

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

Tuesday, October 13, 2020 @ 2:00 pm  
LCC Student Success Center Board Room

**Call Meeting to Order and Establish a Quorum**

**Roll Call**

**Present:** Dr. Phyllis Martinez, Board Chair, Dianna Medrano, Board Vice Chair, Louise L. Portillos, Board Secretary, Trustee Mark Dominguez, Trustee Kenneth Medina and Trustee Maximiliano G. Tenorio, Jr.

**Also present:** Interim President Dr. Kenneth Patterson, Executive Office Manager, SherylAnn Yara, Informational Specialist, Ray Baca, Matthew Cordova, Physical Plant Director/SS, Kelsey Kendall, LV Optic, Amanda Lucero, Shared Governance/Humanities, Maxine Hughes, Nursing/VP Instruction, Georgia Baca, Staff Senate, Lorraine Martinez, NMHU, Veronica Serna, Mora County, Lita Bernal, School of Business Director, Kimberly Baca, FS/CJ (via zoom), Gloria B. Pacheco, Dental/FS (via zoom), Jessica Flores, SS/Athletics (via zoom), Jason Killian, CJ/FS (via zoom), Shannon Ortiz SS/IT (via zoom), Matthew Bowie, IT Director (via zoom), Levitt Baca, Purchasing, Carolyn Chavez, Human Resources Director (via zoom), Mario Romero Student Senate Chair (via zoom) and Carl Vigil, AD/Athletics.

**Pledge of Allegiance**

The Pledge of Allegiance was let by Trustee Kenneth Medina

**Approval of the Agenda**

Madam Vice Chair Dianna Medrano moved for approval of the Agenda as presented. Madam Secretary Louise L. Portillos seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio	Yes

The vote for approval of the Agenda as presented was unanimous.

**Approval of the Minutes (September 8, 2020 Regular Meeting Minutes)**

Madam Vice Chair Dianna Medrano moved for approval of the September 8, 2020 Regular Meeting Minutes as presented. Madam Secretary Louise L. Portillos seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio, Jr.	Abstained

The vote for approval of the September 8, 2020 Regular Meeting Minutes was unanimous.

### **Public Comment**

There was no one present for Public Comment during this meeting.

### **Student Senate Report**

No one was present for this report.

### **Staff Senate Report**

Georgia Baca of Staff Senate addressed the Board and gave the following report:

#### Informational/Discussion Items

- A. Class Engagement – Jason Killian, Criminal Justice Instructor
- B. Chair
- C. Vice Chair
- D. Luminarias
- E. Grievance Process – Karen
- F. Meeting-in the website it reflects meeting every 2<sup>nd</sup> Friday of the month

#### New or Follow-up Items

By-Laws and Constitution continuation

#### Date & Time of next meeting

TBD

### **Faculty Senate Report**

Jason Killian, Faculty Senate Chair addressed the Board and gave the following report:

Faculty Senate has settled down into the rhythms of online learning. The LRC has material available to students electronically, as well as by appointment pickup. A drop

box for returned materials has also been set up. Students do require an appointment to pick up material or drop it off.

Senators have not reported issues regarding how classes are running. The only issues seem to be regarding the quality of internet available. Regardless, faculty are adapting and delivering content. We are currently moving through midterms and did not meet Friday, October 9<sup>th</sup>, to allow for grading. Midterm grades are due Monday the 11<sup>th</sup> and this allows the time needed to ensure they are submitted on time.

Other activities being pursued by Faculty Senate include resuming work on bills submitted in the Spring and continued revisions to the bylaws.

Thank you very much for your time, support and interest in Faculty Senate. Your work is greatly appreciated.

### **Shared Governance Council Report**

Amanda Lucero, newly appointed Shared Governance Council Chair addressed the Board and gave the following report:

Ms. Lucero advised that she has not resigned from Staff Senate, she has only stepped down as Chair but is still a member.

Jason Killian is now the Shared Governance Council's Vice Chair and Gloria Pacheco of the Dental Department has agreed to take on the position of Minute Taker.

Ms. Lucero advised that currently they have a little more than 10 open bills and she will be retrieving those bills from Breanna Gould and continue to work on them.

### **Presidential Update to the Board (Information only)**

**COVID-19** – to date, Luna Community College has had no reported cases of COVID-19. Luna is currently still in Phase 1 of reopening, a plan directed by the Higher Education Department of the State of New Mexico. This plan limits public access to the campus except by appointment only, requires social distancing and masks, and includes stringent protocols of cleaning. There are also guidelines which determine specific types of activities on campus. Our seemingly extreme efforts have paid significant dividends in keeping our community safe, healthy, and employed.

