



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

Tuesday, November 11, 2025
@10:00am

LCC Student Success Center Board Room

I. Meeting called to order at 10:03 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, Trustee Dr. Gilbert Sena, Trustee Rosalie Ortega, Trustee Rolando Medrano, and Trustee Kenneth Medina.

Also Present: Dr. Carol Linder – President, Dr. Gerald Shields – Interim Executive Director of Finance/CFO, Dr. Henrietta Romero – VPISS, Dr John Thompson – Director of Grants and Contracts, Rachael Lucero – Registrar, Karen Torres – CTE Director, Crystal Western Ford – SGC/Luna Strong Coordinator, Gene Martinez – Welding Instructor (via live stream), Linda Salazar – LRC Manager (via live stream), Andrea Sandy – Trustee Elect, Anthony Lujan – Custodian, Adam Luna – Custodian, Eugene Sandoval – Trades Auto Instructor, Dominic Garcia – Collision Repair, Austin Engler – Automotive Tech, Lucian Almahayri – Automotive Fundamentals Instructor, Students – Judy Montoya, Ross Winningshare, Dominic Montoya, Larry Ortiz, Apolinario Gonzales, Leandro Padilla, Jeff Gamblin – IT Director, Keira Lewis – Network/System Administrator, Raymond Baca – Information Representative, and Leslieann Garcia – Executive Admin, Recorder.

III. Pledge of Allegiance – Andrea Sandy led the Pledge of Allegiance.

IV. Approval of the Agenda

Vice Chair Louise Portillos moved to approve the agenda as presented and Trustee Rosalie Ortega seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All trustees present voted to approve the agenda as presented. -Motion passed.

V. Approval of the Minutes for October 14, 2025 Regular Meeting and October 28, 2025 Special Session

Trustee Dr. Gilbert Sena moved to approve the Minutes for October 14, 2025 Regular Meeting and Vice Chair Louise Portillos seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

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

Trustee Rosalie Ortega moved to approve the Minutes for October 28, 2025 Special Session and Trustee Rolando Medrano seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to approve the Minutes for October 28, 2025 Special Session as presented. -Motion passed.

VI. Public Comment – No Public Comment

VII. New Personnel and Employee/Student Recognition

Dr Carol Linder reviewed the New Personnel and Employee /Student Recognition and introduced personnel who are present in the meeting:

- New Personnel updates on all new staff hired since last BOT meeting in the following departments: STEM and Humanities, Rough Rider Mentorship, Athletics, Wellness Center, Facilities and Early Childhood.
- Shout outs: Assessment Academy Review Collective (AARC) Dr. Henrietta Romero, Mary Frances Bibb, Kraig Bellows, Betsy Sanchez, Aaron Smith, Tycie Jackson, Jeff Gamblin.
- HLC Focused Visit Criterion 3 and 4 Teams: Dr. Carol Linder, Dr. Henrietta Romero, Tycie Jackson, Mary Frances Bibb, Kraig Bellows, Betsy Sanchez, Chris Smith, Gloria Ortiz, Rachael Lucero, Karen Torres, Nichole Collins, Dr. Gerald Shields, Sharise Sanchez, Dr. Loretta Montoya, Dr. Dani Day.
- Denise Fox's campus shoutouts.
- Gloria Ortiz and Luna Staff for presentation of Luna Veterans' Day Celebration.
- Karen Torres introduced the SEMA (Specialty Equipment Market Association) Students present and congratulated them for recent attendance at the SEMA Conference in Las Vegas, NV on November 4-7, 2025.

VIII. Shared Governance Report – Crystal Western Ford

Crystal Western Ford - Shared Governance Chair, reviewed the following topics from the Shared Governance Report for October 2025.

- Faculty senate: The 2025-26 Faculty Senate met on October 24, 2025. They will have Coffee Connects at noon before their next meeting.
- Staff Senate: The 2025-26 Staff Senate met on October 23, 2025 and held elections for officers. One new member, Adam Luna, was sworn in. The officers are Amberlyn Gonzales (chair), Anthony Lujan (vice chair) and Crystal K. Western Ford (secretary). Staff Senate is planning fundraisers.
- Directors: Sherry Goodyear shared that the After School Program is going full swing in Springer and Santa Rosa. The communal garden project is underway in Springer. Sherry is currently working to hire four new people which will allow the After School Program in Mora to start up again. Valerie Montoya shared that directors are preparing for the HLC visit on November 17 and 18. Directors are working on Spring 2026 schedules.

