

**LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEET AND GREET/SPECIAL MEETING**

Thursday, February 20, 2020 @ 5:30 pm
Luna Community College Springer Satellite
516 Maxwell Avenue, Springer, NM 87747

MEET AND GREET

Madam Chair Dr. Phyllis Martinez opened up the Meet and Greet by welcoming everyone in attendance, introduced herself and asked that all Board of Trustees members along with staff members introduce themselves.

Madam Chair Dr. Phyllis Martinez representing District 3 which covers Mora county and part of Las Vegas.

Madam Vice Chair Dianna Medrano representing District 5 which covers a portion of Las Vegas.

Madam Louise L. Portillos representing District 6 which covers Wagon Mound, Springer and Maxwell.

Trustee Mark Dominguez representing District 2 which covers the West side of Las Vegas.

Trustee Kenneth Medina representing District 1 which covers the East side of Las Vegas.

Maxine L. Salas representing District 7 which covers a portion of the West side along with the San Jose area.

At this time, Madam Secretary Louise L. Portillos thanked everyone in attendance and introduced, Jerry Ward, Robert Portillos, a Trustee for Colfax General Long-Term Care, Landon Newton, Colfax County Commissioner, Suzanne Baze, In Bank, Ms. Rebecca Ramirez, Mayor Pro tem and full time Teacher for Springer Public Schools, Ms. Christina Vigil, Counselor with Springer Public Schools, Ms. Marianna Vigil, Warden at Springer Correctional Facility, Sam Blea, town of Springer, Ms. Zita Lopez, Springer School Board, and David Gutierrez, former Luna Community College Board Member representing Springer.

Trustee Portillos then thanked Tina Gallegos, Robert Arrellin and Sheryl Yara for tonight's set-up.

Next, the Luna Community College staff members introduced themselves:

President Rolando Rael
Francisco Apodaca, STEM Director, Interim Director of Allied Health

Rock Ulibarri, Director of Adult Education
Matthew Bowie, Director of IT

Maxine Hughes, Director of Nursing
Brenda Ortega, Director of Early Childhood/Education
Lita Bernal, Director of School of Business
Jesse Gallegos, Public Relations Coordinator
Dr. Kenneth Patterson, Vice President of Instruction and Student Services
Sherry Goodyear, LCC Instructor
Sheryl Yara, Executive Office Manager to the President and Board of Trustees
Tina Gallegos, Springer Satellite Office Manager
Robert Arreiln, Maintenance at Springer Satellite

Current status of Satellites/Site

President Rolando Rael addressed the Board and advised that currently we have two *satellites and one site, being the Springer satellite, the Santa Rosa satellite and the site in Mora*. President Rael advised that the Board has asked him to prepare a Master Plan for the satellites and the site to see what we do to increase the offerings to get the high schools to get more involved. President Rael advised that we are hiring a Community Engagement person to assist with our Community Development and Community Ed courses which we want to bring to all the sites, and hope to offer more evening classes for our Adult Education. President Rael further advised that we would also like to work with corrections to see what their needs are as well. President Rael advised that we cannot be everything to everyone but we do want to be something to these communities. President Rael spoke briefly on the STEM activities which we are also looking at promoting to the Jr. and High Schools.

Plans for Summer and Fall Semesters

President Rael advised that both he and Vice President Dr. Patterson are working to increase our dual credit and get more of an assessment. President Rael again spoke on the many activities which are put on through our STEM program such as our Summer Youth Program which runs during our summer months. President Rael then asked for the community's assistance along with Madam Secretary Louise Portillos' in order to help get these programs started. President Rael further advised that for the Fall, we are also trying to develop courses which would be of interest and we should be able to accomplish this with the new person coming onboard in a couple of weeks.

Needs of the Springer Schools and Community

(Most of this portion of this issue are inaudible, names of individuals along with their questions/concerns are reflected off of notes taken by this recorder).

Mr. Robert Blea posed a question regarding Automotive classes, equipment and facilities.

