



MINUTES
LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
Tuesday, July 8, 2025 @10:00am
LCC Student Success Center Board Room

I. Meeting called to order at 10:04 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, Madam Vice Chair Louise Portillos, Secretary Mark Dominguez, Trustee Dr. Gilbert Sena, Trustee Kenneth Medina and Trustee Rolando Medrano.

Not Present: Trustee Rosalie Ortega

Also Present: Dr. Carol Linder – President, Maxine Hughes – Interim VPISS/Nursing Director, Valerie Montoya – Nursing, Lawrence Quintana – LCC Foundation, Dr. Gerald Shields – Interim Executive Director of Finance/CFO, Dr John Thompson – Director of Grants and Contracts, Tim Hagaman - Northeast Front Range Community, Business and Rural Development, Jeff Gamblin – IT Director, Keira Lewis – IT Trainer, Raymond Baca – Information Representative, and Leslieann Garcia – Executive Admin, Recorder.

Also Present (via zoom): Jessika Smith – Interim Director Financial Aid, Seth Schader – Financial Aid Consultant, Meghan Sutton – Financial Aid Consultant and Chris Garner – Auditor, PB&H LLC.

III. Pledge of Allegiance – Maxine Hughes led the Pledge of Allegiance.

IV. Approval of the Agenda

Trustee Dr. Gilbert Sena moved to approve the agenda and Trustee 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. Approval of the Minutes for June 10, 2025 Regular Meeting

Secretary Mark Dominguez moved to approve the minutes for June 10, 2025 Regular Meeting and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the Minutes for June 10, 2025 Regular Meeting - Motion passed.

VI. Public Comment – No public comment.

VII. 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, July 1, 2025 to include:

- Personnel updates of VPISS and AVPSS Searches
- Employee updates and new insert to Regular Board Meeting Packets on staff and student recognitions.
- Compliance Assurance to include Audit Updates, NMHED Capital Outlay Projects and HLC Focused Visit on November 17-18, 2025.

- Summer and Fall Enrollment.
- LCC Board of Trustee Election Notice to the county
- BOT Policy Work Session date determination
- LCC Website
- Discussed upcoming presentation of New Mexico Economics Development Division Planning Grant Application for \$100K.

Secretary Mark Dominguez reviewed topics discussed during the Audit and Finance Committee meeting held on Tuesday, July 1, 2025 to include:

- Revenues representing 92% of budget
- Expenditures representing 86% of budget
- Projected ending balance of \$420,856
- Year End Procurement Closure
- Comprehensive review at 10% above threshold due to health plan benefits.
- Completion of FY23 Audit
- Requested Cost Summary for ACCT Conference

Trustee Rolando Medrano reviewed topics discussed during the Academics Committee meeting held on Tuesday, July 1, 2025 to include the following topics and a noted a correction on the minutes for Academic Committee to include Trustee Dr Gilbert Sena and note the absence of Trustee Rosalie Ortega:

- VPISS and AVPSS searches
- Interviews for AVPSS scheduled for July 7th were rescheduled for July 10th
- Personnel Updates to include New insert in BOT packet, recent separations, CHES options for Financial Aid, Karen Torres resuming CTE Director and Maxine Hughes Interim VPISS until retire date at the end of July.
- Student Service updates to include: Attain Contract renewal, Enrollment Comparison report with increased headcount, doubled degree seeking and an increase of credit hour production.
- Enrollment Challenge for Fall Semester
- All athletics students enrolled for Fall
- FY23 Audit presentation by Chris Garner

Trustee Kenneth Medina reviewed topics discussed during the Facilities Committee meeting held on Tuesday, July 1, 2025 to include:

- Demolition Completion
- Roofing Inspection and projects to include General Studies, Athletics, Preschool and Media Arts Buildings all to be completed in one year.
- Progressive Roofing plans
- Plans to meet MEC capacity according to higher education
- Stucco on Student Services and Admin Buildings
- SBDC building sewer/water damage
- Concrete sidewalk repair
- Maintenance work on clogged drains
- Spring stucco completion
- Santa Rosa HVAC completion
- Testudo Engineering purchase order
- Year Out delays
- Industrial Hygienist for mold evaluation, repairs after roofing completed
- Robert Archuleta work on Capital Outlay Summer Hearing Presentation for GO Bond to

