

LUNA COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING MINUTES

Tuesday, March 12, 2024 @ 10:00 am
LCC Student Success Center Board Room

1. **Call Meeting to Order and Establish a Quorum-Madam Chair Dr. Martinez**
2. **Roll Call:**

Present: Madam Chair Dr. Phyllis Martinez, Madam Vice Chair Louise Portillo (via Zoom), Secretary Mark Dominguez, Trustee Dr. Gilbert Sena, Trustee Dianna Medrano, Trustee Kenneth Medina

Absent: Trustee Rosalie Ortega

3. **Pledge of Allegiance:**
Jesse Gallegos led the Pledge of Allegiance
4. **Approval of the Agenda:**
Trustee Dr. Sena motioned to table item “F” per President Martinez’ request
Trustee Medrano seconded. Motion carried.
5. **Approval of the Minutes:** (February 13, 2024)
Trustee Medrano motioned to approve the minutes and Dr. Sena seconded. Motion carried.
6. **Public Comment:**
No public comment

7. **Board of Trustees Updates:**
(a) **BOT Updates and Committee Reports**

March 5th 2024-Facilities Committee Report-Presented by Trustee Medina

- Bids for phase 2 roofing
- Repairs at Springer facility
- HVAC replacement
- Bid for demolition of vacant buildings
- Fire marshal inspection

March 5th 2024-Executive Committee Report-Presented by Madam Chair Dr. Martinez

- Softball recognition
- LCC removed from HLC (Higher Learning Commission) probation
- Continued training for Workday issues
- Development of pay matrix for seniority/experience

- Luna commercial for Wildfire Resiliency Training Center
- Denise Fox now managing the Dental program

March 5th 2024-Finance Committee Report-Presented by Secretary Dominguez

- NMHED Financial Certification Report (Action item “e”)
- CHESS Payroll and Community 1st updates
- FY25 Budget Development
- Workday updates
- Financial Aid-Contract with ATTAIN
- Farwell to Trustee Portillo’s departure from the committee

March 5th 2024-Academic Sub-Committee Report-Presented by Trustee Medrano

- Dual credit courses with WLVHS for welding program
- Launch of Padres y Madres program
- New CTE and Financial Aid Directors
- Luna is in compliance with PPA to receive federal funding

8. Staff Recognition:

President Martinez introduced new hires: Karen Torres as CTE Director, Benjamin Knutson as Wildfire Resiliency Training Center Manager, April Morell as Executive Administrative Assistant to the President. Karren Torres and April Morell gave brief background information about themselves to the Board. Madam Chair Martinez inquired about a Financial Aid Director. President Martinez responded that the candidate has accepted the job offer, but has not started yet.

9. Presentation by Community 1st Bank-Yvette Williams/Kay Kyler:

President Martinez prefaced the presentation with background information regarding payroll issues with CHESS. Ms. Williams and Ms. Kyler explained there were initial communication barriers along with other requests from CHESS that presented challenges with the integration of CHESS with their system and processes for Luna. Madam Chair Dr. Martinez asked for clarification regarding how the third-party/payroll process, and Ms. Kyler explained the procedure. Madam Chair Dr. Martinez expressed concern that the finance controller now has duplicate duties. President Martinez and Ms. Kyler clarified that the process does not require duplicate duties. Secretary Dominguez asked for further clarification regarding the specific issues with CHESS and if Community 1st has solutions to these issues. Ms. Williams explained in detail the initial challenges and how they are working to resolve those issues. Secretary Dominguez stated the importance of communication and asked how all parties can work together to ensure payment accuracy for Luna employees. Madam Chair Dr. Martinez stated she believes it is Luna’s responsibility to ensure accurate data. President Martinez concurred that responsibility does fall on Luna and that checks and balances are in place to ensure accuracy. Secretary Dominguez and Madam Chair Dr. Martinez expressed their appreciation for the services from Community 1st and stressed the importance of utilizing a local bank. Ms. Kyler reiterated that Community 1st will verify directly with Luna that amounts submitted by

CHES are accurate. Secretary Dominguez reiterated the importance of communication and cooperation of between all parties for financial efficiency.

