

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

Tuesday, December 13, 2022 @ 10:00 am
LCC Student Success Center Board Room
366 Luna Drive, Las Vegas, New Mexico

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 Kenneth Medina, and Trustee Dr. Phyllis Martinez and Trustee Rosalie Ortega.

Also Present: President Dr. Edward A. Martinez, Interim Vice President of Instruction and Student Services Dr. Dani Day, Vice President of Finance and Administration Kathy Romero, and Executive Administrative Assistant to President Anna Garduño. Others present: Greg Salazar, IT Director; Ray Baca, Information Representative; Amber Valencia, Human Resources Administrative Assistant II; Gene Martinez, CTE Welding Faculty; Lorraine Martinez, Foundation; Sherry Goodyear (via Zoom), Rough Rider Mentorship & College Readiness Director.

Pledge of Allegiance

Lorraine Martinez led the Pledge of Allegiance.

Approval of the Agenda

Trustee Rosalie Ortega made a motion to approve the agenda as presented. Trustee Kenneth Medina seconded the motion. Motion carried.

Approval of the Minutes (November 8, 2022)

Madam Secretary Louise L. Portillos made a motion to approve the minutes. Trustee Rosalie Ortega seconded the motion. Motion carried.

Public Comment

There was no public comment at the meeting.

The Board of Trustees Updates

a. BOT Updates and Committee Reports

Executive Committee Meeting

Committee Chair Dr. Gilbert Sena reported that the Executive Committee met on December 6, 2022 and Trustee Dianna Medrano Trustee Louise L. Portillos, President Martinez, and Anna Garduño, Executive Administrative Assistant were present. Chairman Sena stated the minutes

from the 11/01/2022 meeting were approved. Items covered included the HLC Conference, contracts, the VoAg Building restoration, Law Enforcement Training, and the President's meeting with various influential people, with regards to the future of the college.

Facilities Committee Meeting

Chair Kenneth Medina reported that the Facilities Committee "Discussion" took place on December 6, 2022. This was a discussion as a quorum was not met. Present were Kathy Romero, President Martinez, and Jessica Flores. Items discussed were roofing projects, GO Bonds for parking lots, the wood situation and the status of the athletic building. The carpet for the Café came in and installation has begun. The next Facilities Meeting will take place 02/07/2023. Trustee Medina asked when the wood might be delivered, and President Martinez stated the wood delivery started this weekend.

Madam Vice Chair Dianna Medrano arrived.

Finance Committee Meeting

Chair Louise L. Portillos reported that the Board Audit & Finance Committee met on December 6, 2022. Present were herself, Trustee Dr. Phyllis Martinez, President Martinez, Kathy Romero, Georgia Baca, Francina Martinez and Jessica Flores. Trustee Mark Dominguez was not present. Items discussed were the Revenue and Expenditures monthly report, FY 2022 Audit update, division updates, and upcoming events. The next meeting will take place on Tuesday, 02/07/2023. The Finance Committee will not meet in January. Trustee Dominguez inquired about whether the audit was discussed. Chair Louise L. Portillos stated it was covered briefly. It was an oversight of Administration not to include the Finance Committee in the exit interview. Trustee Dominguez requested a special meeting take place during the exit of the auditors in the future to update and inform the Board of findings. Chair Louise L. Portillos thanked Jessica and Kathy and her staff for putting together snacks for the meeting, and for all their hard work.

Academic Committee Meeting

Dr. Gilbert Sena reported that the Academic Committee meeting took place on December 6, 2022. Present were Trustee Dr. Phyllis Martinez, President Martinez. President Martinez was in attendance in place of Dr. Day, who was not present. Items covered were the recent vaccination clinics, blood drive, offering of student meals, CTE received a grant from LANL, faculty and student advisors working together. The School of Business is working with NMHU on the 2 + 2 Articulation, and the Pre-School is at capacity. STEM and Humanities are working on a mural to reflect the strategic plan. There is also one in the works in Mora. Registrar's office is streamlining the process for student graduation and we are preparing for the HLC visit.

Personnel Recognition

Dr. Martinez introduced and acknowledged new staff, Michael Garcia, Custodian, who was unable to attend, as he is hard at work. Amber Valencia, Human Resources Administrative Assistant II was introduced, and Chair Dr. Gilbert Sena and the Board recognized and welcomed both to LCC.

Shared Governance Report

Gene Martinez presented the report on behalf of Shared Governance, in Dr. Carol Linder's absence. Mr. Martinez reviewed the report, covering the LCC Student Senate, Academic Leadership, Staff Senate, and Shared Governance Council. He discussed the participation in Coffee Connect, keeping parts of the campus open for longer periods of time, specifically in the evenings and Student Senate successes. Mr. Martinez read over the future activities of Faculty Senate, Academic Leadership, Shared Governance, as well as the assessment.

