follow-up visit by Dr. Susan Woods was discussed, acted upon, and forwarded to the Assessment Team.

## STAFF SENATE REPORT

Staff Senate Chair, Amanda Lucero addressed the Board and gave the following report:

1. Held a Halloween coloring contest for all employees and students. The winner of the Halloween Coloring contest was Ms. Levitt Baca who received a \$25.00 gift card to Café Luna, (donated by Staff Advisement Senate). A total of 22 contestants participated.
2. Currently working on the Employee Recognition & Christmas/Potluck Employee Luncheon.
  - a. Will meet Thursday, November 14, 2019 to begin organizing party
  - b. Number of employees to be recognized
  - c. Prepare food menu

## STUDENT SENATE REPORT

No Student Senate Report was available for this meeting.

## HUMAN RESOURCES

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

### HIRES:

1. Patricio Maestas - Full-time General Maintenance I, effective October 7, 2019;

2. Suzanne Quintana – Full-time Career Services Advisor, effective October 14, 2019;
3. Thomas Royder – Full-time Assistant Softball Coach, effective October 17, 2019;
4. Steven Wallace – Full-time Softball Coach, effective August 26, 2019;
5. Geraldine Saavedra, Full-time Dual Enrollment and Transfer Coordinator, effective September 30, 2019.

#### RESIGNATIONS/TERMINATIONS

1. Estevan Salazar, Full-time Custodian 1, effective November 1, 2019.

#### ACADEMIC UPDATE

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

After much work on the spring course schedule, we are not in early registration for spring semester. Our schedule has been designed to run more effectively, with a reduction in the number of overall sections, with more efficient student populations in each section. These were not all easy choices, but as we move forward we are looking at efficiency and effectiveness of scheduling. There is a goal of 80% of our spring students who pre-register for at least 6 credit hours will automatically be entered in a random drawing for 10 - \$100 book vouchers. Drawing handled by the bookstore, students do not have to be present to win.

Academic programs are progressing through the fall semester, as we are not in the final month of classes. Community involvement with our academic programs continues to be impressive, especially with the nursing program, where I was one of the many receiving a flu shot. Nursing students, directed by the faculty held a flu shot clinic on campus and in the community, offering free flu shots. Probably one of the best flu shots I've ever gotten. Also, I will be traveling with a Criminal Justice class on November 22<sup>nd</sup>. The Santa Fe Bomb Squad Disposal Team will be blowing up a car for students to perform a post-blast forensics examination. Our Criminal Justice program has a 100% retention rate. Our completion rate is slightly lower, but only because students are being hired out of the program into full-time criminal justice careers before we can get them to completion. This a great example of the effectiveness we are working toward.

I speak for the entire Luna Community College in saying we were proud to have an opportunity to recognize veterans during yesterday's Veterans Day Program. My appreciation goes to everyone who helped to make that happen, as well as all of the veterans who allowed us to recognize and thank them for their service. We also had a great opportunity to honor Maximiliano Luna and the New Mexico Rough Riders, and it was a great time to spend with officials interested in support of the College.

Other things in the works (related to instruction and student services)

1. An extensive new plan for Shared Governance structure and operation, beginning in January.
2. Process for addressing accreditation criteria work through this new structure.
3. Plans for creating a master inventory of instructional facilities and equipment.
4. Plans for developing program reviews of instructional and student services operations.
5. Early work on developing methodology for the creation of an Educational Master Plan.
6. Plans to return to a Carnegie Block Scheduling system for fall of 2020 to greatly aid retention and completion.

## INFORMATIONAL ITEMS

1. Update by President on priority list voted on by Board of Trustees

President Rolando Rael addressed the Board and advised that we have not heard from HLC regarding their decision regarding our status. President Rael then advised the Board that in their packets provided for them is a list of priorities, consisting of 2 top priorities – development of the strategic plan on how the institution will work and prepare itself for the next HLC visit and what we will do to make sure the institution places itself in the best light to meet all of the five criteria. President Rael then advised that he provided for them an HLC guide value to give them an idea of the 5 criteria which HLC will be looking at and some introduction with regards to that strategic plan. President Rael advised that he will be putting together teams of qualified employees that will assist him in ensuring the compliance. President Rael advised that another undertaking will be the federal compliance in which certain things we have to meet are financial aid, our policies, advertising, our recruitment, etc. Dr. Rael the advised that in regards to the strategic plan, the institution will look at things, one being retention and completion, student recruitment in both our service area and in our metropolitan areas and finally Dual Credit and how we will be working with High Schools in serving the dual credit needs of our service area

2. Review of results of LCC Campus Climate Survey

President Rael advised that in their packets, for their review are the results of the Climate Control Survey which conducted in August and September of this year which was brought up by HLC regarding employee's morale. President Rael advised that this did come from his office as he felt it important to have something before HLC's meeting last week and wanted to have additional information available to them. President Rael advised that the survey will be conducted again in 4 months in order to see what type of progress we have made. President Rael advised that if there are things that people are crying out for, let's help them in order to improve the campus morale as we would like people to come in and want to retire from here. President Rael advised that we had a 95% average as some people did not feel comfortable answering the questions and the survey went out to all campus, (Springer, Santa Rosa, Mora and Main Campus) employees.

3. Annual Board of Trustees Self Evaluation as per HLC request.

Chairman Daniel J. Romero advised that this is the first time he has done a self-evaluation as a board member. Chairman Romero then advised that it was asked by HLC if self-evaluations are done and they were advised that the Board would conduct the self-evaluations. Chairman Romero advised the Board that the self-evaluations are due on or before December 3<sup>rd</sup>. Chairman Romero further advised that if the self-evaluation is not received by that date, compensation for that meeting will not be given out.

**Action Items**

1. Approval of the Quarterly Report for submission to HED (Higher Learning Commission).

Donna Flores-Medina, Vice President of Finance addressed the Board and advised that we are still reporting to the Higher Education Department on a quarterly basis. Ms. Flores-Medina advised that this gives us an opportunity to provide the status of the college's operations and its budget to date. Ms. Flores-Medina provided a handout for the Board's review which showed the Major Revenue Sources of the FY20 Budget, Budget to Actual, 0% of Budget Spent First Quarter is 25% and Expenses by Division from July 1, 2019 through September 30, 2019 – 25% of the Fiscal Year.

Trustee Eugenio Perez IV moved for approval of the Quarterly Report. Trustee Mark Dominguez 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 Eugenio Perez IV	Yes

The vote for approval of the Quarterly Report was unanimous.

**Adjourn (Roll call is required)**

Vice Chairman Kenneth Medina moved for adjournment. 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 Gonzales	Yes	Trustee Eugenio Perez IV	Yes

The vote for adjournment was unanimous.

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Daniel J. Romero, Board Chairman

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Ernie Chavez, Board Secretary

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SherylAnn Yara, Recorder