

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

Tuesday, April 13, 2021 @ 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 Vice Chair Dianna Medrano, Secretary Louise L. Portillos, Trustee Mark Dominguez, Trustee Kenneth Medina, Trustee Dr. Gilbert Sena and Trustee Maximiliano G. Tenorio, Jr.

Also Present: Interim President Dr. Kenneth Patterson, Executive Office Manager SherylAnn Yara, Information Specialist Ray Baca, Georgia A. Baca, Staff Senate/Fiscal, Morris Madrid, CFO, Jim Hunyadi, Media Arts, Dr. John Thompson/CTE Director/CDL, Maxine Hughes, VP of Academics/Nursing Director, Jason Killian, CJ, Lita Bernal, School of Business, Emma George, Student Senate, Karen Wezwick/Satellite Coordinator/CTE/SAS, Angelica Montanez, Student Senate, Stephanie Carrillo, Student Senate VP, Carolyn Chavez, HR Director, Kim Baca, CJ/Student Senate Advisor, RJ Baca, Student Senate, Raymond Sanchez, AHEC Director, Matthew Cordova, Physical Plant Director, Emily Ulibarri, Santa Rosa Site (via zoom), Gloria B. Pacheco, Dental (via zoom), Jessica Flores, Staff Senate (via zoom), and Lawrence Vigil, Shared Governance (via zoom).

Pledge of Allegiance

Trustee Max G. Tenorio, Jr. led the Pledge of Allegiance

Approval of the Agenda

Madam Chair advised that there is a request for move Action Item #4 up before Public Comment.

Trustee Dr. Gilbert Sena moved for approval of the Agenda with the change. 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 | Vice Chair Dianna Medrano | Yes |
| Secretary Louise L. Portillos | Yes | Trustee Mark Dominguez | Yes |
| Trustee Kenneth Medina | Yes | Trustee Dr. Gilbert Sena | Yes |
| Trustee Max G. Tenorio, J r. | Yes | | |

The vote for approval of the Agenda with the change was unanimous.

Approval of the Minutes (February 16, 2021 Regular Meeting minutes, March 9, 2021 Regular Meeting minutes and March 10, 2021 Special Meeting minutes.

Madam Chair Dr. Phyllis Martinez advised that the February 16, 2021 Regular Meeting minutes were not included in the Board's packets, therefore they cannot be approved and will be tabled until they are received.

Madam Vice Chair Dianna Medrano moved not to approve the February 16, 2021 Regular Meeting minutes until they are received. 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 Dr. Gilbert Sena | Yes |
| Trustee Max G. Tenorio, Jr. | Yes | | |

The vote to table the February 16, 2021 Regular Meeting minutes until they are received was unanimous.

March 9, 2021 Regular Board Meeting minutes.

Madam Vice Chair Dianna Medrano advised that she has an insert for page 5 of the March 9, 2021 minutes. Madam Chair Dianna Medrano advised that she has asked Shared Governance if there was a quorum and minutes for the meeting which was held and it is not stated in the minutes.

Executive Office Manager to the President asked the Board if their wishes were that the minutes be done in Verbatim format.

Madam Chair Dr. Phyllis Martinez advised that was not necessary, although critical comments should be in the minutes and on pages 3, 4, 5 & 6, there is not any mention of the question regarding a quorum and minutes posed by both Madam Chair Dr. Phyllis Martinez and Trustee Mark Dominguez.

Madam Vice Chair Dianna Medrano then advised that there was a statement made by Breanna Gould stating that although there was not a quorum, the Shared Governance could still meet.

Secretary Louise L. Portillo then advised that Mr. Lawrence Vigil who gave the report did admit that they did not have a quorum and that it was a discussion which was held.

At this time, Madam Chair Dr. Phyllis Martinez advised that she needs a motion to strike that part out because it cannot be a part of the minutes because there was not meeting per se.

Trustee Max G. Tenorio, Jr. then asked Madam Chair Dr. Phyllis Martinez if there is any policy which states that a committee such as Shared Governance must have a quorum.

