

**LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING MINUTES**
Tuesday, July 13, 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 (via zoom), Madam Secretary Louise L. Portillos, Trustee Mark Dominguez, Trustee Kenneth Medina and Trustee Dr. Gilbert Sena

Also present: President Dr. Edward Martinez, Executive Office Manager SherylAnn Yara, Information Specialist Ray Baca, Georgia Baca, Staff Senate/Fiscal, Maxine Hughes, Interim VP of Instruction and Student Services/Nursing Director, Patty Williams, HLC, Lawrence Vigil, Staff Senate/Shared Governance/Facilities, Amanda Lucero, Humanities, Mary Duran, Administration, Gloria B. Pacheco, Dental (via zoom), Carolyn Chavez, HR Director, Dr. John Thompson, CTE Director, Geraldine Saavedra, Registrar and Dr. Anita Roybal, Humanities Director.

Absent: Trustee Maximiliano G. Tenorio, Jr.

Pledge of Allegiance

Madam Vice Chair Dianna Medrano led the Pledge of Allegiance

Approval of the Agenda

President Dr. Edward Martinez recommended that item # 7 Shared Governance Report, item #10 Presidential update to the Board, item #11 (2) Academic Report and item # 12(1) CFO Report be moved to the bottom of the Agenda as they have a meeting with the Higher Learning Commission who are visiting this morning.

Trustee Mark Dominguez moved for approval of the Agenda with the above listed changes. 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	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Dr. Gilbert Sena	Yes

The motion for approval of moving item # 7 Shared Governance Report, item #10 Presidential update to the Board, item #11 (2) Academic Report and item #12 (1) CFO Report to the bottom of the Agenda was unanimous.

Public Comment

There was no public comment for this meeting

Student Senate Report

Student Senate is not in session, therefore no report is available

Faculty Senate Report

Faculty Senate has not met, therefore no report is available

Shared Governance Report

Shared Governance Chair, Lawrence Vigil addressed the Board and advised that they had a meeting on July 9th, although they were unable to establish a quorum so those present had a discussion regarding a few things such as who has been missing and how they are going to get them back to the meetings. Mr. Vigil further advised the Board that he has been reaching out to the members and has made contact with a couple of them who will start attending the meetings. Mr. Vigil advised that they also discussed Senate/Leadership Reports, Staff Senate approved By-Laws and Constitution and the Grievance process form revision.

Trustee's Mark Dominguez and Dr. Gilbert Sena requested a copy of the By-Laws for the Shared Governance.

Human Resources Report

Human Resources Director, Carolyn Chavez addressed the Board and provided the following report:

Resignations/Terminations

- George P. DeHerrera, General Maintenance 1, effective June 30, 2021
- Lita Bernal, School of Business Director, effective June 30, 2021
- Kenneth Patterson, Vice President of Instruction and Student Services, effective June 30, 2021
- Amber Scarver, Student Services Specialist 2, effective June 15, 2021
- Janice Medrano, Student Services Advisor, effective June 22, 2021
- Nathan Baker, Humanities Developmental Faculty/Advisor, effective June 30, 2021

Current Job Postings:

- Temporary Part-Time Preschool Substitute Teacher Caretaker, opened: July 8, 2020, reposted: October 1, 2020, closes: until filled
- Full-Time General Maintenance 2 – Internally only, opened April 6, 2021, closes: until filled
- Full-Time Custodian 1, opened January 15, 2021, closes: until filled
- Temporary Part-Time Simulator Operator, opened April 13, 2021, closes: until filled

Jobs Posted, Closed and under current interview process:

- Full-Time Administrative Assistant 1 – Admissions and Recruitment

Jobs Posted, Closed and ready for hire:

- Full-Time Faculty/Staff-College and Career Readiness Institute, opened: January 27, 2021, closes: until filled

Board Committee Reports

Facilities Committee– Trustee Kenneth Medina, Trustee Mark Dominguez and Trustee Max Tenorio

Finance Committee – Secretary Louise L. Portillos, Trustee Mark Dominguez and Trustee Dr. Gilbert Sena

Executive Committee – Chair Dr. Phyllis Martinez, Vice Chair Dianna Medrano and Secretary Louise L. Portillos

Academic Committee – Trustee Dr. Gilbert Sena, Vice Chair Dianna Medrano and Chair Dr. Phyllis Martinez

