

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

Tuesday, December 14, 2021 @ 10:00 am  
Luna Community College Student Success Center Board Room

**Call Meeting to order and establish a quorum**

**Roll Call**

**Present:** Madam Chair Dr. Phyllis Martinez, Madam Vice Chair Dianna Medrano, Madam Secretary Louise L. Portillos, Trustee Mark Dominguez, Trustee Kenneth Medina, Trustee Dr. Gilbert Sena and Trustee Maximiliano G. Tenorio, Jr.

**Also present:** President Dr. Edward A. Martinez, Executive Office Manager SherylAnn Yara, Information Specialist Ray Baca, Vice President of Instruction and Student Services, Dr. Dani Day, CFO Morris Madrid, Jesse Gallegos, Public Relations Officer, Gene Sandoval, CTE/Shared Governance, Raymond Varela, ACE/Staff Senate (via zoom), Emily Ulibarri, Santa Rosa Site (via zoom), Georgia Baca, Fiscal/Staff Senate (via zoom) and Matthew Garcia, Physical Plant/Staff Senate (via zoom).

**Pledge of Allegiance**

The pledge of Allegiance was led by Trustee Maximiliano G. Tenorio.

**Approval of the Agenda**

Trustee Mark Dominguez moved for approval of the Agenda as is. 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	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Dr. Gilbert Sena	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the Agenda as is was unanimous.

**Approval of the Minutes** (November 9, 2021 Regular Meeting minutes)

Trustee Dr. Gilbert Sena moved for approval of the November 9, 2021 Regular Meeting minutes. Madam Secretary Louise L. Portillos seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Dr. Gilbert Sena	Yes
Trustee Max G. Tenorio, Jr.	Abstain (was not present at 11.09.21 meeting)		

The vote for approval of the November 9, 2021 Regular Meeting minutes did carry.

### **Public Comment**

Dwayne Craig, a resident in the Luna area addressed the Board and advised that there have been so many incidents of people coming on our land throwing boxes of trash. Mr. Craig advised that he has called the State Police many times. Mr. Craig further stated that near is the National Guard where there is a combination of trash, carpet and people come and shoot at the trash. People do not know how far bullets go and there are many homes there including his and his fathers. Mr. Craig produced a picture of a hole in his house from a bullet and another in a window where his wife was folding clothes, as well as a picture of a greenhouse with a bullet hole and a sign with more than 300 bullet holes. Mr. Craig advised that he has ten precious grandchildren and their homes are there and he would hate for anything to happen to anyone of them.

Adam Craig son of Dwayne Craig reiterated what Mr. Craig stated, further stating that he has 5 children and will not allow them to play outside when he is not home. Tired of living in fear

Trustee Mark Dominguez then reiterated what was said by the Craig's as this is also his backyard and is requesting a special meeting with local and county officials before there is a loss of life.

### **Board of Trustees Updates/Reports**

#### **Executive Committee**

Madam Chair Dr. Phyllis Martinez advised that the committee discussed satellite updates, HLC report update, and further advised that we have been notified that on 1/24 & 25 HLC will be visiting us on the financials. Madam Chair Phyllis Martinez then advised that the following issues were also discussed, CTE update, (still need instructors as adjuncts); there are snack machines on the campus with snacks scheduled for spring; awaiting a response from the Commission of the Blind; LCC reorganization continues and should be complete in Jan.; LETC training update, advisory committee being put together; meeting held with DA to get his support on LETC; COVID – coordination with LCC at the testing site; Board policy revisions beginning with election process, BOT will assign a committee and begin that process in January;

## **Finance Committee**

Madam Secretary Louise L. Portillos advised that the committee discussed the revenue/expenditure report; got an update on fiscal year 21 audit which has not been completed, auditors have filed an extension to the State Auditor (no knowledge of any findings); HED budget recommendations, there are some preliminaries indicated pending new funding and other funding for the CARES Act; discussion in capital appropriations and funding received; the Finance Committee will not be having a meeting in January due to Christmas break.

## **Facilities Committee**

Trustee Kenneth Medina advised that they went through the insurance updates, and bids will be awarded in March for the insurance claims; asked Physical Plant Director Matthew Cordova to make sure we do not exceed our funding; discussion regarding working on funding for demolition of building which might be approximately 5 million; discussed broken water line which had to be fixed and had Hay's Plumbing come in to fix that.

## **Academics Committee**

Madam Chair Dr. Phyllis Martinez advised that they discussed the reorganization; regarding HLC, Dr. Day is working on a provisional plan, focused report; CTE, lifts in the auto shop have been fixed and certified; Dr. Dani Day and the Welding instructor visited the Mora site; Cosmetology had a surprise visit from the Inspector.

