

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING**  
Tuesday, August 14, 2018 – 5:30 p.m.  
LCC Student Success Center Board Room

**Call Meeting to Order and Establish a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Mark Dominguez and Trustee David Gutierrez

**Also Present:** Interim President Ricky Serna, Executive Office Manager, SherylAnn Yara, Matthew Cordova, Physical Plant Manager, Carolyn Chavez, Human Resources Director, Kenneth Bachicha, Humanities/MA&FT, Danny Alkon YEAROUT Energy Services, Ryan Jewell, YEAROYT Energy Services, Lita Bernal, School of Business Director, Sara Vigil, Humanities Jessica McGee Vocations, Germaine Baca, Human Resources, Eric Moberg, guest, Richard Trujillo, guest, Dr. Sharon Lalla, Vice President of Academics, Reyes Coca, School of Business, Brenda Wagoner, School of Business, Amanda Ortiz, School of Business, Maxine Salas, Institutional Research, Jesse Gallegos, Public Relations, Francina Martinez, Fiscal and Georgia Baca, Fiscal.

**Absent:** Trustee Abelino Montoya, Jr. and Trustee Eugenio Perez IV

**Pledge of Allegiance**

Trustee Mark Dominguez led the Pledge of Allegiance

**Approval of the Agenda**

Vice Chairman Kenneth Media moved for approval of the Agenda. Trustee David Gutierrez seconded the motion. The vote for approval of the Agenda was unanimous.

**Approval of the Minutes** (July 1, 2018 Special Meeting and July 25, 2018 Special Meeting Minutes).

Trustee David noted the in the minutes of July 25 2018, it states that Trustee Eugenio Perez IV voted nay for the approval of the appointment of Mark Dominguez to the District 2 vacant Trustee position. The recording was provided to the Board for review and the vote should have been noted as a yes vote. With this, Trustee David Gutierrez moved for approval of the minutes with the noted changes. Vice Chairman Kenneth Medina seconded the motion with the noted changes. The vote for approval of the Agenda with the noted changes was unanimous.

Executive Office Manager SherylAnn Yara advised the Board that the change had already been made.

### **Public Comment**

There was not public comment at this meeting

***\*\*Note: 5:45 p.m., Trustee Eugenio Perez IV is now present.***

### **Faculty Senate Report**

Faculty Senate Chair, Kenneth Bachicha addressed the Board and advised that faculty are currently attending In-service week with a series of training which have taken place with more to come. Mr. Bachicha further advised that a meeting was held today and the Senate discussed goals as well a filling a vacancy which currently exists. Mr. Bachicha also advised the Board that he and past Chair, Jessica McGee attended the Academic Retreat which took place at the United World College in Montezuma in July. Mr. Bachicha also advised of the STEM celebration which took place on campus which had a fairly decent turn out.

### **Staff Senate Report**

Staff Senate Chair, Amanda Ortiz addressed the Board and advised that Staff Senate members have held some very informative meetings. Ms. Ortiz further advised the Board that Staff Senate will also be sharing in the Strategic Planning. Ms. Ortiz also advised that Staff Senate members, (Amanda Ortiz and Evelyn Montoya met with Interim President Ricky Serna, LCC Board Chairman Daniel J. Romero and LCC Vice Chairman Kenneth Medina to discuss options for working together in order to be more transparent and finally, Staff Senate will be appointing a new member to the Senate at their next meeting.

### **Student Senate Report**

Interim President Ricky Serna advised that there will be no Student Senate Report tonight as students are not yet due back at school.

### **Presidential Update to the Board (Information only): Ricky Serna**

Interim President Ricky Serna reported on the following:

- Dr. Sharon Lalla held an Academic Retreat at the United World College in Montezuma
- Interim President, along with LCC Board Chairman will meet with HED (Higher Education Department, tomorrow, 08.15.18
- With the help of Ms. Maxine Salas, we are looking at and trying to understand the data regarding students
- LCC is in the works of expanding the Adult Basic Education Program to Raton, NM

- Working on implementing evening child care from 5:15 pm. to ?? for children of working parents who would like to attend LCC
- Asked the Board to join us at Student Orientation on Friday, August 17, 2018

## **Reports – LCC Board – LCC Committees – LCC Departmental**

### Human Resources:

Human Resources Director, Carolyn Chavez addressed the Board and provided the following listing of hires, resignation/termination and retirements:

Janice Varela, Full-time STEM Advisor, effective July 24, 2018

Brenda Wagoner, Full-time School of Business Faculty/Staff, effective August 1, 2018

Matthew Borrego, Full-time General Maintenance – Grounds, effective August 1, 2018

Kimberly Sena, Full-time Nursing Faculty, effective August 13, 2018

Anthony Baca, Full-time Trades/Vocational Education Instructor-Collision Repair, effective August 13, 2018

Germaine Baca, Regular Part-time Administrative Assistant 2 – Human Resources, effective August 7, 2018

Reyes Coca, Full-time School of Business Faculty, effective August 10, 2018

Jessica McGee, Full-time Trades/Vocational Education Director, effective August 14, 2018

### Academic Update:

Dr. Sharon Lalla addressed the Board and reported on the following:

- Use data in decision making  
Institutional Research Office

Maxine Salas, Director

Denise Gibson ----- Report to the Vice President of Academics

Goal: To standardize data requests/reports

- Escalate Academic Advisement
  1. Full-Time Faculty are Advisors
  2. 7 Additional Academic Advisors
  3. 2 Development Staff (STEM, English)
  4. Advisement Subcommittee (R&C)
  5. Advisement Training
  6. Distance Ed Holds

Goal: 100% Student Advisement

- Recruitment Workforce
  1. Recruitment All Staff and Faculty
  2. Customer Service