President's Report

President Martinez updated the Board on LCC hosting events for the community, including a vaccination clinic, spay and neuter clinic, the wood lot, etc. We are continually active in serving the community. Luna is also preparing for the HLC Conference in March 2023. Attending will be President Martinez, Dr. Dani Day, Kathy Romero, as well as Trustees Dr. Phyllis Martinez and Rosalie Ortega. One faculty and one staff will also be attending. President Martinez will be traveling to Santa Fe to host legislators in January. Luna is extending the Attain contract for the Financial Aid Office, but wants to note it is not a reflection of the employees, but is for assistance needed on the IT side. Jenzabar with Power Phase is working together. We are extending Dr. Dani Day's contract with the Registry, through the end of October 2023. She plans to be here through the HLC visit in September. President Martinez noted the work on an RFP is taking place to hire a firm to replace Dr. Day by July or August so there is an overlap and training can take place. The Thanksgiving lunch was successful, and the food was delicious. Athletics is idle at this time, as many students went home for the holidays. The teams are getting ready to move to the VoAg Building when we return to campus in January. Regarding Public Relations, we have been in the Optic often, as well as the New Mexican and social media. President Martinez reported Phillip Martinez has stepped down as the Chair of the LCC Foundation and Lawrence Quintana is the current Chair. Discussion took place regarding HLC's request to be part of the committee, stating a person can't volunteer to serve on the committee.

Executive Session

Trustee Kenneth Medina made a motion to convene into Executive Session for the discussion of the purchase, acquisition or disposal of real property or water rights by the public body, as permitted by NMSA 1978, Section 10-15-1 (as amended) of the Open Meetings Act. Trustee Dianna Medrano seconded the motion.

Chairman Dr. Gilbert Sena called for a roll call vote. Roll call vote is as follows:

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

Motion carried.

Return to Regular Session

Trustee Mark Dominguez moved that the Board reconvene into Regular Session from Executive Session. He stated that no action was taken during Executive Session. Secretary Louise L. Portillos seconded the motion.

Trustee Kenneth Media did not return to Regular Session.

Chairman Dr. Gilbert Sena called for a roll call vote. Roll call vote is as follows:

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

Motion carried.

Vice President of Academics and Student Services Report – Dr. Dani Day

Dr. Dani Day reviewed the Strategic Goals referred to on her Departmental Report. She spoke about LCC Allied Health and grants, went over the various points including LETC Biennium Training, the NM Counseling and Therapy Practice Board, and the two grants supporting Luna Strong. Dr. Day discussed Welding classes, and mentioned two students who will be hired by Los Alamos National Labs, earning great salaries. The pre-school is full now. We are looking at a grant to expand the pre-school and have had two visits from the State, and we’re hoping we can provide food soon.

Trustee Mark Dominguez left the meeting.

Dr. Dani Day reported the mural with the college motto is currently being created in the Humanities Building. Student Success Specialists are developing messages to go out during the break to remind students to register early. We are visiting middle schools initiating college readiness discussions. Regarding the Rough Rider Community, we are hosting events at various sites trying to up activity. Luna is launching training for Real Estate and Mortgage Lending certification program through the CE Partnership. HLC visit preparation continues. All narrative teams have submitted a first draft for review over the break. The HLC teams will decide which Board members they will want to talk to.

Finance and Administration Report – Kathy Romero

Kathy Romero discussed the hand out of the November FY23 table, and the activity through November. January will be the mid-year review, and they are still working on the FY22 Audit. Training with Accounts Receivable, and cross training for Payroll are taking place. The Fiscal office has continued to organize contracts, and set up Accounts Payable email to centralize receipt of invoices. Greg is performing inventory of computers, and is procuring Adobe Cloud for staff and faculty. He’s been attending the CHERS Steering Committee meetings as well as serving on the RFP Committee. Our computers should be replaced every three years, so Greg is making sure this is getting done. HR is working on Payroll changes needed due to audit findings. Roofing work continues on the Allied Health Building and work on the VoAg Building

continued while we were on break in hopes they'll be done by the end of this month. Matt Griego is working with the wood disbursement and it should start mid to late December. Luna Strong Mental Health team is working to better serve the campus. SBDC has been working with individuals seeking to use the facility and want to open their businesses. Chris Chaves is working on promoting the Community Kitchen with Robertson High School's rental of the kitchen.

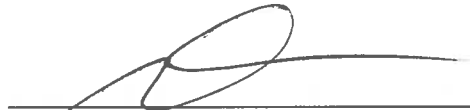
Announcement on Date, Time and Location of Next BOT Meeting(s)

Chairman Dr. Gilbert Sena announced that the next LCC Regular Board meeting is scheduled for Tuesday, February 14, 2023 @ 10:00 am in the LCC Student Success Center Board Room. There will be no January Subcommittee or Regular meetings.

Adjournment

Trustee Dr. Phyllis Martinez made a motion for adjournment. Trustee Dianna Medrano seconded the motion.

Motion carried and the meeting adjourned at 12:07p.m.



Dr. Gilbert Sena, Board Chair



Louise L. Portillos, Board Secretary



Anna Garduño, Recorder

Minutes approved
2/14/2023
Anna Garduño