

Minutes
Luna Community College
Board of Trustees
Special Meeting Minutes
Thursday, June 29, 2023 @ 10:00am
LCC Board Room
LCC, Las Vegas, NM 87701

Call meeting to Order

Meeting called to order at 10:06am

Roll Call

Present: Chair Gilbert Sena, Madam Vice Chair Dianna Medrano, Madam Secretary Louise Portillos (via zoom), Trustee Dr. Phyllis Martinez, Trustee Kenneth Medina and Trustee Rosalie Ortega, Gayle Martinez, Director of Financial Aid, Dr. Dani Day, VP of Instruction and Student Service, Greg Salazar, Director of IT, Francina Martinez, Controller, Georgia Baca, Fiscal Analyst

Not Present: Trustee Mark Dominguez

Pledge of Allegiance

Trustee Kenneth Medina led the Pledge of Allegiance

Approval of Agenda

Trustee Dr. Phyllis Martinez motioned to approve the agenda and Madam Vice Chair Dianna Medrano seconded. Motion passed.

Public Comment

No Public Comments

Financial Aid and ATTAIN Contract - Action Item

Chair Gilbert Sena asked for a motion however Trustee Kenneth Medina suggested to discuss first and then the motion.

Discussion:

Gayle Martinez, Director of Financial Aid was asked to give a description and what is going to happen and why it's necessary. President Martinez wanted to provide background. President Martinez shared with the BOT members that LCC software Jenzabar has been modified extensively. As a result, the Financial Aid software PowerFAIDs and Jenzabar are not speaking to each other. Any upgrades are an issue. PowerFAIDs upgrades and changes in staffing are exacerbating the problems. To best serve the students we need to contract with ATTAIN to take on the full responsibility of the work in Financial Aid Office to

ensure that disbursements are on time. The on-campus staff will be assisting students.

At this time, President Martinez asked Dr. Day and Financial Aid Director Gayle Martinez to provide additional information.

Dr. Day informed the board that the Financial Aid office works with students and has to do a lot of manual processing and reporting. That is where the system is breaking down. The board wanted to know how ATTAIN worked in the past with LCC. Dr. Day said that in the past, Luna had a full-time programmer to assist Financial Aid.

President Martinez told the board that he, IT Director Greg Salazar, Financial Aid Director Gayle Martinez and Dr. Day were not at Luna before ATTAIN was hired to assist Financial Aid Office. President Martinez informed the board that since the previous Programmer/IT Manager is no longer employed, he is not dedicated to Luna and we cannot call him whenever there is an issue.

The Board of Trustees expressed their concerns with the cost of having ATTAIN continue and suggested to have ATTAIN assist LCC for half a year because the full year contract will cost Luna \$466,000.00 and that money could be used in other ways. Madam Secretary Louise Portillos asked if President Martinez has negotiated the contracts with ATTAIN and President Martinez said no and the college does not currently have anyone on staff with the knowledge to make updates to either of the systems. President Martinez was asked by the board if there were any concerns with the Financial Aid Office Audits and President Martinez said that there were not. President Martinez stated that just hiring a general programmer would not fix the problem because the changes to the Jenzabar system have been so extensive.

Gayle Martinez, Director of Financial Aid Office answered the board members questions and explained the need for the assistance from ATTAIN.

President Martinez was asked why they haven't hired anyone as a programmer since the position has been posted for a year. President Martinez explained that if Luna hires employees at a higher rate than the director or other Luna employees, it would cause issues with employees that are at the same level. Luna has a pay matrix that it needs to stick to. The Board members expressed concern about the cost to continue using ATTAIN to assist Financial Aid. President Martinez told the members that ATTAIN could be used to take on a bigger role with Financial Aid Office allowing Gayle to assist students. IT Director Greg Salazar explained to the board that Programmer Matt Bowie was hired to work with Luna on a part-time basis, but Matt Bowie is currently working with another entity and assists when he can as and has a commitment with his new employment. IT Director Greg Salazar explained that there is a shortage of IT individuals in New Mexico. President Martinez told the board members that

even Jenzabar would not work with Luna because the program has been changed so much that it is no longer their program.

Director Gayle Martinez told the members that she could not dedicate all her time to Financial Aid because she now has to train with WorkDay and the workshop is time consuming.

Dr. Dani Day explained to the board that ATTAIN had been responsible in the previous contract for certain items and now they will be responsible for everything if we go with this contract making sure that students get their financial aid on time. Hiring ATTAIN will give Director Gayle Martinez the time to do her work rather than taking her away from her day to day work.

The board discussed various ways to hire an IT person and limit contracting with ATTAIN. The decision was to table the item for further discussion

Trustee Dr. Phillis Martinez made the motion to table the ATTAIN contract and Trustee Rosalie Ortega seconded.

Chair Dr. Gilbert Sena called for a roll call vote. Roll call vote is as follows:
All in favor say I, motion passed.

Announcement on date, Time and Location of next BOT meeting.

Chair Dr. Gilbert Sena announced that the next LCC Regular board meeting is scheduled for Tuesday, July 11, 2023 @ 10:00am in the LCC Student Success Center Board Room.

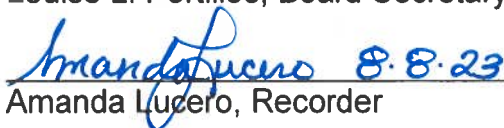
Adjournment

Trustee Rosalie Ortega made the motion to adjourn and Trustee Dr. Phyllis Martinez seconded. Motion passed.



Dr. Gilbert Sena, Board Chair

Louise L. Portillos, Board Secretary



Amanda Lucero, Recorder