- update ADA in technologies and Allied health
- NMHU President Wolf and Chief of Staff lobbying to get residence halls. MOU between NMHU and LCC for 60 rooms but need 80 rooms. LCC will partner with NMHU in lobbying for additional resident's halls. Dr. Linder is communicating with NMHU
- Concerned with Springer Afterschool program only having one (1) gender neutral bathroom. There is supposed to be a door instead of wall. MOU with City of Springer. There was a change order issued but door was never installed due to lack of funding. Dr. Linder needs to speak to Mayor of Springer for changes.
- LCC painted on outside wall on Springer Mainstreet needs repainting. Santa Rosa could use touch up. Rudy Lovato did last time.
- Luna pays all utilities in Springer City Building
- Painting of LCC Rocks will complete by August 1, 2025
- Pot hole repairs
- 4th of July Parade – Admissions and Recruitment

b. Action item: BOT Work Session – Proposed: July 15th @ 10am, July 29th @ 10am, August 7th @ 10am or other.

Discussion regarding the next Board of Trustee Work Session determined that the Work Session Meeting will be held on **August 7, 2025** depending on confirmation from Trustee Rosalie Ortega whom is not present for today's meeting. Agenda Items to be discussed as Work Session will be as follows: Board of Trustee Policies for OMA.

Secretary Mark Dominguez motioned to approve the Work Session Date of Thursday, August 7, 2025 (Depending on confirmation from Trustee Rosalie Ortega) and Trustee Rolando Medrano Seconded. No Roll Call was taken at this time.

VIII. New Personnel and Employee/Student Recognition

Dr Carol Linder provided an overview of the new Personnel and Employee/Student Recognitions Insert to the Board Packet providing the following information.

- New Personnel Updates
- Key Vacancies to be filled
- Separations
- Staff/Student Recognitions
- LCC Shout Outs

IX. FY23 Audit Report – Chris Garner PB&H LLC (Via Zoom)

Chris Garner presented the FY23 Audit

- Explanation of Responsibility under U.S and Government Auditing Standards
- Auditors Report on the Financial Statements – Audit issued an Unmodified/Clean Opinion.
- GAGAS Report on Internal Control Over Financial Reporting and on Compliance and Other Matters – Findings
- Report on Compliance for Each Major Federal Program and Internal Control over Compliance Required by the Uniform Guidance – Audit issued an Unmodified Opinion/No Findings
- Communication with Governing Body Matters to be Communicated and PB&H

Comments: Difficulties encountered in Performing the Audit – Transition of Personnel and Clean Up of Trial Balance

- Adjustments to include Cash, Accounts Receivable, Capital Assets, Pension and OPEB, Accrued Payroll and Comp Abs and Net Assets – No corrected misstatements
- Disagreements with management – No disagreements.
- Management's consultation with other accountants – No awareness.
- Resolved Prior Years Findings: 2022-001 Internal Controls over financial reporting and closing (Foundation), 2022-003 Cash Disbursements, 2022-005 Return of Title IV Funds, 2022-007 Pledged Collateral.
- Current Year Findings: 2023-001 Lack of Controls Over Payroll – Paid prior to services being rendered. 2023-002 Financial Close and Reporting. 2023-003 Late Audit.

X. LCC Foundation Quarterly Report – Lawrence Quintana

LCC Foundation Chair Lawrence Quintana provided a report for LCC Foundation Quarterly Report with the following information: 3-year Strategic Plan and Divisional Activities.

- Alumni Awards Banquet – Successful sponsorships and attendance, net revenue \$5500.
- Auto/Farm Swap Meet – plans to expand to Satellites.
- Investments – Cetera, Title V, Helen O'Brien and CD's.
- Events – LCC Alumni Awards, Swap Meet, Homecoming and Winter Fest.
- Grants – Luna Strong, Smiles, Anchorum and RDC.
- Scholarships – Spring 2025-28 scholarships awarded
- Employee Donors – Special recognition for the 22 employees who donate to the Foundation, Increase to 10% annually.
- Outreach – Marketed Events, Press Release on Events and Plan LCC Homecoming.

