



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

Tuesday, May 13, 2025 @10:00am
LCC Student Success Center Board Room

I. Meeting called to order at 10:04 am and a quorum established by a roll call.

II. Roll Call

Madam Chair, Dr. Phyllis Martinez asked for a roll call

Present: Madam Chair Dr. Phyllis Martinez, Secretary Mark Dominguez, Trustee Dr. Gilbert Sena, Trustee Rosalie Ortega, Trustee Kenneth Medina and Trustee Rolando Medrano

Not Present: Madam Vice Chair Louise Portillos

Also Present: Dr. Carol Linder – President, Karen Torres – Interim VP Instruction and Student Services, Dr. Gerald Shields – Interim Executive Director of Finance/CFO, Dr. Eva Harris-Shields – Human Resources Director, Leota Harriman – Las Vegas Optic, Jade Lewandowski – Las Vegas Optic (via zoom), Rashmi Wadhvani - Interim Financial Aid Director (via zoom), Dr. Billie Mathews – Shared Governance, Gloria Ortiz – Academic and Career Planning/Student Services, Mari Hill – Early Childhood, Gene Martinez – Welding Instructor/CTE, Jeff Gamblin – IT Director, Keira Lewis – IT Trainer, Terence Garcia – Media Arts/STEM, Linda Salazar – LRC Manager/Staff Senate (via live stream), Amanda Lucero – Executive Admin Assistant/VPISS, Anthony Lujan – Custodian I, Christian Crowell – Custodian I and Leslieann Garcia – Executive Admin, Recorder.

III. Pledge of Allegiance – Christian Crowell led the Pledge of Allegiance.

IV. Approval of the Agenda

Trustee Rosalie Ortega motioned to approve the agenda and Trustee Dr. Gilbert Sena seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the agenda. -Motion passed.

V. Approval of the Minutes for April 15, 2025 Regular Meeting & April 29, 2025 CHESS Work Session

Trustee Rosalie Ortega motioned to approve the minutes for April 15, 2025 Regular Meeting and Secretary Mark Dominguez seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the Minutes for April 15, 2025 Regular Meeting - Motion passed.

Trustee Dr. Gilbert Sena motioned to approve the minutes for April 29, 2025 CHESS Work Session and Trustee Rosalie Ortega seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the Minutes for April 29, 2025 CHESS Work Session - Motion passed.

VI. Public Comment – No public comment.

VII. Board of Trustees Updates

a. BOT Updates and Committee Reports.

Madam Chair Dr. Phyllis Martinez reviewed topics discussed during the Executive Committee meeting held on Tuesday, May 6, 2025 to include:

- Personnel updates of New Hires and 3rd Party Contractors
- Personnel shortages due to health reasons, retirement, recent separations and a warm welcome back extended to Karen Torres.
- FY23 Audit still in progress.
- NMHED meeting with Board Chair Dr. Phyllis Martinez and President Dr. Carol Linder.
- HLC letter for IPEDS and draft letter for HLC regarding the requested audit information.
- Student Success
- Economic Development and Collaborations with NMEDD

Secretary Mark Dominguez reviewed topics discussed during the Audit and Finance Committee meeting held on Tuesday, May 6, 2025 to include:

- FY25 Budget Status Reports: Reviewed FY25 Unrestricted Instruction and General (I&G) Approved Budget to Actuals Summary as of April 30, 2025.
- FY26 Budget Report Update: a complete Budget for FY26 was submitted to NMHED on May 1, 2025.
- FY23 Audit Update: Submitted missing HR documents on April 29, 2025. Discrepancy was found by Rosalie Cruz and communicated with auditors regarding the errors.
- NM HED FY25 Quarterly Financial Certification – Qtr. 3 will be submitted to NMHED on May 31, 2025.

Trustee Rolando Medrano reviewed topics discussed during the Academic Committee meeting held on Tuesday, May 6, 2025 (postponed) to include:

