

**LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
SPECIAL BOARD MEETING**
Tuesday, July 17, 2018 @ 5:30 p.m.
LCC Student Success Center Board Room

Call Meeting to Order and Establish a Quorum

Roll call

Present: Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez and Trustee Eugenio Perez IV.

Also Present: Interim President Ricky Serna, Executive Office Manager SherylAnn Yara, Orlando LeFebre Administration, Amanda Ortiz Financial Aid/SAS, Henrietta Maestas, Registrar, Dr. Sharon Lalla, Vice President of Instruction, Maxine Hughes, Nursing Director, Sierra Fernandez, Nursing, Kenneth Bachicha, Humanities/MA&FT, Carolyn Chavez, Human Resources Director, Jason W. Brooks, Las Vegas Optic, Georgia Baca, Fiscal, Francina A. Martinez, Fiscal, Rick Baca, Trades, Lita Bernal, School of Business Director, Jesse Gallegos, Public Relations.

Absent: Trustee David Gutierrez and Trustee Abelino Montoya, Jr.

Pledge of Allegiance

Trustee Eugenio Perez IV led the Pledge of Allegiance

Approval of the Agenda

Vice Chairman Kenneth Medina moved for approval of the Agenda. Secretary Ernie Chavez seconded the motion. The vote for approval of the Agenda was unanimous.

Approval of the Minutes – June 19, 2018 Special Meeting Minutes.

Trustee Eugenio Perez IV moved for approval of the June 19, 2018 Special Meeting Minutes. Secretary Ernie Chavez seconded the motion. The vote to approve the June 19, 2018 Special Meeting Minutes was unanimous.

Public Comment

There was no public comments during this meeting.

Faculty Senate Report

Kenneth Bachicha, Faculty Senate Chair, addressed the Board and advised that Faculty Senate has not met and will not meet until August. Mr. Bachicha further advised that he

has met with outgoing Faculty Senate Chair, Jessica McGee and Dr. Lalla and it was determined that both Mr. Bachicha and Ms. McGee will represent at the Academic Directors Work Session on July 30th

Staff Senate Report

Amanda Ortiz, Staff Senate Chair addressed the Board and advised that Staff Senate has:

- Prepared FAQ's as well as a Salary Parity surveys and submitted them to all LCC employees;
- Are working on amendments to the SAS (Staff Advisory Senate) Bylaws
- Have submitted an FY 18-19 budget proposal to the President which would include a supply budget as well as stipends for the SAS committee members;
- Have prepared and submitted to all LCC employees a Growth, Unity and Morale survey.

Next scheduled Regular SAS Meeting – July 24, 2018 @ 9:00 a.m. at the MEC Atrium.

Student Senate Report

Interim President Ricky Serna advised the Board that there will not be a Student Senate Report tonight as the students are on break and have not met.

Presidential Update to the Board

Reports – LCC Board – LCC Committees – LCC Departmental

Chairman Daniel J. Romero advised that a Facilities Committee meeting will be held on Thursday of this week.

Human Resources

Human Resources Director, Carolyn Chavez addressed the Board and read off this list of hires, resignations and terminations:

Hires:

Levitt Baca, Procurement Specialist, effective July 1, 2018

Tysee Jackson, Early Childhood and Education Advisor, effective July 1, 2018

Maxine Salas, Institutional Research, effective July 16, 2018

Alexandria Ashe, Substitute Early Child Teacher, effective July 16, 2018

Stephanie Encinias, part time Teacher, Early Childhood, effective

Julio Serna, temporary part time Security Officer, effective July 1, 2018

Larry Moore, temporary part time Security Officer, effective July 1, 2018

Mark Mattox, Head Softball Coach, effective July 1, 2018

Yvonne Pina, Administrative Assistant (Nursing), effective July 9, 2018

Nathan Baker, Full time faculty staff, English (Developmental), effective July 3, 2018
Richard Baca, Full time faculty staff, effective July 24, 2018

Academic Update

Dr. Sharon Lalla, Vice President of Academics addressed the Board and provided a snapshot to the Board of Trustees. Dr. Lalla reiterated Ms. Carolyn Chavez' report on a couple of new hires: Rick Back moved to Humanities/Advisor position and Ms. Maxine Salas moves to Institutional Research (Office for the VP of Instruction). Dr. Lalla then shared some News Bites with the Board which included:

- Bridge STEM student attending field trip today at Los Alamos then Thursday at the Bio Park;
- Bridge English students presented with how to self-publishing by Valerie Day Sanchez. Talk provided discussing Racism and gender equality and self-publishing;
- Fall Scheduling efforts
 1. Fully online Business Admin program
 2. 18 credit Business Mgt. certificate (after hours)
 3. Common core classes after hours or on weekends
 4. Reduction of online classes in Humanities
 5. Onsite classes at satellite
- HLC on Probation, next report March 2019;
- ACS=BSP Accreditation, next report 2020;
- Academic Directors working on Program Review reports;
- STEM Campus-wide event, July 24, 2018 – Demonstrations – Published Student Writings – Registration
- Upcoming Events
 1. Director of Vocations position posted
 2. Mora parade, July 21, 2018

Finance Update

Vice President of Finance, Donna Flores-Medina addressed the Board and advised that the Auditors did come through and perform their first phase of the audit and she was advised by the Auditors that LCC staff was very responsive and received all that they had requested in a timely manner. Ms. Flores-Medina went on to highlight some upcoming deadlines; RPSP are due on September 14, 2018 and will be brought before the Board at their August Regular Board meeting, the report of actuals will also be coming before the Board and is also due September 14, 2018. Ms. Flores-Medina then spoke on the finding which were brought to the Board by the Auditors, one being that the Board did not give HLC the responses which they were looking for regarding the findings, fixed assets and the Foundation. Ms. Flores-Medina then advised that she will be bringing the fixed assets before the Board for certification at the August meeting. Ms. Flores advised that as far as the Foundation, we did move forward with a contract with Harshwal which the Board was informed of that last month, and they have until the end of August to bring to

us, what they have compiled regarding all the financial papers for the two years, in order for it to be audit ready. Harshwal will also be filing the tax records which are delinquent and get them up to speed.

Informational Items

1. Presidential Search Timeline and Screening Committee

At this time, President Serna asked that Ms. Henrietta Maestas, LCC Registrar and Presidential Search Committee Chair, update the Board regarding the Presidential Search.

Ms. Maestas advised that the committee met last Friday and will meet again on the 20th. Ms. Maestas then addressed Secretary Ernie Chavez' request from the last meeting and advised that they did research with employment law as well as with legal to see whether or not we could provide for veteran's preference, but unfortunately that is not an option during the search at this time and would have had to be determined at the offset. Ms. Maestas went on to advise the Board that the committee has finalized the questions for the potential candidates and applicants who will not be progressing to the next phase have been notified by Zilo International. Ms. Maestas also advised that along with Zilo International, they have reached out to the candidates who do meet the minimum qualifications and can move on to the next phase of the search, as well as the communication regarding the HLC show cause update.

2. HLC Update

President Serna addressed the Board and advised that on Monday the 9th we were informed by HLC that they had lifted the show cause order and placed us on probation. President Serna then advised that what this means is that we did a whole heck of a lot of work in a very short period of time and he thanked all who were involved. President Serna then advised that it has been one of the most rewarding experiences he has ever had. President Serna advised that what comes next is, by March 19, 2019, we will be responsible for submitting a comprehensive study to them and will have to focus on the area which HLC feels that we have not met. President Serna went onto say the HLC will then come for a visit in May 2019 and by November, we will have already gone to visit with them again in Chicago and will know at that time if we can be taken off of probation.

3. *Better Than Ever* Campaign Update

President Serna asked that Mr. Jesse Gallegos, Public Relations Officer give an update as to the *Better Than Ever* Campaign.

Mr. Gallegos addressed the Board and advised the he feels that this is the most ambitious marketing campaign the school has ever seen. Mr. Gallegos went on to inform the Board that LCC will be renting two billboards, one on mile marker 339 and 352 and are

scheduled to be put up on July 25th and removed on September 16th. Mr. Gallegos then advised the Board about the ads being run in the Las Vegas Optic, the Santa Fe New Mexican, the Journal North, the Guadalupe County Communicator and the World Journal, the commercials being run on KNMX, KFUN, KSWV, KSSR and KRTN Radio Stations. Mr. Gallegos then advised the Board that on the 9th, when we found out about HLC's decision, it was placed on Facebook and as of today, we have had record breaking 5000 views.