Trustee Max G. Tenorio, Jr. was advised that it should be stated in their By-Laws.

At this time, Madam Vice Chair Dianna Medrano moved to strike pages 3, 4 5 & 6 of the minutes and table these minutes until they are brought back to the Board at the next meeting. Trustee Dr. Gilbert Sena 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 Dr. Gilbert Sena | Yes |
| Trustee Max G. Tenorio, Jr. | Abstained | | |

The vote for approval of striking pages 3, 4, 5 & 6 of the March 9, 2021 Regular Meeting minutes and tabling the minutes until they are brought before the Board at the next meeting did pass.

March 10, 2021 Special Meeting minutes

Madam Secretary Louise L. Portillos moved for approval of the March 10, 2021 Special Meeting minutes. 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 Dr. Gilbert Sena | Yes |
| Trustee Max G. Tenorio, Jr. | Yes | | |

The vote for approval of the March 10, 2021 Special Meeting minutes was unanimous.

Public Comment

There was no public input signed up for this meeting.

Action Items

4. Requesting review and acceptance of the FY-20 Audit.

At this time CFO Morris Madrid introduced members of the RICCI & Company LLC, Ms. Corrine Zajac-Clarkson and Mr. Patrick Wilkins who addressed the Board with a review of the FY-20 Audit. LCC was having technical difficulties, therefore for a full report, please refer to the power point presented by CFO Morris Madrid, along with the bound Audit Report.

Trustee Max G. Tenorio, Jr. moved for acceptance of the FY-20 Audit. 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 Dr. Gilbert Sena | Yes |
| Trustee Max G. Tenorio, Jr. | Yes | | |

The vote for acceptance of the FY-20 Audit was unanimous.

Student Senate Report

Ms. Angelica Montanez, Ms. Emma George, Ms. Stephanie Carrillo and Mr. RJ Baca addressed the Board and gave the following report:

Over the past month we have participated in the community clean up and represented LCC wearing T-shirts with our logo printed on the back. We voted to sponsor the law enforcement training center event happening in May, which we had the pleasure of doing a walk through of the building last meeting. The members of the student senate who also happen to part of the CJ program absolutely loved how this was coming along and are excited to help with whatever we can to see that this is successful. Being that we are involved in the community clean up this month in the area we adopted (Luna Hill to the Plaza). Today the student senate received recognition by Mayor Louie Trujillo in the town hall meeting in which President Mario Romero and other members of the student senate received a certificate presented by Mayor Trujillo for our part in the donation drive for the Samaritan House that we helped with a few months back.

Moving forward we will be meeting in person and will allow members who choose to meet online via zoom. We hope to continue bringing positive exposure to LCC by participating in community events and doing whatever we can to see that the new home for CJ grows into something that we can all be proud of as a community. Thank you.

Staff Senate Report

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

Informational/Discussion Items

- A. Staff Senate Stipends/Clarification and deadlines
- B. Employee end of Semester (year) get together
- C. Review of google documents shared drive
- D. Continuation of Staff Senate By-Laws and Constitution review
- E. Election preparation for Staff Senate

Unfinished Business/Follow-up Items

- A. Staff Senate Stipends/Clarification and deadlines
- B. Continuation of By-Laws and Constitution review
- C. Employee get together

Date & Time of next meeting

Our next regular meeting is scheduled for May 6, 2021 (STC) virtually at 8:30 am and a work session planned for May, ate and time to be determined.

Faculty Senate Report

Ms. Sherry Goodyear of Faculty Senate submitted the following report:

I regret that I am unable to present this report in person, but my duty lies to my students, and the class I have Tuesday mornings from 9:30-10:45 am. Faculty Senate passed their By-Law changes and elected officers from their current membership. Those officers are: Chair, Sherry Goodyear, Vice Chair, Gene Sandoval, and Secretary, Chantel Rivera. Currently we are in the process of taking nominations for Faculty Senate positions: Associates, Humanities, Adult Basic Education, Early Education, STEM, Business, Allied Health, Nursing, CTE and Satellites for the Fall 2021—Spring 2022 semester. We will take nominations until April 15, at which point the Election committee will conduct the election, and the results will be announced on April 23rd.

