

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
FALL RETREAT  
MINUTES**

Friday, November 16, 2018 – 10:00 am – 4:00 pm  
Saturday, November 17, 2019 – 9:00 am – 12:00 pm

**Friday, November 16, 2018**

**Call Retreat to Order and Establish a Quorum**

**Present:** Chairman Daniel J. Romero, Secretary Ernie Chavez, Trustee Mark Dominguez, Trustee David Gutierrez and Trustee Abelino Montoya, Jr.

**Also Present:** Interim President Ricky Serna, Executive Office Manager SherylAnn Yara.

**Absent:** Vice Chairman Kenneth Medina and Trustee Eugenio Perez IV.

**Pledge of Allegiance.**

**Approval of the Agenda**

Trustee Abelino Montoya, Jr. moved for approval of the Agenda. Trustee David Gutierrez seconded the motion.

The vote for approval of the Agenda was unanimous.

Interim President Ricky Serna provided the Board, for their review, a copy of the Luna Community College Strategic Plan 2013-2018, along with a draft of the Strategic Plan Revisions.

Interim President Ricky Serna then provided a hand out of LCC BOT Frequently Discussed Topics which included:

1. An expanded view of the College's current Organizational Chart  
A brief discussion/question session ensued.
2. LCC Hiring Policy and Practices – Regular Employees  
A discussion/question session ensued
3. LCC Hiring Policy and Practices – Short Term and Temporary Employees  
(Definitions and processes).  
A discussion/question session ensued
4. Promotion and Transfer of Employees (Policy 7.3.2 and 7.3.3 and processes)

A discussion/question session ensued

5. Compensation and Salary Adjustments (6.6.1, 6.6.2, Compensation for additional duties and salary adjustments).

A brief discussion/question session ensued

6. New Program Development

A discussion/question session ensued

7. BOT Community Representation (Points to remember)

A discussion/question session ensued

- **3:00 p.m. – Trustee Eugenio Perez IV is now present**

8. Per Diem and Mileage (State Law)

A lengthy discussion/question session ensued

9. Travel for Board of Trustees (BOT Policy 1455, Allowable Expenditures for Actuals, Per Diem Rates for Travel)

A lengthy discussion/question session ensued

10. LCC Procurement (Bound to State's procurement laws and statutes)

A lengthy discussion/question session ensued

- **4:00 pm**

Trustee Abelino Montoya, Jr. moved that the Board recess the Retreat until 9:00 am on Saturday, November 17, 2018. Trustee David Gutierrez 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	Secretary Ernie Chavez	Yes
Trustee Mark Dominguez	Yes	Trustee David Gutierrez	Yes
Trustee Abelino Montoya, Jr.	Yes	Trustee Eugenio Perez IV	Yes

The vote to recess the Retreat until 9:00 am on Saturday, November 17, 2018 was unanimous.

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
RETREAT CONTINUED**

**Saturday, November 17, 2018 – 9:00 am**

**Call Meeting to Order and Establish a Quorum**

**Present:** Chairman Daniel J. Romero, Secretary Ernie Chavez, Trustee Mark Dominguez, Trustee David Gutierrez, Trustee Abelino Montoya, Jr. and Trustee Eugenio Perez IV.

**Also Present:** Interim President Ricky Serna and Executive Office Manager, SherylAnn Yara.

**Absent:** Vice Chairman Kenneth Medina

**Return from Recess and Resume Retreat**

Trustee Abelino Montoya, Jr., moved that the Board return from recess and resume the Retreat. 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	Secretary Ernie Chavez	Yes
Trustee Mark Dominguez	Yes	Trustee David Gutierrez	Yes
Trustee Abelino Montoya, Jr.	Yes	Trustee Eugenio Perez IV	Yes

The vote to return from recess and resume the Retreat was unanimous.

Interim President Ricky Serna then continued with the LCC Frequently Discussed Topics.

11. Budget Development Process (Critical Dates, Development Steps)  
A discussion/question session ensued
12. Budget Adjustment Process (Administrative, BOT Approval)  
A discussion/question session ensued

***\*A fund balance example sheet was provided to the Board regarding # 11 and #12***

***\*The discussion/question session regarding #11 and #12 were lengthy discussions with extensive questions.***

13. Accrediting and Partnering Agencies (Higher Learning Commission (HLC) – Accreditation, New Mexico Independent Community Colleges (NMICC) – Statewide collaborative  
A discussion/questions session ensued
14. Oversight and Regulatory Agencies – New Mexico Higher Education Department (NMHED) – State regulatory  
A discussion/question session ensued
15. Oversight Government Agencies – Legislative Finance Committee (LFC) – Legislative Branch
16. Oversight Government Agencies – Department of Finance and Administration (DFA) – Executive  
A discussion/question session ensued

**\*12:00 pm**

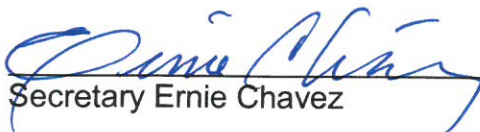
Trustee Mark Dominguez moved for adjournment. Trustee David Gutierrez seconded the motion.

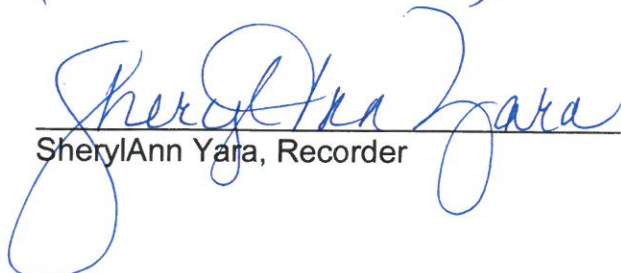
Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Secretary Ernie Chavez	Yes
Trustee Mark Dominguez	Yes	Trustee David Gutierrez	Yes
Trustee Abelino Montoya, Jr.	Yes	Trustee Eugenio Perez IV	Yes

The vote for adjournment was unanimous.

  
 Daniel J. Romero, Board Chairman

  
 Secretary Ernie Chavez

  
 SherylAnn Yara, Recorder