



MINUTES
LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
Tuesday, April 14, 2026 @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 Rolando Medrano, Trustee Rosalie Ortega, Trustee Andrea Sandy and Trustee Richard Vigil (via zoom).

Also Present: Dr. Carol Linder – President, Dr. Gerald Shields – Interim Executive Director of Finance/CFO, Dr. Henrietta Romero – VPISS, Michael Montoya – AVPSS, Ryan Trujillo – Exec Admin Assist VPISS/AVPSS, Crystal Western Ford – SGC/Luna Strong Coordinator, Jeff Gamblin – IT Director, Keira Lewis – Network/System Administrator, Raymond Baca – Information Representative, Justin Garcia – Procurement Director, Sharrise Sanchez – Comptroller & Budget Director, Matthew Griego – Physical Plant Director & Life Safety Manager, Tanya Giddings – Government & Community Relations Director, Valerie Montoya – Nursing Director, Lorraine Martinez – Special Guest, Lawrence Quintana – LCC Foundation Chair, Clifford Regensburg – LCC Foundation Vice Chair, Carla Romero – LCC Foundation Treasurer, Chantel Rivera – Dental Faculty (via live-stream), Mari Hill – Adjunct Instructor (via live-stream), Linda Salazar – Learning Resource Center Manager (via live-stream), Nichole Collins – STEM Faculty (via live-stream), Naomi Varela – Nursing Student, Jennifer Chavez – Nursing Student, Haylie Romero – Nursing Student, Jessica Sandoval – Nursing Student, Angelica Ortzow – Nursing Student, and Leslieann Garcia – Executive Admin/Recorder.

III. Pledge of Allegiance – Carla Romero led the Pledge of Allegiance.

IV. Approval of the Agenda

Vice Chair Louise Portillos moved to approve the agenda and Secretary Mark Dominguez moved to amend the motion with the following changes: **Move Item XIV President's Contract to Item VII** on the agenda and Trustee Andrea Sandy seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to approve the agenda with changes.
– Motion Carried 7-0.

Chair Dr Phyllis Martinez shared a thank you card sent from the Hello Dolly Jr student actors for the generous donations provide by members of the board to buy pizza on the night of the production. Chair Martinez would like to see in May's board meeting agenda an appreciation for legislators who have provided funds to LCC, acknowledging the efforts from Tanya Giddings for the funding accomplishments and for Southwest Capital Bank who recently supplied LCC personnel with laptop backpacks.

V. Approval of the Minutes: Board of Trustees – Regular Meeting – March 10, 2026, Special Session – March 17, 2026, FY27 Budget Work Session – March 31, 2026 & Special Session – April 2, 2026

Trustee Rolando Medrano moved to approve the Minutes for Regular Meeting – March 10, 2026 and Secretary Mark Dominguez seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

Discussion: Chair Dr Phyllis Martinez noted the BOT Retreat Potential Topics listed in the minutes would be discussed later in today's agenda.

All trustees voted unanimously to approve the Minutes for Regular Meeting – March 10, 2026 as presented. - Motion Carried 7-0.

Vice Chair Louise Portillos moved to approve the Minutes for Special Session – March 17, 2026 and Secretary Mark Dominguez seconded. Madam Chair Dr Phyllis Martinez called for a roll call.

Discussion: Chair Dr Phyllis Martinez noted the section V. President's Goals Presentation – Dr Linder, Overview of Board Goals (1-10), are on the evaluation report and will be made measurable (most of them) to be used in a future discussion.

All trustees voted unanimously to approve the Minutes for Special Session – March 17, 2026 as presented. -Motion Carried 7-0.

Trustee Rosalie Ortega moved to approve the Minutes for FY27 Budget Work Session – March 31, 2026 and Trustee Richard Vigil seconded. Madam Chair Dr Phyllis Martinez called for a roll call.

Discussion: Chair Dr Phyllis Martinez noted the section IV. FY27 Budget Development: topics related to budget development processes discussed by President Linder should be reviewed to ensure appearance on President's Evaluation reporting. To be used as another instrument in evaluation in a future discussion.

All trustees voted unanimously to approve the Minutes for FY27 Budget Work Session – March 31, 2026 as presented. -Motion Carried 7-0.

Trustee Rosalie Ortega moved to approve the Minutes for Special Session – April 2, 2026 and Vice Chair Louise Portillos seconded. Madam Chair Dr Phyllis Martinez called for a roll call.