IX. Board of Trustees Updates

a. BOT Updates and Committee Reports

Madam Chair Dr. Phyllis Martinez reviewed topics discussed during the Executive Committee meeting held on Tuesday, November 4, 2025 to include:

- Personnel Updates
- Student Housing Updates
- EFOP Visit Overview October 22, 2025
- Financial Aid Update: Student Success Specialist positions filled
- Marketing, Recruitment and Program Development Efforts
- Targeted social media Tik Tok ads
- CHESS Project Updates 5 year anniversary November 14 and SFCC
- G5384 GOBOND Update
- Action Item BOT Board Policies
- Food Distributions at Luna

- Professional Development training for staff on work ethics and accountability

Secretary Mark Dominguez reviewed topics discussed during the Audit and Finance Committee meeting held on Tuesday, November 4, 2025 to include:

- Financial Summary Analysis
- Budget to Actuals
- Fund Balance and Cash Management
- Revenue Performance
- Expenditure Performance
- Variance Analysis
- Projection and Year-end Outlook
- Strategic Implications

Trustee Rolando Medrano reviewed topics discussed during the Academics Committee meeting held on Tuesday, November 4, 2025 to include the following topics:

- Enrollment Headcount Updates
- Financial Aid Staffing Updates
- Student services and academic Updates
- MOU Updates
- Student Service Advisement Team Updates
- HLC Visit Preparations
- Assessment Academy Updates
- Course Learning Outcomes Update

Trustee Kenneth Medina reviewed topics discussed during the Facilities Committee meeting held on Tuesday, November 4, 2025 and noted an incorrect date of Oct 7th on the minutes for the facilities meeting: (To be corrected by next Facility meeting in Dec.)

- Roofing Project updates 75% complete
- General studies paint and drywall completion
- SBDC vent and ducts update
- Yearout boiler replacement in GS 75% complete
- DKG vent openings project
- Honeywell providing quote for HVAC in Cafeteria
- ADA compliance in Allied Health Building
- Nursing Sim Lab Renovation
- Springer Satellite's project updates
- Dorms - Evaluation of current buildings on campus; restroom/plumbing vs capacity issues
- Foundation Property Update
- Feasibility Study for housing
- Short term housing solutions
- 98 acres title search efforts
- LCC Park demo discussions

- b. Discussion/Action Item: BOT Policies - Role of the President 1500, Evaluation of the President 1510, LCC Shared Governance Policy 1520, Board Orientation and Training 1600, Board Agenda 2100 (w/revisions), Minutes of the Board 2400 (w/revisions), Ethics and Conflict of Interest 2900, and Consultation with Legal Counsel 3000.**

Discussion:

- Policy 1500 – Role of the President: Add Coordinate Board Training (adopt an additional bullet for line 26 in conjunction with Board Chair)
- Policy 1510 – Evaluation of the president: No changes to this policy.
- Policy 1520 – LCC Shared Governance Policy: Tabled pending review of Shared Governance Council
- Policy 1600 – Board Orientation and Training: No changes to the policy.
- Policy 2100 Board Agenda (w/revisions): Tabled requires additional review -must mirror current agendas and include all current Agenda Items: CFO, VPISS, Shared Governance, removing all outdated reporting :Faculty Senate Report, Staff Advisory Senate Report and Student Government Report
- Policy 2400 Minutes of the Board (w/revisions): Video recordings available for 6 months post-meeting.
- Policy 2900 Ethics and Conflict of Interest: Tabled for additional time required for review of legal revisions.
- Policy 3000 Consultation with Legal Counsel: Approval of attorney revisions.

Trustee Rolando Medrano motioned to Approve Policy 1500 Role of the President with additional line 26 “Coordinate board trainings in conjunction with Board Chair” and Vice Chair Louise Portillos seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to approve Policy 1500 Role of the President with additional line 26 “Coordinate board trainings in conjunction with Board Chair” -Motion passed.

Trustee Kenneth Medina motioned to Approve Policy 1510 Evaluation of the President with *No Changes* and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez call for a roll call.

All trustees voted unanimously to Approve Policy 1510 Evaluation of the President with No Changes -Motion passed.

Secretary Mark Dominguez excused himself from the meeting at 11:30 am.

Trustee Dr. Gilbert Sena motioned to Table Policy 1520 LCC Shared Governance Policy pending review of Shared Governance Council and Vice Chair Louise Portillos seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted to Table Policy 1520 LCC Shared Governance Policy pending review of Shared Governance Council -Motion passed.

Secretary Mark Dominguez rejoined the meeting at 11:35 am.

Vice Chair Louise Portillos motioned to Approve Policy 1600 Board Orientation and Training with *No Changes* and Trustee Kenneth Medina Seconded. Madam Chair Dr. Phyllis Martinez called for a roll call. Secretary Mark Dominguez abstained from this vote.

All trustees present voted to Approve Policy 1600 Board Orientation and Training with No Changes-Motion passed.

Trustee Rosalie Ortega motioned to Table Policy 2100 Board Agenda (w/revisions) requiring additional review/changes and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to Table Policy 2100 Board Agenda (w/revisions) -Motion Passed.

Trustee Dr. Gilbert Sena motioned to Approve Policy 2400 Minutes of the Board (w/revisions) to include: "*Video recordings available for 6 months following a meeting*" and Trustee Rolando Medrano Seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to Approve Policy 2400 Minutes of the Board (w/revisions) to include: "Video recordings available for 6 months following a meeting" -Motion Passed.

