

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

Tuesday, November 13, 2018 @ 5:30 p.m.
LCC Student Success Center Board Room

Call Meeting to Order and Establish a Quorum

Roll Call

Present: Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Mark Dominguez, Trustee David Gutierrez, Trustee Abelino Montoya, Jr., and Trustee Eugenio Perez IV.

Also Present: Interim President Ricky Serna, Executive Office Manager, SherylAnn Yara, Information Representative, Ray Baca, John Noel, Student Government President, Lita Bernal, School of Business Director, Jessica McGee, Vocations Director, Henrietta Maestas, Registrar, Carolyn Chavez, Human Resources Director, Jessica Flores, Athletics Administrative Aid, Georgia Baca, Fiscal, Francina Martinez, Fiscal, Amarissa Gomez, Fiscal, Justin Valdez, STEM, Melissa Cordova, Registrar's Office, Maxine Salas, Institutional Research, Amanda Ortiz, Student Advisory Senate, Gabrielle Griego, Student Advisory Senate, Jesse Gallegos, Public Relations, Kenneth Bachicha, Humanities, Francisco Apodaca, STEM, Donna Flores-Medina, Vice President of Finance, Brenda Ortega, Education Director, Dr. Sharon Lalla, Vice President of Academics.

Pledge of Allegiance

Approval of the Agenda

Trustee Abelino Montoya, Jr. moved for approval of the Agenda with no changes. Trustee David Gutierrez seconded the motion.

The vote for approval of the Agenda with no changes was unanimous.

Approval of the Minutes

Trustee Abelino Montoya, Jr. moved for approval of the October 9, 2018, October 10, 2018, October 23, 2018 and October 26, 2018 Meeting minutes. Trustee David Gutierrez seconded the motion.

The vote for approval of the October 9, 2018, October 10, 2018, October 23, 2018 and October 26, 2018 meeting minutes was unanimous,

Public Comment

Francisco Apodaca, STEM Director, Jake Taylor, Jake Taylor, STEM Club President, Justin Valdez, STEM Club Vice President Eric Hidalgo, STEM Club Secretary and Brenda Ortega, Education Director addressed the Board asking for donations for the Thanksgiving Drive which benefits the students of Luna who cannot either afford to go home or cannot afford a Thanksgiving meal.

Many donations were made by the Board of Trustees and Interim President, Ricky Serna.

Faculty Senate Report

Faculty Senate Chairman Kenneth Bachicha addressed the Board and gave an update as to what Faculty Senate is working on at this time:

- Participated in 2018 College Night at New Mexico Highlands University
- Various departments participated in the 2018 LCC Haunted House
- Participation in the LCC Welcoming Committee (Mentoring new Faculty)
- Review various proposals – make recommendations
 1. Assessment Committee Forms for Faculty
 2. Annual Leave proposal
 3. Student Feedback throughout the semester
- Curriculum Committee held final meetings for the new catalog
- Retention & Completion Committee
 1. Subcommittee groups have been formed and are working Towards 3 – year goals
- Shared Governance Council
- Meet your Faculty – **TBA**

Staff Senate Report

Staff Advisory Senate Chair, Amanda Ortiz addressed the Board and gave an update as to what Staff Advisory Senate is working on at this time:

- Linking up with Luna Event – November 14, 2018
- Employee Recognition Even – December 12, 2018
- BOT/Shared Governance Meeting – December 5, 2018
- Next Regular Meeting – December 11, 2018 @ 9:00 am – Student Success Center Board Room.

Student Senate Report

Student Senate President John Noel addressed the Board with his update although did not utilize his microphone and was unable to get picked up on the back up recorder, therefore his report was inaudible.

