

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

Tuesday, April 9th, 2024 @ 10:00 am
LCC Student Success Center Board Room

I. Meeting to called to order by madam Chair Dr. Martinez. Vice Chair Portillos read the Open Meetings Script.

II. Roll Call was as follows:

- **Present:** Madam Chair Dr. Phyllis Martinez, Madam Vice Chair Louise Portillo, Secretary Mark Dominguez, Trustee Dr. Gilbert Sena, Trustee Rosalie Ortega, Trustee Kenneth Medina
- **Absent:** Trustee Dianna Medrano

III. Pledge of Allegiance:

- Greg Salazar led the Pledge of Allegiance

IV. Approval of the Agenda:

- Secretary Dominguez motioned to approve the agenda. Vice Chair Portillos seconded. Motion carried.

V. Approval of the Minutes:

- **03/12/2024 Minutes**-Vice Chair Portillos motioned to approve the 03/12/2024 minutes and Trustee Dr. Sena seconded. Motion carried.
- **01/26/2024 Minutes**-Trustee Ortega motioned to amend the minutes to include her as present. Madam Chair Dr. Martinez motioned to amend the minutes to reflect the correct date 01/27/2024. Vice Chair Portillos motioned to approve the minutes as amended. Trustee Ortega seconded. Motion carried.

VI. Public Comment:

- a. No public comment

VII. Board of Trustees Updates: BOT Updates and Committee Reports:

a. April 2nd, 2024-Facilities Committee Report-Presented by Trustee Medina

- Campus accommodations for water shut-off.
- FEMA lease. Chair Dr. Martinez inquired why this location to the public. Dr. Linder informed her this is an internal site only.
- NRCF to demonstrate fire damage to LANL students.

- Flooring complete in Preschool and Cafeteria.
- Addressing leaks in Cafeteria.
- Secretary Dominguez inquired if Facilities is aligning with Master Plan to be in compliance with HLC. Trustee Medina confirmed they were.

b. April 2nd, 2024-Executive Committee Report-Presented by Madam Chair Dr. Martinez

- Timely care update.
- Max Baca contract. Chair Dr. Martinez inquired if there was an update. President Martinez advised that Dr. Linder will address that in her report update.
- FY25 Finance Priorities.
- Budget requests/review.
- President Martinez SFCC Workforce Meeting
- Dr. Guzman SIS workday training.
- Cities selection for Luna/Wildfire commercial.
- NEHERC meeting attendance to recruit students for WRTC.
- HLC member list update.
- President's evaluation survey.
- RFP for Auditing services.
- BOT budget report and quarterly summaries.
- BOT tour of campus.

c. April 2nd, 2024-Finance Committee Report-Presented by Secretary Dominguez

- Revenue and Expenditure monthly report.
- FY22 & FY23 Audit update.
- New computers and satellite installation
- FY25 Budgeting and Funding priorities/Max Baca contract.
- Reserves are at 25%.
- BOT request for BOT budget report and professional service quarterly report.

d. April 2nd, 2024-Academic Sub-Committee Report-Presented by Trustee Dr. Sena

- Luna to pay for lab instructors at West and uniforms for welding students.
- Bernadette Maldonado recognition.
- Pre-nursing certificate acceptance.
- Awaiting CODA approval for dental program.

- Padres y Madres advertised in Santa Rosa newspaper.
- Secretary Dominguez inquired if Blackboard was outdated and if that was the reason Canvas is being considered as a new LMS. President Martinez explained Shared Governance is considering both platforms to decide which LMS will better support students and faculty.

VIII. Staff Recognition:

- President Martinez announced three new hires: LaNae Herrera as Financial Aid Director, Sergio Hartshorne a Student Success Specialist in Registrar's office, and Valerie Montoya as a Nursing Instructor.
- President Martinez then introduced Faculty member Bernadette Maldonado and gave a brief overview of her accomplishments as an author. Ms. Maldonado introduced herself to the Board and presented her two new books.

