

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

Thursday, April 21, 2022 @ 10:00 am
LCC Student Success Center Board Room

Call Meeting to Order and Establish a Quorum

Roll Call

Present: Chairman Dr. Gilbert Sena, Madam Vice Chair Dianna Medrano, Madam Secretary Louise L. Portillos, Trustee Mark Dominguez, Trustee Dr. Phyllis Martinez, Trustee Kenneth Medina and Trustee Rosalie Ortega.

Also present: President Dr. Edward A. Martinez, Vice President of Instruction Dr. Dani Day, Interim Vice President of Finance Dr. William Taylor, STEM Director Francisco Apodaca, Jessica Flores, Executive Administration Assistant to the Vice President of Academics, Georgia Baca Fiscal Analyst, Francina Martinez Controller, and Ray Baca Information Representative.

Pledge of Allegiance

Dr. William Taylor led the Pledge of Allegiance

Approval of the Agenda

Dr. Edward Martinez advised of changes to the Agenda: Part A – Approval of CampusWorks contract. The contract is not ready for approval.

Also, Part C – Tuition and fees discussion. Removed from agenda.

Dr. Edward Martinez asked that the two items be discussed at a later date.

Trustee Kenneth Medina moved for approval of the Agenda with the changes. Madam trustee Rosalie Ortega seconded the motion. Roll call vote was taken and reflected the following:

Chair Dr. Gilbert Sena	Yes	Trustee Dr. Phyllis Martinez	Yes
Vice Chair Dianna Medrano	Yes	Trustee Kenneth Medina	Yes
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Yes
Trustee Mark Dominguez	Yes		

The vote for approval of the Agenda with changes was unanimous.

Public Comment

No Public Comment in Special Meetings.

President's Report Action Items

- b. LCC FY 2022-2023 Budget – Dr. William Taylor brought forward to discuss the 20/21 Budget. Work continues on next year's budget. Dr. Taylor reviewed the budget. (Exhibit A).

LCC FY 2022-2023 Budget - There was some discussion and questions and answers between the Board of Trustees and Dr. William Taylor, regarding the budget.

Dr. Edward Martinez stated that the satellites should be brought up to date, as their computers are out of date. There is a need to make some one-time purchases that have been budgeted for. The satellites are already in the technology plan, and computers will be ordered.

Dr. Edward Martinez gave examples of "one-time" expenditures that must be made in the near future.

1. Greg Salazar has been assessing our needs regarding Jenzabar. The plan is to bring in a consultant in, to conduct staff training.
2. The Cosmetology Department is in need of repair or replacement of many of their salon items
3. The multi-purpose tractor (used for mowing/plowing of campus landscaping), broke down again. This is a purchase that is necessary for the aesthetics of the campus.

Dr. William Taylor discussed the need to hire for two much needed positions. One is the Outcomes Assistant. And the other is a Grants position. Dr. Edward Martinez agreed that having a Grants Office would be beneficial to school and raising money.

After the question of hiring recruiters for satellite sites was brought up by Trustee Dr. Phyllis Martinez, Dr. Edward Martinez stated that currently each site's Office Managers are responsible for recruitment for their sites, but costs for hiring actual recruiters can be looked at.

Dr. Edward Martinez is working with the Luna Community College SBDC to create a business plan to open the cafeteria kitchen as a "community kitchen", available to not only students, but to the community. Once SBDC finalizes this, the kitchen is ready.

Mr. Francisco Apodaca discussed student/staff ratio and eligibility to be a Hispanic Serving Institution. If there is an increase in students, the numbers would be within the qualified range to be a Hispanic Serving Institution.

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

- Regular Board Meeting – Tuesday, May 10, 2020 @ 10:00 am – LCC Student Success Center Board Room.

Adjourn (Roll call is required)

Trustee Rosalie Ortega moved for Adjournment. Madam Secretary Louise L. Portillos, seconded the motion.

Chair Dr. Gilbert Sena called for a roll call vote. Roll call vote was taken by Jessica Flores and reflected the following:

Chair Dr. Gilbert Sena	Yes	Trustee Dr. Phyllis Martinez	Yes
Vice Chair Dianna Medrano	Yes	Trustee Kenneth Medina	Yes
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Yes
Trustee Mark Dominguez	Yes		

The vote for Adjournment was unanimous.

Dr. Gilbert Sena, Board Chair

Louise L. Portillos, Board Secretary

Jessica Flores, Recorder