**HLC Focused Site Visit** – Feedback from the Focused Site Visit Team is promising, and we are currently awaiting a meeting of the Higher Learning Board of Trustees, November 5-6, 2020. Looking at the timeline from last year's probationary action, we should have some official notification of our standing mid-to late November. At about the same time, we should be receiving notification on accreditation of the School of Business from the Accreditation Council for Business Schools and Programs (ACBSP).

**Part of Term** – We are in the middle of promoting our 2<sup>nd</sup> 8-week term (part of term), in hopes that we can increase some enrollment numbers for the Fall Semester and help students who need additional credit hours to maintain financial aid/scholarship status. We have a call center operating daily and are working area high schools to promote this compressed session as yet another dual credit opportunity. Publicity efforts for this registration have been excellent, including Facebook and local radio advertisements.

**Storm Damage** – Friday, July 31<sup>st</sup>, we had a focused microburst storm over the campus, resulting in significant hail and water damage to the campus. Matthew Cordova is still working with the insurance company and insurance adjusters to determine the extent of the damage and needed repairs. This is becoming a very large claim and while we could speculate, it may be better to allow the insurance system to run its course before we start discussing specifics.

**Upcoming Events** – Planning for Veteran’s Day and Luminarias is underway. Veteran’s Day is Wednesday, November 11<sup>th</sup>. Compliant with the Governor’s orders of mass gatherings, there will be a wreath-laying ceremony and a moment of silence to honor veterans. The event will be live-streamed on Facebook, with no spectators participating in the event. The Luminaria Celebration has evolved a bit with COVID-19, as Luna is joining with the City of Las Vegas to host an expanded drive-through display. Scheduled for December 5<sup>th</sup>, from 5:00 pm to 9:00 m, the drive-through will maintain COVID-19 compliance by requiring individuals remain in their cars. Limited numbers of people will be on campus for setup, and a screening protocol will remain in place for volunteers. All setup and event activities will be carefully controlled to main COVID-19 protocols.

**Personnel** – There are several full-time positions posted, reposted, or in the process of posting.

- Director, Institutional Effectiveness and Research (multiple failed searches)
- Registrar (multiple searches)
- Manager, College & Career Readiness Institute
- Director, Career and Technical Education

**Athletics for Spring** – Athletic Operations for the Spring Term are questionable at this point. We have no fields in Las Vegas on which to play home games. Highlands is not allowing us to lease their fields, Rodriguez and old West fields are neglected and unplayable, and Robertson is overly scheduled. The entire season may be a traveling season, which will require additional funding for travel. There ae some long-term options, but the issue of where to play when there are no fields available is a pretty significant one the institution will have to address in the coming months.

## **Reports – LCC Board – LCC Committees – LCC Departmental**

### Human Resources

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

## Resignations/Terminations

- Marcella Salazar, Early Childhood Teacher 1, effective September 9, 2020
- Seth Ward, CTE Director, effective September 30, 2020

## Retirements

- Ignacio Nash Segura, Administrative Assistant 1, effective September 20, 2020

## Policies and Procedures:

## Current Job Postings

- Adjunct-Allied Health, EMT Instructor, opened: February 15, 2018, closes: until filled;
- Adjunct Trades/Vocational Education Instructor-Collision Repair, opened: June 6, 2019, closes: until filled;
- Adjunct Early Childhood & Education Instructor, opened July 10, 2019, closed: until filled;
- Adjunct-Trades/Vocational Education CDL Instructor, opened: August 28, 2019, closes: until filled;
- Adjunct Trades/Vocational Education Welding Instructor-Santa Rosa, opened: October 31, 2019, closes: until filled;
- Adjunct Trades/Vocational Instructor-Automotive Technology-Springer, opened November 21, 2019, closes: until filled;
- Temporary Part-Time Preschool Substitute Teacher Caretaker, opened July 8, 2020, reposted October 1, 2020, closes: until filled;
- Full-Time Registrar, opened September 15, 2020, reposted October 1, 2020, closes: until filled;
- Full-Time College and Career Readiness Institute Manager, opened September 17, 2020, closes: until filled;
- Full-Time Career and Technical Education Director, opened: September 24, 2020, closes, until filled;
- Full-Time Institutional Effectiveness and Reporting Director, opened: July 28, 2020, reposted: August 26, 2020, reposted: September 8, 2020, closes: until filled.