IX. LCC Foundation Update: Presented by Laurence Quintana and Lorraine Martinez

- Foundation has awarded 14 scholarships.
- Two events will be held in May to fund scholarships: The first is May 4th and the second is May 10th.
- Secretary Dominguez inquired if the Foundation's scholarship criteria is aligned with their bylaws, Luna and HLC. Mr. Quintana replied the Foundation is making progress on keeping up to par with requirements. Trustee Portillos expressed her gratitude for all the progress the Foundation has made. Madam Chair Dr. Martinez stated that although she thinks eliminating the FAFSA requirement was good for the students, she wondered if that type of policy change and similar ones should be presented to the Board for approval. Mr. Quintana explained that it is not a policy change but a criteria eligibility change. He then explained the logic behind the change of eligibility criteria is to fund the pressing needs of students outside of scholarship requirements through emergency funding and other avenues that can assist them. Secretary Dominguez stated that he wants the Board be informed of any policy changes/updates from the Foundation Board in the event of any questioning from HLC and purposes of transparency.

X. Shared Governance Report-Presented by Rachael Lucero:

- Faculty Senate is holding elections.

XI. President's Report – President Martinez:

a. Presidents Updates:

- **HB2**-Working on final budget revenue projections. Special meeting to be held April 22nd, 2024 to vote on budget.
- **Workday/SIS**-Dr. Guzman and her team have been busy identifying processes that will go into Workday.
- **WTRC (Wildfire Resiliency Training Center)**-Attended NEREC to recruit students for Wildland Firefighter program. HLC-Larry Fields submitted institutional updates to HLC before deadline.
- **Grants**-Luna has been approved as an HSI (Hispanic Serving Institute) designation thanks to the diligent work of Dr. Thompson. Luna may now apply for Title 5 funding under that designation.
- **Wellness Center**-Dawnette was acknowledged as a good manager of the Center for the Luna community and the public.
- **CDL**-New classes starting and in the process of purchasing CDL simulator.
- **WTRC**-Reiterated recruitment of students for Firefighter program and stated classes are open to the public as well. Madam Chair inquired about the 150 student enrollment. President Martinez explained these were non-credit students. Madam Chair Dr. Martinez then inquired about tuition of these students. President Martinez explained these students do not pay tuition because they are sponsored by other entities that Luna has partnered with. Discussion occurred regarding age restrictions. President Martinez clarified that Luna eligibility for the classes permitted persons under 18 years old. State and Federal requires 18 and older to test for state and federal certifications.
- **PR**-Jesse is ensuring the videos are on track to be aired appropriately in selected cities and he is working diligently with O'Rourke to ensure text/graphics for ads are accurate.
- **Athletics**-Both baseball and softball continue to do well and are finishing up season play, and there is a possibility they will have post-conference play. Both teams will be available on 04/22/2024 for recognition.

Secretary Dominguez inquired about the condition of our bus fleet. President Martinez informed him all buses are mechanically functional aside from one that had physical damage from the elements.

XII. 12. Vice President of Academics and Student Services Report –Presented by Dr. Guzman Duran

a. VPISS Updates:

- Dr. Guzman explained in-depth the academic compliance process regarding Department of Education Program Participation Agreement (PPA) and how it is tied to HLC liaison process to receive approval for funding and Pell Grant funding. She emphasized that approval is

contingent on accuracy of financial audits Luna is working on improving Financial Aid policy with ATTAIN.

- Current Learning Management System (LMS) is not current in measuring outcomes. Additionally, Luna must comply with the law that requires schools to inform students through disclosures different licensure requirements if they move out-of-state. Currently working on cleaning up system by purging irrelevant data.
- Secretary Dominguez inquired if any Financial Aid Policy updates would be approved by the Board. Dr. Guzman informed the Board that updates to FA go directly to the Department of Education and thus do not require Board approval.
- Discussion occurred regarding Canvas vs. Blackboard as the new LMS, as current Blackboard software is outdated and does not measure outcomes by twenty-first century standards. Dr. Guzan explained they are in the process of comparing the two platforms in different areas, such as modality of courses (in-person, hybrid, asynchronous, etc.) Discussion occurred regarding which modality best served our student demographics. Secretary Dominguez sought assurance that staff and faculty would not be overwhelmed with implementation of another new software program. Dr. Guzman explained the decision to tentatively switch to Canvas was a shared governance decision, which oversees student and faculty input. Vice-Chair Portillos suggested Luna contact other institutions who use those platforms and get feedback regarding their outcomes.
- LANL challenge occurring today.
- The directors of the Business program, CTE, and Media Arts Technology are all tasked with recruiting.
- Promotional materials, such as uniforms for welding students, can be purchased by faculty from their budgets. Monies from LANL grant alone will cover the cost for uniforms for welding program.

