



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

Tuesday, October 14, 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, Secretary Mark Dominguez, Trustee Dr. Gilbert Sena, Trustee Rosalie Ortega and Trustee Rolando Medrano.

**Not Present:** Madam Vice Chair Louise Portillos and Trustee Kenneth Medina

**Also Present:** Dr. Carol Linder – President, Dr. Gerald Shields – Interim Executive Director of Finance/CFO, Michael Montoya – AVPSS, Dr. Billie Mathews – SGC/Faculty Senate, Crystal Western Ford – SGC/Allied Health, Jeff Gamblin – IT Director, Gene Martinez – CTE/Welding, Valerie Montoya - Director of Nursing, Marissa Martinez – Nursing Instructor, Keira Lewis – Network/System Administrator, Maverick Mares - IT Trainer, Raymond Baca – Information Representative, Richard Vigil – LCC BOT Dist-7 Contender, Andrea Sandy – LCC BOT Dist-1 Contender, Lawrence Quintana – LCC Foundation Chair, Carla Romero – LCC Foundation Treasurer, Dr John Thompson – Director of Grants and Contracts, Linda Salazar – LRC Manager/Faculty Senate, Agostyn Gonzales – ACE Lab Tutor, Sampson Awopejo – GA/Admissions, Omolola Oladeji - GA Admissions and Leslieann Garcia – Executive Admin, Recorder.

**III. Pledge of Allegiance** – Lawrence Quintana led the Pledge of Allegiance.

**IV. Approval of the Agenda**

Trustee Rosalie Ortega moved to approve the Agenda *with the following changes: Move Item XIII (Executive Director of Finance/Chief Financial Officer – Dr. Gerald Shields) to replace Item X (Board of Trustees Updates) then appropriately re-order the remaining items on the Agenda* and Trustee Rolando Medrano seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

**All trustees present voted to approve the Agenda with changes. -Motion passed.**

**V. Approval of the Minutes for September 9, 2025 Regular Meeting and September 29, Special Session**

Trustee Rosalie Ortega moved to approve the Minutes for September 9, 2025 Regular Meeting and Trustee Rolando Medrano seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

**All trustees present voted to approve the Minutes for September 9, 2025 Regular Meeting as presented. -Motion passed.**

Trustee Rolando Medrano moved to approve the Minutes for September 29, 2025 Special Session and Trustee Rosalie Ortega seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

**All trustees present voted to approve the Minutes for September 29, 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: Nursing, HR, Allied Health, Rough Rider Mentorship, Admissions and Recruitment, CCRI/ABE, IT, Facilities, Instruction and Student Services, Education Dept, and ACE Lab.
- Shout outs: Sierra Fernandez and HLC Assessment Team, Valerie Thompson in WRTC, Denise Fox's Shout outs, Tina Gallegos Dual Credits/ Springer Satellite and all the staff who go above and beyond.

**VIII. Shared Governance Report – Crystal Western Ford and Dr. Billie Matthews**

Dr Billie Matthews provided Shared Governance Report for September 2025 and introduced the new Chair of Shared Governance, Crystal Western Ford.

- Faculty senate: Established Coffee Connects sessions and reviewing the Faculty Handbook.
- Student Senate: New officers Charlotte Larabee - Chair, RayAnn Chávez - Vice Chair, Jaxon Chaco - Secretary. Facilitate Trunk or Treat on October 31st in the Administration Building Parking lot.
- Staff Senate: Continues to build membership in the 2025-26 academic year and will hold leadership elections on October 23, 2025.

Crystal Western Ford addressed the Board of trustees to inform trustees of the increasing numbers in Staff Senate, currently at 6 being fully staffed at 7. Also, working on fundraising ideas for the near future to increasing activities on Campus.