***At this time, Student Senate Chair, Mario Romero has appeared via zoom for his report:***

Mr. Romero addressed the Board and gave the following report:

Mr. Romero advised that he is the Chair of the Student Senate and they are currently looking for other students to come on board. Mr. Romero then advised that their Vice Chair is Stephanie Carrillo and named other members, ***(the majority of Mr. Romero's report was inaudible via both recorders. I have printed what I was able to make out)***. Mr. Romero advised that they are trying to recruit students to assist with the Luminarias.

## **Academic Update**

Maxine Hughes, Vice President of Instruction and Student Services addressed the Board and gave the following report:

Registration Drive Call Center, being coordinated by the STEM Department for LCC's 8-week classes which start October 12 and run through December 4. Calls being made from October 1-9 including evening times.

## **School of Business**

School of Business Advisor remains sitting in the Registrar's seat until further notice. School of Business Administrative Assistant remains in the Registrar's Office for assistance.

School of Business Director remains as Director and assisting Advisor in Student Advisor position

School of Business Director assisting with database for call center

The School of Business Director actively recruiting students and adjunct instructors for the 2<sup>nd</sup> 8-week session of FA20 and beyond.

School of Business Director preparing for 17 Course Observations starting September 28, 2020.

## **STEM**

Reallocation of the RDC grant to provide students stipends for registering and completing SBDC seminars/workshops. The stipend would be a \$10/hour of seminar/workshop. For example, if the student registered for the SBDC "How to start a Small Business" workshop, which is one and half hour in length, and gets a Certificate of Completion from SBDC they would get \$15 for completing the class. The student would get the Certification of Completion and then could list it on their Resume, which could be very beneficial when applying for a job. This is a plus-plus for students.

## **Allied Health**

Allied Health has added AH113: Medical Terminology to 8-week course offerings.

Allied Health has added an additional CNA course to the Fall schedule which began 9/21/20, and expects to add EMT Basic courses during the second half of the Fall semester pending the hiring of an adjunct instructor.

## **Nursing**

Courses continue online with labs and simulation in small groups. Students are enjoying their clinicals in Santa Fe and at El Centro. The current pass rate for 2020 graduates is at 80% with 2 remaining to test.

## **Humanities**

There are 593 students enrolled in Humanities classes.

We have created 10 courses for the 8-week session – all with qualified, professional faculty. Everyone is participating in promoting the new classes.

All classes on Blackboard are moving forward very smoothly. Teachers have adapted to the method of delivery.

Teachers are very appreciative of the tablets they received from Francisco's STEM grant.

Everything is going well in our department, but we do miss our students.

## **Education**

The Education Department was awarded \$6,000 for the Grow Your Own Teacher (BYT) Scholarship and \$29,952 for the Teacher Prep Scholarship by the State of NM for AY20-21. The Education Scholarship Committee met to vet applications for the Fall 20 semester. There was one applicant for the GYT Scholarship and 5 for the Teacher Prep Scholarship. Qualifying students will receive an award notice from Financial Aid sometime this month.

The job descriptions for the Preschool Assistant Teacher and Preschool Substitute were revised to be more in alignment with CYFD requirements. The Department hopes to fill the positions as soon as possible. The Substitute position is open year-round due to high turnover of subs.

## **Career and Technical Education**

CTE Director resigned effective 9/30/20. VP of Instruction has been assisting the department. The CDL courses are continuing and the driving classes are full. A second theory course is being offered starting October 12<sup>th</sup>.

The position for Director was posted on 9/24.

## **Mora Site**

At the Mora site, we are making sure that the site is running at full capacity. There are 2 students who utilize the Library on Monday's and Wednesday's. All other students make appointments to use the internet or to print any class work needed for their classes. We have been advertising LCC's registration for all 8-week courses. Also looking into more ways to advertise for LCC. I received a flyer for Mora Creative Council: Scarecrow sponsorship, Fall Fest 2020. We can also put an ad in the pamphlet they have put together.

In the Library section we are still going through all the donated books, labeling, sorting and eventually filing them. Also, the Library is still available to the two high school students who have no internet access.

I still offer help when needed to Mrs. Bird with her class. Carol Romero has been doing a great job with her students as well.

### **Santa Rosa**

The computer lab is still being utilized by 3 students.

We are screening and checking temps of everyone that walks in the door and our maintenance person cleans and sanitized after everyone that walks in.

Facilities personnel from the main campus came in and cleaned up the wood shop on September 3<sup>rd</sup>.

Marie & I are trying to stay busy cleaning out old file cabinets and shredding old paperwork. We have also cleaned and detailed the LCC car.

I am still staying in contact with students and recruiting new ones for the CNA and 8-week course classes.