All trustees voted unanimously to approve the Minutes for Special Session – April 2, 2026 as presented. -Motion Carried 7-0.

VI. Public Comment

The following individual addressed the Board of Trustees in public comment:

- Angelica Ortzow (student)

VII. President's Contract

a. Discussion/Action: President's Contract

Discussion: Chair Dr Phyllis Martinez noted the agreed upon changes to President's Contract presented on April 2, 2026. Total Salary, twenty (20) days from commencement of the contract Board and the President shall meet and establish performance goals and objectives (Determined date: May 16, 2026) and thereafter the Board will evaluate performance every three (3) months.

Trustee Rolando Medrano moved to approve agreed upon changes to President's Contract and Secretary Mark Dominguez seconded. Madam Chair Dr Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the agreed upon changes to President's Contract. -Motion Carried 7-0.

All Trustees expressed condolences to Trustee Vigil and loved ones for recent loss in the family. Dr Carol Linder extended condolences form the entire Luna Community.

Trustees Richard Vigil excused himself from the meeting at 10:21 am.

VIII. New Personnel and Employee/Student Recognition

Dr Carol Linder reviewed the New Personnel and Employee/Student Recognition as of April 14, 2026 as follows:

- Newly hired personnel in March
- Recent Separations
- Key Vacancies to be filled
- Staff/Student Recognitions
- Departmental Shout Outs
- Children's Theater/Adult Literacy Article
- EPA Smoke Preparedness Grant
- Finance Team Audit & Budget
- Marketing/Social Media Team efforts
- IT Department efforts for events
- Foundation Donations

IX. Shared Governance Report – Crystal Western Ford

Crystal Western Ford - Shared Governance Chair, reviewed the following topics from the Shared Governance Report for March 2026.

Student Senate Updates:

- The planting for Earth Day has been their primary focus
- Planning is underway for the Student Government night with the local high schools.

Faculty Senate Updates:

- No meeting held in March

Staff Senate Updates:

- Meetings held in March to work on revising bylaws, and the revisions
- A staff appreciation lunch is planned for Wednesday, May 6
- Planning first fundraiser in June, an indoor flea market and craft fair.

Directors Updates:

- Summer Bridge Program planning underway for all campuses.
- Summer Roughrider Mentorship planning underway
- Directors are creating radio spots for advertising
- Blackboard Anthology training was held on March 17 and 18 for faculty
- Planning graduation and pinning ceremony for the Nursing students

Shared Governance Council Updates:

- Assessment Team will have Poster presentation during in-service week.
- Working on Employee Handbook and Dress Code Policy continues reviewed by the Senates in April 2026

Secretary Mark Dominguez requested minutes from Shared Governance meetings pertaining to the bylaws revisions and be presented to the Board of Trustees to keep them up-to-date on the meetings. Progress on the bylaws will be provided to the Board and published when completed.

- Planning began for in-service week to be held in May

- Dress Code discussions still in review phase
- Student appreciation of the Luna Eats Program
- Health Fair at the Wellness Center today, April 14 11-1pm

X. LCC Foundation – Lawrence Quintana, Carla Romero, Clifford Regensburg

Lawrence Quintana greeted the Board of Trustees and welcomed the newest members and discussed the following information and reviewed the documents handed out to trustees.

a. 1st Quarterly Report

Reviewed LCC Board of Trustees 2026 Quarterly Report (January to March)

- Activities and Events
- Updated Goals for 2026
- Revised investment policy to low risk
- Title V Scholarships endowments with gains of \$244k
- Helen O'Brien Nursing Scholarship endowment – researching revisions for a higher yield investment
- Completing Grant requirements for awards to LCC programs
- Managing activity funds for Athletics
- Funded all 33 scholarship applicants
- Hardship fund awards at 15
- Created a database to communicate with donors, community and alumni
- Swap meet planned for Mora switched to Main Campus due to construction
- Third Annual Alumni Banquet May 1st at Charlie's Event Center
- Will sponsor of 17th LCC Car Show June 13th
- Upcoming event planning for Mora, Santa Rosa and community events
- Strategic Plan 2026-2029 was presented
- Fund Balance Sheet as of December 31, 2025 and Balance Summary as of February 28, 2026 were provided
- Investment reporting will be available in May and reported at the next quarterly meeting.

Secretary Mark Dominguez requested minutes from the LCC Foundation Board meetings be presented to the Board of Trustees to keep them up-to-date on the meetings.

