



**MINUTES
LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
SPECIAL SESSION**

Tuesday, September 29, 2025
@10:00am

LCC Student Success Center Board Room

I. Meeting called to order at 10:09 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, Secretary Mark Dominguez, Trustee Dr. Gilbert Sena, Trustee Kenneth Medina, Trustee Rolando Medrano and Trustee Rosalie Ortega.

Not Present: Vice Chair Louise Portillos

Also Present: Dr. Carol Linder – President, Dr. Henrietta Romero – VPISS, Michael Montoya - AVPSS, Dr. Gerald Shields – Interim Executive Director of Finance/CFO, Jeff Gamblin – IT Director, Keira Lewis – IT Trainer, Raymond Baca – Information Representative, and Leslieann Garcia – Executive Admin, Recorder.

III. Pledge of Allegiance – Michael Montoya led the Pledge of Allegiance.

IV. Approval of the Agenda

Trustee Mark Dominguez moved to approve the agenda and Trustee Dr. Rolando Medrano seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

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

V. Discussion/Action Item: Financial Aid Contract Extension for Attain Partners

Discussion: Board of Trustees reviewed the following information regarding Financial Aid Contract Extension for Attain Partners:

- Current invoiced amounts
- Work performed, services provided
- Previous extensions
- Transitioning from Attain plan
- Work Study Supervising
- Total costs of Attain contracts
- Recent hires in Financial Aid
- Training for Financial Aid staff
- On site - Director of Financial Aid
- Resolved Student issues with Financial Aid
- Financial Aid audit reporting
- Audit findings for FY22
- Return of Title IV funds
- Weekly meetings
- FY23 audit had no findings
- Personnel transitions at Luna

- Month-to-month contract with Attain
- October onboarding at Luna
- Training new personnel, transition time
- Engagement Director hourly rates and duties
- Senior consultant hourly rate
- Transitional Plan to reduce use of Attain
- Actively recruiting for additional staff
- SIS and PowerFacts Programs support
- Student Support interactions
- Staff with accreditations and certifications
- Federal regulations, grants and scholarships
- PowerFacts and Jenzabar records back up processes
- Cost reduction

Secretary Mark Dominguez motioned to Approve Action Item: Financial Aid Contract Extension for Attain Partners Modified to read as “not to exceed \$60,000” and Trustee Kenneth Medina seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

Madam Chair Dr. Phyllis Martinez – Yes
 Madam Vice Chair Louise Portillos – Not Present
 Secretary Mark Dominguez – Yes
 Trustee Kenneth Medina – Yes
 Trustee Dr Gilbert Sena – Yes
 Trustee Rolando Medrano – No
 Trustee Rosalie Ortega - No

All Trustees present voted (4 Yes-2 No) to Approve Modification of Action Item: Financial Aid Contract Extension for Attain Partners to read as “not to exceed \$60,000” and Approve with these changes. – Motion Passed.

VI. **Other Discussion Items:** Board of Trustees

Discussion: Madam Chair Dr. Phyllis Martinez requested Board Policy proposals from attorney for the following policies. Board Conduct and Governmental Conducts (employee conduct) for the meeting in October. Propose a policy for consideration regarding Video recordings of Board of Trustee meetings. Propose a policy for social media to institute into existing Board Policies.

Discussion: Madam Chair Dr. Phyllis Martinez enquired about Equipment Disposal Policy and it's coordination with State Policy. Considerations for disposal are determined by the value of the item. A review of the policies for fixed assets will be reviewed for compliance and determine if disposal of Luna Vehicles was done correctly.

Discussion: Report of the Wellness Center Facility being unattended by Luna employees during hours of operation. Dr Linder will address the concern and assure the facility will be fully covered by staff at all times of operation.

Discussion: Conflict of Interest forms must be signed for Rolando Medrano. Leslieann Garcia will assure this will be completed at the next meeting in October.

Discussion: Secretary Mark Dominguez requested directives or information regarding Board Sanctions and Reprimands from the attorney.

Summary of items for attorney to propose for the Board of Trustees:

- Board Conduct
- Governmental Conduct (employee conduct)

- Video Policy
- Social Media Policy
- Conflict of Interest
- Board Sanctions and Reprimands

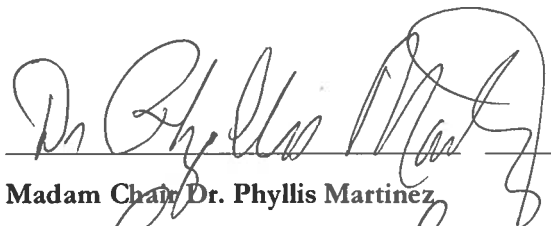
VII. Announcement on date, time and location of next BOT Meeting(s)

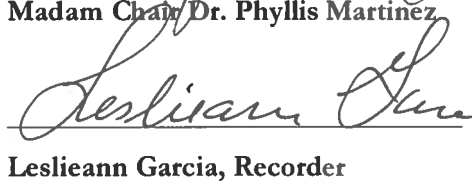
- a. Regular Board of Trustees Meeting – Tuesday, October 14, 2025 @ 10:00 am – LCC Student Success Center Board Room.

VIII. Adjourn:

Trustee Rosalie Ortega motioned to Adjourn and Secretary Mark Dominguez seconded.
Madam Chair Dr. Phyllis Martinez asked for a roll call.

All trustees present voted unanimously to Adjourn. - Motion passed unanimously @ 11:12 am.

 10/14/25
Madam Chair Dr. Phyllis Martinez Date

 10/14/25
Leslieann Garcia, Recorder Date

