



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

Tuesday, December 10, 2024
@10:00am

LCC Student Success Center Board Room

I. Meeting called to order at 10:01 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, Madam Vice Chair Louise Portillos, Secretary Mark Dominguez, Trustee Dr. Gilbert Sena, Trustee Kenneth Medina

Not present: Trustee Rosalie Ortega

Also Present: Dr. Carol Linder – Interim President, Karen Torres - Interim VPISS, Dr. John Thompson – Grants Coordinator, Mary Frances Bibb – Student Services, Billie Matthews – Humanities & Faculty Senate, Gloria Ortiz – Student Services, Rachel Lucero, STEM, Justin Garcia – Procurement Director, Jeff Gamblin – IT Director, Shannon Ortiz - IT, Cristino Griego – CTE Director, Crystal Western Ford – Allied Health, Nicole Collins – STEM, Betsy Sanchez – STEM, Sean Medrano – Public, Leticia Urioste – Public, Tatiana Medrano – Public, Rolando Medrano Sr. – Public, Leslieann Garcia – Executive Admin, Recorder.

Trustee Kenneth Medina asked for a moment of silence for Ralph Garcia Former Trustee of LCC and expressed gratitude for his many years of service to our community.

III. Pledge of Allegiance – Tatiana Medrano led the Pledge of Allegiance.

IV. Approval of the Agenda

Secretary, Mark Dominguez motioned to move Item XIV Executive Session to Item VIII on the agenda and Vice Chair, Louise Portillos seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

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

V. Approval of the Minutes November 12, 2024 -Regular Meeting & November 19, 2024 - Work Session Meeting

Madam Chair, Dr. Phyllis Martinez announced corrections to the November 12, 2024 minutes. Vice Chair Louise Portillos motioned to approve the minutes with corrections and Trustee Dr. Gilbert Sena seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to approve the November 12, 2024 minutes with corrections. - Motion passed.

Madam Chair, Dr. Phyllis Martinez announced corrections to the November 19, 2024 minutes. Secretary Mark Dominguez motioned to approve the minutes with corrections and Trustee Kenneth Medina seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to approve the November 19, 2024 minutes with corrections. - Motion passed.

VI. Public Comment – No public comments were made.

VII. Election and Swearing in of Trustee for District 5

Rolando Medrano Sr was sworn in to become the newest Board of Trustees Member by Judge Dwight Torres. Trustee Rolando Medrano expressed his deepest gratitude for the honor bestowed upon him today. Trustee Medrano requested the opportunity to take a photo with his family in attendance.

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

All trustees voted unanimously to move to Executive Session – Motion passed @ 10:22 am. Trustee Rosalie Ortega Joined the quorum @ 10:23 am

VIII. 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 back to Regular Session and Trustee Dr. Gilbert Sena seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to move back to Regular Session – Motion passed @ 12:20 pm – No Actions Taken

IX. 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 December 3, 2024 to include:

- Kathy Ulibarri attended the executive committee meeting to share information regarding to CHESS with the board members. An informational meeting with CHESS will be set up with all board members in January 2025.
- Personnel updates will be provided in Presidents Report by Dr Carol Linder.
- FY26 Budget Development Updates: Budget expansions request deadline is December 20, 2024.
- Policy Updates reviewed the travel; background check and drug free campus policies are in development and waiting for input from Shared Governance.
- Other updates to include job description updates, Foundation's Winter Festival, Spring enrollment numbers and will expect to receive the Foundation update on January 14, 2025.

Vice Chair Louise Portillos made a recommendation to the board to review and or revise current BOT Policies as needed starting in January.

Secretary Mark Dominguez reviewed topics discussed during the Audit and Finance Committee meeting held on December 3, 2024 as follows:

- Revenue and Expenditure Monthly Report: reviewed the updated report tracking 2025 noting that revenues are at 36.4% of budget and expenditures are at 29.6%. Year to date revenue expenditures are at \$985,876.
- FY25 Budget Status Report – Personnel: FY25 Budget and Personnel will be discussed at by Dr. Carol Linder in today's meeting. Board members would like more detailed reports of actuals on a quarterly basis and the finance office will work on getting these to the committee as soon as possible.