As for our By-Law changes, we put them before we vote of our constituents, and all changes passed with a majority vote. As you will recall, those changes included reducing our numbers from ten to seven senate positions (Associates, Humanities, Adult Basic Education, Early Education, STEM, Business, Allied Health, Nursing, CTE, Satellites, and Ex Officio/LRC) and from those elected the chair, vice chair, and the secretary positions. This took FS from ten positions to seven which should be more sustainable for our small faculty to maintain. Along with this reduction in elected senators, we approved redistributing the current Senate budget, so that all senators will be paid a more competitive salary. We also removed the two-year term limits previously in place because it is often difficult to find people to run for certain senate seats.

We have also started having monthly Coffee Connect Meetings. We had our first meeting in March and our second on April 7, 2021 via Google Meet. We are averaging 6 to 9 people in attendance so far and everyone seems to enjoy the opportunity to discuss the challenges of teaching, etc. We plan to continue these meetings in the future.

One last thing Faculty Senate is looking into is changing the number of accruable sick leave hours faculty can accumulate, so that those who wish to retire from Luna with 29 plus years of service and take advantage of the maximum hours NMERB will allow them to buy back which is 1384, will have that opportunity. FS did a survey, and 19 of 21 respondents (full-time faculty) think we should be able to accrue more than the current 750 sick leave hours we are capped at. We plan to start the bill process to try and raise the number of hours we are allowed to accumulate.

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

Shared Governance Report

Shared Governance Council will be meeting on Friday and do not have a report at this time.

Presidential Update to the Board (Informational)

Interim President Dr. Kenneth Patterson addressed the Board and gave the following report:

COVID-19 – As San Miguel County has moved into the Green status, we are seeing more relaxation of restrictions. Remember, though that we are still in a pandemic and we should all be working to minimize the risks to ourselves, our families, and our campus community. We are still following our established protocols in regards to masks required in all public areas. Students must wear masks in classroom and labs. We should also be continuing our social distancing and avoid congregation in groups. Under our current Green status, the campus now operates under the guidelines of ALL OTHER BUSINESSES. This increases our maximum capacity indoors or outdoors, with a maximum mass gathering of 20 people maximum capacity and mass gatherings are different things. Vaccinations are important as we move toward a planned reintegration of face-to-face activities during the Summer Term. Information on vaccinations can be found at <https://cvvaccine.nmhealth.org/> and everyone is strongly encouraged to secure a vaccine as soon as possible. As the college is notified of extra vaccines, I will be sending everyone@luna emails as a last-minute notification giving availability details and locations. You will need an online vaccine registration number even for a last-minute vaccine.

Graduation Commencement Plans – Plans are still moving forward for a face-to-face Commencement, although they will not be firmly in place for several days to come. The Registrar's Office has emailed fillable forms for Graduation Clearance and Application for Degree to everyone@luna. Advisors should be contacting students eligible for

completions to encourage the to submit their applications. The Registrar's Office is working to build a list of students interested in participating in Commencement so we can determine the Commence schedule. Hopefully, we will have good information on numbers in the coming days. In regards to the maximum capacity for Commencement, large entertainment venues, under a Green status, are limited to a maximum of 25% capacity, but could increase to 33% of capacity if San Miguel County moves under a Turquoise status. We are working with lots of variables here and are carefully restricted by the Higher Education Department. Projecting a month out, Luna will have a face-to-face Commencement, but keep in mind that a COVID-19 issues change and impact our operations on a daily basis. Mors to come on this...

Budgeting Process – The Board of Trustees continues to work on budgets, with budget revisions up for presentation at the Tuesday, April 13th Regular Meeting. Please ensure your revised (if required) budgets have been routed through the Financial Office for changes and that you are prepared to be present for the Tuesday meeting. Contact the Financial Office or the Administrative Offices if your have issues or aren't sure how to proceed.

