

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

Tuesday, May 14, 2019 – 5:30 pm
Luna Community College 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, Trustee Mark Dominguez and Trustee Eugenio Perez IV.

Also present: President Rolando M. Rael, SherylAnn Yara, Executive Office Manager, Ray Baca, Information Representative, Francisco Apodaca, STEM Director, Matthew Cordova, Physical Plant Manager, Dr. Anita Roybal, Humanities Director, Julian Jaramillo, guest, Diana Medrano, guest, Roland Medrano, guest, Jayvis Medrano, guest, Fammie Crespín, guest, Lita Bernal, School of Business Director, Kenneth Bachicha, Humanities, Carolyn Chavez, Human Resources Director, Melissa Cordova, Registrar's Office, Laura Salazar, public attendant, Elaine Luna, AHEC Director, Jason W. Brooks, Las Vegas Optic, Jesse Gallegos, Public Relations, Martin Gonzales, guest, Christina Gonzales, guest.

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 (April 9, 2019, April 16, 2019 and April 25, 2019 Minutes)

Trustee Eugenio Perez IV moved for approval of the April 9, 2019, April 16, 2019 and April 25, 2019 minutes. Trustee Mark Dominguez 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 Mark Dominguez	Yes
Trustee Eugenio Perez IV	Yes		

The vote for approval of the minutes was unanimous.

Public Input

There was no public input during this meeting.

Faculty Senate Report

Kenneth Bachicha addressed the Board with an update as to what Faculty Senate is working on at this point:

- Faculty In-service-Assessment Training Course Learning Outcomes and Program Learning Outcomes
- Elections and Faculty Senate membership
- New By-laws update – Resignations and position vacancy

Staff Senate Report

No Staff Senate report

Student Senate Report

No Student Senate Report

Reports – LCC President – LCC Board – LCC Committees – LCC Departmental

1. Human Resources

Human Resources Director, Carolyn Chavez addressed the Board and advised that there have been no hires, no retirees or no terminations.

2. Academic Update

Vice President, Dr. Sharon Lalla addressed the Board and provided them with an LCC Academic Snapshot which included HLC Information as well as progress:

HLC 10 Year – Cycle 2004-2015

4B and 4C – Met with Concerns

4B – The College continues to develop and maintain an overall plan for assessment

4B – Faculty are unaware of program level assessment

4C – Luna Community College is not a data-rich college

HLC Special Monitoring Report 05/2017

No concerns with Criteria 3 and Criteria 4

Show Cause Action 7/2017

4C – Not met; 4A and 3C met with concerns

4C – Retention activities implemented but results unavailable

\$C – No committee is charges with analyzing data or making improvements

- 4C – Too many classes are being cancelled
- 4A – No way of collecting information about the student experience
- 4A – No 3-year program reviews or process has been presented as evidence
- 4A – Student Success Surveys are not analyzed and used for improvement
- 3C – Faculty performance appraisals are not always conducted on faculty
- 3C3 – Faculty members are unqualified per HLC requirements

HLC Probation 7/9/18-11/2019 (in progress)

No concerns with Criteria 3 or Criteria 4

Campus Collaboration with Academic Departments

Dual Credit Processes, Student Senate revised, Student efficiencies, Tutoring services, Community outreach, committees: R&C, Advisement, Tutoring, Instructional Technology/DE, Employee Recognition, Salary parity, Leadership Retreats, Staff Senate, Shared Governance modes, Strategic Planning/Goals/Budget, Retention & Completion plan & committees, Institutional Research goals, Academic and Co-curricular reporting, Assessment planning, 3 HLC Reports and visits.

3 – Year Academic Progress

- 3 – Year Program plans
- 3 – Year Assessment of Learning plans
- Faculty Qualifications
- Curriculum Quality
- Internship/Entrepreneurships
- Course Catalog updates
- Evening classes
- Reduced cancellations
- Academic Leadership
- Academic Affairs
- Program maps
- Tested experience
- Institutional Research goals
- Updated Academic guidelines
- Academic Home page
- Accreditation web page
- Institutional Research web page
- FACT book
- ACBSP Reaccreditation
- NATEF Accreditation
- Adult Education numbers
- Academic Snapshot

Internal Collaborative Efforts

- Office Manager Meetings

Director meetings
Academic Leadership
Academic Affairs Committee
Curriculum Committee
Faculty Senate
Academic Advisors
In-service
Academic overviews
IT/Distance Ed Subcommittee
Faculty Assessment panel

Informational Items

1. Discussion on BOT Shared Governance Policy 1520 Revision.

President Rolando M. Rael addressed the Board and briefed them on a Memorandum which was submitted to him from the Shared Governance Council who are requesting some revisions to the Board of Trustees' Policy 1520. The Board of Trustees received the requested revisions to Policy 1520 in their packets earlier in the week and were able to review them. (Please refer to Luna Community College Shared Governance Policy 1520 for revisions.)

2. Yearout Energy Proposal revisit (changes to scope of work.)

Matthew Cordova, LCC Physical Plant Manager addressed the Board with a previously submitted power point which lists the proposed changes to the scope of work.