## **Personnel Recognition**

Ms. Tycie Jackson of the Education/Early Childhood Department was recognized as she recently completed her Master of Science Degree with a focus in Educational Diagnostics from the University of the Southwest. Ms. Jackson was recognized by the Board of Trustees.

## **Foundation Report**

Foundation Board Chairman Phillip Martinez addressed the Board and thanked the Board for trusting with what we have right in front of us. Mr. Martinez advised that he is not a politician but is a community leader. Mr. Martinez further advised the Board that the Foundation has a lot of dollars and CD's in accounts, including the Helen O'Brien Account and they are trying to see how they get back to awarding scholarships to our students. Mr. Martinez advised that the goal is to start with the scholarships but first of all, making sure that they are within the laws and things are done correctly. Mr. Martinez ended by advising that the Foundation does have a club account which they do spend some money out of.

## **Marketing Video**

The Board of Trustees viewed two Marketing Videos focusing on Luna Community College which were filmed by KOAT-TV of Albuquerque, New Mexico. Public Relations Officer, Jesse Gallegos was instrumental in coordinating with KOAT-TV to make the Marketing Videos a reality.

## **Shared Governance Report**

Shared Governance Chair, Mr. Gene Sandoval addressed the Board and gave the following report:

Divisional activities related to the Mission Statement and Strategic Goals 2021:

A. Senator/Committee report: (Reports from Senators who represent their different groups:

1. Staff Senate – Report by Georgia Baca, SS Chair
  - i. Staff Senate filled in the general maintenance/custodian staff group vacancy with nominating and appointing unanimously Matthew Garcia, also held a swearing induction.
  - ii. Staff Senate web page updates, agendas, and minutes with other changes added to web page.
  - iii. Presentation of draft faculty/staff handbook: staff and faculty combining work sessions, and have begun reviewing the handbook together.
  - iv. Staff Senate to help with Thanksgiving luncheon clean up.
  - v. Dates for Staff Senate are first and third Friday's of the month and the other two Fridays will be open for work sessions on reviewing the draft employee handbook.
  - vi. Staff Senate will begin working with Faculty Senate and Shared Governance to help set up an all employee pot luck event for 12/15/21.

B. Faculty Senate – Report by Sherry Goodyear, FS Chair

- i. Faculty Senate is working in conjunction with Staff Senate to proofread, review and make changes where needed to the employee handbook.
- ii. A copy of the handbook has been sent via email for all to read and make suggestions where they think changes should be made.
- iii. Many of the issues Faculty Senate had identified and created bills to help remedy, will hopefully will be resolved during this revision process.
- iv. F.S. is working in conjunction with Dr. Martinez and Dr. Day to formulate a plan for in-service week which is scheduled for December 13-17, 2021. The goal is to streamline and improve the process so we are more effective and doing less busy work.

C. Student Senate – Report by Angelica Montanez

- a. The Student Senate as a whole have been working towards giving back to the community that surrounds us by collecting donations for the Samaritan House that serves our area. We sorted the donations so the people can get what they need in a more effective manner.
- b. The Student Senate helped contribute to the Thanksgiving Meal to help not only ensure the students and staff have a Thanksgiving meal but also to promote more

campus life. The meal itself was a great success with a lot of help from many different divisions.

c. We plan on doing a small Christmas with our younger preschool students and since they are a big part of our school, we hope this will keep their parents looking to Luna for time to come. We have been working on coming up with mascots for the school and hope to be able to use them in the future.

#### Key Accomplishments:

- Senates have joined to work on handbook
- Successful Thanksgiving meal
- Successful Care Drive

#### Future Activities

- Preparing for Employee Christmas gathering/Proposing Staff Professional Development
- Rough Rider Mascot
- Preschool Christmas

#### **Special Item**

a. BOT Training – NMHED Cabinet Secretary, Stephanie M. Rodriguez

NMHED Cabinet Secretary Stephanie M. Rodriguez addressed the Board and gave the following training:

Cabinet Secretary Rodriguez started with what the New Mexico Higher Education Department is responsible for:

The New Mexico Higher Education Department provides financial, academic, and policy oversight and support to the New Mexico public higher education institutions and our formal community partners for the purpose of promoting efficiency, accountability, and student success. The agency is responsible for fostering and guiding a system of higher education that best meets the needs of New Mexicans. The New Mexico Higher Education Department has been historically known as an agency that performs fiduciary responsibilities and serves as a funding pass-through for public colleges and universities; however, under Governor Lujan Grisham's leadership, we are shifting our focus to student-centered initiatives and support systems, such as higher education access through free college initiatives.