- Directors: Sherry Goodyear's After School Program in Springer and Santa Rosa which includes communal gardens, working on pricing to add greenhouses and tutoring support for Collins Lake homeschool group in the Mora area.
- Directors: Valerie Montoya shared that Luna website updates are underway and is planning a visit (and presentation) at Wagon Mound on October 8, 2026.
- Shared Governance Leadership: Crystal Western Ford, Chair and Mari Hill, Vice Chair
- The Senates will view a Tuition Waiver Policy for consideration as well as a Dress Code Policy. Information will be collected from other CHESS schools, staff and faculty for consideration.

The Board of Trustees thanked and extended appreciation for Shared Governance and stressed the importance of these Senates for communication at LCC.

Trustee Dr Gilbert Sena extended a warm welcome to contender Trustee Richard Vigil for his interest in joining Luna Community College as a Board of Trustees member. Grateful for his attendance at today's meeting.

**IX. LCC Foundation – Lawrence Quintana**

LCC Foundation Chair, Lawrence Quintana provided Trustees with the LCC Foundation Quarterly Reporting, provided a handout for additional details and highlighted the following information:

- Annual Events and Initiatives: 2<sup>nd</sup> Annual LCC Winter Festival, 2<sup>nd</sup> Annual Alumni Achievement Awards Banquet and 1<sup>st</sup> Annual LCC Swap Meet.

- Endowment Funds updates: Helen O'Brien Scholarship Endowment and Title V Scholarship Endowments.
- 2025 Scholarship Awards to 53 students totaling \$30,500.
- 2025 Hardship Awards to 5 students in Spring Semester and 13 students in Fall Semester.
- Activities and Community Engagements: New student orientation – August 2025, Statewide Historic Preservation Conference - October 2025, Motorcycle Raffle of 2004 Honda Shadow donated by Hank Blackwell and Community Outreach at Local Fall Festivals.
- LCC Foundation Treasurer, Carla Romero, reviewed the LCC Foundation Fund Balance Summary as of September 30, 2025, the LCC Foundation Balance Sheet as of September 30, 2025 and the LCC Foundation Investment Summary as of August 31, 2025.

## **X. Executive Director of Finance/Chief Financial Officer – Dr. Gerald Shields**

### **a. CFO Updates:**

Dr. Gerald Shields reviewed the following details from Luna Community College Financial Analysis Summary Report for September 2025:

- Financial Highlights to include Fund Balance and Cash Management of General Account: \$5,866,584.80, Payroll Account: \$1,020,109.38 and Activity Account: \$116,734.43. These individual balances combine to \$7,003,428.61 in our primary operational funds.
- Southwest Capital Bank Checking Account: \$2,110,333.69 collateral from \$941,000 to \$1,016,000. This increase is a direct result of enhanced deposit activity, particularly from our Daycare operations.
- Budget-To-Actual Cash Performance: First Quarter Analysis: Revenues totaling \$3,198,464 including Net Tuition and State Appropriations.
- Total expenditures for first quarter stand at \$3,331,020 approximately 21% of approved annual budget.
- Cost Centers Summary Analysis of Data Management and Oversight to include: Data Collection and Verification, Categorization and Allocation, Report Preparation and Review and Submission and Record-keeping.
- Unrestricted Funds: expended \$3,274,805, with \$8,183,370 committed or obligated for future expenses. Available balance of \$2,556,832, indicating 81.8% of the budgeted unrestricted funds.
- Restricted Funds: expended \$811,413 with \$1,344,921 committed or obligated. Available restricted balance of \$582,526.
- Student Receivables: Total Debits: \$1,644,337, Total Credits: -\$94,892 and Net Student Accounts Receivable (SAR): \$1,549,445.
- Accounts Payable: increased by 13.8%
- Payroll: Compensation YTD: \$1,602,335, Benefits YTD: \$488,752 and Professional Services YTD: \$731,201.
- Procurement: Introduction of the RAMP P-Card Program begins October 15, 2025.
- Walmart transitions away from its previous credit card program.
- Audit Fiscal Year 2023/2024 Update: Progress on the Fiscal Year 2023/2024 audit is proceeding according to schedule currently projected for completion by the end of November 2025.
- Addressed HLC Focus visit concerns that may conflict with ongoing Audit progress.
- Yellow Book – LCC successfully incorporated the Government Auditing Standards into its financial practices.