4. Fall 2018 Enrollment Report

President Serna addressed the Board and advised that in the past, we have had a hard time doing a year to year comparison on enrollment so I has been working with Matt Bowie to find a way to go back in time to see how many students were registered for the Fall 2017, by day. President Serna advised that the report/handout which the Board received, breaks it down by the month of July. (Please refer to handout for results.) President Serna advised the Board that the data retrieved will determine whether or not the *Better Than Ever* Campaign worked.

5. Correspondence with NMHED and NM LFC

President Serna advised that he has provided the Board with some letter which have been going back and forth between the Higher Education Department and the Legislative Finance Department Committee and then finally, we sent out a letter to all of them. President Serna then advised that he believes that this college is in a position right not to be left alone. President Serna continued by advising that in December of 2017, the Secretary for Higher Education Made a recommendation that we be taken over by another community college, and recently, we've been led to believe that she still believed that should happen. President Serna then advised that we need to get ahead of that conversation. President Serna advised that last week he sent a letter to all of the legislators who heard the Secretary's recommendation, advising them that we have two issues here, if they want to grade us and tell us that we are not doing good enough, then they need to tell us what they expected us to do before hand and give us an opportunity to do it. President Serna further advised that right now we are on Enhanced Fiscal Oversight which means we need to send quarterly monthly reports, that is it, and we know that HED send one person to two Board meetings back in December and since then, we have not had any interaction with them as to how we are doing or how they can help us, so he has scheduled a meeting with them for August 15, 2018 and he will be taking a team of people and show them why we believe that we are highly functioning and that we deserve to stand on our own two feet.

President Serna closed by saying that what we want out of this meeting is the Secretary of HED is to put pencil to paper, "do these things", and we will take you off of Enhanced Fiscal Oversight before she leaves office and when the new Secretary comes in, we will say "we did it".

Action Items

1. Changes to Nursing Handbook

Nursing Director, Maxine Hughes addressed the Board who were previously supplied with the changes to the Nursing Handbook. Ms. Hughes went over each individual change and opened the floor to questions.

Vice Chairman Kenneth Medina moved for approval of the changes to the Nursing Handbook. Trustee Eugenio Perez IV seconded the motion. The vote for approval of the changes to the Nursing Handbook was unanimous.

2. Lease Agreement – LCC and mobile home owner (mobile home on LCC property).

After some discussion, Chairman Daniel J. Romero asked President Serna for his recommendation.

President Serna advised the Board that he is recommending approval of the Lease Agreement between LCC and the mobile home owner (mobile home on LCC property).

Chairman Daniel J. Romero moved for approval of the Lease Agreement between LCC and the mobile home owner (mobile home on LCC property). Trustee Eugenio Perez IV seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	No	Trustee Eugenio Perez IV	Yes

The vote for approval of the Lease Agreement between LCC and the mobile home owner (mobile home on LCC property), was unanimous.

3. Select a date for District 2 vacancy interviews

Vice Chairman Kenneth Medina moved for approval of conducting interviews for the District 2 vacancy on July 25, 2018 beginning at 1:00 p.m. Secretary Ernie Chavez seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Eugenio Perez IV	Yes

The vote for approval of conducting interviews for the District 2 vacancy on July 25, 2018 beginning at 1:00 p.m. was unanimous.

4. Schedule Fall Board Retreat

Vice Chairman Kenneth Medina moved to schedule a Fall Retreat for the LCC Board of Trustees with a date and time to be determined at a later date. Trustee Eugenio Perez IV seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Eugenio Perez IV	Yes

The vote to schedule a Fall Retreat for the LCC Board of Trustees with a date and time to be determined at a later date was unanimous.

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

- Regular Meeting – Tuesday, August 14, 2018 @ 5:30 p.m. – LCC Student Success Center Board Room.

Adjourn

Vice Chairman Kenneth Medina moved for Adjournment. Trustee Eugenio Perez IV seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Eugenio Perez IV	Yes

The vote to adjourn was unanimous.

Daniel J. Romero, Board Chairman

Ernie Chavez, Board Secretary

SherylAnn Yara, Recorder