Reports – LCC Board – LCC Committees – LCC Departmental

1. Human Resources

Human Resources Director Carolyn Chavez addressed the Board and provided them with a Personnel Status Report:

Hires:

- Karen Wezwick, Trades/Vocational Educational Advisor, effective 10/29/18
- Jessica Flores, Full-Time Officer Manager – Athletics, effective 10/29/18
- Amanda Ortiz, Full-Time Director of Student and Career Services, effective 10/29/18
- Raymond Baca, Full-Time Information Representative, effective 11/12/18
- Amarissa Gomez, Full-Time Financial Specialist I – Cashier, effective 11/12/18

Resignations/Terminations

- Karen Wezwick, Trades/Vocational Education-Admin. Assistant 2 (salary \$29,580)
- Amanda Ortiz, Financial Aid – Financial Aide Associate Director (salary \$52,166.52)

Current Job Postings – ***Please refer to report for complete list of current job postings.***

1. Academic Update

Vice President of Academics, Dr. Sharon Lalla addressed the Board and gave an update with the assistance of the Directors, on the Conferences which were recently attended by herself and some Directors.

- On October 11 – 12, 2018, Dr. Lalla and School of Business Director Lita Bernal attended the ACBSP (Accreditation Council for Business Schools and Programs) Regional Conference in Albuquerque, NM
- On October 17 – 22, 2018, School of Business Director Lita Bernal attended the AIB (Academy of International Business) Conference in Denver, Colorado.
- On October 23 – 26, Dr. Lalla along with STEM Director Francisco Apodaca attended the NSF ATE (National Science Foundation Technological Education) Conference in Washington, DC. Mr. Apodaca advised the Board of the possibility of a great grant.
- On October 29 – 30, 2018, Dr. Lalla, Vocations Director Jessica McGee, Anthony Baca, Collision Repair Tech Instructor and some of Mr. Baca's students attended the SEMA Car Show in Las Vegas, Nevada.

****Trustee Abelino Montoya, Jr. has left the meeting***

Informational Items

- 1. Q1 Expenditures Report

Vice President of Finance, Donna Flores-Medina addressed the Board and provided them with a report of the Quarter 1 Expenditures – ***Please refer to report of Q1 Expenditures for amounts and totals.***

Interim President Ricky Serna addressed the Board on the following:

- 2. MOU with Santa Rosa Consolidated Schools
- 3. Update on contract with El Centro
- 4. Institutional Research – data entry and reporting
- 5. Overview of upcoming events

Action Items

- 1. BARS (Budget Adjustment Requests)
• Life Safety

Trustee Eugenio Perez IV moved for approval of the Life Safety BAR. Secretary Ernie Chavez seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

| | | | |
|---------------------------|-----|--------------------------------------|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez | Yes | Trustee Mark Dominguez – stepped out | |
| Trustee David Gutierrez | Yes | Trustee Eugenio Perez IV | Yes |

The vote for approval of the Life Safety BAR was unanimous.

- Student Career Services

After some discussion it was determined that supplies \$10,000.00 and salary \$15,000.00 would remain on the BAR with the other two line items to come out of the fund balance. Trustee David Gutierrez moved for approval of the Student Career Services BAR with the changes. Vice Chairman Kenneth Medina seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

| | | | |
|---------------------------|-----|------------------------------|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez | Yes | Trustee Mark Dominguez | Yes |
| Trustee David Gutierrez | Yes | Trustee Eugenio Perez IV | Yes |

The vote for approval of the Student Career Services BAR (with changes) was unanimous.

2. Fiscal Watch Report

Trustee David Gutierrez moved for approval of the Fiscal Watch Report. Trustee Mark Dominguez seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

| | | | |
|---------------------------|-----|------------------------------|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez | Yes | Trustee Mark Dominguez | Yes |
| Trustee David Gutierrez | Yes | Trustee Eugenio Perez IV | Yes |

The vote for approval of the Fiscal Watch Report was unanimous

3. Proposal to allow for the purchase of annual leave.

Vice Chairman Kenneth Medina moved for approval of the proposal to allow for the purchase of annual leave. Secretary Ernie Chavez seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

| | | | |
|---------------------------|-----|------------------------------|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez | Yes | Trustee Mark Dominguez | Yes |
| Trustee David Gutierrez | Yes | Trustee Eugenio Perez IV | Yes |

The vote for approval of the proposal to allow for the purchase of annual leave was unanimous.

