



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

Tuesday, March 17, 2026 @10:00 am
LCC Student Success Center Board Room

I. Meeting called to order at 10:03 am and a quorum established by 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 Rolando Medrano, and Trustee Andrea Sandy.

Not Present: Trustee Rosalie Ortega and Trustee Richard Vigil

Also Present: Dr. Carol Linder – President, , Dr. Henrietta Romero – VPISS, Ryan Trujillo VPISS/AVPSS Administrative Assistant, Jeff Gamblin – IT Director, Keira Lewis – Network/System Administrator, Raymond Baca – Information Representative, Justin Garcia – Procurement Director, Crystal Western Ford – Allied Health/Luna Strong Coordinator, Jessica Duran – AR Cashier/Finance Specialist, Sharrise Sanchez – Comptroller and Budget Director, Rosalie Cruz – Accountant, , Michelle Cordova – Accounts Payable/Finance Specialist, Destiny Sandy – Student, Janaya Atencio – Student, Dana Valdez – Student, Adam Luna – Custodian, Anthony Lujan – Custodian, Destiny Sandy – Student, Amberlynn Gonzales – STEM Administrative Assistant, Gloria Ortiz – Director of Academics & Career Planning, Bethany Brafford – Student Success Specialist/Financial Aid, Estelle Garcia – Grants Coordinator, Cordelia Eke – Business Specialist, Louise CdeBaca – General Accountant, and Leslieann Garcia – Executive Admin/President’s Office/Recorder.

III. Pledge of Allegiance– Dr Henrietta Romero led the Pledge of Allegiance.

IV. Approval of the Agenda

Trustee Rolando Medrano moved to approve the agenda as presented and Secretary Mark Dominguez seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All trustees present voted as follows:

Madam Chair Dr Phyllis Martinez – Yes

Madam Vice Chair Louise Portillos – Yes

Secretary Mark Dominguez – Yes

Trustee Andrea Sandy – No, Reasoning: Thought this meeting was to discuss Dr. Linder’s contract.

Trustee Richard Vigil – Absent

Trustee Rolando Medrano – Yes

Trustee Rosalie Ortega – Absent

to approve the agenda as presented -Motion Carried 4-1.

Madam Chair Dr. Phyllis Martinez addressed Trustees and members of the audience and explained the purpose of today’s special meeting to give the President the opportunity to present on the accomplishments and progress of the goals that have been compiled from the LCC Board Policy and the President’s contract. This will meet the requirements in the contract. Madam Chair Dr. Phyllis Martinez read from Presidents’ Contract: “Thereafter, within forty-five (45), the Board shall conduct

written reviews of the President’s job performance, which shall include meetings between the President and the Board for the sole purpose of reviewing such objectives, duties and responsibilities. Such reviews may include prioritizing job objectives and establishing timetables and resources for completion of such objectives, duties and responsibilities.” The form was given to Dr Linder after which, she reviewed and revised the form. As per recommendations from LCC attorney, the agenda includes a presentation by Dr Linder after which the meeting will be adjourned. After adjournment, Board members will rate the President on forms they will be given and provided to the Vice Chair and Chair to tally and average. After which Dr Linder will be provided a copy of the average. As per policy public comment is only applicable to regular board meetings.

V. President Goals Presentation – Dr Carol Linder

President Dr. Carol Linder presented to the Board of Trustees a PowerPoint presentation naming the Presidential Accomplishments Towards Board Goals. The following background and accomplishments were presented:

- President Dr. Carol Linder’s Background, Education/Training and Professional Experience
 - From Espanola NM
 - Active member of the Las Vegas community since 1997
 - Education/Training
 - University of New Mexico
Undergraduate Training, Major in Physical Education, and basketball player
 - University of Texas at Austin
Masters in Exercise Physiology, Biological Sciences Ph.D.
 - Washington State University & Oregon State University
Post Doctoral Research
 - NM Highlands University
Masters in Business & Administration/Finance

Trustee Richard Vigil joined the meeting at 10:09 am.

- Professional Experience
 - 10 years as a scientist, educator, and administrator at a mouse genetics research institute in Bar Harbor, Maine
 - 16 years at NMHU as a Biology professor and administrator
 - 1 year as Provost/VPAA at East Central University, OK
 - 4.5 years at Luna as Academic Director, VPFA, and President
- Overview of Board Goals
 1. Financial Compliance Assurance
 - ✓ Significant Progress on Audits FY21-22, FY22-23, FY23-24 (Completion of FY24 coming soon)
 - ✓ HLC, HED (EFOP), SBOF and
 - ✓ Legislative funding awards for significant progress
 - \$2.8M Emergency Grant (Student Housing)
 - \$2M HB248 General Obligation Bond (Allied Health Building Improvements)
 - \$2.3M SB 240 Capital Outlay Projects (Athletic Fields, IT Infrastructure & Campus Improvements)
 - Criteria met and removed from HLC “Monitoring Status” for finance, accountability and Audits.
 - Demonstrated Progress, EFOP - Fiscal Oversight Program Monitoring
 2. Fosters Student Success and Enrollment Growth
 - ✓ Completion: 45% increase in awards (5 yr - LFC 2020 - 2025) 10% increase in 2025

