

**LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
RETREAT
Friday, August 24 – Saturday, August 25, 2018
Albuquerque Marriott Pyramid**

Call Retreat to Order

Roll call

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

Also present: Interim President Ricky Serna, Executive Office Manager SherylAnn Yara and Dr. Pamela Fisher, EdD, Search and Retreat Consultant, ACCT.

Absent: Trustee Eugenio Perez IV

Pledge of Allegiance

Trustee Abelino Montoya, Jr. led the Pledge of Allegiance.

Approval of the Agenda

Trustee Abelino Montoya, Jr. moved for approval of the agenda. Secretary Ernie Chavez seconded the motion, with all in favor the motion did carry.

9:00 a.m. – 11:00 a.m. – Ethical Governance and Board Basics – Dr. Pamela Fisher

Dr. Pamela Fisher addressed the Board and thanked them for having her here, advising it is a pleasure to be here. Dr. Fisher then began her presentation with Accreditation and spoke to the board about the Accreditation Rules of Engagement advising that:

Dr. Fisher then advised the board that in order for the board to be effective, they must:

- Integrate multiple perspectives into board decision-making
- Establish and abide by rules conducting board business
- Speak with one voice, and support the decision of the board once it is made
- Recognize that power rests with the board, not individual trustees
- Know community needs and trends
- Link with the community
- Seek out and consider multiple perspectives when making policy decisions
- Debate and discuss issues in public
- Serve the public good
- Are proactive, visionary and future-oriented

- Learn about and communicate with any different groups
- Focus on community needs and trends
- Establish the vision, mission and board institutional goals as policy

Dr. Fisher then advised the board that a successful governance depends on a good relationship between the board and the chief executive officer (CEO). The President is the single most influential person in creating an outstanding institution, therefore selecting, evaluating and supporting the CEO are among the board that the CEO implements board policies, while the board depends on the CEO for guidance and educational leadership. Dr. Fisher then advised that to be effective, trustees and boards must:

- Select and retain the best CEO possible
- Define clear parameters and expectations for performance
- Conduct periodic evaluations; provide honest and constructive feedback
- Act ethically in the relationship with the CEO
- Support the CEO; create an environment for success

10:15 a.m. – a 15 minute break was called for by Dr. Fisher

Dr. Fisher then addressed the board and went over the top twenty truths for effective trusteeship:

Board of Trustees' Roles

1. The Board adopts broad policies and goals and does not direct the President/Chancellor or other staff to implement those policies or achieve those goals.
2. The Board operates a unit and honors Board decisions once they are made.
3. The Board ensures all board members follow board policy and intervenes when necessary.
4. The Board conducts effective and efficient meetings.
5. The Board strictly follows parliamentary procedure.

BOARD OF TRUSTEES' ETHICAL BEHAVIOR

6. The Board honors the confidentiality of all executive (closed) sessions.
7. Board members do not favor or protect any one college or community special group.
8. Board members operate ethically and without conflict of interests and honor commitments it makes to one another and to the President.
9. Board members always treat staff and each other respectfully in all public settings.
10. Board members do not meet directly with union representatives while negotiations are underway.

BOARD OF TRUSTEES/PRESIDENT RELATIONS

11. The Board of Trustees supports the President, does not undermine his/her authority and counters misinformed public criticism.
12. Board members refer all constituent concerns to the President.

13. Individual board members do not direct the President on what to do on any college related decision, understanding that direction comes only from the entire Board of Trustees.

COMMUNITY RELATIONS

14. The Board builds a positive image of the college.
15. Board members do not speak to the press in any way that reflects negatively on their colleagues or college.
16. No individual board member speaks for the Board except on matters where the Board has taken official action.
17. Board members do not use their position to further their political career.

ACCREDITATION RESPONSIBILITIES

18. Individual board members do not distract the attention of trustees the President or other staff from the high priority of retaining its accreditation.
19. The board understands that its performance is a contributing factor to whether or not a college retains its accreditation and stays open.
20. The board demonstrates that it puts the college's accreditation status above all other concerns.