XIII. Vice President of Finance and Administration –Presented by Dr. Linder

- a. **VPFA Update: FY24 Revenue and Expenditure Report July-March**-Discussion regarding institutional support.
- b. **Revenue and Expenditure Report: FY22-FY23 Audit**- Met with Financial Aid director regarding her concerns of the audit. Also provided auditors more FA data. Preparing RFP for FY24 audit and explained process.
HERF/CARES Act-Timely Care launched for mental health for both students and all employees. Approval of more funds for technology.
- c. **Board Expenses**-80K total \$16,570 spent thus far
- d. **Personnel updates**-Leticia is short-term employee in Human Resources and Michelle is covering Accounts Payable position. Vivid Solutions contract with Max Baca.

Ongoing training for Procurement. Cybersecurity compliance due by November due to executive order. Quarterly report will be provided at the next meeting. Secretary Dominguez inquired about Zoneminder. Greg explained why it was decommissioned. Secretary Dominguez inquired if we can reference our current security system if needed. Greg Salazar said he would follow-up with Matt Griego regarding that. Discussion regarding MEC usage and sound system.

e. Action Item: Dual Course Credit Fees

The Board was presented with two motions regarding this subject: to eliminate dual course credit fees or continue to charge dual course credit fees.

Dr. Martinez explained this was brought to the Board due to the ambiguous language of law regarding who is responsible for paying dual course fees, as some students and school districts feel the college should pay them. There was discussion regarding the text of the law regarding these fees and how HED is interpreting the law. It was decided that the law was vague and it called for a vote.

Trustee Medina motioned to eliminate dual course credit fees and Trustee Portillos seconded.

Madam Chair Dr. Martinez called for roll call vote: Roll call as follows:

Madam Chair Dr. Martinez-Yes

Madam Vice Chair Louise Portillo-Yes

Secretary Mark Dominguez-Yes

Trustee Dr. Gilbert Sena-Yes

Trustee Dianna Medrano-Absent

Trustee Kenneth Medina-Yes

Trustee Rosalie Ortega-Yes

Motion carried.

XIV. Executive Session (Roll call is required). Limited Personnel Matters as permitted by NMSA 1978, Section 10-15-1(H)(4) (as amended) of the Open Meetings ACT, more specifically, relating to the President's Survey.

- a. Trustee Medina motioned to move to Executive Session and Trustee Sena seconded.
- b. Madam Chair Dr. Martinez called for a roll call vote. Roll call as follows:

Madam Chair Dr. Martinez-Yes
 Madam Vice Chair Louise Portillo-Yes
 Secretary Mark Dominguez-Yes
 Trustee Dr. Gilbert Sena-Yes
 Trustee Dianna Medrano-Absent
 Trustee Kenneth Medina-Yes
 Trustee Rosalie Ortega-Yes

Motion carried.

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

- a. Chair Dr. Martinez announced the next BOT (tentative) meeting is Tuesday, April 22, 2024 @10:00 am – LCC Student Success Center Board Room.

XVI. Adjourn

Trustee Ortega motioned to adjourn and Trustee Medina seconded.

Madam Chair Dr. Martinez called for a roll call vote. Roll call as follows:

Madam Chair Dr. Martinez-Yes
 Madam Vice Chair Louise Portillo-Yes
 Secretary Mark Dominguez-Yes
 Trustee Dr. Gilbert Sena-Yes
 Trustee Dianna Medrano-Absent
 Trustee Kenneth Medina-Yes
 Trustee Rosalie Ortega-Yes

Motion carried.

Madam Chair Dr. Phyllis Martinez

Date

April Morell-Recorder

Date

FENVAL