- Academic Report provided by Maxine Hughes and Dr. Linder.
- Allied Health/Public Services updates: Contacted ENMU, WNMU, UNM, NMSU about hiring a full time Allied Health Science instructor. Dental Assisting had their CODA site visit.
- Nursing updates: Blood drive exceeded the goal by 15 units. TEAS exams April through May. Application deadline will be June 6th and selection letters go out on June 18th. 24 graduates, 11 students passed pre-nursing testing exams.
- Education/Business updates: Director, Tycie Jackson, was asked to present in Las Vegas, NV by the Accreditation Council for Business School Professionals at the annual national conference.
- Preschool updates and Cosmetology updates: continue to partner to provide haircuts for the preschool children. The parents of the children have been pleased as it is saving them time and money and providing the cosmetology students practice cutting small children's hair.
- Recruitment updates to include increased enrollment within Nursing, additional faculty, active learning projects, additional nursing simulators, additional instructors, remodel of Nursing facilities and distribution of student/instructor ratios.
- Open house was held on May 5, 2025 for Cinco De Mayo from 9am – 2pm.
- Summer and Fall schedules are open.
- Final exams are happening this week
- Summer registration is currently underway
- Discussed tentative Action Item for Winter Term to include financial aid eligibility qualifications, self-pay requirements, completion goals and qualified instructors.
- Viles Foundation

- Maxine Hughes retirement July 31, 2025.
- Hired graduating Cosmetology student Anthony Lujan as a new Custodian.
- Working on Performance Evals to send to HR.
- Candidates for VPISS and AVPISS are in search committee review headed up by Jeff Gamblin and Maxine Hughes.

Trustee Kenneth Medina reviewed topics discussed during the Facilities Committee meeting held on Tuesday, May 6, 2025 to include:

- Demo Project contractor held up due to contract.
- Santa Rosa air conditioner purchase order approved.
- Springer Project – wall demolished, purchased stucco and materials.
- LCC added to county emergency plan for qualification for generators.
- NMEDD requires LCC Board approval to allow \$100,000 feasibility study on land – need to start with survey on 98 acres to continue study.
- PO approved for CES/Yearout Mechanical replace HVAC in Admin, Tech, Gen. Studies
- SERV Grant – generators for whole campus through Emergency Recovery Fund. Will have Dr. Thompson look at.
- 132 total LCC Graduates with 17 Graduates from Adult Education and 107 Graduates participated in the ceremony.

Trustee Rosalie Ortega reviewed additional topics discussed during the Facilities Committee meeting held on Tuesday, May 6, 2025 as follows:

- Piano donated to the MEC needs to be tuned.

VIII. Staff and Student Recognition

LCC Board of Trustees extended gratitude and thanks to all who participated in the Commencement Ceremony held in the MEC on Saturday, May 10, 2025 to include: Dr. Linder, Faculty, Rachael, Alicia, Ida, Justin, Leslieann and all the volunteers who worked so hard to make this a successful event.

President, Dr. Carol Linder recognized all of the students who received degrees from Luna Community College. Also noting the accomplishment of a Luna employee, Anthony Lujan, who graduated. Staff members who celebrated the graduation of family members: Ron Duran's daughter Victoria Duran, Daniel Caros's daughter Ashley Caro, (former employee) John Fernandez's daughter Jaime Fernandez, Michelle Cordova's daughter Destiny Jaramillo, and Gloria Ortiz's nieces Aubriana Ortiz and Mia Marquez. Congratulations to the 22 nurses added to the workforce.

President, Dr. Carol Linder recognized new staff:

- Christian Crowell, Custodian I – 4/14/25
- Anthony Lujan, Custodian I – 4/21/25
- Candice Esquibel, Temporary part-time Substitute Teacher – 4/21/25
- Rashmi Wadhvani, Interim Financial Aid Director – 5/1/25
- Dr. Eva Harris-Shields, Interim HR Director – 5/1/25
- Isaiah Rodriguez, IT Generalist – 5/5/2025
- Leticia Archuleta, HR Consultant/Benefits Specialist – 5/7/25

President, Dr. Carol Linder welcomed all new employees and introduced those who are able to attend today's meeting. Also extending thanks to Chris Chavez, Tycie Jackson and Maxine Hughes for helping out. Recognizing the baseball team and staff in their efforts to help with the Open House. Approximately 22 students in attendance from high schools: WLV, Robertson, St Mikes and Mora.

IX. Shared Governance Report – Dr. Billie Mathews

Dr. Billie Mathews provided the Board with an update as follows:

- Faculty Senate held elections recently and established a full Senate for the 2025-26 fiscal

year. Faculty Senate held a Coffee Connects collaborative session on May 8th with Dr. Diane Byers' presentation on AI policies.

- Student Senate held an Earth Day event where they planted flowers around the LCC Main Campus. The Academic Freedom Policy was approved and will move forward. A faculty appreciation breakfast burrito event is planned for May 6th. Special thanks to Mary Francis Bibb for helping with Student Senate. Noting the need to replace some senate members due to recent graduating members of Student Senate.
- Staff Senate - The Background Check policy was approved. Staff Senate is participating in the Cinco de Mayo open house by providing desserts.
- Directors Sherry Goodyears is working on the curriculum for this year's summer Rough Rider Mentorship program, creating RPs for items needed for the program and placing orders for the Community Garden Projects.
- Amend the minutes from the last Shared Governance meeting.

