

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

Thursday, October 14, 2021 @ 10:00 am
LCC Student Success Center Board Room

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 and Trustee Dr. Gilbert Sena.

Also Present: President Dr. Edward Martinez, Executive Office Manager SherylAnn Yara, Information Specialist Ray Baca, Greg Salazar IT Director & IR&A, Maxine Hughes, Nursing Director, Lawrence Vigil, Shared Governance/Physical Plant, Georgia A. Baca, Staff Senate Chair/Fiscal, Gwen Albers, Optic, Lorraine Martinez, Foundation, Vice President of Academics and Student Services, Dr. Dani Day, Emily Ulibarri, Santa Rosa Site (via Youtube), Gloria Pacheco, Dental (via Youtube), Shannon Ortiz, IT (via Youtube), Raymond Varela, ACE Lab (via Youtube) and Jessica Flores, Executive Administrative Aid to VP of Instruction and Student Services (via Youtube).

Absent: Madam Vice Chair Dianna Medrano and Trustee Maximiliano G. Tenorio, Jr.

Pledge of Allegiance: The Pledge of Allegiance was led by Trustee Dr. Gilbert Sena.

Approval of the Agenda

Madam Chair Dr. Phyllis Martinez advised for the record that regarding Agenda Item #13, Executive Session, a special meeting will need to be called due to the fact that there are a couple of Board Members missing today.

Trustee Mark Dominguez moved for approval of the Agenda with the removal of Item #13, Executive Session. Trustee Dr. 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	Yes
Trustee Mark Dominguez	Yes	Trustee Kenneth Medina	Yes
Trustee Dr. Gilbert Sena	Yes		

The vote for approval of the Agenda with the removal of Item #13, Executive Session was unanimous.

Approval of the Minutes (September 14, 2021 Regular Meeting minutes)

Madam Chair noted a couple of corrections which were changing Trustee Dr. Gilbert Martinez to Trustee Dr. Gilbert Sena and including the Bridge Program under approval of the RPSP's.

Trustee Dr. Gilbert Sena then moved for approval of the Agenda with the corrections. Trustee Kenneth Medina 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	Yes
Trustee Mark Dominguez	Yes	Trustee Kenneth Medina	Yes
Trustee Dr. Gilbert Sena	Yes		

The vote for approval of the Agenda with the corrections was unanimous.

Public Comment: There was no public comment at this meeting.

Board of Trustees Updates

Academic Committee Report – Madam Chair Dr. Phyllis Martinez gave the following report on the Executive Committee meeting which was held on October 5, 2021:

- Reviews and makes recommendations on the adoption and expiration of degree and certificate offerings;
- Reviews and recommends revisions to the institution's faculty handbook;
- Accreditation update
- Liability Management
- Program Development

Finance Committee Report – Trustee Dr. Gilbert Sena gave the following report on the Finance Committee which was meeting held on October 5, 2021:

- Minutes approval
- Revenue & Expenditure monthly report for August 2021
- CARES Act
- Inventory (Fixed Assets)
- Other updates

Executive Committee – Madam Chair Dr. Phyllis Martinez gave the following report on the Executive Committee meeting which was held on October 5, 2021:

- Minutes approval
- Satellites/Site update
- Vice President introduction (duties, goals, objectives and timeline)
- Re-organization update
- CTE
- Other updates

Facilities Committee – Trustee Kenneth Medina gave the following report on the Facilities Committee meeting which was held on October 7, 2021:

- Insurance Claim update
- Capital Outlay Requests update
- Other

Employee Recognition

At this time the Board recognized Dr. Kimberly Sena who has been teaching at LCC in the Nursing Program for three years. Maxine Hughes, Nursing Director advised the Board that Dr. Kimberly Sena received her Master Degree in the summer, in the Fall received her Doctorate in Nursing and is also a licensed Social Work with a Masters Degree in that field as well. Mrs. Hughes further advised that the Nursing Department is very proud of Dr. Kimberly Sena.