### **Springer**

The dual credit welding class is underway with four students. Helping students register for 8-week classes and administering Accuplacer.

VP of Instruction and Student Services Maxine Hughes' report also had and attached Dual Credit Data Table for 19-20.

### **Informational Items**

1. Information/Discussion regarding the RDT Bus Transportation Initiative.

Mora County Commissioner, Veronica Serna addressed the Board and advised that they have worked on a new schedule which includes LCC and will include 4 stops a day, 2 stops northbound and 2 stops southbound, and due to the delay, it will only run December through the end of October. Ms. Serna advised that if cases continue to rise due to the COVID-19, they will either limit passengers on the bus or get a bigger bus, they are sanitizing three times a day, masks are required and passengers are spaced apart.

Madam Chair Dr. Phyllis Martinez then asked if the City of Las Vegas has agreed to the initiative.



Ms. Serna advised that the City has not, as she still has to meet with them, although New Mexico Highlands has already committed, with the County of San Miguel opting out of the initiative.

### **3:25 pm – a 10-minute break is taken**

2. Information/Discussion regarding Human Resources Employment Opportunities Procedures.

Human Resources Director, Carolyn Chavez addressed the Board and went over the Hiring Regular Employees Process, 5.3, 5.3.1, 5.3.2, 5.3.3.1, 5.3.3.2, 5.3.3.3, 5.3.3.4, 5.3.3.5, 5.3.3.6, 5.3.3.7, 5.3.3.8, 5.3.3.9, 5.3.3.10, 5.3.3.11, 5.4 and 5.4.1 of the LCC Employee Handbook. ***(Please refer to the LCC Employee Handbook for descriptions).***

At this time, some of the Board Members advised that they have heard from several people who have submitted applications and resume's, that they have not heard back from LCC notifying them that they did not qualify.

A very lengthy question and answer session ensued regarding Interviews, Screening Committees, Moderator's, Policy knowledge and positions which have been open for some time and not being filled, etc. A suggestion arose of the possibility of having the policy looked at and revised or giving the President direction to look into this, as they feel that this process is not working.

3. Information/Discussion regarding Board/Faculty/Staff Policy processes.

Human Resources Director, Carolyn Chavez again addressed the Board and gave the following report regarding the above listed processes.

What is the Luna Community College review and revision process for policies?

To my knowledge, Shared Governance reviews the policies and makes a recommendation to the LCC President for policy revision. The LCC President determines if the revision is feasible. If the revision is feasible, the LCC President will present the revision to the LCC Board of Trustees. The revision occurs after the Board's approval.

2. What is the LCC process to post policies?

Currently, policies and procedures that require posting are sent to the IT department. The IT department then posts them on the LCC website.

3. Where are the policies located?

Currently, there is not a process or practice in place. However, it would be in the best interest for the College to evaluate an alignment of all policies and procedures within one area and link them to any other appropriate areas within the website.

Madam Vice Chair Dianna Medrano then asked where the Board could possibly find the policies, are they in a book? Where can they be located if someone wants to look at them. (Question was asked by Madam Chair Phyllis Martinez on behalf of Madam Vice Chair Dianna Medrano, who's microphone was inaudible to Ms. Chavez).

Ms. Chavez then advised that you are able to locate the policies in different areas, such under Human Resources, you can find the Staff and Faculty policies, if you go to Academics, you can find Academic policies, if you go under Shared Governance, there are Shared Governance policies, but there is not one specific area where you are able to find all policies.

Madam Chair Dr. Phyllis Martinez then asked if the website would be the final determinant of the policy or would it be a piece of paper that someone came up with?

Ms. Chavez advised that the final determinant of the policy would be the policy with the most recent approval.

Madam Chair Dr. Phyllis Martinez then asked (on behalf of Madam Vice Chair Dianna Medrano), what it is that we follow, the website or a piece of paper.

Ms. Chavez then advised that we follow which ever has the most current date with the most current approval.

Madam Chair Dr. Phyllis Martinez then asked if there is a paper trail of those policies which are not listed on the website?

Ms. Chavez advised that currently there is not.

After a brief discussion regarding the Tuition Waiver and the thought that what is seen on the website should supersede any piece of paper, Trustee Max G. Tenorio, Jr. advised that due to the fact that this is not an action item, he felt that the Board should refrain from further comments.

Madam Chair Dr. Phyllis Martinez then asked who is in charge of sending the policies to IT for posting.

Ms. Chavez advised that it is the duty of the person/department who had requested or prepared the revision, such as Academics, Shared Governance, Faculty, Staff, etc.