10. Shared Governance Report-Presented by Rachael Lucero:

- Staff and Faculty Senate collaboration for mental health initiative.
- Student senate “Welcome Back” event planned after Spring Break.

11. President’s Report – President Martinez:

a. Presidents Updates:

- **HLC-Luna** is removed from HLC probation as of March 5th 2024, however the areas of Planning (Finance) and Assessment are met with concern and LCC will prepare for another visit no later than November 2025. LCC is also prohibited from making substantive changes for 3 years, such as implementing new programs in which there is no record of being taught at the college. Dr. Guzman provided further clarification what constitutes a substantive change. Mr. Larry Fields will lead HLC Liaison. Secretary Dominguez requested a list of HLC Liaison members.
- **HB2**-Signed by the Governor and will double check if numbers in 03/05/2024 report match.
- **Budget Reports**-Directors budget reports have been submitted. Dr. Linder will meet with Directors and their groups to review before submission to HED.
- **Wildfire Resiliency Training Center**-Jesse Gallegos provided background information regarding the LCC documentary/commercial and marketing efforts to promote it. The commercial was presented to the Board and meeting attendees.
- **CDL**-Accepting new students and seeking permission from the state to become a testing site.
- **Athletics**-Softball players are nationally ranked.
- **Grants**-Dr. Thompson submitted application for HSI (Hispanic Serving Institute) designation, but LCC has not received a response. Madam Chair Dr. Martinez inquired if LCC currently is or has been HSI designated. President Martinez clarified that LCC currently is, but must apply annually for the designation.

Trustee Sena and Vice Chair Portillo expressed their gratitude to President Martinez, Faculty, and Staff for their efforts of removal of probation from HLC. Trustee Medrano inquired about a press release in the Optic. President Martinez replied that he worked with Jesse on a press release last week and Jesse has sent the story to the Optic and other NM newspapers. Madam Chair Dr. Martinez suggested LCC contact the editor to publish the article. President Martinez stated he would.

12. Vice President of Academics and Student Services Report –Presented by Dr. Guzman Duran

b. VPISS Updates:

March 12th 2024 Report-LCC Rough Rider Mentorship and College Readiness Program

- Introduced Padres y Madres academy
- Partnership with LANL for “Challenge Tomorrow” program
- Satellite/distance learning in Springer
- Explained dual-credit chart statistics on front page of report
- Dr. Guzman expanded on objectives of Padres y Madres academy, namely college readiness and financial literacy. Sherry and Jesse are collaborating on creation of ads to recruit families for launching event. Secretary Dominguez inquired if food would be provided. Dr. Guzman confirmed there would be. Secretary Dominguez then inquired how this program helps students. Dr. Guzan explained the intent is to be proactive to ensure students receive the academic support/tutoring they need, and the program is designed to provide parents with resources to support their child’s academic growth. Secretary suggested this should be a dual-credit. Dr. Guzman replied that proactive efforts have been made to do so. Madam Chair Dr. Martinez inquired if efforts have been made to get Peñasco or Moriarty HS back. Dr. Guzman replied that there have been efforts. Vice Chair Portillo thanked Dr. Guzman for her report and Sherry for the mentorship program in Springer.

Madam Chair Dr. Martinez stated she hopes LCC fosters a more beneficial relationship with WLVHS and Robertson for the dual-credit program due to statistical drop on chart for Spring 24 for Robertson.

LCC has been working extensively with New Mexico Higher Education Department (NMHED) and HLC to ensure compliance with all academic programs.