The changes to the scope of work will now only include:

1. LED Lighting Improvements
2. High Efficiency Transformers
3. Solar Photovoltaic System
4. Building Envelope Improvements
5. Water Conservation
6. Water Meter Replacement

Matthew Cordova also briefed the Board on the GESPC Project Snapshot which lists:

1.	Project Amount	\$2,518,496
2.	Year 1 Utility Savings	\$ 136,749
3.	Year 1 Operational Savings	\$ 10,017
4.	Estimated Utility Rebate	\$ 31,619
5.	Percent Reduction in Annual Utility Costs	20.76%

Matthew Cordova also spoke on the FIM Project Summary, the Preliminary Financial Analysis, how an ESCO Agreement Affects Future Funding for LCC, as well Executive Order 2019-003 Addressing Climate Change and Energy Waste Prevention signed by Governor Michelle Lujan Grisham. (Please refer to handout/power point for complete list of information.

3. Discussion on changes to 2019-202 employee contracts to align with employee policies and procedures.

President Rolando M. Rael addressed the Board and advised that he has been working with the Legal Counsel, Marc Grano on aligning the employee contracts, (primarily Exempt contracts) to coincide with the school's policies. President Rael advised that currently they do not align and we may need to look at the possibility of amending the policy in order that it reads clearer and cleaner.

4. Discussion on proposed re-organizational chart.

President Rolando M. Rael addressed the Board and discussed the proposed re-organizational chart which was submitted in the packets for earlier review. Along with the re-organizational chart was the President's justifications for the reorganizations. The proposed changes would be:

1. Vice President of Instruction and Student Services
2. Assistant VP of Student Services and Enrollment Management
3. Career Services Advisor
4. Transfer and Dual Enrollment Coordinator
5. Testing Center Proctor
6. Athletic Director/Compliance and Eligibility Officer
7. Director of Community Engagement, Campus Diversity and Workforce Training

*(Please refer to print out of power point for further information)

Action Items

1. Approval of selected candidate to represent LCC Board of Trustees in district 5.

The following is the vote for district 5 LCC Trustee candidates

Diana Medrano	1 vote
Julian Jaramillo	4 votes

Julian Jaramillo will serve as LCC Trustee for district 5 until the November 2019 election.

2. Approval of selected candidate to represent LCC Board of Trustees in district 6.

The following is the vote for district 6 LCC Trustee candidates

Louise Portillos 0 votes
Mark Honeyfield 0 votes
Martin Gonzales 5 votes

Martin Gonzales will serve as LCC Trustee for district 6 until the November 2019 election.

3. Approval of BOT Shared Governance Policy 1520 revision.

Vice Chairman Kenneth Medina moved for approval of the BOT Shared Governance Policy 1520 revision. Trustee Eugenio Perez seconded the motion. (Policy was discussed earlier during the Informational Item portion of this meeting.)

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 Mark Dominguez	Yes
Trustee Eugenio Perez IV	Yes		

The vote for approval of the BOT Shared Governance Policy 1520 revision was unanimous.

4. Approval of Youth Science Program.

The Youth Science Program was presented to the Board at their last meeting by STEM Director Francisco Apodaca and Nathan Baker, Humanities Instructor.

Trustee Eugenio Perez IV moved for approval of the Youth Science Program. Vice Chairman Kenneth Medina 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 Mark Dominguez	Yes
Trustee Eugenio Perez IV	Yes		

The vote for approval of the Youth Science Program was unanimous.

5. Approval of Quarterly Report (third quarterly report).

The Quarterly Report (third quarterly report) was presented by Vice President of Finance, Donna Flores-Medina.

Trustee Eugenio Perez IV moved for approval of the Quarterly Report (third quarterly report). 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 Mark Dominguez	Yes
Trustee Eugenio Perez IV	Yes		

The vote for approval of the Quarterly Report (third quarterly report) was unanimous.

Executive Session (Roll call is required)

Vice Chairman Kenneth Medina moved that the Board of Trustees convene into Executive Session. Trustee Mark Dominguez 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 Mark Dominguez	Yes
Trustee Eugenio Perez IV	Yes		

The vote that the Board convene into Executive Session was unanimous.

Return to Regular Session (Roll call is required)

Vice Chairman Kenneth Medina moved that the Board of Trustees return to regular session. Trustee Mark Dominguez seconded the motion.

Chairman Daniel J. Romero announce for the record, that no action was taken during the Executive Session portion of this meeting and 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 Mark Dominguez	Yes
Trustee Eugenio Perez IV	Yes		

The vote to return to regular session was unanimous.

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

- Tuesday, June 11, 2019 @ 5:30 pm – LCC Student Success Center Board Room.

Adjourn (Roll call is required)

Vice Chairman Kenneth Medina moved for adjournment. Trustee Mark Dominguez seconded the motion.

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

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

The vote for adjournment was unanimous.

Daniel J. Romero, Board Chairman

Ernie Chavez, Board Secretary

SherylAnn Yara, Recorder