Springer Preview Day – We are moving forward with Monday, April 19 as Springer Preview Day. Next week we will be working out transportation issues and logistical planning. Participating Academic Programs should plan for some type of 45-minute engagement activity with students ranging from grades 7-12. This activity should promote the program and provide information regarding relevant careers for students. The goal is to promote exciting programs and career pats (a metamajors approach) as students are exploring dual credit and concurrent enrollment options. All activities for the day will be managed under strict COVID-19 protocols (Luna and Springer Schools). We are also working toward a similar event on our own campus, but rely on local school districts' willingness to offer this to their students. Again, we are moving through lots of restriction and variables which alter our efforts.

Law Enforcement Training Center – Tuesday, April 20th is scheduled as an Open House for the Law Enforcement Training Center. This will include the Luna Campus community as well as local and non-local interested Law Enforcement Officials. There will be a larger community open house in the days following. Operations are scheduled to being in May.

HEERF II Funding Opportunities – The next round of COVID-19 relief funding will soon be released by the Federal Government, and it is very encouraging. Luna has been allocated an award of close to one million dollars. There are very strict guidelines on how this money may be allocated, and we will be working to explore many more options for the funding, as this opportunity is much more flexible then the previous two. I also received information on the American Jobs Plan, the large infrastructure plan that is currently working it way through Congress. There may be some opportunities for us there, as well, but the entire plan is still in progress. This legislation is exciting, as we rarely see Federal funding for infrastructure projects. It's very early, but there is lots of promise in this.

Activity Bus – In the Board of Trustees Regular Meeting on Tuesday, April 13th, the Board will be presented with an action to final trade in Luna’s two Activity Buses for the purchase of a new Activity Bus. This is a great step forward that has been a long time coming. Hopefully this will move us out of some ongoing expenses and into a better operational model in regards to reliable transportation.

Additional Information – Important items surfacing after the writing of this report will be shared as they have developed.

Human Resources Report

Human Resources Director Carolyn Chavez addressed the Board and gave a report on Hires: Morris A. Madrid, Chief Financial Officer, effective March 15, 2021, Raymond Sanchez, Area Health Education (AHEC) Director, effective March 15, 2021 and Lawrence Vigil, General Maintenance 2, effective March 29, 2021.

Resignations/Terminations – Vanessa Velasquez, Administrative Assistant 2 – School of Business, effective March 12, 2021 and Lawrence Vigil, General Maintenance 1, effective March 26, 2021.

Retirements, Policies and Procedures, Current Job Listings, Jobs Posted, Closed, and under current interview process and Jobs Posted, Closed and Ready for Hire: Full-Time Branch Campus and Location Coordinator, opened: January 15, 2021, closes: Until filled.

Academic Report

Interim Vice President of Academics and Student Services/Nursing Director Maxine Hughes addressed the Board and gave a brief update on the following departments: STEM, Education, Humanities, CTE, Nursing, School of Business, Criminal Justice/Law Enforcement Training Center, Allied Health, Springer Satellite, Santa Rosa Satellite and the Mora Site. **For a complete review of updates, please refer to handout report submitted to the Board of Trustees.**

Board Committees Report(s)

Madam Secretary Louise L. Portillos gave a brief update on what was discussed within the Finance Committee meeting such as expenditures, reports to be run by Denise Gibson and the upcoming resignation of the IT Director from the Director position.

12:45 am – Madam Chair Dr. Phyllis Martinez has called for a 15 minute break.

Informational Items

1. Update of budget process

CFO Morris Madrid addressed the Board and provided a handout for the Board to follow. CFO Morris Madrid briefed the Board on the process which will take place with the budget. **Please refer to handout for full process.**

2. Monthly budget report

CFO Morris Madrid addressed the Board and provided them with a handout with listed expenditures up to date, revenue, etc. CFO Morris Madrid also reiterated Interim President Dr. Kenneth Patterson's comments regarding the HEER Funding. CFO Morris Madrid further stated that an RFP for an Audit Firm has gone out, as the Firm who we just heard from has exhausted their contract.

