

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

Tuesday, March 13, 2018 @ 5:30 p.m.
LCC Student Success Center Board Room

Call Meeting to Order and Establish a Quorum

Roll Call

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

Also present: Interim President Ricky Serna, Executive Office Manager SherylAnn Yara, Information Specialist Orlando LeFebre, Olyvia Dominguez, Student/Player, Genesis Sanchez, Student/Player, Victoria Valtierra, Student/Player, Ashlea Ortega, Student/Player, Dominique Guidy, Student/Player, Dr. Ronald Maestas, Umpire/Athletic Supporter, Kathryn Ortega, Player parent, Samuel Ortega, Player parent, Jaime Ramirez, parent, Kelli Ramirez, Player parent, Floyd Archuleta, YESCO, Scott Griffith, YESCO, Marina Salcedo, Student/player, Lloyd Ellis, Booster Club, Kiersten Ramirez, Community, Gabrielle Griego, Community, Christian Griego, Community, Michael Montoya, Financial Aid/SAS, Amanda Ortiz, Financial Aid/SAS, Henrietta Maestas, Registrar, Kenneth Bachicha, Humanities/MA&FT, Lithany DeVontenna, Student/player, Victoria Sanchez Cordova, Student/player, Jessica McGee, Faculty Senate President, Gail Rains, Booster Club, Etta Bustos, Community, Carolyn Chavez, Human Resources Director, Dr. Sharon Lalla, Vice President of Academics, Anastacia Martinez, Softball, Seth Olguin, Baseball, Maxine Hughes, Nursing Director, Jason W. Brooks, Las Vegas Optic, Nycole Medina, Student/Player and Taylor Sandoval, Student/player.

Pledge of Allegiance

The Pledge of Allegiance was led by Trustee Michael Adams.

Approval of the Agenda

Vice Chairman Kenneth Medina moved for approval of the Agenda. Secretary Ernie Chavez seconded the motion, with all in favor, the motion did carry.

Approval of the Minutes – *February 7, 2018 Special Meeting and February 13, 2018 Regular Meeting* – Sheryl Ann Yara, Executive Office Manager.

Trustee Michael Adams moved for approval of the February 7, 2018 Special Meeting and February 13, 2018 Regular Meeting minutes. Vice Chairman Kenneth Medina seconded the motion, with all in favor, the motion did carry.

Public Input

The following individuals spoke on behalf of Women's Softball Coach, Lucas Griego;

- Gabrielle Griego, daughter;
- Kiersten Ramirez, Student/player;
- Dr. Ronald Maestas, Umpire/Athletic Supporter
- Sam Ortega, Parent of student/player
- Jaime Ramirez, Parent;
- Etta Bustos, Community member
- Martin Gonzales, Community member

Each individual spoke on behalf of Softball Coach, Lucas Griego and asked that the Board retain Coach Griego as LCC Women's Softball Coach.

Faculty Senate Report

Jessica McGee, Faculty Senate President addressed the Board and advised that they are in the beginning phases of revising the faculty handbook, mainly the adjunct portion. It will be sent to Shared Governance and then will come to the Board. Ms. McGee further advised that they are also working with the Registrar on catalog issues.

Staff Senate Report

Amanda Ortiz, Staff Senate President, addressed the Board and advised that their main priority right now is HLC (Higher Learning Commission) visit. Ms. Ortiz advised that they have held forums in order to prepare everyone mentally for next week. A Welcoming Committee is being worked on and a budget proposal has been created to obtain \$1,000.00 for Staff Senate and a list of expenditures has been requested by President Serna.

Student Senate Report

Jessica Weber Student Senate President addressed the Board and advised that they have had 3 meetings with the following taking place:

- Election of Student Senate Officers
 - SS President – Jessica Weber
 - SS Vice President – Elizabeth Bachicha Connor
 - SS Secretary/Treasurer – Maria Crisotomo
 - Senators – Andres Shenk, Julio Serna, Amber Trujillo and Chantel Rivera
- Unanimous agreement that President of Student Senate be present at all Shared Governance Council meetings;
- Unanimous agreement to be present at next BOT meeting for introductions
- SSLCC and LCC Interim President review on how SSLCC meetings shall be held adhering to Roberts Rules of Order;

- Interim President Serna to upload and share with all members, a copy of SSLCC by-laws and Standing Rules of Order for suggestions, revisions, etc.;
- Unanimous agreement to co-sponsor an even with NMHU designed to raise “Sexual Assault Awareness”;
- Interim President Serna provided information as to what to expect at the March 1st Student Forum;
- Discussed various support/programs for LCC students and children;
- SS President provided update on all Shared Governance meetings;
- SS President met with LCC Finance Director to obtain budget summary and update members of the current budget available and funds allocation;
- Members were informed of the location of SSLCC office and SSLCC Vice President was tasked with creating a schedule for members to plan accordingly;
- Members discussed various ways to improve campus life and student experience while attending LCC; *****Please refer to handout*****

Interim President Serna thanked all 3 Presidents for being here tonight to update the Board as to where they are at this point.