****11:55 a.m. – Trustee Eugenio Perez IV is now present.***

Dr. Fisher ended her presentation by advising the board of The Six Essentials of Good Board/CEO Relations.

1. Good Board-President relations begin, continue and end with ethical behavior.
2. The Board and President must communicate with each other openly, appropriately and even-handedly.
3. The Board and President must know their separate responsibilities.
4. The Board and President should each be evaluated annually.
5. The Board and President need to encourage each other.
6. Facilitating the Board process is the sixth essential

The Board engaged in many interesting and exciting discussions/conversations during Dr. Fisher's topics.

The Board then thanked Dr. Fisher for traveling all this way to present them with all the Information which is definitely going to be beneficial to them.

12:30 p.m. – 1:30 p.m. – Understanding LCC Students

Maxine Salas, Institutional Research Director addressed the board and opened up by Advising them where Institutional Research at LCC is today. Ms. Salas advised the she has identified the FTFT freshmen cohorts dating back to 2008, has identified five years of EOT data, is gaining better understanding about how to link tables and is currently working on the LCC web page. Ms. Salas went on to addr:

- Combine our major codes DC and CE
- XC training
- Secure our data and recognize it as an asset
- Create validation reports for our data stewards

Ms. Salas then spoke on the OIRR Goals and advised that institutions use data to improve student success.

Ms. Salas then entertained any questions and thanked the board for their attention and for having her present today.

1:30 p.m. – 3:30 p.m. – Strategic Plan Review

Interim President Ricky Serna and STEM Director Francisco Apodaca presented a Strategic Plan Review – Summary of Responses – Leadership/Faculty/Staff handout and reviewed it with the board.

- Prompt #1 – Does the plan connect the mission to the vision?
- Prompt #2 – Is the plan realistic?
- Prompt #3 – Is the plan cohesive?
- Prompt #4 – Is the plan balanced?
- Prompt #5 – Is the plan complete?
- Prompt #6 – Is the document clear?

*****Please refer to handout.***

Recess

At 3:45 p.m. – Trustee Abelino Montoya, Jr. moved to recess the Retreat until tomorrow, Saturday, August 25 2018 @ 8:30 a.m. 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	Yes	Trustee Mark Dominguez	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Eugenio Perez IV	Yes		

The vote to recess the Retreat until August 25, 2018 @ 8:30 a.m. was unanimous.

**LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
RETREAT
CONTINUED**

Saturday, August 25, 2018 – 8:30 a.m.
Albuquerque Marriott Pyramid

Vice Chairman Kenneth Medina moved to return to the Retreat. Trustee Abelino Montoya, Jr. 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	Yes	Trustee Mark Dominguez	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Eugenio Perez IV	Yes		

The vote to return to the Retreat was unanimous.

Roll call

Present: Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Mark Dominguez, Trustee David Gutierrez, Trustee Abelino Montoya, Jr., and Trustee Eugenio Perez IV.

Also present: Interim President Ricky Serna, Executive Office Manager SherylAnn Yara, Henrietta Maestas, LCC Registrar, Milena Zilo, Zilo International and Donna Flores-Medina LCC Finance Director.

9:00 a.m. – 10:30 a.m. – How to Interview presidential candidates

LCC Registrar, Henrietta Maestas and Milena Zilo of Zilo International addressed the board and advised them that they have a very tough decision when it comes to selecting new president for LCC. Ms. Maestas and Ms. Zilo then went over the list of candidates who will be interviewed for the position.

After a lengthy discussion, Ms. Maestas and Ms. Zilo advised the board that they would be more than happy to share the rubric they used during the interview questions and help them out in any way possible once they have set a date for work session in order to come up with the questions.