X. Executive Session

- a. Limited Personnel Matters as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings ACT.

Trustee Kenneth Medina motioned to move to Executive Session and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to move to Executive Session – Motion passed @ 10:40 am.

Trustee Kenneth Medina motioned to move back to Regular Session where no action was taken and Trustee Dr. Gilbert Sena seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to move back to Regular Session – Motion passed @ 11:16 am. - No action was taken.

XI. Presidents Report – Dr Linder

- a. Presidents Updates: President Dr. Carol Linder provided the board with Presidents Monthly Report to review bringing attention to the following topics:
 - Personnel update on new hires
 - Higher Learning Commission updates
 - Audit Timeline updates making progress
 - In Service Week updates on HLC Visit
 - Shared Governance meetings concerning HLC and Focus Visit in November
 - Press release in Optic for AAUW Girls Can! and Dental Assisting Program
 - Meeting with Cabinet Secretary Rodriguez and Chief of Staff Hoehne NM HED
 - Athletics Department Graduation 100% of Sophomores with a 95% returning rate for Freshmen
 - Bus Purchased passing all inspections
 - CDL meetings with Tracey Morales, Santa Rosa Heavy Equipment Simulators, working on advertising.
 - WRTC making progress on increasing staff
 - Chris Chavez providing coverage for Facilities in Matt Griego's absence
 - Wellness Center updates, staff availability.
 - Enrollment Reports to include Summer Enrollment
 - Enrollment Challenge for Staff and Faculty Recruiting 1 student each.

- Introduction of a BOT Enrollment Recruiting Challenge for Fall Enrollment proposing \$25/Trustee, needs further discussion.
- Student Art and Photography Expedition great turnout as well AI for All Presentation 45 min of History of AI used in movies, education for instructors and students, detection of AI tools, AI generated music and provided resources for AI information. Board of Trustee members expressed concerns with AI advising caution while utilizing AI.
- AI Presentation for Faculty and Staff as part of Shared Governance
- Foundation Alumni Awards Banquet was a sold-out event with 142 attendees, net proceeds of \$5644.68 includes ticket sales, silent auction earning of \$1265.00 and 50/50 raffle earning of \$392.00.
- Nursing students from Luna are recognizable in the workforce and are in high demand due to their incredible work ethics, behaviors and enthusiasm in the field of Nursing.

b. Action Item: Background Policy

Secretary Mark Dominguez Kenneth Medina motioned to approve the Background Policy Action Item: pending a review by the attorney and the recommendation to include in the Background Policy Title "General" or "Institutional." Trustee Dr. Gilbert Sena seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees present voted unanimously to Approve Action Item: Background Policy – Motion Approved.

c. Action Item: NMHU Graduate Assistantships for Workday SIS Project

President Linder reviewed the provided documentation for the NMHU Graduate Assistantship memo covering background, number of assistants, general requirements, work criteria, compensations and responsibilities.

Trustee Rosalie Ortega motioned to Approve Action item: NMHU Graduate Assistantships for Workday SIS Project and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees present voted unanimously to Approve Action Item: NMHU Graduate Assistantships for Workday SIS Project – Motion Approved.

d. Action Item: O'Rourke Media Group Contract

President Linder introduced O'Rourke Media Group VP of Sales Jade Lewandowski (via zoom) and Publisher of Las Vegas Optic, Leoto Harriman. Reviewed the provided documentation covering background relationships with OMG focused on Lunas Strategic Plan, Strategic Enrollment Management Plan, Marketing plan with priority on increasing enrollment in Luna Programs.

Jade Lewandowski provided the board with information describing the tactics OMG will use in its marketing approach. Using several different platforms to include: Pay-Per-Click, Targeted Social, Tik-Tok, Performance Max, Local Display, Preferred Business and Search Engine Optimization.

Trustee Dr. Gilbert Sena motioned to Approve Action item: O'Rourke Media Group Contract and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees present voted unanimously to Approve Action Item: O'Rourke Media Group Contract – Motion Approved.

XII. Interim Vice President of Academics and Student Services Report – Karen Torres

a. VPISS Updates

Karen Torres provided the board a brief summary of a few items not listed in the report provided to the BOT by Nursing Director, Maxine Hughes during Karen Torres's recent medical absence.