Madam Chair Dr. Phyllis Martinez asked Lorraine Martinez, former LCC Foundation member, to share information regarding Title V reporting, Lorraine Martinez reviewed the following:

- Grant allocations for Title V endowment and LCC matching contributions
- Sustaining equipment, personnel, online services and student services
- Grant fund investments, interest income and scholarships
- Title V grant funded nursing programs, Nursing simulation lab, development of online courses, faculty training labs, student computer labs, online student services and provided major equipment to trades
- Submit financial reports for endowment funds for 20 years until maturity including investment amounts, investment gains, scholarship awards and a summary of endowment funds usage.

Secretary Mark Dominguez suggested scheduling a work session with LCC Foundation to familiarize the new trustees with the Foundation.

- Title V grant also supported establishing and sustaining computer labs on main campus and satellites.

- Yearly reporting requirements to HED
- b. **Discussion/Action: MOU**
Discussion: Trustee Andrea Sandy stated the reporting requirements should be listed under the responsibilities, Madam Chair requested to Table the MOU until revisions are included on reporting responsibilities and then brought back to the Board of Trustees for approval.

Trustee Rosalie Ortega moved to Table the Action Item: MOU until reporting responsibilities are included and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to Table Action Item: MOU until revisions are included on reporting responsibilities - Motion Carried 6-0.

XI. 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, April 7, 2026 to include:
 - Zoom Presentation by Diligent Community – Board Management Software
 - Student Housing Update
 - Academic and Student Services Update
 - Facilities Update
 - Personnel Update
 - Finance Update
 - Foundation MOU

Secretary Mark Dominguez reviewed topics discussed during the Audit and Finance Committee meeting held on Tuesday, April 7, 2026 to include:

- Audit Update
- Protiviti Contractual Agreement
- Communication improvements
- Expenditures at 52% of budget

Trustee Rolando Medrano reviewed topics discussed during the Academic Committee meeting held on Tuesday, April 7, 2026 to include:

- Spring 2026 Enrollment 8% increase
- Personnel Update
- Student Services and Academic Update
- Professional Development Update
- CDL Testing Center Update
- FY27 Budget Requests
- HLC Update
- Student Success Improvement Plan Update

Trustee Rosalie Ortega reviewed topics discussed during the Facilities Committee meeting held on Tuesday, April 7, 2026 to include:

- Cafeteria upgrades and maintenance
- Painting curbs, parking and fire lanes
- Girls Can April 16th
- Roofing 90% completed
- HVAC 97% completed

- GO Bond G5384 - \$1.5M Campus Wide HVAC Upgrade
- H2141-LCC Allied Health renovation \$975k
- Nursing Simulator Renovation - \$800k (in pre-construction phase)
- Emergency Housing Appropriation - \$2,787,914 (engineering underway) reversion date December 31, 2026
- Digital Sign awaiting delivery and installation
- Housing NMHU/Hotel
- President's Goals/Facility Committee standpoint

b. HLC Report Out – Trustee Medrano, Trustee Ortega and Trustee Sandy

Trustees reported their biggest takeaways and highlights from HLC attendance in Chicago II March 21-25, 2026 as follows:

Trustee Rolando Medrano

- Informative key note speakers
- Comparative Analysis of Higher Education Successes

Secretary Mark Domínguez excused himself for a short break at 11:38 returning at 11:41.

- Pathways of Community Colleges presentation
- Meeting committed educators across the country

Trustee Rosalie Ortega

- Artificial Intelligence educational benefits
- Importance to employees and staff
- Student learning and AI
- Assessable information through AI
- Funding cuts for the Native American Educational System

Trustee Andrea Sandy

- K12 differences from Higher Education
- President/Trustee Relationships
- Dynamic credentials and roles for higher education leaders
- Washington updates on federal student loans and repayment plan changes
- Pathways of Criteria for Accreditations - Criterion 1,2,3 and 4
- Understanding role responsibility of staff in accreditation process
- Insight to Luna's personnel and their responsibilities in accreditation

c. Zoom Presentation by Diligent Community – Board Management Software

The following topics were reviewed and discussed in the presentation by Cole Fullerton

- Centralized home page and unified access for Trustees and administrators
- Offline Viewing and download and printing options
- Annotations & notes taking for individual use
- Livestreaming access, real-time updates for agendas and documents
- Searchable document library and meeting history searches
- Accessibility & Security from any device
- Note taking and agenda searches for meeting preparedness
- Email or text notification of agenda and receiving documents electronically
- Proposal for the software package - \$10,0500/year with 5%/year increases and administrative labor costs of \$1,800/year. Upgrade to include Livestream Manager Pro \$4500/year. Total proposal cost \$16,300/yr.
- Links for all presentation documents, uploaded by the administrators
- 24/7 and 360 support and group training
- New Mexico School Districts using Diligent: Rio Rancho, ABQ, Santa Fe, Taos,

