



MINUTES
LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING

Tuesday, February 11, 2025 @10:00am
LCC Student Success Center Board Room

I. Meeting called to order at 10:04 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, Madam Vice Chair Louise Portillos, Secretary Mark Dominguez and Trustee Dr. Gilbert Sena, Trustee Rosalie Ortega, Trustee Kenneth Medina and Trustee Rolando Medrano

Also Present: Dr. Carol Linder – President, Karen Torres - Interim VPISS, Dr. Loretta Montoya – Interim CFO, Mary Frances Bibb – Student Services, Amberlynn Gonzales – Allied Health, Dr. John Thompson – Grants and Contracts, Justin Garcia – Procurement Director, Cordelia Eke – Graduate Assistant/Finance, Billie Mathews – Shared Governance and Humanities, Gloria Ortiz – Student Services, Jeff Gamblin – IT Director, Shannon Ortiz - IT, Kevin Williams – Faculty Senate and Early Childhood Adjunct, Staff Senate – Tammy Marujo - Custodian, Student Senate – Justin Peterson, Michelle Perez, Charlotte Larrabee, Troy King, Garrett Darner, Marcelino Molinar, Victoria Garcia Montoya, Paloma Trujillo, Student Senate (via live stream) – Serena Jimenez, Dianna Alderette, Samantha Rivera, Jorge Melendez and Leslieann Garcia – Executive Admin, Recorder.

III. Pledge of Allegiance – LCC Baseball Team and Student Senate President, Justin Peterson, led the Pledge of Allegiance.

IV. Approval of the Agenda

Trustee Dr. Gilbert Sena motioned to approve the agenda and Vice Chair Louise Portillos seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to approve the agenda. -Motion passed.

V. Approval of the Minutes for January 14, 2025 Regular Meeting, January 17, 2025 Special Meeting and January 21, 2025 Special Meeting

Vice Chair Louise Portillos motioned to approve the minutes for January 14, 2025 Regular Meeting and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to approve the Minutes for January 14, 2025 Regular Meeting - Motion passed.

Trustee Rosalie Ortega motioned to approve the minutes for January 17, 2025 Special Meeting and Trustee Dr. Gilbert Sena seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to approve the Minutes for January 17, 2025 Special Meeting - Motion passed.

Vice Chair Louise Portillos motioned to approve the minutes for January 21, 2025 Special Meeting and Trustee Kenneth Medina seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to approve the Minutes for January 21, 2025 Special Meeting - Motion passed.

VI. Public Comment – No public comments were made.

VII. Board of Trustees Updates

a. BOT Updates and Committee Reports.

Special thanks from Madam Chair Dr Phyllis Martinez and Board of Trustees to all of the Students and Softball players attending the meeting today.

Madam Chair Dr. Phyllis Martinez reviewed topics discussed during the Executive Committee meeting held on Tuesday, February 3, 2025 to include:

- Audit and Budget Development budget is set to be completed by end of March and will be presented at the April BOT meeting for approval.
- FY26 Budget Work Session -to be held on Wednesday, March 12, 2025.
- CHERS Work Session Date – to be held on Tuesday, February 18, 2025.
- TimelyCare Telehealth contract renewal: Action Item on the agenda for BOT meeting held on Tuesday, February 11, 2025.
- Personnel Updates on employment and 3rd party contractors.
- Community Education rate increase, discussed proposal for facility usage increase.
- Enrollment updates reflecting increases in 708 Total Headcount, 508 degree and certificate seeking. 383 full-time equivalents.
- Recruitment efforts including radio sponsorships, looking into flyers and swag at Walmart.
- City of Las Vegas Day at the Legislature – Friday, February 21, 2025
- New Mexico Higher Education Day at the Legislature – Tuesday, February 25, 2025

Secretary Mark Dominguez reviewed topics discussed during the Audit and Finance Committee meeting held on Tuesday February 3, 2025 to include:

- FY25 Budget Status Report
- Budget Process
- FY23 Audit
- FY24 Audit contract signed with NM State Auditors.
- Change in Banking authorizations
- Charter Bus for Athletics

Trustee Rosalie Ortega reviewed topics discussed during the Academic Committee meeting held on Tuesday, February 3, 2025 to include:

- Spring Enrollment report on enrollment numbers breakdown by area: **Las Vegas** 386, Montezuma 5, Rociada 3, Ribera 18, San Jose 5, Rowe 1, Sapello 13, Sarafina 4, **Mora** 29, Buena Vista 8, Ojo Feliz 3, Rainsville 6, Cleveland 19, Watrous 5, Holman 4, Guadalupita 6, Chacon 3, Ocate 1, **Springer** 10, Roy 1, Eagle Nest 1, Angel Fire 2, Cimarron 5, Miami 1, Maxwell 1, Wagon Mound 6, Raton 5, **Santa Rosa** 25, Anton Chico 16, Fort Sumner 1, San Rafael 1, **Other NM** Pecos 3, Santa Fe 8, Albuquerque 27, Rio Rancho 6, Bernalillo 1, Bosque Farms 1, Edgewood 1, Vaughn 1, Lovington 1, Clovis 1, Logan 1, Rancho De Taos 1, Las Cruces 2, Los Alamos 1, Tularosa 1, Mesilla Park 1, Bloomfield 1, Farmington 1, **Out of State** 55.
- Recruitment progress is underway, posting a Recruiter Position
- Open House had 8 attendees, plans for the next Open House to happen in April
- Sherry Goodyear hired tutors for the Satellite Campuses
- Satellite Campus Updates, Sherry Goodyear hired tutors for the Satellites
- 11 Early Childhood Education students received Teaching Scholarships.
- Working on HLC criteria to include new contract for Sierra Fernandez to assist with the

process.