- Travel Policy: Procurement Director, Justin Garcia reviewed the changes to the LCC Travel Policy updated to meet the current requirements provided by the NMSA Chapter 10, Article 8-Per Diem and Mileage Act. Justin Garcia will hold trainings to update Luna Personnel on the policy changes.: The policy is an Action Item in Board of Trustees meeting December 10, 2024.
- Budget Process for FY25 is underway. Comptroller Sharrise Arellanes is doing one-on-one meetings with cost center managers to explain Workday budgets and current expenditures. The Executive Team will meet about budgets and hearings well be held the week of January 21, 2025.
- Other Updates: We are happy to have Francina Martinez back for a short time to help with reconciliations.

Secretary Mark Dominguez expressed his thanks and gratitude to everyone and acknowledges the things that go without thanks that everyone does to help our students.

At the Recommendation of Trustee Dr. Gilbert Sena, Madam Chair Dr. Phyllis Martinez appointed Trustee Rolando Medrano to assume the duties of Trustee Dianna Medrano at the Academic Committee Meetings. Trustee Rolando Medrano accepted with honor.

Trustee Dr. Gilbert Sena asked to have Trustee Rosalie Ortega review topics discussed during the Academic Committee meeting held on December 3, 2024 as follows:

- Emergency Plan for students residing a NMHU was presented.
- LCC Catalog was presented for review by Board of Trustees and HLC
- New Personnel updates will be provided in the President's Report by Dr. Carol Linder.

Trustee Kenneth Medina reviewed updates for Facility Committee meeting held on December 5, 2024 as follows:

- HVAC installments are almost all installed. HVAC units need to be set for wireless controlling capabilities.
- Roofing Project – Admin building is currently ongoing.
- Waiting on architect plans for Nursing Expansion.
- Waiting on prices for units that need to be replaced in General Studies, Administration
- Green house in Early Childhood is completed. Fresh veggies will be grown this spring.
- Working Phase 3 Cameras, marquis board and generators.
- GO Bond 3 has passed allowing extra funding.

X. Staff and Student Recognition

Interim President, Dr. Carol Linder recognized new staff and students. Dr Linder recognized that SIS Workday Team awarded Larry Paiz the Chester Super Star Award and extended appreciation for Leslieann, Estelle and Shannon for all the hard work preparing for the visit. Cristino and Crystal for the amazing lunch provided to the Workday Teams on Campus.

- Sandra Sanchez, Student Success Specialist 11/18
- Jeff Gamblin, IT Director 12/9

XI. Shared Governance Report – Rachel Lucero and Dr. Billie Mathews

Rachel Lucero introduced the New Chair of Shared Governance, Dr. Billie Mathews whom addressed the board and shared in her excitement for the honor of chairing Shared Governance and is looking forward to getting student participation. Dr Mathews recognized and thanked Rachel Lucero for all of her hard work.

XII. Interim President's Report – Dr. Carol Linder

a. President Updates

- Spring Enrollment still in progress, noting that the full-time student athletes are reenrolling for Spring classes. Accrediting this to our coaches for getting the student Athletes registered for Spring classes this is a true testament of making academics being the main goal for our athletes. VP Karren Torres will provide an accurate count on Spring Enrollment during her report.
- Workday SIS Implementation Onsite visit December 3-5, 2025.
- Working to fill key personnel and vacancies on Campus.
- IT Department joining the CHESS teams, to include Denise Montoya and Shannon Ortiz
- Wellness Center several community education classes meeting at the center
- Raymond Sanchez and Dr. Thompson provided written reports for review in the Presidents Report.

Madam Chair noted the amazing efforts that Coach Krutch dedicates to his students. Great improvements in grades and fund raising. Raising GPA from 2.3 to 3.6 and raising \$18K in funds for athletic programs.

- Dr Thompson gave an update to the board regarding updates on the development of a proposal (with multiple people) the NSF informal STEM AISL (non-credit) grant opportunity. This grant opportunity for multiple programs may result in funding from \$150,000 for 1 year to over \$2 million for five years, this is in final stages of completion and should expect an announcement on or around the end of June 2025.
- NMHED Request – Institutional Recognitions were reviewed for the board.

b. Action Item: 3rd Party Contractors to fill key vacancies

Trustee Kenneth motioned to approve the use of 3rd Party Contractors ZRG Registry as previously approved to fill key vacancies as needed by the college not to exceed \$67,000 and Trustee Rosalie Ortega seconded.

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

All Trustees voted to approve Action Item – 3rd Party Contractors to fill key vacancies – Motion passed unanimously.