- ✓ Enrollment: 3% increase in the Fall 6.7% increase in the Spring
- ✓ Workforce Development: 54 students have completed CDL 97% pass rate, CDL expansion into Northern Tribes in Espanola and LANL Testing Center (coming soon)
- ✓ Student Support: Luna Strong (Telehealth, Luna Eats, Tienditas), ACE Tutoring, fully staffed Financial Aid. \$20k in State of NM funds granted to support LCC Food Programs. Submission of Grant Proposal to continue funding Luna Eats.

3. **Goals of Executive Committee: Satellite Campuses**

Viewed photos of many different events with student involvement and activities on LCC Campus and Satellite Locations highlighted in the Optic and the Luna Light. Noting the huge increase in number of participants helping with events.

- ✓ CDL simulators in Springer, Raton, Santa Rosa
- ✓ Adobe Model Home
- ✓ Community Education & Workforce Development Software upgrades to Modern Campus
- ✓ RoughRider Mentorship in Springer, Santa Rosa
- ✓ Events are being held in Springer, Santa Rosa and Mora
- ✓ Small Business Managements Certificate at Guadalupe Corrections Facility
- ✓ Community Gardens Springer, Santa Rosa, Mora with student participation
- ✓ Greenhouse in Early Childhood benefits Luna Lunch
- ✓ Preschool is now a scratch kitchen
- ✓ Mora Houser Raspberry Ranch LCC Foundation event
- ✓ S190 Certificates – WFTC/Guadalupe County Corrections (coming to Roswell Correction Facility soon)
- ✓ MOU with Santa Rosa HS to use woodworking facility
- ✓ Dual Credit Outreach and Partnerships expansion

4. **CHESS Student Information System Implementation**

Viewed the testing timeline for CHESS implementation of Workday, a 4-year process of ongoing dedication to the project.

- ✓ >25 employees participating in the statewide CHESS Workday implementation across more than 20 functional and governance teams (meeting 2-3X/week, weekly, monthly)
- ✓ Currently meeting deadlines and milestones in end-to-end testing phases leading toward the September 21, 2026 Go-Live milestone
- ✓ Mock Semester Oct 20-2. 2026 - Go Live September 2027

5. **Ensures Quality Instruction –Performance Appraisals**

- ✓ Academic Directors observe faculty classroom instruction annually and hold monthly Academic Director meetings.
- ✓ Conduct Annual Faculty Performance Appraisals, 100% of full-time faculty evaluated (Spring 2025)
- ✓ Faculty required to participate in 4 weeks of In-Service Professional Development annually
- ✓ Quality Matters Certification for faculty teaching online
- ✓ Other professional development opportunities: Coffee Connects, Blackboard Training, First Day Complete Training, Assessment Summit, etc.

6. **Student Housing**

- ✓ Regular Weekly Updates
- ✓ Secured housing for 2025-2026 Academic Year
- ✓ Secured ~\$2.8 million of emergency funding from State Board of Finance, currently seeking additional funding
- ✓ Currently working with contractors, HED, SBOF, and others to meet

project deadlines

- ✓ Projected housing on Luna Campus by January 2027, exploring housing options for Fall 2026
- ✓ Updated Timelines to reflect current project deadlines

7. **Commitment to Employee Professional Development**

- ✓ Professional Development: Record Growth and Strategic Alignment
- ✓ 133 employees reported participating in professional development activities in 2025–2026
- ✓ 376 activity entries - 268 distinct trainings, certifications, conferences, and degree programs
- ✓ Number of employees and activities more than doubled from 2024 – 2025

Professional Development & Institutional Impact

- ✓ Strengthens employee credentials & effectiveness
- ✓ Expands industry-aligned workforce training capacity
- ✓ Advances accreditation and assessment culture
- ✓ Builds instruction, cybersecurity, and technology resilience
- ✓ Demonstrates Luna’s commitment to continuous improvement and professional excellence

8. **Promotes Positive Work Environment/Improves Morale**

Spring 2025 Campus Climate Survey

- ✓ 92% of employees rated relationships with co-workers positively (4 or 5 on a 5-point scale)
- ✓ 88% rated relationships with supervisors positively
- ✓ 70% reported pride in working at Luna Community College
- ✓ 80% reported feeling safe or very safe on campus

Interpretation

- ✓ Employee relationships across departments remain a significant institutional strength
- ✓ Data reflects a collaborative workplace culture and positive supervisory relationships

