

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES**  
Tuesday, May 11, 2021 @ 10:00 am  
LCC Student Success Center Boardroom

**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:** Acting President Morris Madrid, Executive Office Manager SherylAnn Yara, Information Specialist Ray Baca, Georgia A. Baca, Fiscal/Staff Senate, Karen Wezwick, Campus Branch and Location Coordinator/Staff Senate, Lawrence Vigil, Facilities/Shared Governance, (virtual), Matthew Cordova, Physical Plant Director/Staff Senate, (virtual), Shannon Ortiz, IT/Staff Senate, (virtual), Gloria B. Pacheco, Dental/Staff Senate, (virtual), Emily Ulibarri, Santa Rosa Site/Staff Senate, (virtual), Carolyn Chavez, HR Director, Dr. John Thompson, CTE Director, Vice President of Instruction and Student Services Dr. Kenneth Patterson, and Amanda Lucero, Humanities.

**Pledge of Allegiance**

The Pledge of Allegiance was led by Trustee Mark Dominguez

**Approval of the Agenda**

Trustee Dr. Gilbert Sena moved for approval of the Agenda. Trustee Kenneth Medina 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 was unanimous.

**Approval of the Minutes** (February 16, 2021 Regular, March 9, 2021 Regular Meeting and April 1, 2021 Special Meeting minutes).

Madam Chair Dr. Phyllis Martinez advised for the record that the Board cannot act on the March 9, 2021 Regular Board Meeting minutes as a compliant was issued regarding these minutes.

February 16, 2021 Regular Board Meeting minutes – Madam Secretary Louise L. Portillos moved for approval of the February 16, 2021 Regular Meeting minutes. Madam Vice Chair Dianna Medrano 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 February 16, 2021 Regular Meeting minutes was unanimous.

April 1, 2021 Special Meeting minutes – Trustee Gilbert Sena moved for approval of the April 1, 2021 Special Meeting minutes. Trustee Mark Dominguez 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 (was not present at said meeting)		

The vote for approval of the April 1, 2021 Special Meeting minutes was unanimous.

### **Public Comment**

There was no public comment for this meeting.

### **Student Senate Report**

There was no one present for the Student Senate Report and a report was not submitted.

### **Staff Senate Report**

Georgia A. Baca, Staff Senate Chair addressed the Board and advised that at their meeting they discussed, Staff Senate Stipends/Clarification and deadlines, Employee end of semester (year) get together, Election process for Staff Senate, Graduation representation, Staff Senate By-Laws and Constitution review and Faculty In-Service input (staff process). Action Item – Approval of Staff Senate Constitution and By-Laws

revisions/addendums) and announced that their next regular meeting is scheduled for June 24, 2021 (STC) virtually at 8:30 am.

### **Faculty Senate Report**

There was no one present for the Faculty Senate Report, although the Board did receive a copy of the report submitted by Ms. Sherry Goodyear of Faculty Senate. Please refer to Faculty Senate Report submitted by Ms. Sherry Goodyear.

### **Shared Governance Council Report**

There was no one present for the Shared Governance Council Report and a report was not submitted.

### **Presidential Update to the Board (Information Only)**

Acting President Morris Madrid addressed the Board and advised that he has a couple of items, one being a summary of a bill which is co-sponsored by United States Congresswoman, Teresa Leger-Fernandez who visited with him last Friday for a brief visit, and they were able to visit a couple of departments here on campus, one being STEM and the other the Nursing SIM lab. They discussed the America's College Congress Act which would waive tuition and fees for two years for community college. The second bill being Provision impacting Higher Education, both being opportunities for Luna Community College, third being the Childcare Infrastructure Act, and the Native American Language Resource Act.

Acting President Morris Madrid then advised that he will be asking the Board to put together a Resolution supporting these bills, and further stated that United States Congresswoman Teresa Leger Fernandez would like to, at some point, schedule a meeting with the Board members.

Acting President Morris Madrid concluded by advising the Board that he will be attending the Foundation meeting to do an assessment to see where they are at and to try to develop a plan to put in place the procedures and internal controls that they made within their organization.

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

#### **Human Resources**

Human Resources Director Carolyn Chavez addressed the Board and reported on Hires: Karen Wezwick, Branch Campus and Location Coordinator, hired April 4, 2021, Retirements – none, current job postings (please refer to report), jobs posted, closed, and under current interview process – Full-Time Administrative Assistant 1 – Admissions and Recruitment, and jobs posted, closed and ready for hire – Full-Time Faculty/Staff College and Career Readiness Institute, opened: January 27, 2021, closes: until filled.