Ms. Zita Lopez posed a question regarding Technologies and dual credit classes. Ms. Christina Vigil spoke on dual credit and advised that dual credit is must as it is required for their students to graduate. Ms. Vigil advised that they would appreciate everything and anything as far as electives

Ms. Marianna Vigil posed questions regarding the Correctional facility and advised that in the past Luna has had instructors come here as they do have a bakery in the facility and they would like for that to resurface. Ms. Vigil also advised that she will be meeting with Lita Bernal regarding school of business.

Mr. Jerry Ward then advised that he used to work at the Correctional facility and it has always been a problem in getting instructors, especially for the prison because they have to meet requirements in order to work at the facility. Mr. Ward further advised that there has always been the issue of giving the instructors enough hours, as well as the competitive salaries, and getting a full-time instructor would be beneficial for this area.

SPECIAL BOARD MEETING

Call Meeting to Order and Establish a Quorum

Roll call

Present: Madam Chair Dr. Phyllis Martinez, Madam Vice Chair Dianna Medrano, Madam Secretary Louise L. Portillos, Trustee Mark Dominguez, Trustee Kenneth Medina and Trustee Maxine L. Salas.

Also present: President Rolando Rael, Executive Office Manager SherylAnn Yara, Lita Bernal, School of Business Director, Rebecca Ramirez, Springer Municipal Schools/Town of Springer, Samuel Blea, Town of Springer, Landon Newton, Colfax County Commissioner, Sherry Goodyear, Humanities/LCC, Christina Vigil, Springer Schools, Tina Gallegos, Springer Office Manager, Maxine Hughes, LCC Nursing Director, Marianna Vigil, SCC New Mexico Corrections Dept., Dr. Kenneth Patterson, Vice President of Instruction and Student Services, Suzanne Baze, In Bank,, Geno Castillo, Trades/Vocations, Brenda Ortega ECED, R. Salas, Mora High School, Francisco Apodaca, STEM Director, Matthew Bowie, IT Director, Rock Ulibarri, AE Director, Jesse Gallegos, Public Relations.

Absent: Trustee Maximiliano G. Tenorio, Jr.

Pledge of Allegiance

Madam Secretary Louise L. Portillos led the Pledge of Allegiance to the Flag.

Approval of the Agenda

Trustee Kenneth Medina moved for approval of the Agenda as is. Madam Vice Chair Dianna Medrano seconded the motion.

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

At the request of Madam Chair Dr. Phyllis Martinez, both she and Madam Vice Chair Dianna Medrano would be called upon at the end of the roll call vote.

Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Maxine L. Salas	Yes
Vice Chair Dianna Medrano	Yes	Chair Dr. Phyllis Martinez	Yes

The vote for approval of the Agenda as is, was unanimous.

Approval of the Minutes (January 7, 2020 Swearing In-Ceremony/Special Meeting).

Madam Vice Chair Dianna Medrano moved for approval of the January 7, 2020 Swearing-In Ceremony/Special Meeting Minutes with minor corrections. Madam Secretary Louise L. Portillos seconded the motion.

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

Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Maxine L. Salas	Yes
Vice Chair Dianna Medrano	Yes	Chair Dr. Phyllis Martinez	Yes

The vote for approval of the January 7, 2020 Swearing-In/Special Meeting minutes was unanimous.

Public Input

Mr. Landon Newton, Colfax County Commissioner addressed the Board and commented that Colfax county is currently in the process of putting together a housing study for the entire county and one of the things they need here in Springer is some updated housing and talked about the possibility of partnering with Luna's Trades program in order to assist with housing remodeling or house building. Mr. Newton further advised that the town of Springer currently needs a Plumber and an Electrician in the area and he believes that Luna's Trade Department can possibly assist with that.

Mr. Newton also mentioned a culinary art program at the Corrections Department, the possibility of a CDL program, the ACT program which Colfax county participates in and having Luna as a possible site for testing and the need for EMT's in the area

Informational Items

1. HLC Responses “Criteria issues addressed in Academic related structures”

Dr. Kenneth Patterson, Vice President of Instruction and Student Services addressed the Board and presented a few handouts, (Shared Governance Policy 1520, Board Policy 1600 and the Good Faith Resolution). Dr. Patterson then referred to Share Governance Policy 1520 and advised that this is a suggested policy recommendation made by the Shared Governance Council back in August 2019, (Dr. Patterson read the policy to the Board, please refer to policy). Dr. Patterson advised that the policy is designed to have the Shared Governance share in the conversation and be a resource for the Board.