Climate Survey Areas for Continued Improvement

Employees Identified Several Institutional Priorities

- Communication and transparency of decision-making
- Workload balance and resource availability
- Facilities and campus services
- Opportunities for professional growth

Interpretation

These findings reflect institutional operational challenges, not breakdowns in employee relationships. Survey confirms that relationships among employees remain strong, even as operational improvements continue

Leadership Actions to Support Employee Engagement

Expanded opportunities for communication and engagement:

- ✓ Huddles and Campus-Wide Meetings
- ✓ Monthly Director’s meetings
- ✓ Monthly Department Campus Connects
- ✓ Direct engagement with faculty, staff, and leadership teams
- ✓ Ongoing collaboration with academic and administrative leadership
- ✓ Recognition/Shout outs/Collaborations (huddles, Luna Light, Board Reports, email)

Purpose

- ✓ Increase transparency
- ✓ Improve communication flow

- ✓ Provide opportunities for feedback and shared problem solving

Monitoring Workplace Climate

- ✓ Annual Campus Climate Survey
- ✓ Leadership engagement with faculty and staff
- ✓ Institutional planning and improvement initiative
- ✓ Next Climate Survey: May 2026

Goal: Ensure continued progress in:

- Employee morale
- Workplace communication
- Institutional culture

9. Constant and Consistent Employee Recruitment

Viewed photos of many different events and recruitment efforts with employee involvement.

- ✓ Filled key leadership positions through local, regional and national searches
- ✓ Diverse applicant pools for most positions
- ✓ Recruitment, promotion & advancement of internal candidates
- ✓ Effective use of Search Committees
- ✓ Instituted robust Reference Check
- ✓ Instituted Background Checks
- ✓ Improved Onboarding - Workday Learning Training

Key Vacancies – CFO, Veterans Coordinator, Springer Office Manager, full-time faculty positions

10. Executes Effective Personnel Policies and Procedures

- ✓ Strict Adherence to Staff and Faculty Handbook

Secretary Mark Dominguez excused himself for a short break at 11:11 am returning at 11:16 am.

- ✓ Use of Employee Improvement Plans as necessary
- ✓ Annual and Periodic Review of Job Descriptions
- ✓ Upgrading Handbook through Shared Governance Process
- ✓ Implementing Supervisor Accountability Training
- ✓ Implemented Self Evaluation and goal setting to this year's Performance Appraisals process
- ✓ Moving to new Workday Performance Appraisal process in 2026 – 2027 academic year

11. Positive Board and President Relations

Viewed photos of Trustee/President relations and activities.

- ✓ Honest and Transparent Relationship with Board Trustees
- ✓ Provides Complete and Relevant Information with Data for Items Requiring Board Action
- ✓ Accepts and Implements Constructive Criticism
- ✓ Reports to the Board on College Operations
- ✓ Interacts with Board Members Professionally, Providing Necessary Support for Board operations
- ✓ Develops and Implements Required and Requested Board Training in Conjunction with Board of Trustees

Upcoming Priorities for Luna Community College

- Student Housing January 2027
- Financial Audits FY24, FY25, FY26
- Workday Student Information System Implementation – Multiple Milestones with Go Live Sept 2027
- Update 2022-2027 Strategic Plan

- HLC Accreditation November 2027
- Capital Outlay Projects
- HVAC Projects
- Nursing Simulation Lab
- Allied Health Building Reno
- Technologies Building Reno
- Athletic Fields
- Expand Childcare Facilities
- IT Infrastructure
- Campus Improvements

President Dr. Carol Linder asked the Board of Trustees to consider the recommendation to extend her Presidential Contract for a 2-year period through June 2028 to ensure leadership stability in the future of Luna Community College.

VI. Executive Session - Not Scheduled for this meeting

- Limited Personnel Matters pertaining to the President's Contract as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings ACT.

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

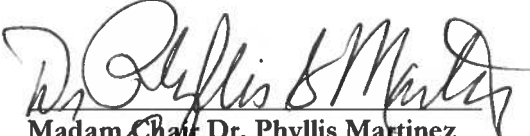

- Board of Trustees Special Session Budget Meeting – Tuesday, March 31, 2026 @ 10:00 am – LCC Student Success Center Board Room.
- Board of Trustees Regular Meeting – Tuesday, April 14, 2026 @ 10:00 am – LCC Student Success Center Board Room.

VIII. Adjourn

Madam Chair Dr Phyllis Martinez gave instructions to Trustees on items to be scored on the form.

Trustee Richard Vigil motioned to Adjourn and Trustee Secretary Mark Dominguez seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All trustees present voted unanimously to Adjourn at 11:25 am - Motion Carried 5-0.

	<u>6/9/26</u>
Madam Chair Dr. Phyllis Martinez	Date
	<u>6/9/26</u>
Leslieann Garcia, Recorder	Date