Trustee Kenneth Medina reviewed topics discussed during the Facilities Committee meeting held on Tuesday, February 3, 2025 to include:

- Roofing at Administration Building complete, TEC Building will be next.
- Awarded HVAC contracts.
- \$103K awarded to replace fire panels.
- Working on Surveillance quotes
- Demolition bids are out.
- Jorge Martinez of North Central NM Economics Development District is checking into State funding.

VIII. Staff and Student Recognition

President, Dr. Carol Linder recognized new staff:

- Daniel Beck, Work Study in Allied Health – 1/21/25
- Mariposa Archuleta, Graduate Assistant/Registrar – 1/21/25
- Cordilia Eke, Graduate Assistant/Finance – 1/27/2025
- Bernadette Garcia, After School Program Teacher – 2/2/25
- Samantha Hyatt, After School Program Teacher – 2/3/25
- Stephanie Garcia, After School Program Teacher – 2/3/25
- David Sewell, After School Program Teacher – 2/3/25

Special recognition to all of the Student, Staff and Faculty Senators present: Paloma Trujillo, Victoria Garcia Montoya both recognized at the Roundhouse with Athena Valdez at Adult Education and Literacy Day February 10th for Student of the Year. Mia Marquez will be recognized at the Legislature on Higher Education Day February 25th for Phi Theta Kappa Honor Society for 2025 All-New-Mexico Academic Achievement Award. Thanks to all Luna Staff who attended these events and for those who will be attending the Hispano Round Table as well. Athletics season started January 31st and had a great send off by our Early Childhood Preschoolers with a recent article and photo in the Optic.

IX. Shared Governance Report – Dr. Billie Mathews

Dr. Billie Mathews recognized Mary Francis Bibb in her efforts for arranging for Student Senate to be present. Mary Francis Bibb introduced the Student Senate as follows: President, Justin Peterson, Vice-President Michelle Perez, Secretary/Treasurer Charlotte Larrabee, Senators Gary Darner, Marcelino Molinar, Troy King, Victoria Garcia Montoya, Paloma Trujillo and on-line attendees, Senators Serena Jimenez, Dianna Alderette, Samantha Rivera, Simon Molina and Jorge Melendez. Dr Billie Matthews recognized Staff Senators present Tammy Marujo, Kevin Williams and provided the BOT with the following information:

- Shared Governance Council topics: Background Checks, Drug free Campus Policy, Tuition Waiver and Discussion of Faculty Evaluation Policy Procedures
- Additional information regarding Shared Governance Updates will be provided at the next BOT Meeting on March 11, 2025.

X. LCC Foundation Report – Lawrence Quintana (not present)

a. Action Item: Memorandum of Understanding

Vice Chair Louise Portillos motioned to Table Action Item and Trustee Dr. Gilbert Sena seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees voted unanimously to Table Action Item – Foundation MOU – Item Tabled.

Trustee Rosalie Ortega provided the Board with a brief summary of the 28th Annual Awards Dinner

2025 held at Charlie's Bakery and Café. Luna was presented an award for the Adobe Model Home Project from LVCCHP (Las Vegas Citizens Committee for Historic Preservation). In attendance at the event were Trustee Rosalie Ortega and Trustee Rolando Medrano.

XI. Executive Session

- a. Limited Personnel Matters as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings ACT.

Trustee Kenneth Medina motioned to move to Executive Session and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to move to Executive Session – Motion passed @ 10:45 am.

Trustee Kenneth Medina motioned to move back to Regular Session and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to move back to Regular Session – Motion passed @ 11:23 am. No action was taken.

XII. Presidents Report – Dr Linder

- a. Presidents Updates

- Accountability
- Enrollment reviewed the report provided
- Attended several Community Partnership Meetings
- Legislative Session updates
- Athletics update
- CDL enrollment at 29
- Grants update working on Title V
- Gemini AI contest to improve operational efficiencies
- One pager given to Legislators highlighting Luna's successes and naming Technology upgrades (CHESS Workday) and Basic Needs as priorities.
- Attending Hispano Roundtable Dinner February 13, 2025.

- b. **Action Item: Supplemental Contract VPFA Duties: President, Dr. Carol Linder**

Secretary Mark Dominguez motioned to Approve Action item: Supplemental Contract VPFA Duties to pay Dr. Linder 10% VPFA budgeted salary to preform duties until VPFA position is filled and Trustee Rolando Medrano seconded.