Trustee Rolando Medrano motioned to Table Policy 2900 Ethics and Conflict of Interest additional time required for review of legal revisions. And Trustee Rosalie Ortega seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to Table Policy 2900 Ethics and Conflict of Interest – Motion Passed.

Vice Chair Louise Portillos motioned to Approve attorney revisions to Policy 3000 Consultation with Legal Counsel and Secretary Mark Dominguez seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to Approve attorney revisions to Policy 3000 Consultation with Legal Counsel – Motion Passed.

Summary of Approval/Table for the following Policies:

- 1500 – Approved (with additional line 26, coordinate board training)
- 1510 – Approved no changes
- 1520 – Tabled pending review SGC
- 1600 – Approved no changes
- 2100 (w/revisions) -Tabled requiring additional review/changes
- 2400 (w/revisions) – Approved
- 2900 – Tabled – additional time required for review of legal revisions
- 3000 – Approved with attorney revisions
(see above discussion)

X. Presidents Report – Dr Linder

- a. President Updates - President Dr. Carol Linder provided the board with Presidents Monthly Report for October 2025 and reviewed the following topics:
 - Nursing enhancement changes from RPSP to I & G budget requests
 - Athletics RPSP recommendation for funding increase of 8.9%
 - HLC Focus Visit November 17th and 18th
 - Student Housing Updates
 - Feasibility Study for housing requested FY26 non-recurring appropriation which will include market analysis
 - Staff and Faculty Handbook review of Personnel Action Policy and right to Appeal actions taken by the college to the Board
 - Shoutout to Facilities and AVPSS for Board Room set up for HLC Focus Visit
 - Marketing Communications and Celebrations
 - Athletics Updates

- WRTC Updates – Department of Corrections Springer fire certifications
- IT collection of equipment for second round of disposal with Green Mountain.

XI. Vice President of Instruction and Student Services Report – Dr. Henrietta Romero

- a. VPISS Updates: Vice President Dr. Henrietta Romero provided the board with Vice Presidents Monthly Report for October 2025 and reviewed the following topics:
 - Full time enrollment updates
 - Winter Intersession Classes Pilot Program
 - Financial Aid Staffing Update
 - AVPSS preparations for Attain Partners departure
 - Attendance of Assessment Academy fall round table events
 - Improving assessment and student learning
 - Improving faculty instructions
 - First Day Complete Program 100% adoption rate (Online Bookstore)
 - Successful Trunk or Treat event
 - Springer Campus Facility Space Update on automotive and woodshop
 - Reviewing available spaces at Satellite Campus' for possible programs
 - Roy Schools MOU Update

XII. Executive Director of Finance/Chief Financial Officer – Dr. Gerald Shields

- a. CFO Updates: Dr. Gerald Shields provided the board with Chief Financial Officer Monthly Report and for October 2025 and reviewed the following topics:
 - Fund Balances and Cash Management
 - First Community Bank Balances
 - Southwest Capital Bank Balances
 - Tuition and Fees
 - State Appropriations
 - Auxiliary and Athletics Revenues
 - Revenue Performance
 - Expenditure Performance to include Personnel and Fringe Costs, Utilities and Maintenance, Athletics and Auxiliary Functions
 - Variance Analysis
 - Projections and Year-End Outlook in include Revenues, Expenditures and Net Operating Margin
 - Strategic Implications to include Enrollment Growth, Cost Pressures and Structural Solutions, Recruitment and Compensation Challenges and Operational Efficiency.
 - Maintaining Fiscal Stability Recommendations
 - FY26 Unrestricted Budget Approved Budget to Actuals Report to include Revenues and Expenditures
 - Student Accounts Receivables Update
 - Accounts Payable Update
 - Payroll Overview
 - Procurement update to Travel Policy regarding meal rate reimbursement and modifications to CPO re-certification process.
 - Fiscal Office staffing needs

XIII. Executive Session

- a. Limited Personnel Matters pertaining to the President's Contract - Evaluation Review 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 – Where No Action will be Taken and Trustee Dr. Gilbert Sena seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to move to Executive Session – Motion passed @ 12:44 pm.

Trustee Kenneth Medina motioned to move back to Regular Session where no action was taken and Trustee Rosalie Ortega seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to move back to Regular Session – Motion passed @ 1:18 pm. - No Action Taken.

- b. Discussion/Action on any matters discussed during Executive Session.
– No Discussion**

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

- a. Regular Board of Trustees Meeting – Tuesday, December 9, 2025 @ 10:00 am – LCC Student Success Center Board Room.**

XV. Adjourn:

Trustee Kenneth Medina motioned to Adjourn and Trustee Rosalie Ortega seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All trustees voted unanimously to Adjourn. - Motion passed unanimously @ 1:22 pm.

 12/9/25

Madam Chair Dr. Phyllis Martinez Date

 12/11/25

Leslieann Garcia, Recorder Date

