



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

Tuesday, February 4, 2026 @10:00 am  
LCC Student Success Center Board Room

**I. Meeting called to order at 10:09 am and a quorum established by 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 Richard Vigil, Trustee Rosalie Ortega, Trustee Rolando Medrano, and Trustee Andrea Sandy.

**Also Present:** Dr. Carol Linder – President, Dr. Gerald Shields – Interim Executive Director of Finance/CFO, Dr. Henrietta Romero – VPISS, Michael Montoya – AVPSS, Ryan Trujillo VPISS/AVPSS Administrative Assistant, Jeff Gamblin – IT Director, Keira Lewis – Network/System Administrator, Raymond Baca – Information Representative, Justin Garcia – Procurement Director, Mari Hill – Education Dept, Fayla Ray – Early Childhood/School of Business, Karen Torres – CTE Director/Workforce Development, Mark Torres – Public Attendee, Cassandra Vigil – CTE Administrative Assistant, Tycie Jackson – Director of Education/Business/Early Childhood, Hank Blackwell – Director of WRTC, Wesley Schuchman – Assistant Director of WRTC, Crystal Western Ford – Allied Health/Luna Strong Coordinator, Gloria Ortiz – Director of Academic & Career Planning, Cristino Griego – CTE/Culinary Instructor, Jessica Duran – AR Cashier/Finance Specialist, Michelle Cordova – Accounts Payable/Finance Specialist, Destiny Sandy – Student and Leslieann Garcia – Executive Admin, Recorder.

**III. Pledge of Allegiance**– Fayla Ray led the Pledge of Allegiance.

**IV. Approval of the Agenda**

Trustee Rosalie Ortega moved to approve the agenda as presented and Trustee Rolando Medrano seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

**All trustees voted unanimously to approve the agenda as presented -Motion passed.**

**V. Public Comment**

The following individuals addressed the Board of Trustees in Public Comment.

- Karen Torres – CTE/Workforce Development Director
- Justin Garcia – CPO/ Procurement Director
- Tycie Jackson – Early Childhood, Education and School of Business Director
- Gloria Ortiz – Academics & Career Planning Director
- Cristino Griego – CTE/Culinary Instructor

**VI. Emergency Housing - Funding Updates (Discussion only) – Dr. Carol Linder**

Discussion:

President, Dr. Carol Linder provided the Board of Trustees with and update with current information on the emergency housing project highlighting the following areas of information:

- Palomar Modular Student Housing Project Timeline
- AK Sales – General Contractor site visit – January 22

- Arial drone footage of modular site
- City of Las Vegas measured and marked proposed locations
- Site visits to Avenido Childcare Facility in Las Lunas, NM & Man Camp in Jal, NM
- Confirmed Location and utilities capacity for 84 residents
- Considerations for room reductions to account for ADA Compliance and common areas
- Preliminary Budgeting - AK Sales & Consulting estimate
- General Contractor Outreach – Bradberry Stamm, AK Sales & Consulting
- CES, Dekker Design - Architect quote expected February 4<sup>th</sup>
- NM HED Capital Outlay Hearing – March 9<sup>th</sup>
- Site Prep – March 17-30, utilities & foundations
- BOT FY27 Budget Work Session (including auxiliary costs)
- Anticipation of challenges arising in various areas of timeline and inspections

Chair Dr Phyllis Martinez requested a short break at 11:01 am returning at 11:09 am.

## VII. President/Trustee Communication Plan - Discussion & Review

### a. Discussion/Action: President/Trustee Communication Plan

#### Discussion:

The following processes with the communication plan were addressed:

- Constituent, Trustee, President lines of communication
- Appropriate supervisory lines of communication
- Trustees to President lines of communication
- Employee communication lines
- President's weekly reporting to Trustees
- Trustee communications to VP's
- Notification to President and Board Chair on communications from staff, student or constituent concerns.

Trustee Secretary Mark Dominguez moved to approve: Communication Plan with changes to include "with prior notification to the Board Chair" in:

### III. Stakeholder Engagement and Responsiveness – District/Issue-Specific Meetings (Stakeholder)

- Add "with prior notification to the Board Chair"

### IV. Communication Protocol and Channel Management – Trustee-to-President Communication (Protocol Channel)

- Add "with prior notification to the Board Chair"
- Remove "or the Board Secretary (Leslieann)"

and Vice Chair Louise Portillos seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

**All trustees voted as follows:**

**Madam Chair Dr Phyllis Martinez – Yes**  
**Madam Vice Chair Louise Portillos – Yes**  
**Secretary Mark Dominguez – Yes**  
**Trustee Andrea Sandy – No**  
**Trustee Richard Vigil – Yes**  
**Trustee Rolando Medrano – Yes**  
**Trustee Rosalie Ortega - Yes**

**to approve the changes "with prior notification to the Board Chair" -Motion passed.**

*Dr. Phyllis*

**VIII. Executive Session**

- a. Limited Personnel Matters pertaining to the President's Contract & Goals - as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings ACT.

Trustee Vice Chair Louise Portillos motioned to move to Executive Session and Trustee Rosalie Ortega seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

**All trustees voted unanimously to move to Executive Session – Motion passed @ 11:47 am.**

Trustee Secretary Mark Dominguez motioned to return to Regular Session, where no action was taken during executive session and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

**All trustees voted unanimously to return to Regular Session, where no action was taken during executive session – Motion passed @ 2:31 pm. – Motion Passed.**

- b. Discussion/Action on any matters discussed during Executive Session.

Trustee Richard Vigil motioned to Approve President's Goals as presented to Dr. Carol Linder with possible changes upon review by Dr Linder and Trustee Vice Chair Louise Portillos seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

**All trustees voted unanimously to Approve President's Goals as presented to Dr. Carol Linder with possible changes upon review by Dr Linder – Motion passed @ 2:31 pm.**

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

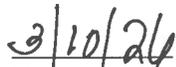
- a. Regular Board of Trustees Meeting – Tuesday, February 10, 2026 @ 10:00 am, in the LCC Student Success Center Board Room.

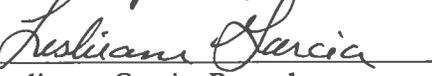
**X. Adjourn**

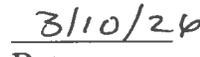
Trustee Rosalie Ortega motioned to Adjourn and Trustee Secretary Mark Dominguez seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

**All trustees voted unanimously to Adjourn @ 2:33 pm - Motion passed.**

  
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Madam Chair Dr. Phyllis Martinez

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Leslieann Garcia, Recorder

  
\_\_\_\_\_  
Date