- Los Lunas and Tularosa Public Schools
- Board Docs and Diligent owned by same
- No technology restrictions, accessible on any device, no operating system requirements.
- Live Stream Manager Pro - AI minutes assistance and streaming capabilities

d. Board Retreat – Topic Selection (options)

Discussion: The following items were named as possible informative topics at the Board of Trustees Retreat.

- Clear governance boundaries
- Behavioral agreements
- Conflict resolution pathways
- 3-5 strategic priorities
- Measurable institutional goals
- Annual board work plan
- Defined reporting cadence
- College finances and Board involvement
- Review of Board Policies
- Board Assessment

e. Discussion/Action: Presidents Evaluation Topics

Discussion: Madam Chair Dr Phyllis Martinez noted no additional evaluation topics were provided from each of the committees and suggested to Table until new evaluation topics requested have been provided.

Vice Chair Louise Portillos moved to Table the Action Item: Presidents Evaluation Topics and Secretary Mark Dominguez seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to Table Action Item: Presidents Evaluation Topics - Motion Carried 6-0.

XII. Presidents Report – Dr Linder

a. President Updates - President Dr. Carol Linder provided the board with Presidents Monthly Report for March 2026 and reviewed the following topics:

- Housing Update
 - NMHU Student Housing – outstanding balances for students, complete list of students and contact numbers. A balance of 2022 – 2025 past students \$401,768.89 and Spring 2026 students: \$162,113.49. Preparing strategic plan to address the outstanding balance. President Woolf and President Linder have agreed that the debt is Highlands but they appreciate any help we can provide in collecting.
- Marketing, Communications, and Celebrations
 - The Optic - Luna’s Workforce Development offers streamlined paths to high-demand careers
 - The New Mexican - Adult education in New Mexico improving despite low spending, looming federal cut
- Facilities Update
 - Ongoing construction projects – full list provided by Matt Griego in the President’s report to the board.
 - Reversion dates for ongoing projects
- HLC Conference & HED Tech Summit- Insights and Takeaways

- Appreciation for the HLC report outs presented by the Trustees
- Insights from the staff attendees will be presented at the campus-wide meeting today
- New HLC Criterion updates
- Luna participation in the City of Las Vegas clean up
 - Luna student athletes attended last year and will attend this year as well as other staff volunteers to help with the cleanup.
- Luna Campus Life
 - Mary Francis Bibb leads student government in many activities and reports out monthly
 - Student Government Valentines Day gifts to campus staff
 - Notices sent for students' involvement of campus life activities
 - Regular evaluation of Campus Life activities
 - Working towards a supportive Campus Life for students as housing nears

b. Discussion/Action: Institutional Energy Audit RFP

Discussion: The purpose of this request is to obtain approval to conduct a comprehensive energy audit of campus facilities at LCC. The audit will evaluate current energy usage, identify system inefficiencies, and provide actionable recommendations to improve energy performance across all major building systems. This effort is intended to support informed decision-making for future capital improvements, reduce long-term operational costs, enhance system reliability, and promote sustainable facility management practices. Proposed budget of an estimated \$140,000 represents a strategic investment in the long-term sustainability and operational efficiency of Luna Community College. The College will procure energy audit services through a Request for Proposals (RFP) process.

Trustee Rosalie Ortega moved to approve the Action Item: Institutional Energy Audit RFP and Trustee Andrea Sandy seconded. Madam Cahir Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve Action Item: Institutional Energy Audit RFP - Motion Carried 6-0.

c. Discussion/Action: HED Capital Outlay Project, Nursing Expansion Grant Approval

Discussion: The purpose of this request is to obtain approval to proceed with the renovation of the nursing hospital wing rooms within the campus facilities at LCC. This renovation will support the enhancement of instructional spaces by aligning the facilities with current healthcare training standards, improving functionality, and ensuring compliance with applicable life safety, ADA accessibility, and building code requirements. The project will provide a modernized learning environment that better prepares students for clinical settings while supporting the long-term sustainability and operational efficiency of campus infrastructure. The total estimated project budget is \$800,000.