**b. Discussion/Action Item: Bank Signatory Update – Employee Resignation/New Signatory Personnel**

Trustee Dr. Gilbert Sena motioned to approve the Action Item: Bank Signatory Update – Employee Resignation/New Signatory Personnel and Trustee Rolando Medrano seconded.

Discussion: Updating signatory authority to include the following changes: Removal of signatory Donna Sanchez Pino, add signatory Dr Gerald Shields and update signatory for Sharrise Sanchez (removing Arellanes).

Madam Chair, Dr. Phyllis Martinez called for a roll call.

**All trustees present voted to approve Action Item: Bank Signatory Update – Employee Resignation/New Signatory Personnel -Motion passed.**

**c. Discussion/Action Item: Bank Signatory Update – Banking Interest Rates – Community First Bank**

Discussion: At present, these accounts are maintained as NOW (Negotiable Order of Withdrawal) Accounts, which yield an interest rate of 1.00%. The recommendation is to transfer these funds into Money Market Accounts, which offer a higher interest rate of 1.75%.

Secretary Mark Dominguez motioned to approve the Action Item: Bank Signatory Update – Banking Interest Rates – Community First Bank and Trustee Rolando Medrano seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

**All trustees present voted to approve Action Item: Bank Signatory Update – Banking Interest Rates – Community First Bank -Motion passed.**

**d. Discussion/Action Item: Bank Signatory Update – Banking Interest Rates – Southwest Capital Bank**

Discussion: Current checking account accrues interest at a rate of 0.20. Recommendation to explore the option of transferring LLC checking account funds, or a substantial portion thereof, into a Money Market Account. Offering an Annual Percentage Yield (APY) of 1.25%.

Trustee Rosalie Ortega motioned to approve the Action Item: Bank Signatory Update – Banking Interest Rates – Southwest Capital Bank and Trustee Rolando Medrano seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

**All trustees present voted to approve Action Item: Bank Signatory Update – Banking Interest Rates – Southwest Capital Bank -Motion passed.**

**e. Discussion/Action Item: Investments – Community First Bank**

Discussion: Six-Month CDARS Investment: Allocate one million dollars to a six-month CDARS, which earns an interest rate of 3.70%. One-Year CDARS Investment: Allocate an additional one million dollars to a one-year CDARS, with an interest rate of 3.45%.

Secretary Mark Dominguez motioned to approve the Action Item: Investments – Community First Bank and Trustee Rosalie Ortega seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

**All trustees present voted to approve Action Item: Investments – Community First Bank -Motion passed.**

**f. Discussion /Action Item: Investments – Southwest Capital Bank**

Discussion: One-Year ICSCD Investment: Allocate Five-Hundred Thousand dollars to a One-Year ICSCD, which earns an interest rate of three-point one five percent (3.15%). Allocate an

additional Five Hundred Thousand dollars to a Eighteen Month, ICSCD with an interest rate of three point three five percent (3.35%). Interest earned from both ICSCD'S will be redeposited to the account at Southwest Capital Bank, Las Vegas.

Trustee Rolando Medrano motioned to approve the Action Item: Investments – Southwest Capital Bank and secretary Mark Dominguez seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

**All trustees present voted to approve Action Item: Investments Southwest Capital Bank - Motion passed.**

## **XI. 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, October 7, 2025 to include:

- Student Housing Updates – Long-term plans & short-term recovery efforts
- Food Depot monthly food distribution – move from Rodriguez Park still being considered
- Compliance Assurance: HLC Focus Visit Nov 17-18, 2025
- Luna Tower Mural Contest – deadline extended to Nov 14
- BOT Policy Revisions
- Policy request from attorney for Board/Govt. Code of Conduct, Emp/Board Sanctions and Video/Social Media
- Fixed Asset Disposition Compliance
- Wellness Center Complaint
- Land Survey for 98 acres
- Luna video ads of Facebook, Instagram and TikTok – welding and CDL
- NMGRO Workforce Development support
- Luna Day at the Legislature - Jan 22<sup>nd</sup>, 2026

Secretary Mark Dominguez announced there was no need to review topics discussed during the Audit and Finance Committee meeting held on Tuesday, October 7, 2025 due to the excellent report provided by Executive Director of Finance/Chief Financial Officer – Dr Gerald Shields.