## **Academic Report**

Vice President of Instruction and Student Services addressed the Board and gave an update on the following:

- Summer Registration is currently open with 64 class sections scheduled and several more in process. Current headcount of 72 students, resulting in a class section enrollment of 110. This generates a credit hour production of 299 credit hours
- Luna's two satellites and one site have begun work to re-implement Community Education activities.
- All of Luna's programs were represented at Springer Preview Day April 19<sup>th</sup> at the Springer Satellite.
- The Las Vegas campus hosted College Day Wednesday, May 6, with Program Directors, Faculty, and Staff. Of particular note was an impressive small car show provided by CTE-Automotive. Lunch was provided for everyone in attendance.
- Faculty will be participating in an In-Service training week of May 17-21 for the purpose of completing the Spring Term and for Faculty/employee training.

## **Monthly Budget Report**

Acting President/CFO Morris Madrid addressed the Board and provided a handout for them to follow. The handout included Instruction and General Highlights of the Budget to Actuals:

- Revenues are at 76% and right on target
- I&G Expenditures are 67% below target

The handout also included Tuition, State Government Appropriations, Local Gov. App (Mill Levy), and other numbers to the Full year budget, \$\$ spent at March 31<sup>st</sup> (75% of the year) and % of budget spent. **Please refer to handout for exact numbers.**

## **Monthly Satellite Report**

Karen Wezwick addressed the Board and advised that she has been in the position for approximately 5 weeks and she has put together both her short and long-term goals. Ms. Wezwick advised that she has visited the sites twice with the exception of Santa Rosa, she has served on Staff Senate with the election process. Ms. Wezwick further advised that one of her concerns is that she would like to get the Community Classes up and running as people are asking for them now. Ms. Wezwick advised that we need to get the fee schedules done. She would like to get the ladies (at the sites), computers updated.

The Board suggested that she put together a survey in order to see what type of Community classes are being requested.

***Break – 11:45 am (15 minutes)***

**11:45 am – Vice Chair Dianna Medrano has left the meeting.**

**Trades Report**

Trades/CTE Director Dr. John Thompson addressed the Board with a lengthy report regarding CTE and asked when he would get a chance to bring forth his Business Model and Business Plan for CTE. Dr. John Thompson described the different types of models and advised that he would describe the Business Model at Luna, especially for CTE as the “Retail Store Model”. Dr. John Thompson further advised that CTE courses are very much “equipment” oriented courses. Dr. John Thompson also spoke regarding the Perkins V Grant, Collision Repair Technology, “Vehicle Restoration” Technology, CDL, Cosmetology and Culinary Arts. **For full wording, please refer to Dr. John Thompson’s Trades/CTE Report.**

**12:00 pm – Return from Break**

**Summer and Fall Schedule**

LCC Registrar, Geraldine Saavedra addressed the Board and advised them that there is no deadline to submit course entry forms as long as the course has not begun. Ms. Saavedra advised that they have from mid-March through the beginning of the course. Ms. Saavedra further advised that the summer will be eight-week courses as opposed to sixteen weeks. Ms. Saavedra also advised that the Fall semester is also open.

**Graduation Update**

LCC Registrar, Geraldine Saavedra addressed the Board and provided them with a handout regarding the Graduation Ceremony agenda. A brief discussion ensued regarding how many students would be walking the line at graduation as well as the basic timelines. Ms. Saavedra also invited the Board to the rehearsal scheduled for Thursday.

**Executive Session (Roll call is required)**

Trustee Kenneth Medina moved that the Board convene into Executive Session. Trustee Mark Dominguez 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	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 (Roll call is required)**

Trustee Max G. Tenorio, Jr. 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 vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	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 reconvene into Regular Session from Executive Session where no action was taken was unanimous.

## **Action Item**

1. Discussion and possible action on Presidential Contract.

At this time Madam Chair Dr. Phyllis Martinez asked for a motion to begin negotiations for the next President.

Trustee Max G. Tenorio, Jr. moved to begin negotiations for the next President. 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	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 to begin negotiations for the next President was unanimous.

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

- Regular Board Meeting – Tuesday, June 8, 2021 @ 10:00 am – LCC Student Success Center Boardroom.

## **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 and reflected the following:

Chair Dr. Phyllis Martinez      Yes  
Trustee Mark Dominguez      Yes  
Trustee Dr. Gilbert Sena      Yes

Secretary Louise L. Portillos      Yes  
Trustee Kenneth Medina      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