

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES**  
Tuesday, July 11, 2023 @ 10:00 am  
LCC Student Success Center Board Room

**Call meeting to order and Establish a Quorum**

**Roll Call**

Chair Dr. Gilbert Sena, Madam Vice Chair Dianna Medrano, Madam Secretary Louise Portillos, Trustee Rosalie Ortega, Trustee Kenny Medina, Trustee Dr. Phyllis Martinez, Trustee Mark Dominguez, Lawrence Quintana and Dr. Carol Linder, Dr. Billie Gay Mathews

**Pledge of Allegiance**

Lawrence Quintana

**Approval of the Agenda**

Trustee Dr. Phyllis Martinez motioned to approve the minutes and Madam Vice Chair Dianna Medrano seconded. Motion passed.

**Approval of minutes – July, 2023**

Trustee Rosalie Ortega motioned to approve the minutes and Trustee Kenneth Medina seconded. Motion passed.

**Public Comment**

No Public Comment

**Shared Governance Report**

Chair Dr. Carol Linder informing the board in revised the representation structure, updated the bylaws and update the policy as to how things are moved through. Shared Governance is trying to see if it is aligned with the Board of Trustees policy. Chair Dr. Carlo Linder gave the board three SGC handouts. First page is the what SGC are the current policy procedures. The second page shows the strike out of the current policy and the third page is what would be approved should the board approve the changes. The new changes should incorporate new SGC structure that was approved.

The Board of Trustees decided to discuss more on the policy and any changes. President Martinez asked the Board of Trustees if he should add the proposed changes at the next board meeting agenda and add it as an Action Item to vote on moving forward

## **President's Report – President Martinez**

### **a. Foundation Board Report**

President Martinez asked that Lawrence Quintana to give the Foundation Board Report. Lawrence reported that the Foundation Board organized.

The following are items that have been updated:

- Revised and updated policy and bylaws
- Other working documents that will help with the audits
- Work on getting an investment plan
- Contact alumni and start working for the foundation
- Established a new website (lunafoundationnm.org)
- Issued out scholarships and get the Spring Semester scholarships ready at the beginning in the fall
- Foundation needs a new database that is updated with current student information
- Established a financial reporting system that reports every month
- Applying for grants
- Foundation wants to get back to the community
- Foundation members helped stack over 600 adobe bricks on pallets and still have over 1200 ready to distribute to the fire victims
- Foundation is also working with Mora on their culture during Heritage week and want to have a reception, have guest speakers and involve all the surrounding communities

### **a. Presidents Updates**

President Martinez informed the board that the Legislative Committee for the Water and Natural Resources is on campus and President Martinez will take them on a tour to one of the sites where they are doing restoration on the burn scar, will stop at Storrie Lake for a presentation on the filtration system for the city water supply and move to Las Despensas where students have been participating in the workshop. President Martinez gave the Legislative Committee and presentation on the three-million-dollar grant received from USDA and how the funds will be used. President Martinez shared that up to 40 individuals participated in making the adobes and about 1600 adobes were made during the two scheduled Saturdays.

President Martinez shared with the Board Members that the Vice President of Instruction and Student Service search is going well and have narrowed it down to three candidates and hope to make an offer. President Martinez told the Board Members that he and Dr. Dani Day went to Washington DC and accepted the three million-dollar USDA Grant. President Martinez presented to the Legislative Education Study Committee in Taos, NM and answered specific questions about the CTE and Workforce Training. President Martinez had the opportunity to showcase what is happening here at Luna and trying to address issues and concerns. President Martinez said that the turnout for the parade was good with Luna employees participating.

**Vice President of Academics and Student Services Report – Dr. Dani Day**

**a. Attain Contract – Action Item**

Dr. Dani Day had handouts for the board and reminded them that Attain was discussed during the Special Meeting. President Martinez advise the board that Attain is willing to work with Luna on a short contract with the condition that we give them three-month advanced notice. The board asked where was this money is coming from and Dr. Day informed the members that the monies had been approved by the board and the monies had previously come from Financial Aid budget. President Martinez told the members that the way it was budgeted previously was projecting the amount of money to pay for Attain. The board members went into discussion to get more information and/or any other ways to help the Financial Aid Office instead of paying Attain over \$400,000.00 for the year.

The topic turned to filling the open positions at Financial Aid Office, but no one has applied and the one person that did apply did not take the job because of the pay.

Trustee Dr. Phyllis Martinez made the motion to approve the Attain contract for six months, beginning in August 2023 and Trustee Kenneth Medina seconded.

Chairman Dr. Gilbert Sena called for a roll call vote. Roll call vote is as follows:

Chair Dr. Gilbert Sena	Yes	Trustee Dr. Phyllis Martinez	Yes
Vice Chair Dianna Medrano	Yes	Trustee Kenneth Medina	Yes
Secretary Louise Portillos	Yes	Trustee Rosalie Ortega	Yes

At this time Madam Vice Chair Dianna Medrano and Mark Dominguez asked to be excused.

**a. VPISS Updates**

Dr. Day announced that all of the nursing students that have taken the NCLEX test and passed. All of the CDL students who have taken the CDL test have passed. All of the Barbering and Cosmetology students who have taken their State Boards have passed. This is a key example of the success.

There Rough Rider Mentoring Program had Summer Camps at Springer, Mora, Santa Rosa and here in Las Vegas for middle school students, (have pictures). There were lots of activities prepared for the students and very successful.

**Chief Finance Officer Report – President Martinez**

**a. VPFA Updates**

President Martinez announced to the board members that the positions for VP of Finance is open. President Martinez told the board members that HED is running late with the approval of the budgets for all institutions and the have approved, "HED provided temporary approval of the FY 23/24 operating budget to ensure that the distribution of the July allocation which is need to support operations in the new fiscal year". President Martinez told the board members that we can continue our operations.

The finance office is working on close out and the auditors have completed their field testing and are working on their analysis. President Martinez is hoping that the audits will have information by the end of this month. He told the members that CHES is still ongoing. The HR team and the Finance team are working on their first testing and will now start their second part of the testing. President Martinez told the board members that he is using the money that was set aside for CHES to hire part-time individuals to assist in helping with the implementations. Facilities report is that the roof is complete on Student Service Center and LRC is now complete and will move to the other buildings. And Nursing department simulation lab remodeling is set to start and working with the architects to get the engineering phase completed and work has started on General Studies building. The security camera and access control system are set to start the construction phase.

At this time Trustee Mark Dominguez returned to the board room.

### **Announcement of Date, Time and Location of Next BOT Meeting(s)**

Tuesday, August 8, 2023 @ 10:00am – LCC Student Success Center Board Room

### **Adjourn**

Motion to adjourn the meeting is Trustee Kenneth Medina and Trustee Rosalie Ortega seconded. Motions passed. Meeting ended at 11:48am

  
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Dr. Gilbert Sena, Board Chair

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Louise L. Portillos, Board Secretary

 8.8.23  
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Amanda Lucero, Recorder