Trustee Rolando Medrano reviewed topics discussed during the Academics Committee meeting held on Tuesday, October 7, 2025 to include the following topics and a noted a correction on the minutes for Academic Committee to include Trustee Rosalie Ortega in attendance at the meeting:

- Enrollment Updates including
- Intersession Pilot – Winter Session
- Meetings with Superintendents.
- Dual credit updates at Satellite locations.
- Financial Aid Staffing
- Graduate Assistants from NMHU helping with backfill.
- Employee updates
- Water testers and trainers and water testing regulations
- Work Study Opportunities for students.

Trustee Rosalie Ortega reviewed topics discussed during the Facilities Committee meeting held on Tuesday, October 7, 2025 to include:

- Roofing projects updates
- Solar Building updates

- Preschool completion
- Remediation updates
- Preschool kitchen remodel completion
- Boiler updates
- Security Camera updates
- GO Bond HVAC Cafeteria updates
- LCC Rocks painting completed
- Mural contest date extension
- Springer Satellite door replacement
- Capital Outlay Funding Support Update
- Retroactive approval for disposal of vehicles
- Food Depot distribution reorganization
- Santa Rosa MOU utilizing woodworking for simulators
- Luna License Plate inquiry

**b. Discussion/Action Item: BOT Policies 1600, 2700, 2800, 2900 and 3000.**

Discussion:

Policy 1600 – Board Orientation and Training: Table due to new law regarding Annual Training Requirements – Legal review needed before reviewing this policy.

Policy 2700 Board Member Statements to the Media: No Changes to this policy.

Policy 2800 – Board Travel: Approved (dependent upon the verification of the existing language used in Line 42 of In-state-Travel and Line 10 of Out-of-state Travel.)

Policy 2900 – Ethics and Conflict of Interest: Table for legal review.

Policy 3000 – Consultation with Legal Council: Table for legal review.

**Summary of Approval/Table for the following Policies:**

1600 – Tabled

2700 – Approved

2800 – Approved (Language correct as verified by LCC Procurement Director, Justin Garcia)

2900 – Tabled

3000 – Tabled

(see above discussion)

Trustee Rosalie Ortega motioned to ***approve and or table as noted above*** the Action Item: BOT Policies 1600, 2700, 2800, 2900 and 3000 and Trustee Dr. Gilbert Sena seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

Madam Chair Dr. Phyllis Martinez called for a roll call.

**All trustees present voted to Approve BOT Policies 2700 and 2800 and Table Policies 1600, 2900 and 3000. -Motion passed.**

**XII. Presidents Report – Dr Linder**

- Presidents Updates: President Dr. Carol Linder provided the board with Presidents Monthly Report and reviewed the following:
  - 2025 Strategic Enrollment Management Plan update
  - Presented RPSP for Nursing and Athletics to LFC, DFA, HED
  - Capital Outlay HED Recommendations for Luna released on 10/6/2025
    - o \$2.1 million Allied Health Building renovation GO Bond

- \$240k for security cameras and access control
- \$1,024,064 for childcare facility and playground renovation
- HLC Comprehensive visit dates selection update, still pending
- LVNM Community Foundation supported food programs

**b. Discussion/Action Item: Retroactive Approval of Vehicle Disposition**

Discussion: Corrective Steps - LCC leadership (CFO and President) met with the auditor on October 1, 2025, and is prepared to formally notify the OSA immediately following BOT retroactive approval to achieve compliance. We have also initiated steps to ensure LCC's internal policies and procedures are updated and strictly followed to prevent recurrence.

