

LUNA COMMUNITY COLLEGE

BOARD OF TRUSTEES SPECIAL MEETING MINUTES

Monday, December 28, 2020 @ 10:00 am
LCC Student Success Center Board Room

Call Meeting to Order and Establish a Quorum

Roll call

Present: Madam Chair Dr. Phyllis Martinez, Madam Secretary Louise L. Portillos, Trustee Mark Dominguez, Trustee Kenneth Medina and Trustee Maximiliano G. Tenorio, Jr.

Also present: Interim President, Dr. Kenneth Patterson, Executive Office Manager, SherylAnn Yara and Dr. Nottle of Gold Hill Associates (via zoom).

Absent: Madam Vice Chair Dianna Medrano

Madam Chair Dr. Phyllis Martinez announced, for the record that Madam Vice Chair Dianna Medrano is running late.

Pledge of Allegiance

Trustee Mark Dominguez led the Pledge of Allegiance

Approval of the Agenda

Madam Secretary Louise L. Portillos moved for approval of the Agenda with no changes. Trustee Max G. Tenorio, Jr. 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 | 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 Agenda was unanimous.

Action Items

1. Requesting approval of the Presidential Profile for LCC Presidential Search.

Madam Chair Dr. Phyllis Martinez welcomed Dr. Walter Nolte and thanked him for the draft profile as she felt it is was excellent. Madam Chair Dr. Phyllis Martinez then began

a discussion regarding the survey which was submitted and explained the different portions of the pie percentages and the percentages pertaining to each question.

Dr. Nolte addressed the Board and advised that the bullets contained in the Presidential Profile were not in any type of order and asked that the Board place them in the order they wish.

A discussion ensued regarding Qualifications and Characteristics, bullet #6, it was the consensus of the Board that “a master’s degree is required would be omitted from the sentence as well as the remainder of the paragraph, leaving only “An earned doctorate or other terminal degree from a regionally accredited university is preferred” would remain.

A discussion then ensued regarding fundraising. Madam Chair Dr. Phyllis Martinez advised Dr. Nolte that the college does currently have a Foundation who is responsible for the fundraising, although they are currently in a non-functional/dysfunctional mode. Dr. Nolte advised the Board that in most colleges, fundraising is the responsibility of the President.

Dr. Nolte then advised the Board that he would also create a bullet which to include fundraising and community legislative responsibilities.

At this time, Madam Chair Dr. Phyllis Martinez advised Dr. Nolte that we would be putting him on hold now as the Board has a 10:30 am zoom meeting with the Legislators. (Dr. Nolte had been advised of this earlier on in the meeting and agreed).

**** 10:36 am – Let the record show that Vice Chair Dianna Medrano is now present.**

Informational Items

1. Discussion regarding Legislative priorities

Representative Jack Chattfield of the Santa Rosa, NM district addressed the Board and introduced himself.

Madam Chair Dr. Phyllis Martinez then asked Representative Chattfield to explain to the Board what the Legislative Agenda is looking like, and asked that the Board introduce themselves to Representative Chattfield.

Representative Chattfield advised that it is still up in the air, as there has been discussion of the possibility of them meeting at the Santa Fe Convention Center in order to distance themselves, although he felt that it was probably not going to happen. Representative Chattfield then advised that it could possibly be some appearing on the floor and other appearing via zoom.

Madam Chair Dr. Phyllis Martinez then asked the Board to provide their questions/concerns to Representative Chattfield.

Madam Secretary Louise L. Portillos then voiced her concerns regarding the fact that the college had some capital outlay request which were approved last year and then at the last minute, they were taken away. Madam Secretary Louise L. Portillos then asked Representative Chattfield if it would be best to re-submit last year's requests or come up with new requests.

Representative Chattfield then advised that the Board needs to come up with a list which they feel is most important/priorities.

A short discussion ensued regarding the RPSP requests and Interim President Dr. Kenneth Patterson advised that these are requests which HED will be lobbying for regarding the college.

Representative Chattfield then advised that one of the most important issues to him is Dual Credit. Representative Chattfield further advised the Board that he needs a sheet of paper which includes what is needed by the college.