- 3. Workforce Training Summit, September 14-15
- Aggressive Class Schedule
  1. Night Classes
  2. Weekend Classes
  3. Evening Day Care
  4. Satellite/Site Classes
 Goal: Increase course offerings for nontraditional students
- Academic Assessment
  1. Program Reviews
  2. Program Assessment Plan
    - Student learning outcomes
 Goal: 100% Completion of 3 year program Assessment Plan  
 Completion of 1<sup>st</sup> year of 3 year program review
- Faculty Senate Collaborations
  1. In-Service
  2. Assessment Panel
  3. WEAVE
  4. Strategic Analysis and IA Committee
  5. Retention & Completion Committee
  6. Gen Ed Subcommittee
  7. Curriculum Committee
  8. Catalogs Updates
  9. Tested Experience Policy
  10. HLC
  11. Professional Development Budget
  12. Faculty Senate Stipends
- Distance Education
  - Third Year Plan
  - 1. Business Administration 100% Online
  - 2. QM Training
  - 3. Master Syllabus
  - 4. Master Course
  - 5. Instructor Presence Questionnaire

### **Informational Items**

1. Presidential search Update

Interim President Ricky Serna addressed the Board and advised that we are at the tail end of the search, all 16 of the eligible applicants were interviewed by the Presidential Search Screening Committee. Interim President Ricky Serna advised that it was decided that between 12 and 20 candidates would be interviewed and after the interviews, the number was whittled down to 16 with background and reference checks being done at this time. Interim President Serna further advised that between now and September 20<sup>th</sup>, we will be going to work on getting them here to meet with the Board because we will need to post the names for 21 days. Interim President serna also advised that we will also being the process of coordinate on campus visits and at the September 11, 2018 meeting

we will provide not only the names of the finalists, but a time with schedule interviews, and by October the Board can decide who they will select, and at the November the Board will have approve a contract, and if agreed upon, then job can be offered and person will have a couple of months to get their affairs in order which will mean that we are right on track.

## 2. Fall 2018 Enrollment

Interim President Serna provided the Board with a handout showing the results off the current enrollment advising that we still have approximately two more weeks to hopefully increase. ***(Please refer to handout for results).***

## 3. Presentation on Energy Savings Audit YEAROUT Energy Services

Mr. Danny Alkon and Mr. Ryan Jewell of YEAROUT Energy Services addressed the Board and provided them with a handout regarding their update which went as follows:

- Preliminary Assessment
- IGA Kick-off
- IGA 50% Complete Workshop
- IGA 90% Complete Workshop – ***We are here***
- IGA Certified by EMNRD
- ESPC Contract Executed
- Project Funding Secured
- Implement Project
- Performance Period (M&V)

Mr. Alkon and Mr. Jewell then spoke on the recommended Energy Conservation Measures ***(refer to handout for measures)***, Reduction in Annual Utility Consumption (kBtu/Year) (Baseline and Proposed) ***(refer to handout)***, Benchmarking: Energy Utilization Index (EUI), kBft<sup>2</sup>/Year ***(refer to handout)***, Reduction in Annual Utility Costs (\$/Year) ***(refer to handout)***, and finally 90% vs 50% Workshop (Year 1 Guarantee Savings, Annual Capital Contribution, Turn-Key Project Cost, Reduction in Utility Annual Cost and Finance Period ***(refer to handout)***).

## 4. Board Retreat Agenda Review

Interim President Serna provided the Board with the Agenda for their LCC Board of Trustees Retreat which will take place on August 24-25, 2018 at the Albuquerque Marriott Pyramid. Interim President Serna announced that on the 24<sup>th</sup>, a consultant from ACCT will train the Board as to what type of questions need to be asked and what to look for during the upcoming interviews.

## 5. Policy Review – Naming Facilities

Interim President Serna provided the Board with a draft policy (Naming Facilities) and asked that they review and it will be brought before the Board for approval at a later meeting with their additions/deletions. Interim President Serna reminded the Board that a facility cannot be named after an official while they are in office.

### **Action Items**

#### 1. HED Quarterly Report

Donna Flores-Medina presented the HED Quarterly Report to the Board for their review and approval.

Trustee David Gutierrez moved for approval of the HED Quarterly Report. Vice Chairman Kenneth Medina seconded the motion. The vote for approval of the HED Quarterly Report was unanimous.

#### 2. Fixed Assets Certification

Donna Flores-Medina presented the Certification of Property Plat & Equipment Listing as of June 30, 2018 for their review and approval.

Vice Chairman Kenneth Medina moved for approval of the Certification of Property, Plant & Equipment Listing. Trustee Mark Dominguez seconded the motion. The vote for approval of the Certification of Property, Plant & Equipment Listing was unanimous.

#### 3. BAR's

Donna Flores-Medina presented the Board with a BAR (Budget Adjustment Request) for the Administration/President's Office totaling \$20,881.20,

Trustee David Gutierrez moved for approval of the BAR. Vice Chairman Kenneth Medina seconded the motion. The vote for approval of the BAR was unanimous.

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

- Tuesday, September 11 2018 @ 5:30 p.m. – LCC Student Success Center Board Room.

### **Adjourn**

Vice Chairman Kenneth Medina moved for adjournment. Trustee David Gutierrez seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero            Yes                      Vice Chairman Kenneth Medina    Yes

Secretary Ernie Chavez  
Trustee David Gutierrez

Yes  
Yes

Trustee Mark Dominguez

Yes

The vote for approval of adjournment was unanimous.

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Daniel J. Romero, Board Chairman

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Ernie Chavez, Board Secretary

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SherylAnn Yara, Recorder