Shared Governance Report

Staff Senate Chair, Georgia Baca gave the Shared Governance Report on behalf of Shared Governance Chair Lawrence Vigil who was present but unable to give the report.

Divisional Activities directly related to the Mission and Strategic Goals 2021:

A. Senator (committee reports) Reports from Senators who represent for their different groups:

1. Staff Senate – Report by G. Baca, SS Chair
Working on combining the Staff & Faculty Handbooks; clarifying Criterion 5 for staff; visiting policy regarding departure process understanding; Professional Development ideas and refreshing on bill-making processes.
2. Faculty Senate – Report by Sherry Goodyear, working on – Professional Development Committee, to be in charge of in-service week trainings; attempting to streamline the Safety Policy; and requesting clarification on COVID policy for positive students. Also, held 1st Coffee Connect for faculty (on 9-20-21). Next scheduled for 10-22 @ noon.
3. Student Senate – Report by Angelica Montanez, President – Elections produced Senators for Student Senate, with a main focus on bringing students back on campus, and creating a better campus life. We want to revive the game room, along with the Coffee Shop, and snack machines – should do a lot for students needing places to “hang”.

B. Shared Governance Chair Vigil reported:

1. Bills found in a box in a past Shared Governance Chair, Killian’s office need to be revisited, as there are some Bills needing to complete the Bill process;

2. Discussion of Bills in process, bills that are closed, and bills needing to get re-presented.

Key Accomplishments

Strategic Goal: 9

Shared Governance met once, 9-1-21, and had a quorum, less student senators, and gained another senator – Gene Sandoval who was also elected to serve as Shared Governance Vice Chair. Student representatives from Student Senate were in attendance once – on 24th, but still no quorum (so no action on part of Shared Governance). Still needing one more representative from Academic Leadership.

Future Activities:

We will be revisiting all the bills that have yet to complete the Bill-making process. We will be examining the Shared Governance policy and procedures, for updates and streamlining needed.

President's Report

President Dr. Edward Martinez addressed the Board and advised that they had previously received his report, therefore he would only be touching on some highlights. President Martinez advised that Dr. Dani Day has been hired as LCC's Vice President of Instruction and Student Services, as well as Dr. Carol Linder as the Director of the Allied Health Department. President Martinez further stated that Mr. Rick Baca graciously agreed to the position of Interim Director of the Humanities and School of Business Department. An Assistant Softball Coach, Randall Krutch has been hired and Greg Salazar has been hired as the IE&R, IT Director.

President Martinez then gave a brief HLC Update: The LCC HLC continues to meet to prepare for the HLC visit in February. VP Dr. Day has been assigned to be the LCC-HLC Liaison and will be leading the LCC Team in preparation for the visit and other accreditation items.

President Martinez then advised that our Fall 2021 enrollment headcount is 807; FTE 444; CH 6660. Fall to Fall cohort: 64.8%, an increase of 24.1% compared to the 2019 cohort (40.7%).

President Martinez then advised that in July, he presented Luna's ICIP request where we asked for a total of 2.5 million for infrastructure Upgrades Campus Wide, including HVAC upgrades and Parking Lots, Campus and ADA compliance upgrades. We have received the 2021/FY23 NMHED Capital Outlay Funding Recommendations from HED and they are recommending to fund \$750,000 of our requests.

President Martinez then announced that something which is not in his report and he was just advised of by our Public Relations Officer, Jesse Gallegos that KOAT-TV will be on

our campus on October 20, 2021 to film two videos, (1 60 second and 1 30 second) about our school and our programs.

Vice President of Academics and Student Services Report

Vice President of Academics and Student Services Dr. Dani Day addressed the Board and advised that they had previously received her report, therefore she would be touching on some highlights. VP Dr. Day advised that regarding Financial Aid, on October 5th, we hired Attain Partners, a Financial Aid company to serve as our Financial Aid personnel and train our Financial Aid employees as they are hired.