Interim President Dr. Kenneth Patterson advised Representative Chattfield that that information should be forthcoming from HED.

Representative Chattfield then advised the Board that he will fight hard for Northeastern New Mexico and our little communities. Representative Chattfield further stated that regarding the college's capital outlay requests, they should be put together by priority and sent to our legislators, and reminded that we need to be reasonable as he does not think there will be a lot of money.

The Board Members then expressed their gratitude for Representative Chattfield taking the time to meet with them and for any assistance he may bring to the college.

Action Items continued

At this time the Board reconvened their zoom meeting with Dr. Nolte of Gold Hill Associates.

Dr. Nolte advised that during the break, he created a bullet under Qualifications and Characteristics which reads, "The successful candidate will have an understanding and ability to develop legislative, community and governor relations".

Next, also regarding bullet #6, it was the consensus of the Board that the experience level would be changed from "at least five years" to "at least 3 years" with the remainder of the paragraph remaining the same.

Dr. Nolte then asked the Board about the application process and who would be accepting those applications.

After a brief discussion, it was determined that Gold Hill Associates would accept the applications, vet and qualify them, run background checks and then submit them to the head of the Search Committee. It was then decided by the Board that Dr. Nolte would vet the candidates as stronger candidates rather than qualified candidates.

Regarding the Application Process – Target Date, it was decided by the Board that due to the fact that the college will not reopen until January 4, 2021, and the fact that Dr. Nolte will need to get with someone from within the college to work on getting the information up on the websites, the target date/hard date will change from February 8, 2021 to February 15, 2021 and the sentence which reads “nominations and applications are accepted until the position is filled”.

Trustee Max G. Tenorio, Jr. then asked if there were any changes which need to be made in the Introductory paragraph.

Madam Chair, Dr. Phyllis Martinez advised that the one thing that definitely needed to be changed is the number of students as well as the student-to-faculty ratio. Madam Chair Dr. Phyllis Martinez advised that we would be retrieving that information from the college’s PR person, Jesse Gallegos.

Also, included in the Introductory paragraph of the Profile, half way through it references the high schools which LCC serves, it was the consensus of the Board, after some discussion that the sentence which reads LCC also has a presence in Pecos Schools, should be deleted and should be replaced with “and other surrounding schools”.

At this time Trustee Max G. Tenorio, Jr. moved for approval of the Presidential Profile for LCC President and allowing Dr. Nolte to make the changes approved by the Board. Madam Vice Chair Dianna Medrano 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. | Yes |

The vote for approval of the Presidential Profile for LCC President and allowing Dr. Nolte to make the changes approved by the Board was unanimous.

Dr. Nolte then advised the Board that the candidates will have some questions for him such as why are you looking for a new president, they will want to know about internal candidates and salary and benefits. Dr. Nolte advised the Board that these questions do not need to be answered in this setting. Dr. Nolte then suggested that when the IT

Director Matthew Bowie puts the information up on the website that this information also be included.

Madam Chair Dr. Phyllis Martinez then advised that there was one more thing which she remembered needed to be discussed and that is that the selected candidate must reside in this community or in one of the communities served.

After some discussion, it was the consensus of the Board that Dr. Nolte would create one more bullet which would read, "The successful candidate is expected to live in the service area".

Dr. Nolte suggested that regarding the salary, it should read "salary and benefits are competitive".

Informational Items continued

Madam Chair Dr. Phyllis Martinez advised that we need to make sure that regarding the Operational Items, Interim President Dr. Kenneth Patterson must send a strong note on the Dual Credit.

Interim President Dr. Kenneth Patterson addressed the Board and advised that it is not very encouraging for capital outlay this year. Interim President Dr. Kenneth Patterson went on to advise that the capital outlay projects were brought before the Board back in June and are not requested by the Legislature until early January. Interim President Dr. Kenneth Patterson further advised that this year we are limited to two.