4. Contract for legal services

Vice Chairman Kenneth Medina moved for approval of the contract for legal services. Trustee Mark Dominguez seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

| | | | |
|---------------------------|-----|------------------------------|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez | Yes | Trustee Mark Dominguez | Yes |
| Trustee David Gutierrez | Yes | Trustee Eugenio Perez IV | Yes |

The vote for approval of the contract for legal services was unanimous.

5. 2019-2021 Course Catalog

Trustee David Gutierrez moved for approval of the 2019-2021 Course Catalog. Vice Chairman Kenneth Medina seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

| | | | |
|---------------------------|-----|--|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez | Yes | Trustee Mark Dominguez | Yes |
| Trustee David Gutierrez | Yes | Trustee Eugenio Perez IV – stepped out | |

The vote for approval of the 2019-2021 Course Catalog was unanimous.

6. Revisions to Staff Senate By-laws

Trustee David Gutierrez moved for approval of the Revisions to Staff Senate By-laws. Trustee Eugenio Perez IV seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

| | | | |
|--------------------------------------|-----|------------------------------|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez – stepped out | | Trustee Mark Dominguez | Yes |
| Trustee David Gutierrez | Yes | Trustee Eugenio Perez IV | Yes |

The vote for approval of Revisions to Staff Senate By-laws was unanimous.

7. Next steps in Energy Saving Audit

- Certified IGA Report

Trustee Mark Dominguez moved for approval of the Certified IGA Report. Secretary Ernie Chavez seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

| | | | |
|---------------------------|-----|------------------------------|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez | Yes | Trustee Mark Dominguez | Yes |
| Trustee David Gutierrez | Yes | Trustee Eugenio Perez IV | Yes |

The vote for approval of the Certified IGA Report was unanimous.

- Explore funding options

Trustee Mark Dominguez moved for approval of Exploring funding options (including submission of application to NMFA). Trustee David Gutierrez seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

| | | | |
|---------------------------|-----|------------------------------|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez | Yes | Trustee Mark Dominguez | Yes |
| Trustee David Gutierrez | Yes | Trustee Eugenio Perez IV | Yes |

The vote for approval of Exploring funding options (including submission of application to NMFA) was unanimous.

- GESPC Contract

Trustee Mark Dominguez move to table the GESPC contract. Trustee Eugenio Perez seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

| | | | |
|---------------------------|-----|------------------------------|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez | Yes | Trustee Mark Dominguez | Yes |
| Trustee David Gutierrez | Yes | Trustee Eugenio Perez IV | Yes |

The vote to table the GESPC contract was unanimous.

Executive Session

Vice Chairman Kenneth Medina moved that the Board of Trustees convene into Executive Session. Trustee Mark Dominguez seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

| | | | |
|---------------------------|-----|------------------------------|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez | Yes | Trustee Mark Dominguez | Yes |
| Trustee David Gutierrez | Yes | Trustee Eugenio Perez IV | Yes |

The vote to convene into Executive was unanimous.

Back in Regular Session

Chairman Daniel J. Romero announced that there was no action taken during the Executive Session portion of this meeting.

Action Item

1. Action on contract for Dr. Bruce Moses.

Trustee Mark Dominguez moved to table the contract permanently. Secretary Ernie Chavez seconded the motion.

Chairman Daniel J. Romero call for a roll call vote. Roll call vote was taken and reflected the following:

| | | | |
|---------------------------|-----|------------------------------|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez | Yes | Trustee Mark Dominguez | Yes |
| Trustee David Gutierrez | Yes | Trustee Eugenio Perez IV | Yes |

The vote to permanently table the contract was unanimous.

Adjourn

Vice Chairman Kenneth Medina moved for adjournment. Trustee Mark Dominguez seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

| | | | |
|---------------------------|-----|------------------------------|-----|
| Chairman Daniel J. Romero | Yes | Vice Chairman Kenneth Medina | Yes |
| Secretary Ernie Chavez | Yes | Trustee Mark Dominguez | Yes |
| Trustee David Gutierrez | Yes | Trustee Eugenio Perez IV | Yes |

The vote for adjournment was unanimous.

Daniel J. Romero, Board Chairman

Ernie Chavez, Board Secretary

SherylAnn Yara, Recorder