XI. New Mexico Planning Grant Application - Dr John Thompson and Tim Hagaman - Regional Rep, Northeast Front Range Community, Business and Rural Development Team from NM Economic Development - Discussion Only

Dr John Thompson introduced Tim Hagaman who provided a brief presentation reviewing the New Mexico Planning Grant with New Mexico Finance Authority proposing a feasibility study for Luna Acreage. \$100K available in funding. The scope of work aligns with the City and County Local Economic Development Act ordinances and EDD Strategic Plan Our Community Business Rural Development Team. This study would ensure that specific projects and infrastructure needs are identified in seeking future funding. The Board had the following questions and concerns:

- Funding sources: Whether or not it is a loan or a grant.
- Projected outcomes
- Necessity for feasibility study
- Community involvement/support needs.
- Options for outdoor recreation grants
- Development process time
- Water possibilities
- Solar Capabilities
- Sewer/water questions
- Other development possibility options
- Workforce Development partnerships opportunities
- Planning ahead for Workforce Development Programs
- Industrial Opportunities

XII. Introduction to Attain Partners – Financial Aid 3rd Party Contractor – Jessika Smith, Seth Schader and Meghan Sutton - Discussion only.

Dr Carol Linder introduced Attain Partners to LCC Board of Trustees. Jessika Smith, Attain Consultant and with Luna for the last 2 years and has 15 years of experience in Financial Aid. Meghan Sutton (lead in workday) Attain Consultant working with Luna last 9 months with focus on SIS Workday Project in Financial Aid Workstream and additional support. Seth Schader (Technical operations in Jenzabar and PowerFAIDS) Attain Consultant for 2 years in Financial Aid since 2012 with Workday experience and assisting in Luna's transition to Workday. The team is assisting with LCC Audits, student support, on-ground staff adjustments, Financial Aid and Workday implementations and operations, reporting, IPEDS, FISAP, Pell Grants and student loans review and verifications. The following topics were reviewed.

- Attain Financial Aid availability
- Contact information
- Attain contract extension (3 months)
- Communication efforts with Luna personnel and students
- Addressed Student Complaints

XIII. Presidents Report – Dr Linder

a. Presidents Updates: President Dr. Carol Linder provided the board with Presidents Monthly Report and reviewed the following:

- Recognitions report
- Met with Santa Rosa principal Sharon West and Superintendent Marty Madrid on Wednesday June 11.
- Met with Springer Superintendent Tracy Alcon, in the process of scheduling a meeting with Springer Mayor Boe Lopez.
- Spoke at Guadalupe County Commission meeting on Tuesday June 24 and also met with Superintendent Marty Madrid.
- Met with leadership at Mora School.
- Prioritizing Connecting with Satellites.
- Where theory meets practice: Luna's new model classroom
https://www.lasvegasoptics.com/preferred_business_program/luna-community-college-early-childhood/article_d2e30fc4-6ea8-4b06-86ba-0612db71faff.html
- June 7: https://www.lasvegasoptics.com/calendar/community-calendar-6-2-2025/article_3c56d3b2-8197-11ef-bb51-ab34c06214fc.html
- Press Release: LCC honors Maxine Hughes/Pete Campos Proclamation:
https://www.lasvegasoptics.com/edition/page-a004/page_5245f79c-64ca-5366-ae58-6a450f78b964.html
- NM Hear Reporting
- NM GRO Spending completion
- Area Health Education Center
- Wild Fire Resiliency Training Center
- Title V Grant submission by Dr John Thompson
- Information Technologies updates, Software updates
- SBDC updates
- Wellness Center updates
- VPISS Candidate update
- Reference Checks using outsourced company

Trustee Kenneth Medina excused himself for the meeting at 12:23 pm.