Next, Cabinet Secretary Rodriguez addressed the Responsibility of Regents and Boards by advising that Public four-year colleges, universities, and special schools are governed by boards of regents consisting of members who serve six-year terms and student members who serve two-year terms. Independent community colleges are governed by elected board members within the community, such as Luna Community College. A college board is responsible for governance of the school, including establishment of goals and policies, and overall operation and management. Other functions include approving degrees awarded and appointing the president of the institution.

Next, Cabinet Secretary Rodriguez addressed Items to Review as a Board. Cabinet Secretary Rodriguez advised that Regents are charged with approval of budgets, Budget Adjustment Requests (BAR's), Research and Public Service Project (RPSP) requests, and monitoring the fiscal health of a higher education institution. The Board of Trustees should be reviewing these items through the President and the Chief Financial Officer (CFO) of the independent community college in detail before they are submitted to the New Mexico Higher Education Department. Since each board member will typically designate a member who can adequately understand and explain the various budget line item and categories.

Next, Cabinet Secretary Rodriguez addressed the Fund Balance by advising that for a small institution, a minimum of 6% of unrestricted I&G as a percentage of unrestricted revenue is a healthy benchmark to institute. The absolute minimum is 3% but that is more applicable to larger higher education institutions with more diverse revenue streams. This is so institutions can meet their obligations, such as payroll, in the event of unanticipated changes. Excessive fund balance (10% to 12%) is withholding taxpayer dollars and it is revenue that the community college should be investing back into the school for items such as new equipment, pay parity, institutional scholarships, infrastructure, etc.

Cabinet Secretary Rodriguez ended by addressing Tuition and Fees by advising that the New Mexico Higher Education Department believes that given the generous state support for community college I&G, tuition and fee increases should be the last source of revenue that a higher education looks at to balance their budget. Moreover, the agency is focused on free college and higher education institutions that regularly increase tuition which makes this endeavor less sustainable in the long term. Additionally, fees should be clearly earmarked for specific student services and not used as a backdoor tuition increase.

At this time, NMHED Attorney, Mr. Dave Mathews addressed the Board and spoke briefly on the Open Meetings Act, The Inspection of Public Records Act and the Procurement Code. Handouts of the above Acts were presented to the Board, please refer to the handouts for information.

12:17 – 15-minute break

After the break, Madam Chair Dr. Phyllis Martinez advised President Edward Martinez that there should be some type of ceremony for the retirees of 2021. Madam Chair Martinez also thanked Public Relations Officer Jesse Gallegos for a great job on the Board's pictures which are on the wall.

### **President's Report**

First off, President Edward Martinez wanted to mention the marketing video which was shown earlier on in the meeting and further advised that he is working on a plan to see how the videos will be disseminated. Next President Martinez gave an HLC update by advising that HLC had identified two individuals that will conduct the site visit on January

24<sup>th</sup> and 25<sup>th</sup>. The individuals are Dr. Diane L. Nyhammer, Vice President of Educational Affairs at Waubensee Community College, Sugar Grove, IL, and Dr. Heather Weber, Vice President of Administrative Services at Maricopa Community College-Estrella Mountain in Avondale, AZ. President Martinez then advised that the HLC has scheduled the Probation comprehensive visit for April 25<sup>th</sup> & 25<sup>th</sup>, 2023, although the team visiting LCC has not yet been named.

Next President Martinez gave an update on the Strategic Plan by advising that the Strategic planning committee continues to meet weekly and is making progress in the development of the vision, mission, guiding principles and goals. President Martinez advised that currently, the committee is developing the objectives for each of the six draft goals that have been developed. The next steps are to develop strategies and actions that will be taken/implemented to accomplish the objectives. Once the actions/strategies have been developed, the measure will be identified for each. For a complete list of updates on the report, please refer to the President's report.

### **Action Item**

- a. Review and Approval of 2022 Open Meetings Act Resolution.

Trustee Mark Dominguez moved for approval of the 2022 Open Meetings Act Resolution. 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	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Dr. Gilbert Sena	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the 2022 Open Meetings Act Resolution was unanimous.

### **Vice President of Academics and Student Services Report**

Vice President of Academics and Student Services Dr. Dani Day addressed the Board and gave the following report:

#### **Nursing**

Nursing program admission criteria have been revised to allow a broader range of students to qualify. The new criteria are posted on the nursing page of the website, covered in an article in the optic, and posted on the Luna Facebook page. Students are being advised accordingly.

#### **CTE**

- The Automotive Department, with support from Welding and the Student Senate championed the student float for the Light Parade.
- The lifts in the Las Vegas auto shop have been repaired and certified.
- Welding now has a full-time instructor and is working with AWS to complete all the certification and curriculum modifications necessary to be certified as an AWS Educational Institution and to qualify for HELP NM student funding.

