

NEW MEXICO HIGHER EDUCATION DEPARTMENT



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JUNE 22, 2020

DR. PHYLLIS MARTINEZ, PH.D.
PO BOX 263
MORA, NM 87732

Dear Dr. Martinez:

This letter is to confirm that I traveled to Luna Community College on January 7, 2020, to present Board training to the newly-elected members of the Governing Board of LCC. I appreciated the opportunity to meet with you and with fellow Board members Ms. Louise Portillos, Ms. Maxine Salas, and Ms. Diana Medrano.

During the training, we reviewed the role of the Governing Board and all statutory and case law regarding the Board duties. Among other Board matters, we discussed how to handle such matters as conflicts of interest, which are likely to occur at a smaller college in a largely rural area.

A major portion of our meeting was devoted to the Open Meetings Act (OMA) and the Inspection of Public Records Act (IPRA). We discussed the exceptions to the OMA and what documents comprise public records. We reviewed all the statutes that govern OMA and IPRA and I reviewed the significant court cases that discuss each Act. We also reviewed the penalties that could be imposed for the violation of either IPRA or the OMA. We devoted a great deal of attention to how to close a public meeting and what matters could and should be discussed in closed or executive session.

Please do not hesitate to call if I can be of any further assistance.

Very truly yours,

David Mathews
General Counsel
New Mexico Higher Education Department

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