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

All Trustees voted unanimously to Approve Action Item: Supplemental VPFA Duties – Motion Approved.

- c. **Action Item: TimelyCare Renewal Telehealth for students and employees**

Vice Chair Louise Portillos motioned to Table Action Item TimelyCare for discussion purposes (no roll call taken) President Dr. Carol Linder provided more background information of TimelyCare Renewal for the board discussion.

Vice Chair Louise Portillos motioned to Rescind previous Motion to Table Action Item TimelyCare after discussion (contract set to end March 31) and Trustee Dr. Gilbert Sena seconded.

Vice Chair Louise Portillos motioned to Approve Action Item: TimelyCare Renewal Telehealth for students and employees for 2 years at \$40,000/yr and Trustee Rosalie Ortega seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees voted unanimously to Approve Action Item – TimelyCare Renewal Telehealth for students and employees for 2-year contract – Motion Approved.

d. Action Item: Extension of 3rd Party Contract (Registry) for HR Director

Vice Chair Louise Portillos motioned to Approve Action Item: Extension of 3rd Party Contract (Registry) for HR Director and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees voted unanimously to approve Action Item: Extension of 3rd Party Contract (Registry) for HR Director through April 15, 2025 – Motion Approved.

XIII. Interim Vice President of Academics and Student Services Report – Ms. Karen Torres

a. VPISS Updates

Interim Vice President Ms. Karen Torres provided the board a brief summary of the following topics.

- Accountability
- Enrollment updates
- Supplemental contract for HLC Accreditation
- Cultivating Partnerships
- Legislative updates
- Recruitment/Retention/Customer service
- 62 Adult Education National Reporting System (NRS) fundable students in the Career and College Readiness Institute (CCRI)
- Culinary Program proposed for FY26
- Certifications: Water Operator, Small Engine Repair, Well Drilling, Utility/Building Trades
- Dual Credits

XIV. Interim Chief Financial Officer – Dr. Loretta Montoya

a. CFO Updates

Interim CFO Dr. Loretta Montoya provided the board a brief summary the following topics.

- FY25 Budget Status Reports
- Revenues and Expenditures
- Budget Actuals

b. Action Item: Bank Signatory Authority

Trustee Dr. Gilbert Sena motioned to Approve Action Item: Bank Signatory Authority and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees voted unanimously to Approve Action Item: Approval of Bank Signatory Authority – Motion Approved.

c. Action Item: Approve HED Quarterly 2nd Report

Secretary Mark Dominguez motioned to Approve Action Item: HED Quarterly 2nd Report and Trustee Rosalie Ortega seconded.

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

All Trustees voted unanimously to Approve Action Item: Approval of HED Quarterly 2nd Report – Motion Approved.

d. Action Item: Approve Contractor for ITB #LCC-2025-001 Demolition and Debris Removal

Secretary Mark Dominguez motioned to Approve Action Item: ITB #LCC-2025-001 Approval of Contract with Buck Canyon Construction, LLC for Demolition and Debris Removal and Trustee Dr. Gilbert Sena seconded.

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

All Trustees voted unanimously to Approve Action Item: ITB #LCC-2025-001 Approval of Contract with Buck Canyon Construction, LLC for Demolition and Debris Removal – Motion Approved.

e. Action Item: Athletics Charter Bus Purchase

Trustee Kenneth Medina motioned to Approve Action Item: Athletics Charter Bus Purchase from LA Services, LLC and Trustee Rolando Medrano seconded with the understanding that the Higher Education Department approves the purchase and also the bus passes all inspections.

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

All Trustees voted unanimously to approve Action Item – Athletics Charter Bus Purchase as long as approved by HED and bus passes all inspections. – Motion Approved.

Trustee Kenneth Medina excused himself from meeting @ 12:45 pm.

XV. LCC Board of Trustees

a. Policy 1400 and 1450.

Vice Chair Louise Portillos motioned to Table LCC Board of Trustees Policy Review and Trustee Rosalie Ortega seconded.

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

All Trustees present voted to Table LCC Board of Trustees Policy Review. – Motion Tabled.

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

a. CHESS Work Session – Tuesday, February 18, 2025 @ 10:00 am – LCC Student Success Center Board Room.

b. Regular Meeting – Tuesday, March 11, 2025 @ 10:00 am – LCC Student Success Center Board Room.

- c. FY26 Budget Work Session – Wednesday, March 12, 2025 @ 10:00 am – LCC Student Success Board Room.

XVII. Adjourn:

Trustee Dr. Gilbert Sena moved to Adjourn and Trustee Rosalie Ortega seconded.
Madam Chair Dr. Phyllis Martinez asked for a roll call.

All trustees present voted to adjourn. - Motion passed unanimously @ 12:49 pm.

 3/11/25

Madam Chair Dr. Phyllis Martinez

Date

 3/11/25

Leslieann Garcia, Recorder

Date