### **Humanities**

- Pioneering video emails to students regarding advising and spring enrollment. So far, it is successfully increasing the number of students coming in for advising now, instead of waiting until January.
- Partnering with IT to better equip classrooms for visually impaired students.

### **STEM**

- 3D printing lab is operational and being used with students and visiting schools.
- STEM faculty are providing support for upcoming learning assessment activities.

### **Education**

- Provided Wonder School training for area center-based and home-based child care providers.
- Added 3 more children to the LCC Pre School.

### **Allied Health**

- Completing updates required for all programs and readying suspended programs for reopening.
- Partnering with STEM to participate in NM Mesa STEM days.

### **Student Services**

In support of spring semester registration, all Student Services offices are assisting students with Accuplacer testing, FAFSA, advising and registration, regardless of their usual specialities.

### **Financial Aid**

- New Director - Gayle Martinez
- Continuing to process aid applications and award aid
- Evaluating current system and procedures for automation, updates and practices.

### **Library**

Library personnel continuing to support student activity events with ongoing supervision and event day participation.

**AND** – Completed and submitted the Focused Report for HLC's visit in January.

### **Action Item**



- a. Requesting approval to negotiate and enter into final agreement for Financial Aid Consulting & Training Services.

After a brief Q& A and some discussion regarding the contract, it was the request of the Board that the information regarding action items being brought before them, be available prior to the meeting. At this time, Trustee Kenneth Medina moved for approval to negotiate and enter into final agreement for Financial Aid Consulting & Training Services. Trustee Max Tenorio, Jr. 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	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Dr. Gilbert Sena	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval to negotiate and enter into final agreement for Financial Aid Consulting and Training Services was unanimous.

**Finance and Administration Report**

CFO Morris Madrid addressed the Board and gave the following report:

1. Year-to-Date Revenue and Expenditure Report – Our revenues continue to be above projections, primarily due to increase in enrollment. Again, State appropriations and property tax distributions will meet projected levels for the year. On the expenditure side, the expenditures overall are still projected to produce savings at year-end. Our expenditure levels will come in under budgeted amounts for this fiscal year. Our current projections show a minimum overall savings of about five percent at year-end.
  
2. Fiscal Year 2022-2023 Budget Process – The Luna Community College Finance Department will begin training sessions in January for all Department Heads that will participate in the budget preparation process for fiscal year 2022-2023. Trends used to develop budgets will include not only historical budget levels, but historical spending levels. Again, special emphasis will also be placed on Strategic Planning Objectives included as submitted to the Higher Learning Commission.
  
3. Fiscal Year 2020-2021 Audit – Luna Community College and our audit firm Patillo, Brown, and Hill, LLC, have requested an extension of the deadline to complete the audit and the process continues toward completion.

**Action Item**

- a. Acceptance of Capital Outlay Funding for FY 2022.

After some discussion and a Q&A, Madam Secretary Louise L. Portillos moved for Acceptance of Capital Outlay Funding for FY 2022. Trustee Max G. Tenorio, Jr. 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	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Dr. Gilbert Sena	Yes
Trustee Max G. Tenorio, Jr.	Abstain		

The vote for Acceptance of Capital Outlay Funding for FY 2022 did carry.

### **Executive Session**

Trustee Kenneth Medina moved that the Board convene into 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	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Dr. Gilbert Sena	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote that the Board convene into Executive Session was unanimous.

### **Return to Regular Session**

Madam Vice Chair Dianna Medrano and Trustee Kenneth Medina have left the meeting.

Trustee Mark Dominguez moved that the Board reconvene into Regular Session from Executive Session where no action was taken. Trustee Dr. Gilbert Sena seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call was taken by Madam Secretary Louise L. Portillos and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Secretary Louise L. Portillos	Yes
Trustee Mark Dominguez	Yes	Trustee Dr. Gilbert Sena	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote that the Board reconvene into Regular Session from Executive Session where no action was taken was unanimous.

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

- Tuesday, February 8, 2022 @ 10:00 am – LCC Student Success Center Board Room.

**Adjourn**

Trustee Dr. Gilbert Sena moved for adjournment. Trustee Max G. Tenorio, Jr. seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken by Madam Secretary Louise L. Portillos and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Secretary Louise L. Portillos	Yes
Trustee Mark Dominguez	Yes	Trustee Dr. Gilbert Sena	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for adjournment was unanimous.

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Dr. Phyllis Martinez, Board Chair

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Louise L. Portillos, Board Secretary

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SherylAnn Yara, Recorder