XIII. Interim Vice President of Instruction and Student Services Report –Ms. Karen Torres

a. VPISS Updates

- VP Karen Torres gave a brief review on the emergency plan already in existence for Luna's students residing at Highlands University and provided a copy to the Board of Trustees.
- Working with facilities to explore getting generators for LCC.
- Briefly reviewed the Adult Education Program to include fast track, online, hybrid and in person programs.
- Working with Sherry Goodyear and Cindy Branch to get hybrid classes at Satellite Campus Locations. Hiring tutors to assist in this project.
- Working to increase work-study positions for students and training supervisors.
- Spring Enrollment at 193 compared to 247 last year but with more full-time students

enrolled at 112 compared to 103 last year. Discrepancies in part time student numbers due to not having completed part time registrations for high schools and dual credit registrations. Registrations are still ongoing for spring enrollments.

- CTE Director Cristino Griego and VP Karen Torres are working to get dates for Open Houses specifically for contractors at main campus and satellite campuses with NCCER to recruit trades instructors.
- Working to add classes during a between semesters in December and May for school year 2025-26.
- Community Education Cake Decorating Classes on Campus
- Registrar's Office to discuss the purchase of New Regalia for BOT by January to ensure timely order before SP25 commencement ceremony.
- VP Karen Torres will work closely with Directors to add greater emphasis will be placed on Mora Satellite locations in regards to dual credits and afterschool programs.
- Preschool partnering with CTE on green house to incorporate Culinary Arts Program to begin Culinary Arts Program. Currently CTE Director Cristino Griego is working on curriculum and budgeting to get this up and running hopefully by Fall 2025. Director Griego informed the board he is hopeful to get the budgeting sorted out to reflect the needs of this program. Working with Dr Thompson, Crystal Western Ford, VP Karen Torres to get this in place. Culinary Arts will be included in dual credits programs.
- CTE Director working to identify what new equipment is needed and ways to dispose of old equipment for all departments to include Welding, Automotive, Cosmetology and others.

b. Action Item: 2024-2025 Catalog

Vice Chair Louise Portillos motioned to approve the Action Item – 2024-2025 Catalog and Trustee Rosalie Ortega seconded.

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

All Trustees voted to approve Action Item – 2024-2025 Catalog – Motion passed unanimously.

XIV. Interim Chief Financial Officer – Dr. Carol Linder

- a. CFO Updates: Trustee Mark Dominguez previously reviewed topics from Audit and Finance Committee Meeting held on December 3, 2024.

b. Action Item: Travel Policy

Procurement Director Justin Garcia addressed concerns of the policy updates with the Board of Trustees to include lodging, meals, reimbursable per diem rates and safety concerns while traveling. Director Garcia is holding on one as well as group trainings for LCC Staff.

Trustee Rolando Medrano motioned to un-table Travel Policy (previously tabled 11/12/24 BOT Meeting) and Trustee Dr. Gilbert Sena seconded.

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

All Trustees voted to un-table - Travel Policy – Motion passed unanimously.

Trustee Kenneth Medina motioned to approve Action Item – Travel Policy and Trustee Rolando Medrano seconded.

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

All Trustees voted to approve Action Item – Travel Policy – Motion passed unanimously.

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

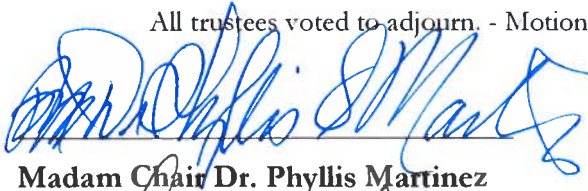
Tuesday January 14, 2024 @10:00 am – LCC Student Success Center Board Room.

XVI. Adjourn:

Trustee Rosalie Ortega moved to Adjourn and Trustee Dr. Gilbert Sena seconded.

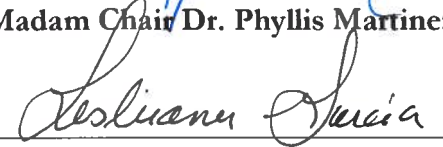
Madam Chair Dr. Phyllis Martinez asked for a roll call.

All trustees voted to adjourn. - Motion passed unanimously @ 12:28 pm.

 1/17/25

Madam Chair Dr. Phyllis Martinez

Date



1/17/25

Lesliann Garcia, Recorder

Date