Presidential Update to the Board (Information only): Ricky Serna

- Regarding the Foundation, Interim President Ricky Serna advised that Trustee Michael Adams was very instrumental in assisting with retrieving financial records (Foundation) which will help tremendously and we are making progress;
- Four Community forums have been held (Mora, Santa Rosa, Springer and Las Vegas) with the lowest participation being right her in Las Vegas;
- A student forum was held which was very successful with approximately 200 student in attendance where we were able to update and provide information on HLC;
- An employee forum was held which was also very successful, regarding the Strategic Plan and what role employee’s play as well as employee’s understanding the HLC findings;
- Staff Advisory Senate hosted a forum for employees with another scheduled for tomorrow;
- HLC visit itinerary – Student Forum, Board Forum and Community Forum with HLC;
- Proposal creating position of IR (Institutional Research) Director here at the college which will be brought before the Board in April;
- The Facilities Committee met last week and discussed HED (Higher Education Department) wanting to stop progress on the MEC (Medial Education Center) building stating that there had been a violation.

Matthew Cordova, Physical Plant Manager addressed the Board and advised that HED was not familiar with the process and were able to relook at it and everything worked out fine.

Interim President Serna advised that we used a piggy back which allows us to work with another contract from Santa Fe Community College.

A brief discussion ensued regarding the Presidential Search with someone asking where we are at.

Interim President Serna advised that Zilo International is currently doing their preliminary work and will be on campus on April 5th & 6th.

Reports – LCC Board – LCC Committees – LCC Departmental

a. Human Resources Update – Carolyn Chavez, Human Resources Director

Carolyn Chavez, Human Resources Director addressed the Board and advised of the new hires: Ricky Serna, Interim President, Lucy Madrid, Temporary Part Time Assistant at the Bookstore, Bernadette Rael, Dual Credit Pecos Coordinator, Janice Barela, STEM Full Time Temporary Faculty Advisor, Marcella Salazar transfer to Early Childhood from the Nursing Department and Shantelle Rivera Allied Health Faculty Advisor.

Resignations – Stephanie Encinias Early childhood

b. Academic Update – Dr. Sharon Lalla, Vice President of Instruction

Dr. Lalla Addressed the Board and handed out her LCC Academic Snapshot which include the following:

- LCC Students, Isaiah Gallegos, Jasmine Gallegos and Johnny Pino, make world news for recently earned Snap-On certifications;
- Phi Theta Kappa earns awards at the PTK New Mexico Region Convention: Most Distinguished Chapter, Distinguished honors in Action, Distinguished HIA Theme Most Distinguished College Project, Five Star Level, Shining Star, Meritorious Distinction for C4 Commit to Complete Participation Pinnacle;
- LCC joins the New Mexico State Authorization Network (NMSAN) and the NMHEAR;
- Faculty Assessment Panel who attended NMHEAR bring back ideas to Faculty Senate;
- Academic Director, Brenda Ortega selected to Early Childhood Higher Education Task Force;
- LCC/NM Tech Step program traveled to Socorro for NM Tech Day 3/1/18;
- Betsy Sanchez, STEM faculty, attended the AMP Board meeting representing LCC STEM at UNM 2/2/18;
- Dr. Lalla finished year-long leadership academy (Knowledge, Tools, Courage).
- Business Director, Lita Bernal, Faculty Advisor, Nicholas Casados, Vocations Director, Rick Baca, Humanities Director Dr. Anita Roybal attend evening community forum in Springer – lead by Interim President Ricky Serna.

Dr. Lalla also advised the Board that Mr. Robert Ortiz, Furniture and Cabinet Instructor, has retired after 30 years and suggested that we look into some type honor award for LCC employees and retirees.