- **Nursing Graduates of Luna Community College:**
Karen Torres shared her recent observation of the Luna Graduates employed within the Nursing Staff at St Vincent Hospital in Santa Fe. Luna's Nurses are notable, exemplary, professional and knowledgeable nurses who lovingly credit the staff of Luna and knowledge received at LCC for their success in the industry. These nurses exhibit qualities and abilities that stand out among their peers.
- **Welding Instructor, Gene Martinez** wishes to recognize his students for their accomplishments. All WLV welding students graduated receiving Welding Certificates and Highschool Diplomas. One with Aerospace Certificate in Aluminum and Stainless Steel, one working with a parent and two already with jobs. Marcos Salinas, Anjelica Pacheco and Elijah Romero. Instructor Rico Rains also received an Aerospace Certification.
- **17 Dual Credit Students** Graduating from Highschool and receiving Luna Certifications.
- **Finalizing grades** and getting entered into the system
- **Performance evaluations** completions
- **Tycie Jackson** was asked to present in Las Vegas NV by the Accreditation Council for Business School Professionals at the annual national conference.

XIII. Executive Director of Finance/CFO – Dr. Gerald Shields

a. CFO Updates

Dr. Gerald Shields reviewed information provided on the Board of Trustees Report as follows:

- The report indicates that Luna Community College has received \$6,994,897, representing 76% of the \$9,241,900 appropriated by the New Mexico Legislature. Revenue generation is at 79% of the budgeted amount, driven primarily by tuition and fees, local government appropriations, and state appropriations. It's important to note that the revised budget stands at \$12,731,900, and with current cash receipts of \$10,009,903, an additional \$2,721,997 is needed to meet this revised projection.
- Regarding expenditures, total actual expenditures are \$9,946,800, representing 72% of the budget through the third quarter. While institutional support exceeds projections by 10%, inconsistencies exist in payroll reporting across various cost centers, including Academic Support and Student Services. The Finance Division is actively working to rectify these reporting discrepancies to ensure more accurate budget-to-actual performance comparisons in the future.
- The budget status report highlights cost centers exceeding their allocated budgets. Currently, no cost center exceeds 7.5% of its budget. A comprehensive review of all budgets is planned for the upcoming fiscal year to proactively monitor financial performance, identify potential issues, and enhance the accuracy of future planning and forecasting for each cost center. We are committed to improving the precision and transparency of our financial reporting.
- **Staffing Updates:** Work continues to fill vacant positions for Accountant and Business Manager suggesting the ability to increase offer salaries would potentially improve the search for candidates.
- **Audit updates:** FY23 will be completed by the end of April. However, we encountered an issue where the cash reconciliation did not align with the General Ledger, and two fund accounts did not reconcile with Accounts Payable. This problem was caused by a posting error from FY22. The auditor has assured us that once these discrepancies are

corrected, the FY23 will be ready for final review.

b. Action Item: NM HED 3rd Quarterly Report

Trustee Dr. Gilbert Sena motioned to Approve Action item: NM HED 3rd Quarterly Report and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees present voted unanimously to Approve Action Item: NM HED 3rd Quarterly Report – Motion Approved.

XIV. LCC Board of Trustees

- a. Policy 1500, 1510, and 1520.

Trustee Kenneth Medina motioned to TABLE Action Item LCC Board of Trustees Policy 1500, 1510 and 1520 and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees present voted unanimously to TABLE Action Item: LCC Board of Trustees Policy 1500, 1510 and 1520 – Motion Approved.

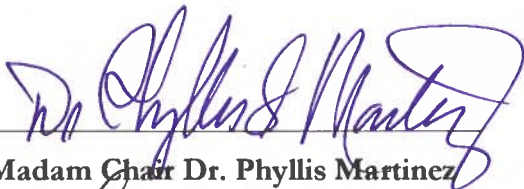
XV. Announcement on date, time and location of next BOT Meeting(s)

- a. Open Meetings Act Training – Tuesday, May 27, 2025 @ 10:00 am – LCC Student Success Center Board Room.
b. Regular Board of Trustees Meeting – Tuesday, June 10, 2025 @ 10:00 am – LCC Student Success Center Board Room.

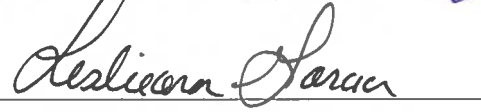
XVI. Adjourn:

Trustee Rosalie Ortega moved to Adjourn and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All trustees voted unanimously to adjourn. - Motion passed unanimously @ 12:35 pm.


Madam Chair Dr. Phyllis Martinez

6/10/25
Date


Leslieann Garcia, Recorder

6/10/25
Date