Madam Secretary Louise L. Portillos reported on the Finance Committee meeting which took place on July 7, 2021. The following was discussed:

- Revenue & Expenditures Monthly Report for May 2021
- Department Process and Procedure when obtaining equipment – Value limitation?
- BOT 5% Budget Reduction
- Newly Awarded Audit Firm – CFO Board expectations
- Strategic Plan Changes
- Cares Act Update
- Other Updates

Madam Chair Dr. Phyllis Martinez reported on the Executive Committee meeting which took place on July 9, 2021. The following was discussed:

- HLC Updates
- Satellite/Site Updates
- IPIC
- Foundation
- Law Enforcement Training Plan
- CDL Program

- President's Items

Informational Items

2. Rolling Registration status

LCC Registrar Geraldine Saavedra addressed the Board and reported on the rolling enrollment. Ms. Saavedra advised the Board that she is planning to create a new section for the rolling enrollment alone, this way the date is different from the other classes that we offer, and runs separately.

3. CTE Course Offerings for Fall

- CTE is actively preparing to offer all CTE courses face-to-face come the Fall semester
- Fixed Assets is a major issue with CTE – after inspecting the equipment, over \$60,000 of obsolete and unrepairable was found and transferred to the warehouse
- Dr. Thompson is working with the Human Resource Department and Administration to finalize job descriptions for CTE faculty – looking at approximately 10 adjunct positions
- Their Perkins Grant for 20-21 includes three conferences related to CTE program improvement and student recruitment activities
- Dr. Thompson is looking at NM PED and HED priorities and funding opportunities
- Dr. Thompson briefed the Board on the Hospitality and Tourism Programs
- Dr. Thompson briefed the Board on the RFP from Los Alamos worth \$75,000 for training 300+ craft workers over the next 5 years

4. Satellite/Site Status

Satellite/Site Coordinator, Karen Wezwick addressed the Board and advised that she has been appointed to working with dual credit now as well, and gave the following report:

Short Term Goals

- Get personnel on scheduling activities
- Harvesting ideas for Continuing Class Offerings
- Created survey requesting community desires & interests of communities
- Create calendars for each site with activities
- Revises all enrollment documents
- Establish/solidify Facility use fees
- GCDC Cosmetology items
- Get Quilting, Zumbini & Gymnastics, First Aid, ServSafe all up and running
- Decided on calendar to utilize – WordPress

Long Term Goals

- Establish Luna's spaces as an option for community events
- Get Community Ed/Engagement up and running

- Meet with Community members for idea exchanges
- Establish a calendar for Community Events
- Get flyer set up for distribution
- Get computers at sites updates as much as possible

Accomplishments

- Got all sites new computers, working off Windows 10 instead of 7
- Visited each site, worked on plans, computers, enrollment & recruitment
- Held community forums with President Martinez

5. Board of Trustees quarterly training

Madam Chair Dr. Phyllis Martinez referred to a document previously submitted by Vice President of Instruction and Student Services, Dr. Kenneth Patterson, (Interim President at the time), which listed several quarterly Board Trainings which never took place. Madam Chair Dr. Phyllis Martinez further advised that the Board has had some trainings but they were from outside agencies.

President Dr. Edward Martinez advised Madam Chair Martinez and the Board that he is aware of the mandatory quarterly Board training and is currently working on it with CFO Morris Madrid.

15-minute break

Presidential Update to the Board

President Dr. Edward Martinez addressed the Board and thanked the campus for the warm reception he has received. President Martinez then reiterated that the Higher Learning Commission has been here on a visit for the past two days and his earlier departure from the meeting was to join HLC for their exit meeting. President Martinez further stated that he felt that things look very positive regarding HLC's site visit. President Martinez then advised the Board that he has visited with staff and has visited the satellites/site to begin assessing what is going on there and how we can meet the community's requests. President Martinez advised that he has met with the Warden at the Santa Rosa prison and they are very eager for us to offer courses and programs for the inmates, although we are waiting on word from HLC on this issue. President Martinez advised that he represented Luna at the NMICC Conference where they worked on strategies for the upcoming Legislative Session. President Martinez acknowledged STEM Director Francisco Apodaca for taking over some grants which he had started. President Martinez advised that he has named Maxine Hughes as Interim Vice President of Instruction and Student Services and Melissa Cordova to take over the administrative duties at the School of Business.