3. Foundation Report

CFO Morris Madrid addressed the Board and gave a brief update on the Foundation. CFO Madrid advised that the findings within the Foundation are mainly internal control issues. CFO Madrid went on to explain the importance of the Board's relationship with the Foundation. CFO Madrid also advised that at some point the Board should receive an update from the Foundation as to their expenditures. CFO Madrid explained that these are issues that he will be working with Matt Martinez, Foundation Chair on in order to establish a better relationship and the Board becoming more active.

4. CARES (HEER) Funding

Interim President Dr. Kenneth Patterson presented this issue to the Board during his Presidential Update to the Board.

Action Items

1. Requesting approval of trade in of Activity Bus

Physical Plant Director Matt Cordova addressed the Board with this issue and after a brief discussion and question and answer session, Trustee Max G. Tenorio, Jr. moved for approval of trading the Activity Bus pending documentation to report reasons for disposal and make and model of bus and justification. Madam Secretary Louise L. Portillos seconded the motion.

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

| | | | |
|----------------------------|-----|-------------------------------|-----|
| Chair Dr. Phyllis Martinez | No | Secretary Louise L. Portillos | Yes |
| Trustee Mark Dominguez | Yes | Trustee Kenneth Medina | Yes |
| Trustee Dr. Gilbert Sena | Yes | Trustee Max G. Tenorio, Jr. | Yes |

The Vote for approval of trading the Activity Bus did carry.

1:48 pm, Trustee Kenneth Medina has now left the meeting.

2. Requesting approval of Courses Fees increases

Interim President Dr. Kenneth Martinez addressed the Board and provided them with documentation and fee comparisons to other colleges. After a lengthy discussion and the Board voicing their concerns regarding the large fees being requested, more specifically with Cosmetology, Fire Science and other courses, Madam Secretary Louise L. Portillo moved for approval of the fee(s) increases as listed with the exception of the \$250.00 which should be reduced to \$75.00 and the Fire Science course fees to be listed as TBD (to be determined). Trustee Dr. Gilbert Sena 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 Dr. Gilbert Sena | Yes | Trustee Max G. Tenorio, Jr. | Yes |

The vote for approval of the fee(s) increases as listed with the exception of the \$250.00 which should be reduced to \$75.00 and the Fire Science course fees to be listed as TBD was unanimous.

3. Requesting approval of LETC (Law Enforcement Training Center) Fees

Interim President Dr. Kenneth Patterson addressed the Board and provided them with a handout listing the fees for the LETC Program. After a lengthy discussion and a question and answer session, Trustee Max G. Tenorio, Jr. moved for approval of the LETC fees. Trustee Dr. Gilbert Sena seconded the motion.

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

| | | | |
|-----------------------------|-----|-------------------------------|-----|
| Chair Phyllis Martinez | No | Secretary Louise L. Portillos | No |
| Trustee Mark Dominguez | No | Trustee Dr. Gilbert Sena | Yes |
| Trustee Max G. Tenorio, Jr. | Yes | | |

The vote for approval of the LETC fees did not carry.

Executive Session (Roll call is required)

Trustee Dr. Gilbert Sena moved that the Board convene into Executive Session. 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 Dr. Gilbert Sena | Yes |
| Trustee Max G. Tenorio, Jr. | Yes | | |

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

Return to Regular Session (Roll call is required)

Trustee Max G. Tenorio, Jr. moved that the Board reconvene into Regular Session from Executive Session where not action was taken. Trustee Dr. Gilbert Sena 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 Dr. Gilbert Sena | Yes |
| Trustee Max G. Tenorio, Jr. | Yes | | |

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

Date, time and location of next BOT meeting(s)

- Regular Board Meeting – Tuesday, May 11, 2021 @ 10:00 am – LCC Student Success Center Boardroom.

Adjourn

Trustee Mark Dominguez moved for adjournment. Trustee Dr. Gilbert Sena 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 Dr. Gilbert Sena | 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