- 3rd Party testing program for CDL
- Workshops/Softs skills for Workforce Development
- Recruitment in Athletics
- Cost Summary for Professional Development
- Professional Development Funds
- VPISS and AVPSS Cost Summary Reporting

b. Action Item: Ann Trabaudo

Dr Linder briefly described the need for continuing the Professional Services Contract with Ann Trabaudo for FY26 Workday support provided to Luna's Grants Accounting Office working with Grant Coordinator, Estelle Garcia.

Trustee Rolando Medrano motioned to approve the extension of Professional Service Contract with Ann Trabaudo for FY26 Workday Grant Support and Trustee Dr. Gilbert Sena seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

**All Trustees present voted unanimously to approve Action Item: Ann Trabaudo
– Motion Approved.**

XIV. Interim Vice President of Academics and Student Services Report – Maxine Hughes

Maxine Hughes shared her gratitude appreciation for the service of Karen Torres for holding the position of Interim VPISS for the last year and provided updates on the following topics:

- Nursing updates to include Graduates and Fall enrollment increases in the program over the last 3-4 years reaching 55 in FY25
- Interviewing for 2 Faculty Positions with 5 applicants.
- Valerie Montoya received her MSN-FNP graduate degree and NMHU
- Expansion efforts in course offerings; CNA program, Substance Abuse Certificate and Veterinary Tech Assistant Certificate Program. Trustees expressed the need to introduce more activities and programs on Campus involving potential students.

XV. Executive Director of Finance/Chief Financial Officer – Dr. Gerald Shields

a. CFO Updates

Dr Gerald Shields briefly reviewed information provided to the Board of Trustees on his report as follows:

- Total revenue of \$11,176,710 representing 92% of the revised budget.
- Total expenditures at \$11,782,001 representing 86% of the revised budget.
- Projected profit ending balance of \$420,856.
- Cash balance reduction of \$1.5M due to roofing project payments.
- Payroll benefits expenditures of 84%.
- Working to resolve staffing issues.
- Audit update FY22/23 completed showing improvement from previous years.
- Progressively working on Audit FY23/24.
- FY25 Unrestricted Instruction and General (I&G) Approved Budget to Actuals Summary as of June 26.
- FY25 Budget Status Report – Unrestricted Instruction & General (I&G) as of June 26.
- FY25 Budget Status Report – Restricted Instruction & General (I&G) as of June 26.

b. Action Item: Bank Signatory Authority

Dr Gerald Shields provided Board of trustees with information on the Action Item: Signatory Authority as follows. To gain signatory authority to allow access to banking inquiries and the ability to research Custodial Risks in behalf of Luna Community College.

Trustee Dr Gilbert Sena motioned to Approve Action Item: Signatory Authority and Secretary Mark dominguez seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All Trustees present voted unanimously to approve Action Item: Bank Signatory Authority – Motion Approved.

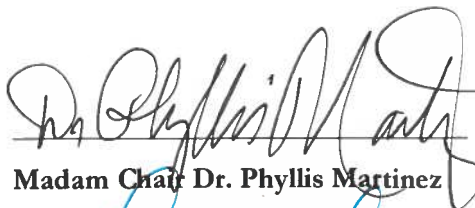
XVI. Announcement on date, time and location of next BOT Meeting(s)

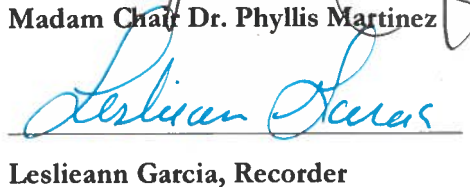
- a. Board of Trustee Work session – Thursday August 7, 2025 @ 10:00 am – LCC Student Success Center Board Room.
- b. Regular Board of Trustees Meeting – Tuesday, August 12, 2025 @ 10:00 am – LCC Student Success Center Board Room.

XVII. Adjourn:

Trustee Dr. Gilbert Sena motioned to Adjourn and Trustee Rosalie Ortega seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All trustees present voted unanimously to Adjourn. - Motion passed unanimously @ 12:57 pm.

 10/7/25
Madam Chair Dr. Phyllis Martinez Date

 10/7/25
Leslieann Garcia, Recorder Date

