

**LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING**
Tuesday, October 10, 2017 – 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, Trustee Michael Adams, Trustee David Gutierrez and Trustee Abelino Montoya, Jr.

Also present: Interim President Ricky Serna, Executive Office Manager SherylAnn Yara, Information Specialist Orlando LeFebre, Bill Hendrickson, Economic Development Committee, Dr. Sharon Lalla, Vice President of Instruction, Gary Martinez, Mora Schools, Kenneth Bachicha, Humanities/MA&FT, Elaine Luna, AHEC Director, Michael Montoya, Financial Aid/Student Services, Melissa Cordova, Registrar's, Ernissa Romero, Registrar's, Carolyn Chavez, HR Director, Angelo Archuleta, Mora Schools and Henrietta Maestas, Registrar.

Absent: Trustee Severiano "Sev" Sisneros.

Pledge of Allegiance

Trustee David Gutierrez led the Pledge of Allegiance.

Proposed Changes to the Agenda

Secretary Ernie Chavez requested that Informational Item 1 (Mora High School Presentation), be moved up, ahead of all other reports as the presenters have traveled from Mora, NM.

Trustee Michael Adams moved for approval of the proposed change to the Agenda. Secretary Ernie Chavez seconded the motion, with all in favor, the motion did carry.

Approval of the Agenda

Trustee Adams moved for approval of the Agenda. Vice Chairman Kenneth Medina seconded the motion, with all in favor, the motion did carry.

Approval of the Minutes (July 18, 2017 Special Meeting Minutes, August 15, 2017 Regular Meeting Minutes and October 5, 2017 Special Meeting Minutes).

Trustee David Gutierrez moved for approval of the July 18, 2017 Special Meeting Minutes, August 15, 2017 Regular Meeting Minutes and the October 5, 2017 Special Meeting Minutes. Trustee Adams seconded the motion, with all in favor, the motion did carry.

Presidential Update to the Board (Information only): Ricky Serna

Interim President Ricky Serna gave an update on the fixed assets and advised that they are about to close up the fixed assets report for the Board's certification at the November meeting. Interim President Serna then advised that on Friday, he will be meeting with the Academic Department leaders in order to allow them one last opportunity to identify what inventory is still here at the institution and what inventory is not, and all of the tagging which goes along with it. Interim President Serna advised that the process will officially end on the 20th of October at which time the Board will be afforded a list of item which are still here or the items which may have been disposed of and items which cannot be identified.

Interim President Serna then advised that HLC (Higher Learning Commission) conducted a site visit June 26th & 27th of this year and we have since received a letter from the President of the Higher Learning Commission which he has shared with the Board. Interim President Serna further advised that he is currently working on a response to the letter which he will share with the Board prior to it being sent out.

Interim President Serna then gave an update on the salary parity study and advised that we began working on a time line for completing a salary comparison study at the institution and are hoping to hire a consultant to assist with the parity study. Interim President Serna advised that we would like to have a budget for the hire of a consultant at the November 14th meeting and he will then get the Board's feedback and hope to have a final by November 22nd in order to show what the adjustment would cost us. Interim President Serna further advised that it should be recognized that we need to review our current policies. (For further information on other dates, please refer to handout)

Next Interim President Serna spoke on the Soloworks Project between the San Miguel EDC (Economic Development Corporation and LCC which trains individuals to work in professional settings, remotely, primarily from their homes which is being promoted by and is granted by the State Economic Development. Interim President Serna advised that the partnership calls for the institution to partner with the local EDC to provide the space similar to the community kitchen. Interim President Serna advised that the program also calls for a transition phase (nesting) whereby the employees complete the program and enter the workforce and are still monitored as they must meet a level of competence and complete a test provided by NM Workforce Solutions. Interim President Serna further advised that we are working on drafting the MOU and will have counsel look at it as we did with the community kitchen.

Regarding the Commercial Kitchen, Interim President Serna advised that the issue had previously been taken care of and the Board was advised.

Informational Items

1. Mora High School Presentation

At this time, Secretary Chavez introduced Mr. Angelo Archuleta, Mora Principal and Mr. Gary Martinez Mora Schools Vocational Instructor.

Mr. Gary Martinez addressed the Board and requested assistance. Mr. Martinez advised that they currently have 15 students in their welding program and 16 students in a building trades program. Mr. Martinez further advised that it has been difficult to find funding and potential equipment for the program. Mr. Martinez then advised the Board that it has been 31 years since Mora has had a full-fledged vocational program.

After a brief discussion regarding Mora's past Vocational Program and the present, Mr. Archuleta then advised the Board that they are asking that LCC continue their collaboration with Mora and help them with whatever it is that they may need and continue communication with one another in order to meet the student's needs.

Interim President Serna then advised that we will be working on the MOU in order to articulate a couple of things which are important, return on investment and the access to inventory as well as advisement going to students with consequences which comes financially when they stack vocational trades courses into their transcript and then later on seek a different pathway.

Reports – LCC Board – LCC Committees – LCC Departmental

Human Resources Director Carolyn Chavez addressed the Board and gave an update on LCC hires, resignations and terminations:

New Hire: Ms. Levitt Baca, part time Office Manager – Human Resources, Mr. Rick Baca, full time Vocations Director and Ms. Sarah Contu, Veteran's Resource Coordinator.