Informational Items

A. Legislative Update

Interim President Serna addressed the Board and updated them on the FY19 Appropriation, the GO Bond (Language Vetoed by the Governor, STB Reauthorization (Language Approved) and the Lottery Scholarship. ***Please refer the handout for further information.***

B. Update on YESCO Contract

Mr. Scott Griffith of YEAROUT Energy Services addressed the Board with an update as to their recent activities completed:

- Located all utility meters & accounts
- Collected and analyzed 2-3 years Utility Rates for all accounts
- Baseline building using 2016 utility data
- Surveyed and recorded all HVAC equipment
- Surveyed and recorded all Lighting fixtures equipment
- Surveyed and recorded all water fixtures equipment
- Surveyed and recorded all plug loads and miscellaneous equipment
- Surveyed buildings envelope
- Recorded existing boiler efficiencies
- Surveyed existing ductwork for leakage
- Deployed 67 HVAC data loggers and 70 lighting loggers
- Rough estimate of savings
- Estimated cost

*****Please refer to YEAROUT Energy Services Handout******

C. Campus Safety Presentation

Interim President Serna advised that this presentation came at the request of Board Secretary Ernie Chavez. Interim President Serna advised that in light of the latest school shooting, they felt that it was necessary to address the Board as to what our protocols are in the case of active shootings, etc. He then advised that their packets contained a substantial amount of information and he would like to have Matt Griego, Life Safety Manger give them an overview of what is contained in the information.

Secretary Ernie Chavez then asked about the possibility of having our Security Officers armed.

Mr. Griego then addressed the Board and advised that the Emergency Plan was sent out to all departments on campus. He further advised that they have been working on having an actual shooter event. He conducts an active shooter or civil disobedient drill for the Early Childhood every quarter. He advised that as part of in-kind, the Las Vegas City Police Department has come up and conducted active shooting trainings for LCC

employees. Mr. Griego then pointed out that the Emergency Plan is a long plan and gave examples of situations which could happen and what employees can do to get to safety. In regards to Secretary Chavez' question, Mr. Griego explained that arming our guards would indemnify our college and raise our insurance coverage premiums, causing a physical and financial impact to the College. Mr. Griego then advised the Board that the Fire Marshall visited our campus in January and there were some findings which were primarily housekeeping, although we believe that this was due to all the moves happening on campus.

Secretary Chavez then spoke of a conversation which took place years ago regarding the possibility of placing security shacks at both entrances and/or numbering the parking spaces, asking that Interim President Serna look into something like this and finally, he challenged the Board to come up with a plan to ensure the safety of our students and employees at the College.

Trustee David Gutierrez then suggested that these trainings be taken to the satellites as well, as he feels it would be beneficial to the smaller areas.

Mr. Griego advised that he would check into what the State Police posts in the areas offer.

Facility Naming Policy

Interim President Serna advised the Board that in their packets is a draft revised policy regarding the naming of college facilities which will be reviewed by the Shared Governance Committee. Interim President further advised that one of the problems we are encountering is that we do not have very many named buildings on campus. He then advised that once it has been reviewed by Shared Governance, it will be brought back to the Board with their recommendations and for Board approval.

Review of process for filling Board vacancy

LCC Legal Counsel Mr. Marc Grano addressed the Board and advised that policy calls for the remaining members of the Board to appoint a member to fill the vacancy of the departing Trustee who will then run in the next election scheduled for March 2019 and continue to serve in said position until position for departed Trustee expires. It was agreed upon that a notice/invitation for letters of interest would be sent out to Guadalupe County for potential individuals who are interested in serving as an LCC Trustee. Once letters of interest are received, Interim President will distribute to the Board for their decision.

Review Proposed Revisions to Board Policy on Presidential Evaluation

Interim President Serna advised the Board that the revisions were done by Dr. Hugh Prather for the Board Review. He further advised that the revisions were in their packets and asked that they review and complete on-line.

Action Items

A. Adoption of Interim President Evaluation Tool

Trustee Abelino Montoya, Jr. moved for approval of the Interim President Evaluation tool. Trustee David Gutierrez seconded the motion, with all in favor, the motion did carry.

B. Approval of Academic Calendar

Trustee Michael Adams moved for approval of the Academic Calendar. Trustee Abelino Montoya, Jr. seconded the motion, with all in favor, the motion did carry.

C. Approval of the BAR's (Budget Adjustment Request)

Trustee Abelino Montoya, Jr. moved for approval of the BAR's. Trustee Michael Adams seconded the motion, with all in favor, the motion did carry.

Executive Session

Vice Chairman Kenneth Medina moved to convene into Executive Session. 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 Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes

The motion carried.

Return to Regular Session

Vice Chairman Kenneth Medina moved to reconvene into Regular Session. 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 Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes

The motion did carry.

Chairman Daniel J. Romero advised for the record, that there was no action taken during the Executive Session portion of this meeting.

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

- Tuesday, April 10, 2018 @ 5:30 p.m. – LCC Student Success Center Board Room.

Adjourn

Vice Chairman Kenneth Medina moved for adjournment. 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 Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes

The motion did carry.

Daniel J. Romero, Board Chairman

Ernie Chavez, Board Secretary

SherylAnn Yara, Recorder