Trustee Dr. Gilbert Sena motioned to approve the Action Item: Retroactive Approval of Vehicle Disposition and Trustee Rolando Medrano seconded.

Madam Chair, Dr. Phyllis Martinez called for a roll call.

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

**All Trustees present voted (4 to 1) to Approve Action Item: Retroactive Approval of Vehicle Disposition – Motion Approved.**

**c. Discussion/Action Item: Abandonment Request for County Road on LCC Campus**

Discussion: To be eligible for the DOT infrastructure grants, Luna Community College must have official ownership of the roads to acquire site control. Robert Archuleta has been working with the County to properly identify the affected roadways and facilitate the process for the County to officially abandon these segments. This step will allow Luna to assume full legal ownership and move forward with the grant application. Securing road ownership is a critical, time-sensitive prerequisite for applying for and receiving the federal and state funding needed for repairs.

Recommended motion: "I move that the Board of Trustees authorize the President to formally request that San Miguel County abandon the county-owned roads located on the Luna Community College Campus."

Trustee Rolando Medrano motioned to approve the Action Item: Abandonment Request for County Road on LCC Campus and Trustee Rosalie Ortega seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

**All Trustees present voted to Approve Action Item: Abandonment Request for County Road on LCC Campus – Motion Approved.**

**XIII. Vice President of Academics and Student Services Report – Michael Montoya, AVPSS filling in from Dr. Henrietta Romero**

AVPSS Michael Montoya received a warm welcome from the Board of Trustees for rejoining Luna Community College in the efforts of creating positive changes at LCC. Michael Montoya expressed his gratitude for the opportunity to join the Luna team.

- a. VPISS Updates: Michael Montoya reviewed information provided on VPISS Monthly Report. The following topics were brought up by Board of Trustees:

- LANL program status updates
- Drone program curriculum possibilities for the future
- NM Corrections MOU updates
- Skilled Competition in Welding
- ABQ Track Events Schedule
- Robotics Programs
- Financial Aid initiatives

#### XIV. Executive Session

- 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.

Secretary Mark Dominguez motioned to move to Executive Session – Where No Action will be Taken and Trustee Rosalie Ortega seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

**All trustees present voted to move to Executive Session – Motion passed @ 12:38 pm.**

Secretary Mark Dominguez motioned to move back to Regular Session where no action was taken and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

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

- Discussion/Action on any matters discussed during Executive Session.

Discussion: No Discussion

Trustee Rosalie Ortega attended the Balloon Fiesta on October 9, 2025 representing Luna Community College and provided a brief report-out and expressed her gratitude to the City of Las Vegas for sharing space with LCC. Trustee Ortega also attended the Santa Rosa Parade and thanked the staff for the representation at these and all other events.

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

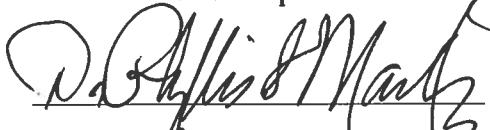
Madam Chair, Dr Phyllis Martinez announced a Special Meeting to take place on Tuesday, October 28, 2025 to discuss Presidents Contract Evaluation in Executive Session.

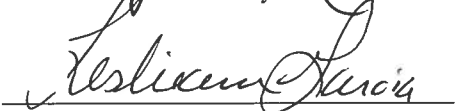
- Board of Trustees Special Meeting – Tuesday October 28, 2025 @ 10:00 am – LCC Student Success Center Board Room.
- Regular Board of Trustees Meeting – Tuesday, November 11, 2025 @ 10:00 am – LCC Student Success Center Board Room.

#### XVI. 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 to Adjourn. - Motion passed unanimously @ 1:23 pm.**

 11/11/25  
 Madam Chair Dr. Phyllis Martinez Date

 11/11/25  
 Leslieann Garcia, Recorder Date