VP Day then advised that she is very excited about the 49% headcount, 45% FTE, 45% SCH increase in the Career and Technical Educational Department.

VP Day further stated that she will be visiting with all of the Principals and Superintendents to sit down and discuss what their needs and goals are.

VP Day reported that the Nursing students are helping with the COVID vaccines, which she thinks is great.

Dr. Day announced that the STEM Department received 2 grants, one in the amount of \$20K from LANL for CAD software and plotters to reopen pre-Engineering, and another for 10K RDC grant to host a 3D printing competition for k-12 area schools.

Finance and Administration Report

CFO/VP of Finance and Administration, Morris Madrid addressed the Board and gave the following report:

1. Year to Date Revenue and Expenditure Report – Our revenues appear to be normal. Our revenue projections were conservative for fiscal year 2022. They did not consider our increase in enrollment nor our increase in fees. State appropriations and property tax distributions are projected to produce savings at year-end. The current year-to-date numbers are distorted by the prepayment of our insurance premiums for the entire fiscal year. Additionally, savings to be realized by restructuring will be spread through the entire fiscal year. Approval of expenditure requests continues to be reviewed for necessity, relevance, and reasonableness.

2. COVID-19 Funding – Luna Community College has been approved for an additional 1.6 million dollars from HEERFIII (Higher Education Emergency Relief Fund) funding, which brings our total current available to over 2.3 million. More than half will be dedicated to student aid, of which is about \$200,000 had been received and disbursed. We will also be drawing funds for two distinct purposes. The first is to be used for payment of student account balances as they existed at the outbreak of COVID in March 2020. This amounts to \$142,000 in additional revenue. We will be taking similar action for student account balances (amount yet undetermined) in 2021. The second purpose will be to reimburse

LCC for COVID expenses already incurred. This will have a positive impact on our budget by reducing our expenses in our general operating accounts and charging them to our COVID account. This amount is estimated to be \$1200,000 to \$125,000 initially and will likely grow higher. We will also be undertaking other initiatives allowed under the CARES Act to allow LCC to more easily adapt to COVID conditions now and into the future. We are considering changes to information Technology to allow for more effective distance and hybrid learning, and more efficient meeting capability as well. We will also be looking at other COVID friendly enhancements such as “no-touch technology”. This will be an ongoing process for a while.

3. Annual Audit – The annual financial audit is being performed by the firm of Patillo, Brown, and Hill, CPA’s LLP. We continue to provide information as requested and no audit findings have been noted so far. Scheduled completion is November 1st.

Action Item

a. Review and Approval of First Quarter LCC Revenue/Expenditure Report (required by NMHED)

Trustee Kenneth Medina moved for approval of the First Quarter LCC Revenue/Expenditure Report (required by NMHED). Trustee Dr. 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	Yes
Trustee Mark Dominguez	Yes	Trustee Kenneth Medina	Yes
Trustee Dr. Gilbert Sena	Yes		

The vote for approval of the First Quarter LCC Revenue/Expenditure Report (required by NMHED) was unanimous.

Executive Session

Executive Session was removed from today’s Agenda and a Special meeting for this item has been scheduled for October 19, 2021 @ 10:00 am.

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

- Special Meeting - Tuesday, October 19, 2021 @ 10:00 am – LCC Student Success Center Board Room.
- Regular Meeting - Tuesday, November 9, 2021 @ 10:00 am – LCC Student Success Center Board Room.

Adjourn

Trustee Mark Dominguez moved for adjournment. Trustee Dr. 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	Yes
Trustee Mark Dominguez	Yes	Trustee Kenneth Medina	Yes
Trustee Dr. Gilbert Sena	Yes		

The vote for adjournment was unanimous.

Dr. Phyllis Martinez, Board Chair

Louise L. Portillos, Board Secretary

SherylAnn Yara, Recorder