

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

Tuesday, April 20, 2021 @ 2:00 pm  
LCC Student Success Center Boardroom

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

**Roll call**

**Present:** Madam Chair Dr. Phyllis Martinez, Madam Secretary Louise L. Portillos (via zoom), Trustee Mark Dominguez, Trustee Kenneth Medina, Trustee Dr. Gilbert Sena and Trustee Maximiliano G. Tenorio, Jr.

**Also Present:** Interim President Dr. Kenneth Patterson, Executive Office Manager SherylAnn Yara, Information Specialist Ray Baca, Chief Finance Officer Morris Madrid

**Absent:** Madam Vice Chair Dianna Medrano

**Pledge of Allegiance**

Trustee Dr. Gilbert Sena led the Pledge of Allegiance

**Approval of the Agenda**

Trustee Kenneth Medina moved for approval of the Agenda as is. Trustee Max G. Tenorio, Jr. seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Secretary Louise L. Portillos (via zoom)	Yes
Trustee Mark Dominguez	Yes	Trustee Kenneth Medina	Yes
Trustee Dr. Gilbert Sena	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for approval of the Agenda was unanimous.

**Informational Items**

1. Discussion regarding Budget Review

Chief Finance Officer Morris Madrid addressed the Board and advised that we do have some good news regarding the budget. Chief Finance Officer Morris Madrid provided the Board with a handout and advised that budgets listed in the yellow column can be approved without any issues at all.

Chief Finance Officer Morris Madrid gave an update on what has occurred since last status review and advised that on Thursday, we received the forms and deadlines from HED.

Chief Finance Officer Morris Madrid advised that we have moved the equipment requests and placed them into the ER&R (Equipment Renewals and Replacements) fund where they should be, we have moved some of the travel and training requests and placed them into the PDP (Personal Development Plan) fund which is funded separately and the numbers reflect the changes as well as the 2% employees' increases which is already in this budget.

Chief Finance Officer Morris Madrid advised that enrollment being low for the past few years, (not only this year), is going to be tricky and may become an issue with the budget.

Chief Finance Officer Morris Madrid further advised the Board that the unresolved budgets are listed in the white column which consist of, restoring the Full-time Allied Health Director, funding for the Criminal Justice Program, funding for the Training Program and the Utilities/general liability and property insurance will increase due to the fact that we are going to have activity on campus again. Interim President Morris Madrid advised that Board that this will be budgeted at whatever the states tells us it is.

After a lengthy discussion, Trustee Mark Dominguez agreed with Trustee Max G. Tenorio, Jr. in the fact that the Board cannot approve a budget which continually fails our students and our community, recommended a freeze on the budget until there is a plan in place by CFO Morris Madrid and Interim President Dr. Kenneth Patterson

Madam Chair Dr. Phyllis Martinez made a recommendation to implement a freeze on hires and non-essential expenditures in order to maximize the 20-21 budget with a carry-over from 20-20 and meet the expectations of HED and HLC, to balance the budget until further notice. Madam Chair Dr. Phyllis Martinez advised that this pertains to the general operations.

CFO Morris Madrid then gave a couple of recommendations to the Board, one being, they could shave money from the budget or they could continue with the recommendation which was just given. CFO Morris Madrid further stated that it cannot hurt to stop spending, especially since this year is pretty much gone.

After some discussion and recommendations, Madam Chair Dr. Phyllis Martinez went on to reiterate her recommendation. Madam Chair Phyllis Martinez then recommended implementing a freeze on hiring and non-essential expenditures in order to maximize the 20-21 budget with carry-over from 20-20 and meet the expectation of HED and HLC as best practices to balance the budget until further notice, that is the general operational budget.

At this time, CFO Morris Madrid recommended removing 5% from the budget should also be included in Madam Chair Dr. Phyllis Martinez' recommendation.

Madam Chair Phyllis Martinez then amended her recommendation to read, to immediately implement a freeze on hiring and non-essential expenditures in order to maximize the 20-21 budget with a carry-over from 20-20 and in addition, reduce the 21-22 budget by 5% to meet the expectation of HED and HLC to balance the budget until further notice and pertains to general operations.

### Action Items

#### 1. Requesting approval of Budget Revisions

Trustee Mark Dominguez moved for approval of the recommendation made by Madam Chair Dr. Phyllis Martinez. Trustee Gilbert Sena seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Secretary Louise L. Portillos (via zoom)	Yes
Trustee Mark Dominguez	Yes	Trustee Kenneth Medina	Yes
Trustee Dr. Gilbert Sena	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for approval of the recommendation by Madam Chair Dr. Phyllis Martinez was unanimous.

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

- LCC Regular Board Meeting – Tuesday, May 11, 2021 @ 10:00 am – LCC Student Success Center Boardroom.

### Adjourn

Trustee Dr. Gilbert Sena moved for adjournment. Trustee Max G. Tenorio, Jr. seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Secretary Louise L. Portillos (via zoom)	Yes
Trustee Mark Dominguez	Yes	Trustee Kenneth Medina	Yes
Trustee Dr. Gilbert Sena	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for adjournment was unanimous.

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Dr. Phyllis Martinez, Board Chair

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Louise L. Portillos, Board Secretary

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SherylAnn Yara, Recorder