Interim President Patterson then read a legal opinion which was submitted to him regarding official policies.

4. Information/Discussion regarding the Presidential Search process IFRP (Information Request for Proposals), Presidential Search Firm/Consultant.

LCC Procurement Officer Levitt Baca addressed the Board and advised that they are going out to bid for the Presidential Search Consulting Firm and directed them to the RFP which is contained in their packets. Ms. Baca contacted several different colleges who were able to give her the names of different Consulting Firms. Ms. Baca then gave the dates when the RFP would be published in the Optic, 16<sup>th</sup>, the 18<sup>th</sup> and the 19<sup>th</sup>, and the publication must be submitted tomorrow by 9:00 am.

Madam Chair Dr. Phyllis Martinez then went over the RFP for the Board's information which included dates, provisions, expenses, contract terms, video interviews which will take place on November 5<sup>th</sup>, scope of work, etc.

Vice President of Finance/Administration, Donna Flores-Medina then addressed the Board and advised that there will also be an Advisory Group of diverse individuals.

Madam Chair Dr. Phyllis Martinez advised that the group will include 1 staff member, one faculty member, 1 community member, 1 student and 1 director.

Madam Chair Dr. Phyllis Martinez then advised that the advertisements will be placed in the Albuquerque Journal, HED and the New Mexico Community College's Association.

Madam Chair Dr. Phyllis Martinez then advised that a decision on the award will be made at the November 10, 2020 Regular Board Meeting.

### **Action Items**

1. Requesting approval of RTD Bus Transportation Initiative.

Madam Secretary Louise L. Portillos moved for approval of the \$5,000.00 for the RTD Bus Transportation Initiative contingent upon funds being available. Trustee Kenneth Medina seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez/stepped out	
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for approval of the \$5,000.00 for the RTD Bus Transportation Initiative contingent upon funds being available did carry.

2. Requesting approval of a Substantive Change Application for Distance Education as per HLC request.

Trustee Max G. Tenorio, Jr. moved for approval of the Substantive Change Application for Distance Education as per HLC request. Madam Vice Chair Dianna Medrano seconded the motion.

Interim President Dr. Kenneth Patters gave the Board Members a short brief on the Substantive Change Application for Distance Education.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for approval of the Substantive Change Application for Distance Education as per HLC request was unanimous.

### **Executive Session (Roll call is required)**

Trustee Max G. Tenorio, Jr. moved that the Board convene into Executive Session for the purpose of:

- A. Attorney/Client Privilege Pertaining to Threatened or Pending Litigation, as permitted by NMSA 1978, Section 10-15-(H)(7), more specifically, Settlement, (as amended) of the Open Meetings Act,
- B. Limited Personnel Matters as permitted by NMSA 1978, Section 10-15-1(H)(2), more specifically, Interim President/Legal Opinion, (as amended) of the Open Meetings Act.
- C. Limited Personnel Matters as permitted by NMSA 1978, Section 10-15-1(H)(2) and 10-15-1(H)(7) , more specifically, the Presidential search process, (as amended) of the Open Meetings Act.

Madam Vice Chair Dianna Medrano seconded the motion.

Madam Chair Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote that the Board convene into Executive Session was unanimous.

### **Return to Regular Session (Roll call is required)**

Trustee Max G. Tenorio, moved that the Board reconvene into Regular Session from Executive Session where no action was taken. Trustee Kenneth Medina seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken by Madam Secretary Louise L. Portillos and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote that the Board reconvene into Regular Session from Executive Session where no action was taken was unanimous.

### **Action Items continued**

5. Requesting approval of Presidential Search Process IFRP (Informal Request for Proposals).

Trustee Kenneth Medina moved for approval of the Presidential Search Process IFRP (Informal Request for Proposals). Madam Secretary Louise L. Portillos seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken by Madam Secretary Louise L. Portillos and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for approval of the Presidential Search Process IFRP (Informal Request for Proposals) was unanimous.

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

- Special Meeting – Thursday, November 5, 2020 @ 2:00 pm – LCC Student Success Center Board Room
- Regular Meeting – Tuesday, November 10, 2020 @ 2:00 pm – LCC Student Success Center Board Room

### **Adjourn**

Trustee Kenneth Medina moved for adjournment. Madam Vice Chair Dianna Medrano seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken by Madam Secretary Louise L. Portillos and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for adjournment was unanimous.

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Dr. Phyllis Martinez, Board Chair

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Louise L. Portillos, Board Secretary

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SherylAnn Yara, Recorder