Interim President Dr. Kenneth Patterson then went over the list which was presented to the Board back in June, which included:

| | |
|---|-------------|
| Student Services Remodel project; | \$2,241,000 |
| Student Services Envelope System; | \$ 634,000 |
| Library; | \$1,100,000 |
| Library Envelope System | \$ 474,000 |
| Fire Alarm Panel upgrades; | \$ 113,000 |
| ADA Restroom upgrades; | \$ 721,000 |
| Santa Rosa Building, phase II (finishing out the front of the building) | \$ 334,000 |

At this time Trustee Kenneth Medina suggested that the Facilities Director, Matthew Cordova along with Interim President Dr. Kenneth Patterson get together to determine what the college's priorities are as they would be the ones who are most familiar with what is needed.

Trustee Mark Dominguez suggested to Interim President Dr. Kenneth Patterson that the Fire Alarm Panels be looked at being upgraded.

After some discussion, it was the consensus of the Board that Interim President Dr. Kenneth Patterson and Facilities Director Matthew Cordova, get the list to the Board by January 6, 2021 as the Board would like to be involved in what is being sent as priorities.

A brief discussion ensued regarding the Bond and what the Legislature will be looking at as to what the college has done to help itself with the Bond money.

A short break was taken at this time

Work Session

I. Preparation/plan for Board Self-Assessment.

Trustee Max G. Tenorio addressed the Board and advised that they have before them a very simple outline which was provided by the American Community College Trustees Association. Trustee Max G. Tenorio further stated that he put something together with one mindset and that is that the Board as a unit can potentially come up with three questions to ask themselves during meetings and action items to see if it falls in line with the Board's roles as Trustees. Trustee Max G. Tenorio then advised that he came up with three ideas which are not set in stone but should be at least discussed.

Trustee Max G. Tenorio then advised that the first idea is primarily, financial responsibility to the tax payers. Trustee Tenorio also advised that he feels that possibly in another work session, the Board should sit down and educate themselves regarding the General Obligation Bond which is mainly borrowing on debt. Trustee Tenorio further advised that another idea that comes to mind was brought up by Trustee Mark Dominguez, Occupational and Health Safety and as a Board they are responsible for the health and safety of our students and our employees, because if they feel safe, they are going to produce better results. Trustee Tenorio then advised that the third goal that he came up with is Educational Responsibility which goes back to student enrollment and student success rates. With this said, Trustee Tenorio opened the subject up for discussion.

Madam Chair Dr. Phyllis Martinez referred the Board to Template #2 which was submitted by Trustee Tenorio which fall right into place with the two goals/ideas presented by Trustee Tenorio, with the exception of the Occupational and Health Safety.

A discussion ensued regarding a grant writer and the possibility of Luna bringing one on board in order to apply for federal grants now that the college is off of probation.

Interim President Dr. Kenneth Patterson then addressed the Board and gave some pro's and con's and the possibilities of hiring a grant writer for the college.

After some discussion, it was the consensus of the Board that there is a first quarter Board Training coming up and a Grant Writing Training would perfect at this time.

A brief discussion also ensued regarding the current strategic plan which needs to be reconstructed. Madam Chair Dr. Phyllis Martinez advised that if the Board uses the three goals which they have been discussing, they can use those to put together a strategic plan which will be in place to submit to HLC.

After each Board Member voiced their priorities, it was the consensus of the Board that the following list is what they would like to list as their goals and priorities to work with;

1. Financial Responsibility/Fiscal Stewardship
2. Educational Responsibility/Student Success Enrollment/Employment Sector/Business and Community Partnerships/Occupational Health and Safety
3. Institutional Policies (student, staff, faculty and the Board)

Trustee Tenorio then advised the Board that he feels that it is really important that Interim President Dr. Kenneth Patterson be involved in all the decision making as he was very impressed with the Self Assessment of himself.

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

- Regular Board Meeting - Tuesday, January 12, 2021 @ 10:00 am – LCC Student Success Center Board Room

Adjourn (Roll call is required)

Trustee Max G. Tenorio, Jr. Moved for adjournment. 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 | Yes |
| Trustee Kenneth Medina | Yes | Trustee Max G. Tenorio, Jr. | Yes |

The vote for adjournment was unanimous.

Dr. Phyllis Martinez, Board Chair

Louise L. Portillos, Board Secretary

SherylAnn Yara, Recorder