Resignations or Terminations: Mr. Nicholas Hayoz, General Maintenance.

Academic update

Dr. Sharon Lalla, Vice President of Academics addressed the Board regarding Faculty News and advised that Susan Groham, Nursing Faculty is seeking the doctoral program at Grand Canyon, Geno Castillo, STEM Instructor is seeking the doctoral program at Walden University and Eugene Sandoval, Vocations completed his SnapOn Certification.

Dr. Lalla then spoke of the new Vocations Director, Mr. Rick Baca who has a start date of October 16, 2017 and further advised that we are still pending the hire of a Business Director, a Business FT Faculty and STEM Faculty Advisor.

Dr. Lalla then gave some News Bites: Dr. Lalla along with Interim President Serna attended the Governor's Summit on September 29th which focused once again on retention and completion; advised that the ACBSP Report extended; advised that Allied Health received a \$6,000.00 grant from the Community Health Workers; advised the Media Art and Film Technology Program received a \$22,000.00 grant from the NM Film Industry; advised the NMHED Adult Education Site Visit is scheduled for October 4th; advised there will be LANL/LCC Science Shows throughout the month of October; advised that the NC SARA (State Authorization Reciprocity Agreement) application will be submitted; advised of the forming of a DE Subgroup of Instructional Technology Committee; advised that the first Curriculum Committee meeting was held this year; advised that Catalog Committee meetings are regularly scheduled; advised that the NATEF application for Auto Technology has been submitted; advised that an LCC Site staff visit is scheduled in Springer on October 5th and finally, a NMHED Articulation Meeting is scheduled for October 6th.

LCC Committees

Secretary Chavez addressed the Board and advised that we have hired a Veteran's Resource Coordinator, Ms. Sarah Cantu. Secretary Chavez also spoke on a Veteran's Conference which he attended with students a while back and asked that Trustee Adams try to attend the next conference scheduled with the students.

Chairman Daniel J. Romero advised that the facilities committee met with county planners and Santa Rosa regarding a problem which they are having up there with the water table situation, so they have come to us proposing an easement in order to pump water out of the old Pecos Theater which would benefit us because a lot of the buildings are settling and one of them belongs to LCC. Chairman Romero then advised that they hope to give an update next week on our Media Arts Building.

Informational Items continued

2. Trolley Cart Project – Trustee Michael Adams

Trustee Adams advised that he was approached by Dr. Abreu of the NEREC regarding a gentleman who wants to move a trolley from Eureka Springs, Arkansas to a place where it would be needed. Trustee Adams further stated that he and Interim President Serna met with the Mayor and City Manager who are very interested in purchasing the trolley which would carry approximately 30 students. Trustee Adams then stated that they are looking at putting together a route which would come up to LCC, NMHU, Walmart and around the Plaza.

3. Credit Hour Distribution by Funding Tiers

Interim President Serna advised that this was asked of Trustee Montoya who asked how credit hours impact our student funding. Interim President Serna passed out a handout which shows what the impact is. (Please refer to handout).

Action Items

1. Revisions to Staff handbook, Policy, 7.3.2.

Interim President Serna advised that Board that this was brought before them last month, this revision would allow the Institution to transfer employees from one department to another within the college

Trustee Adams moved for approval of the revisions to the staff handbook, policy 7.3.2
Trustee David Gutierrez seconded the motion, with all in favor, the motion did carry.

2. Duplicate Degree Process and Fee.

LCC's Registrar, Henrietta Maestas addressed the Board and spoke of the advantages of instituting a duplicate diploma process as currently LCC does not have a process in place. Ms. Maestas is requesting a \$10.00 fee for a duplicate diploma.

Trustee Abelino Montoya, Jr. moved for approval of the duplicate degree process and fee. Vice Chairman Kenneth Medina seconded the motion, with all in favor, the motion did carry.

3. Budget Adjustment Requests (BAR's), (Business Department Operational Budget).

Trustee Adams moved for approval of the Budget Adjustment Requests (BAR's), (Business Department Operational Budget). Trustee Gutierrez seconded the motion, with all in favor, the motion did carry.

Executive Session

Vice Chairman Medina moved to convene into Executive Session. Trustee Adams seconded the motion.

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

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Absent		

The motion did carry.

Return to Regular Session

Vice Chairman Medina moved to reconvene into Regular Session. Trustee Montoya seconded the motion.

Chairman Romero advised for the record that there was no action 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 Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Absent		

The motion did carry.

Action Items continued

4. Presidential Search

Trustee Adams moved for approval of suspending the Presidential Search and seek the assistance of a Search firm to assist in an inclusive and transparent process. Trustee Montoya seconded the motion, with all in favor, the motion did carry.

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

- Regular Board Meeting, Tuesday, November 14, 2017 – 5:30 p.m. – LCC Student Success Center Board Room.

Adjourn

Trustee Montoya moved for adjournment. Vice Chairman Medina seconded the motion.

Chairman 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 Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Absent		

Daniel J. Romero, Board Chairman

Ernie Chavez, Board Secretary

SherylAnn Yara, Recorder