Vice Chair Louise Portillos moved to approve the Action Item: Nursing Expansion Project and authorize the administration to proceed with planning, design, and construction activities necessary for its implementation and Trustee Rosalie Ortega seconded. Madam Cahir Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve Action Item HED Capital Outlay Project, Nursing Expansion Grant Approval - Motion Carried 6-0.

XIII. Vice President of Instruction and Student Services Report – Dr. Henrietta Romero

- a. VPISS Updates: Vice President Dr. Henrietta Romero provided the board with Vice Presidents Monthly Report for March 2026 and due to the shortage of time stood for questions and/or discussions in the following areas:
- CDL Classes in Espanola with 16 students and expansion in other areas
 - Townhalls in surrounding areas to determine the needs of each community
 - Pursuit of professional adult learner programs
 - Preschool grant opportunities not pursued by HED at Capital outlay and currently searching options for other grant funding in this area

XIV. Executive Director of Finance/Chief Financial Officer – Dr. Gerald Shields

- a. CFO Updates: Dr. Gerald Shields provided the board with Chief Financial Officer's Monthly Report for March 2026 and reviewed the following topics:
- FY26 Ninth-Month Budget-to-Actuals Performance and Year-End Outlook
 - Revenues at 73% of budget, below the 75% benchmark
 - Expenditures at 52% of budget, expected to go up by end of FY26
 - Community First Bank – Detailed Financial Position.
 - Southwest Capital Bank – Strategic Holdings Overview
 - Consolidated Financial Position - overall balance
 - FY26 Budget Status Report Analysis
 - Unrestricted Budget – over/underspends
 - Contingency Fund usage
 - Payroll Performance Summary
 - Monthly Procurement Report
 - FY24 Audit Update

b. Discussion/Action: 3rd Party Contractual Agreement for FY25 Audit – Protiviti Consulting Services

Discussion: Continue with Protiviti Global Business Consulting Agreement for accounting and audit support for FY25. Continued partnership based on the outstanding performance and invaluable contributions provided during FY24 Audit completion. Anticipated investment in Protiviti approximately \$300k for anticipated 4–5-month timeframe.

Vice Chair Louise Portillos moved to approve the Action Item: 3rd Party Contractual Agreement for FY25 Audit – Protiviti Consulting Services in the amount of \$300k and Trustee Andrea Sandy seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve Action Item: 3rd Party Contractual Agreement for FY25 Audit – Protiviti Consulting Services - Motion Carried 6-0.

c. Discussion/Action: Professional Service Contract for FY24-25 and FY25-26 with Portillo, Brown, & Hill. (PB&H)

Discussion: Proposal to continue our engagement with Portillo, Brown, & Hill (PB&H) as our external auditors. Board's approval, dated May 14, 2024, regarding the Request for Proposal (RFP) for three-year contractual services. Board approved on May 14, 2024, the Request for Proposal (RFP) for three-year contractual services in the amount of \$54,459 for each year of audits, FY25 and FY26. Secretary Mark Dominguez expressed concerns and suggested approval for one year at a time and revisit again for the next audit year.

Trustee Rolando Medrano moved to approve the Action Item: Professional Service Contract for FY24-

25 and FY25-26 with Portillo, Brown, & Hill. (PB&H) and Trustee Rosalie Ortega seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve Action Item: Professional Service Contract for FY24-25 and FY25-26 with Portillo, Brown, & Hill. (PB&H)- Motion Carried 6-0.

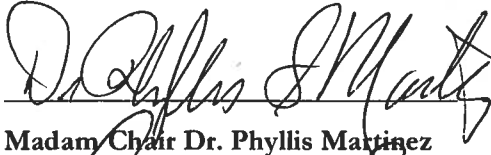
XV. Announcement on date, time and location of next BOT Meeting(s)

- a. Board of Trustees Special Meeting FY27 Budget Approval – Tuesday, April 21, 2026 @ 9:30 am – LCC Student Success Center Board Room
- b. Regular Board of Trustees Meeting – Tuesday, May 12, 2026 @ 10:00 am – LCC Student Success Center Board Room.

XVI. Adjourn:

Secretary Mark Dominguez moved to Adjourn and Trustee Rosalie Ortega seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

**All trustees present voted unanimously to Adjourn @ 1:41 pm.
- Motion Carried 6-0.**

 5/12/26
_____ Date

Madam Chair Dr. Phyllis Martinez

 5/12/26
_____ Date

Leslieann Garcia, Recorder

Date