Dr. Patterson then moved on to the “Criteria issues addressed in Academic related structures”. Dr. Patterson advised that the chart provided to the Board is built based on the criteria that we are required to provide evidence for demonstrating that we can meet. Dr. Patterson advised that the chart includes all the criteria which we are to meet with HLC, (criteria 2.A, 5.A, 5.B, 2.C, 2.D, 5.C, 5.D and Federal Compliance Requirements). Dr. Patterson further stated that the chart is updated pretty much on a daily basis. (*Due to the length of the chart, please refer to chart for information and updates*). Dr. Patterson then advised that this information will be placed on the March 10, 2020 Regular Board meeting agenda for approval by the Board.

2. Standing Committees

Madam Chair Dr. Phyllis Martinez advised that in the packets, there is policy which refers to the committees of the Board 1470 and asked that the Board review it. Madam Chair Dr. Phyllis Martinez then asked that each committee have a report ready for the March 25, 2020 Meet and Greet/Special meeting.

3. President’s update

President Rolando Rael addressed the Board and gave a couple of updates, one being legislation and advised that through the community college act, Luna will get 10.5 million, 7.33 million for instruction in general, \$497,000.00 for athletics \$530,00.00 for student retention and completion, \$267,000.00 for Nursing, \$21,000.00 for dual credit adjustment (new), and 1.8 million for other. President Rael further stated that the \$35 million dollar bill which the Governor was hoping would pass, failed, although the Legislature is putting 10 million dollars into the Lottery Scholarship. President Rael also spoke of a Food Pantry which we are hoping to put together with some of these monies for our students. President Rael also advised the Board that Luna would be receiving \$156,000.00 for Capital Outlay. President Rael further advised that the Board of Trustees is looking to hold a Retreat on March the 9th & 10th with their Regular Board Meeting to follow the March 10th portion of the Retreat, and the Board has scheduled a Meet and Greet/Special Meeting at the Mora site for March 25th.

4. Update/Foundation

President Rael advised that Board that the Foundation is up and running with a full board to include Springer's Ms. Rebecca Herrera. President Rael further stated that the Foundation Board will be meeting again on March 5, 2020.

Madam Chair Dr. Phyllis Martinez expressed her concern with the fact that the Foundation has a hard time meeting a quorum and being that this was one of the findings with HLC we need get this moving in order to meet our report. Madam Chair Dr. Phyllis Martinez then asked President Rael if he would please stress to the Foundation Board, the importance of them meeting.

5. Discussion regarding revisions to Board policies.

Madam Chair Dr. Phyllis Martinez reminded the Board that the last time these policies were revised was back in 2017 and many of them need of revisions, for example, the election policy which delineates the process is incorrect. Madam Chair Dr. Phyllis Martinez further stated that she would like for some suggestions from Board as to how we should proceed with the revisions by either the March 10th or March 25th meeting, also reminding that the Board must follow the process listed in policy 1000 which is a lengthy process, although it must be done.

Executive Session (Roll call is required)

Madam Vice Chair Dianna Medrano moved that the Board convene into Executive Session. Madam Secretary Louise L. Portillos seconded the motion.

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

Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Maxine L. Salas	Yes
Vice Chair Dianna Medrano	Yes	Chair Dr. Phyllis Martinez	Yes

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

Return to Regular Session

The recording system did not reflect a first or second motion to return to regular session.

Roll call vote was taken and reflected the following: ***Roll call recording does not reflect the votes of Trustees Mark Dominguez or Kenneth Medina.*

Trustee Maxine L. Salas	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Chair Dr. Phyllis Martinez	Yes

The vote to return to Regular Session did carry.

Adjourn

Madam Vice Chair Dianna Medrano moved for adjournment. Trustee Kenneth Medina seconded the motion.

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

Trustee Kenneth Medina	Yes	Trustee Mark Dominguez	Yes
Trustee Maxine L. Salas	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Chair Dr. Phyllis Martinez	Yes

The vote for adjournment was unanimous.

Dr. Phyllis Martinez, Board Chair

Louise L. Portillos, Board Secretary

SherylAnn Yara, Recorder