Staff Senate Report

Staff Senate Chair, Georgia Baca addressed the Board and gave the following report:

Informational Items (Work Session)

- Induction of new Senators
- Nominations of Secretary/Treasurer & Alternate
- Staff Senate Orientation
- Committee updates/Shared Governance, etc.
- Employee end of semester get together discussion/feed back
- HLC visit announcement
- Staff video for Orientation discussion
- Thanked the Board for their donations for the employee get together

Academic Report

Interim Vice President of Academics and Student Services/Nursing Director addressed the Board and gave the following report:

STEM

- Classes progressing, historically low enrollment numbers
- Prepared and submitted NSEIP proposal to US Dept. of Ed - \$75,000 to fund Advancing Minority Participation in Science and Engineering at Luna (AMPSEL)
- Prepared and submitted proposal to LANL for MSI Workforce Program Funding opportunity \$75,000 to provide cybersecurity and Coding Industry Certification for possible LANL employment (Sept. 2021-May 2022) \$75,000 (due Friday, July 9, 2021)
- Secured funding for MATH ON THE FLY Applied Math Summer Camp for 6, 7 and 8 grades. Camp to run July 27, 28 & 29 and Aug. 3, 4 & 5. Mora Independent Schools, City of Las Vegas Schools and West Las Vegas Schools will cover the cost of their individual students.

Education

- The Education Department has all but one class filled with an instructor for FA21. Two courses offered will be by hybrid, 4 will be synchronous, 2 are practicum classes, and 1 will be an F2F class.
- Our 2 summer (Professionalism and Health, Safety & Nutrition) classes are in full-swing.
- The LCC Education and Preschool Department partnered with the Family Development Center at UNM and hosted a Collaborative Leadership Training on June 22 & 23. A total of 13 people attended. The ECC, Firstborn and New Day Horizons Daycare were represented; and 5 members from our own staff participated. The training was facilitated by Dorothy Kerwin and Janelle Cole.
- The Education and Preschool celebrated Father's Day on June 17.
- The Preschool teachers and the Director were awarded the Business Development grant from the ECECD. They received laptops that are intended to aid in their professional development as early childhood educators.

Humanities

- The CJ Program was returned to the Humanities Department
- The Psychology and Sociology classes have also been returned to the Humanities Department
- We've been working on the fall schedule to include more on-campus classes
- We have created 4 Media Arts classes in anticipation of launching a film-technology certificate in January
- We are all working on recruitment through contacting students to inform them that the campus will be open in the Fall

Nursing

- The acceptance letters for Fall 2021 cohort have been mailed and are due back on 7/16/21
- Reports to the Board of Nursing and the Nurse Education Consortium have been completed
- Data is being collected and analyzed to make program improvements
- Preparation is underway for Nursing Student Orientation
- Clinical contracts are out and being returned to begin clinicals in the Fall

School of Business

- Lita Bernal retired on June 30, 2021
- Reaching out to SP21 students, offering FA21 registration. School of Business (me) participated in the July 4th parade

Allied Health

- Allied Health did not have courses make for summer, due to students not registering and needing a break from online learning. Allied Health did have four AH105 Nursing Assistant Training courses for the summer, two in June, two in July, capped registration on all courses, and one remains for July/2021.
- Advisement for Allied Health Department for summer was 60 and total enrolled for summer was 37. At this current time, the Allied Health Department does not have a Director or Interim Director.

CTE

- Will report individually

Informational Items

1. Budget Status for 2020-2021

CFO Morris Madrid addressed the Board and gave the following report:

Mr. Madrid provided the Board with a handout and began by advising them that the projected standing for revenues was that we would collect a little over \$10,000,000 and would spend \$11.7 million with a projected deficit of \$1.7 million in revenues. CFO Madrid

then guided them over to the actuals column with a total revenue for the year of \$10,174,000 which exceeded the projection by 2%. CFO Madrid then guided them to the expenditure column where \$11.7 million dollars were budgeted and we spent \$9.1 million. CFO Madrid then advised the Board that with those two numbers together, it is a turn around of \$1.7 million. CFO Madrid then advised the Board that we have gotten off to a very good start.

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

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

Adjourn

Trustee Dr. Gilbert Sena moved for adjournment. 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

The vote for adjournment was unanimous.

Dr. Phyllis Martinez, Board Chair

Louise L. Portillos, Board Secretary

SherylAnn Yara, Recorder