

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

Tuesday, September 12, 2023 @ 10:00 am
LCC Student Success Center Board Room

1. Call Meeting to Order and Establish a Quorum

2. Roll Call

Chairman Dr. Gilbert Sena, Madam Vice Chair Dianna Medrano, Trustee Mark Dominguez, Trustee Kenneth Medina, Trustee Dr. Phyllis Martinez, Trustee Rosalie Ortega

Also Present: Gene Martinez, Dominic Garcia, Rachael Lucero, Dr. Norma Guzman, Dr. Billie Gay Mathews, Adam Jones, Dr. Carol Linder

3. Pledge of Allegiance

Dr. Norma Guzman led the Pledge of Allegiance

4. Approval of the Agenda

Trustee Dr. Phyllis Martinez motion to approve the agenda and Vice Chair Dianna Medrano seconded. Motion passed

5. Approval of the Minutes (August 8, 2023)

Trustee Dr. Phyllis Martinez motion to approve the minutes and Vice Chair Dianna Medrano seconded. Motion passed.

6. Public Comment

Gene Martinez informed the Board that enrollment is going up in the welding program.

7. Board of Trustees Updates

Mark Dominquez thanked the people in the Finance office for all of their work and welcomed Dr. Guzman-Duran.

Kenneth Medina informed that the roofing construction is completed and the HVAC system work is getting started.

8. Personnel Recognition

- a. **Dr. Guzman – Duran** – Vice President of Instruction and Student Services
- b. **Shannon Aragon** – Student success Specialist
- c. **Crystal Western – Ford** – Rough Rider Success Specialist
- d. **Javen Gallegos** – General Maintenance 1
- e. **Amanda Nelson** – LCC Foundation Administrative Assistant
- f. **Allen Sanchez** – Allied Health - EMT Basic Instructor

- g. **Dominic Garcia** – Career Technical Education Instructor
- h. **Marain Brotherton** – Nursing Instructor

9. Shared Governance Report – Dr. Carol Linder

- a. Faculty are busy now with the start of a new semester
- b. What's Happening on Campus
- c. Working on getting a Student Senate started again for the new academic year
- d. Building up the Luna website to better inform students

10. President's Report – President Martinez

- a. Presidents Updates
 - i. HLC Working Session September 20, 2023 LCC General Studies Building on the LETC Classroom Student Services Center Board Room, 9:00am-1:00pm.
 - ii. President Martinez informed everyone of enrollment for Fall 2023 at 766 headcount, 663 credits, 442 full time students, and 23 students were disenrolled out of a list of 160 students for the semester.
 - iii. Workday Update: Consultants have been on campus in the Finance and Human Resources offices to help with testing and stay on track to go live. Student Services portion of Workday will begin in October.
 - iv. Connor Jorgenson, LFC analyst, and Vanessa Hawker, the executive director from NMICC, visited campus on August 22nd with President Martinez gave them campus tour and expressed the difficulties in retention of staff and faculty due to salaries. A flight simulator exercise with AB students math was set up by Lisa Bentson and both were able to participate in the exercise.
 - v. On August 23rd, Sylvan Argo and Whitney Jones, from the LANL Foundation. They visited campus and showed them the 3D printing lab and ACE Lab to show them what the funding is going to. They also wanted to learn more about the Wildfire Resiliency Training Center.
- b. Grants Office
 - i. Dr. Thompson submitted a proposal regarding the Wildfire Resiliency Center. Other grants for the Resiliency Center are still active as well.
 - ii. Title VI
 - iii. USDA grant hasn't been awarded yet.
- c. Athletics Updates
 - i. Athletic Director Randall Krutch has been focused on creating the baseball schedule and has already completed the schedule for the softball team.
 - ii. Using the facilities that have been set up for the athletics students on campus.
 - iii. The softball team from the previous year did an excellent job of playing during the season because of this the current softball team is able to play exhibition games with Division 1 schools outside of the regular scheduled games.
- d. Special Assistant to the President
 - i. Waiting to receive an agenda from HLC
 - ii. The CDL program applied to the state to become an examiner for CDL rather than send Luna CDL students to Raton to test for their CDL.
- e. Public Relations Report
 - i. Still working with O'Rourke to ensure the Luna name and brand are put out into the community including with social media and advertising as much as possible.

- f. President Martinez reminded the board of the Board of Trustees Work Session on September 20th for HLC in the General Studies Building from 9:00 until 2:00.

11. Vice President of Academics and Student Services Report – Dr. Dani Day & Dr. Guzman Duran

- a. Presentation: Virtual Reality used in instruction at Luna, by Rachael Lucero and Francisco Apodaca
- b. VPISS Updates
 - i. Dr. Guzman informed the Board of the retreat she will be holding for the Student Services department. This training will cover hiring, cross training, working with Attain, the company helping in Financial Aid, and working on an information sheet for students.
 - ii. Francisco 3D virtual reality – hoping to get the virtual reality class up.

12. Vice President of Finance and Administration – President Martinez

- a. VPFA Updates

b. Action Item – Travel Policy-Mileage

Trustee Dr. Phyllis Martinez motioned to approve the millage from \$0.46 to \$0.47 and Vice Chair Dianna Medrano seconded. Motion passed.

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

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

c. Action Item – Procurement-Purchase Services Contracts

Trustee Dr. Phyllis Martinez motioned to approve the Procurement-Purchase Services Contracts and Vice Chair Dianna Medrano seconded. Motion passed.

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

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

d. Action Item - Road Fund Resolution

Trustee Dr. Phyllis Martinez motioned to approve the Road Fund Resolution and Vice Chair Dianna Medrano seconded. Motion passed.

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

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

e. Action Item - Quarterly Financial Report

Trustee Mark Dominguez motioned to approve the Quarterly Financial Report and Vice Chair Dianna Medrano seconded. Motion passed.

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

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

f. Action Item – RPSP Submission

Trustee Kenneth Medina motioned to approve the RPSP Submission and Trustee Mark Dominguez seconded. Motion passed.

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

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

13. Executive Session (Roll call is required)

- a. Limited Personnel Matters as permitted by NMSA 1978, Section 10-15-1(H)(4) (as amended) of the Open Meetings ACT, more specifically, relating to personally identifiable information.

****Executive session will be held in the Students Success Center, Rm. 103.**

Trustee Kenneth Medina made the motion to go into Executive Session and Vice Chair Dianna Medrano seconded.

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

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

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

Tuesday, October 9, 2023 @10:00 am – LCC Student Success Center Board Room.

16. Adjourn

Trustee Kenneth Medina motion to adjourn and Trustee Mark Dominguez seconded. Motion passed.



Dr. Gilbert Sena, Board Chair



Louis Portillos, Secretary



Amanda Lucero, Recorder