- **March 12th 2024 Report-Student Services**-Secretary Dominguez and Madam Chair Dr. Martinez inquired about the Summer schedule and Fall schedules. Dr. Guzman replied that Summer is projected to be live March 22nd and Fall April 25th. Secretary Dominguez inquired about STEM robotics program. Rachel Lucero replied that Sherry Goodyear now oversees that program and is planning to revive it.
- **March 12th2024 Report-Welding Technology**-Gene Martinez presented overview of Key Accomplishments section. Madam Chair Dr. Martinez inquired about student retention for graduation. Mr. Martinez and President Martinez explained the challenges due to high demand in the field and how Luna plans to retain students through alignment with advanced certification and obtaining a degree. Dr. Guzman resumed with a summary of the report and stated the program has the first female student. Madam Chair Dr. Martinez stated the program has had female students in past. Dr. Guzman clarified this is the first female student under this administration.

Trustee Medrano thanked Dr. Guzman and Mr. Martinez for their efforts and excused herself from the meeting.

13. Vice President of Finance and Administration –Presented by Dr. Linder

- a. **VPFA Updates**-SBDC received an award.
- b. **Revenue and Expenditure Report**-State appropriations not recorded for January or February 2024. BOT payments will be issued this month.
- c. **Payroll Update**- “On-demand” payments part of the checks and balances in place if employees do not get paid. Secretary asked for clarification on what “on-demand” payment entails. Dr. Linder further explained how the process works.
- d. **Audit Update**-Progress is being made on FY 22/FY 23 audits, with FY22 being the priority. No dates scheduled with auditors for next visit, although Dr. Linder is pressing for one.

e. Action Item: Approval of HED FY24 2nd Quarter Financial Report

Motion to approve by Secretary Dominguez. Trustee Medina seconded.
Madam Chair Dr. Martinez called for roll call vote: Roll call as follows:

Madam Chair Dr. Martinez-Yes
Madam Vice Chair Louise Portillo-Yes
Secretary Mark Dominguez-Yes
Trustee Dr. Gilbert Sena-Yes
Trustee Dianna Medrano-Absent
Trustee Kenneth Medina-Yes
Trustee Rosalie Ortega-Absent

Motion carried.

f. Action Item: Table Dual Credit Course Fees

Motion to table item by Secretary Dominguez and Trustee Medina seconded.

Madam Chair Dr. Martinez-Yes
Madam Vice Chair Louise Portillo-Yes
Secretary Mark Dominguez-Yes
Trustee Dr. Gilbert Sena-Yes
Trustee Dianna Medrano-Absent
Trustee Kenneth Medina-Yes
Trustee Rosalie Ortega-Absent

Motion carried.

- 14. Executive Session (Roll call is required).** Limited Personnel Matters as permitted by NMSA 1978, Section 10-15-1(H)(4) (as amended) of the Open Meetings ACT, more specifically, relating to the President's Survey.

Trustee Medina motioned to move to Executive Session and Trustee Sena seconded.

Madam Chair Dr. Martinez called for a roll call vote. Roll call as follows:

Madam Chair Dr. Martinez-Yes
 Madam Vice Chair Louise Portillo-Yes
 Secretary Mark Dominguez-Yes
 Trustee Dr. Gilbert Sena-Yes
 Trustee Dianna Medrano-Absent
 Trustee Kenneth Medina-Yes
 Trustee Rosalie Ortega-Absent

Motion carried.

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

- a. Chair Dr. Martinez announced the next BOT Tuesday, April 9, 2024 @10:00 am – LCC Student Success Center Board Room.

16. Adjourn

Trustee motioned to adjourn and Trustee Portillo seconded.

Madam Chair Dr. Martinez called for a roll call vote. Roll call as follows:

Madam Chair Dr. Martinez-Yes
 Madam Vice Chair Louise Portillo-Yes
 Secretary Mark Dominguez-Yes
 Trustee Dr. Gilbert Sena-Yes
 Trustee Dianna Medrano-Absent
 Trustee Kenneth Medina-Yes
 Trustee Rosalie Ortega-Absent

Motion carried.