10:30 a.m. – 12:00 p.m. – FY18 Budget recap and FY19 budget review

Donna Flores-Medina, Finance Director addressed the Board and went over LCC's Revenues, Expenses and Fund Balance. Ms. Flores-Medina began by advising that the

total estimated fund balance (allocated as of 6/18/18) to be at 100% (1,653,469), R&C at 20% (336,735), Nursing at 23% (380,774) and Unallocated at 57% (935,960). Ms. Flores-Medina then summarized the research to be:

- \$812,500 – tuition
- \$1,900,000 – Mil Levy
- \$7,514,900 – Appropriations
- Total \$10,227,400

Ms. Flores-Medina then advised the board that the college has kept the 18/19 expenditure level essentially the same as the revised 1Ms. Flores-Medina then advised the board that the college has kept the 18/19 expenditure level essentially the same as the revised 17/18 budget, that the college continues to strategically use the R&C funds and that the parity cost was over \$300,000 which will be a recurring cost. Ms. Flores-Medina then went over the expenses by division:

<u>Division</u>	<u>Budget</u>	<u>% of total</u>	<u>Increase from Original</u>
Instruction	\$4,366,664	39%	344,935
Academic Support	\$ 587,397	5%	-0-
Student Services	\$1,833,540	17%	4,000
Institutional Support	\$2,274,293	20%	35,681
Maintenance	\$2,079,389	19%	-0-
Total	\$11,191,283	100%	384,616

Ms. Flores-Medina also supplied the board with handouts of the Revenue & Transfers, 18/19 Budget (Instruction & General (I&G) (Fund 100). ****Please refer to handouts as time did not allow for Ms. Flores-Medina to go over every line item.***

At the end of this Retreat, the following commitments were made as part of the discussion on Governance:

- All Trustees committed to signing the Conflict of Interest Acknowledgment Form
- Members shall remain dedicated to ongoing training aimed at better understanding their roles and responsibilities (it was also requested that a follow-up with Dr. Fisher take place before the end of the year)
- Members reconstituted their commitment to allowing the administration to run the day-to-day operations of the college

Items which are requested be followed up with:

- Explore a proposal to provide Trades graduates with the tools and equipment necessary to secure a job more easily, (perhaps getting the practice grant funded)
- Explore the possibility of funding 1 FTE for Santa Rosa trades program
- When coordinating dual credit courses, be sure to work around the reality that several students in the region are athletes

- Trustees would like to see percent spending levels, by department, each month (these reports will identify trends in spending habits)
- The Chairman made a suggestion that the two new trustees attend the upcoming ACCT Annual Conference
- It was requested that the board receive a presentation on R&C budget

Regarding the discussion on revisions to the College’s strategic plan:

- The Board would like to be sure it plays an active role in the ongoing revisions to plan. Members stressed their ownership for the document and do not want the plan revised prior to their review and approval
- There was a consensus among members that the goals are lacking performance measures
- It was agreed that there is redundancy with the goals and guiding principles
- The Board agreed that the plan should focus on the following;
 1. Better quality of life for graduates
 2. Advancing the communities of the service region
 3. Preparing students for competing at the forefront of their fields
 4. Providing diverse and applications-based learning opportunities that better prepare students for the workforce

From discussion, created the following vision statements:

- ✚ Draft Vision #1: Luna Community College is a regional leader in providing exceptional value for quality, innovative and integrated educational experiences that prepare students to compete at the forefront of their chosen field
- ✚ Draft Vision #2: Luna Community College provides its students with innovative and state-of-the-art educational experiences that meet the changing needs of the region and lead to a better quality of life
- ✚ Draft Vision #3: Luna Community College providing educational opportunities for a better quality of life.

This concluded the Retreat presentations.

Adjourn – 12:40 p.m.

Trustee Abelino Montoya, Jr. moved for adjournment. Secretary Ernie Chavez 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	Yes	Trustee Mark Dominguez	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Eugenio Perez IV	Yes		

Daniel J. Romero, Board Chairman

Ernie Chavez, Board Secretary

SherylAnn Yara Recorder