

**LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
RETREAT CONTINUATION MINUTES**

Tuesday, March 10, 2020 @ 8:00 am
LCC Student Success Center Board Room

8:19 am – Return from Recess

Present: Madam Chair Dr. Phyllis Martinez, Madam Vice Chair Dianna Medrano, Madam Secretary Louise L. Portillos, Trustee Mark Dominguez, Trustee Kenneth Medina, Trustee Maxine L. Salas and Trustee Maximiliano G. Tenorio, Jr.

Also present: President Rolando Rael, Executive Office Manager, SherylAnn Yara, Informational Specialist Ray Baca, Dr. Kenneth Patterson, Vice President of Instruction and Student Services, Matthew Cordova, Facilities Director, Carl Vigil, Wellness Center/AD, TC Nusser, Athletics, Dr. Anita Roybal, Humanities Director, Francisco Apodaca, STEM Director, Amanda Lucero, Humanities, Carolyn Chavez, HR Director, Dave Kavanaugh, Public Relations, Don Bustos, SBDC, Levitt Baca, Purchasing, Ron Duran, Bookstore, Breanna Gould, AHS/FS/SGC and Henrietta Romero, Registrar

Budget Overview Presentations continued

8:20 am

Matthew Cordova, Facilities Director presented the Capital Outlay budget overview presentation to the board.

8:36 am

Matthew Cordova, Facilities Director presented the Physical Plant budget overview presentation to the board.

8:54 am

Matthew Cordova, Facilities Director presented the Facilities/BR&R budget overview presentation to the board.

9:20 am

Carl Vigil, Athletic Director and TC Nusser, Baseball Coach presented the Baseball budget overview presentation to the board.

9:42 am

Sarah Cantu, Veteran's Resource Center Manager presented the Veteran's Resource budget overview presentation to the board.

10:17 am

Dr. Anita Roybal, Humanities Director presented the Humanities budget overview presentation to the board.

Informational Items

Legislative Update – Francisco Apodaca addressed the Board and advised that we were pretty fortunate in some and surprised in other areas. Mr. Apodaca distributed a list of areas where LCC received funding (Quilting Machine 3, 3-D Printers (last minute request which was funded), etc.

11:05 am

Carolyn Chavez, Human Resources Director presented the Human Resources budget overview presentation to the board.

11:16 am

Moses Marquez, Admissions Director presented the Admissions/Recruitment budget overview presentation to the board, and presented the Outreach Plan for Schools and Businesses.

11:34 am

Jesse Gallegos, Public Relations Coordinator presented the Public Relations budget overview presentation to the board.

11:53 am

Levitt Baca, Procurement Officer presented the Procurement budget overview presentation to the board.

Informational Items

Levitt Baca then provided some information regarding Procurement.

12:00 pm

Elaine Luna, AHEC Director presented the AHEC budget overview presentation to the board.

Informational Items

Francisco Apodaca addressed the Board and spoke of the 3 documents which are required by HLC (Higher Learning Commission), Policy 1600, Policy 1520 and the Good Faith Resolution and advised that once these are approved by the Board, HLC should be satisfied with this criterion. Mr. Apodaca also advised that SPIA will not meet again until after the end of year to look at goals and assess how everyone did or met Strategic Plan goals and come up with more actions at that time. Mr. Apodaca then advised that SPIA does not meet often as it is an Ad-hoc committee.

12:18 pm – Lunch

Trustee Kenneth Medina moved that the Board recess for a lunch break. Trustee Mark Dominguez seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Maxine L. Salas	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote to recess for a lunch break was unanimous.

1:13 pm – Return to Retreat

Trustee Kenneth Medina moved that the Board return to the Retreat. Madam Secretary Louise L. Portillos seconded the motion.

The vote was unanimous.

1:16 pm

Ron Duran, Book Store Manager presented the Book Store budget overview presentation to the board.

1:41 pm

Don Bustos, SBDC Director, presented the SBDC and Program Income budget overview presentation to the board.

1:50 pm

Chris Chavez, Motor Pool Supervisor presented the Motor Pool budget overview presentation to the board.

2:02 pm

Matthew Griego, Life Safety Supervisor presented the Safety budget overview presentation to the board.

2:10 pm

Matthew Bowie, IT Director presented the IT budget overview presentation to the board.

2:18 pm

Dr. Patterson and Breanna Gould presented a check list pertaining to the Coronavirus Disease.

Break – 2:20 pm

2:42 pm

Dr. Patterson, Vice President of Instruction and Student Services presented the budget overview for departments which he oversees to the board.

2:50 pm

Dr. Patterson presented the Satellite budget overview presentation to the board.

3:37 pm

Henrietta Romero, Registrar presented the Registrar's budget overview presentation to the board.

3:43 pm

Information Items

Tuition and Fee Increases

President Rolando Rael addressed the Board and presented some handouts and graphs for the Board's review. The information provided contained a description of the different college's Tuition. President Rael then advised the Board that the only school in close proximity to LCC, tuition wise is Trinidad State College in Colorado as the tuition in Colorado and New Mexico are the same. President Rael then advised that New Mexico Jr. College is also almost the same as New Mexico except for some fees and the fact that it is located in Hobbs, New Mexico and has a lot more money with regards to LCC. President Rael advised that the information provided was submitted by Ms. Cathy Ulibarri of NMICC. President Rael further stated that we are way behind other institutions tuition & fee wise as well, which means we are behind on money which could be going towards the institution. After reviewing the documents and graphs provided by President Rael and a short Q&A session, Madam Chair Dianna Medrano recommended adjourning the Retreat and returning to the Regular Board Meeting this evening.

Madam Chair Dr. Phyllis Martinez then advised that the Board still needs to get to the Organizational Chart.

President Rael asked what it was regarding the Organization Chart that is being requested.

Madam Chair Dr. Phyllis Martinez advised that the Board needs to go through personnel and the departments.

President Rael then advised Madam Chair Dr. Phyllis Martinez that this would be different from the Organizational Chart.

At this time, Donna Flores-Medina, Vice President of Finance & Administration provided a list of the names of each employee for Madam Chair Dr. Phyllis Martinez' review.

Adjourn (Roll call is required)

Trustee Maxine L. Salas moved that the Board adjourn. Madam Secretary Louise L. Portillos seconded the motion.

Madam Chair, Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Maxine L. Salas	Yes
Trustee Max G. Tenorio, Jr.	Stepped out		

The vote for adjournment was unanimous.

Dr. Phyllis Martinez, Board Chair

Louise L. Portillos, Board Secretary

SherylAnn Yara, Recorder