

**LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING MINUTES**
Tuesday, June 13, 2023 @ 10:00 am
LCC Springer Campus 516 Maxwell Ave.
Springer, New Mexico 87747

Call meeting to order and Establish a Quorum

Roll Call

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

Also Present: President Dr. Edward A. Martinez, Interim Vice President of Instruction and Student Services Dr. Dani Day; Rebecca C. Branch, Deputy General Counsel, State Ethics Commission.

Pledge of Allegiance

Madam Secretary Louise Portillo led the Pledge of Allegiance.

Trustee Mark Dominguez suggested that any trainings should be done at regular on campus meetings

Approval of the Agenda

Madam Secretary Louise Portillo made a motion to approve the agenda as presented. Trustee Mark Dominguez seconded the motion. Motion carried.

Approval of minutes – May 9, 2023

Trustee Dr. Phyllis Martinez made a motion to approve the minutes with correction. Vice Chair Dianna Medrano seconded the motion. Motion carried.

Public Comment

There was no public comment at the meeting.

The Board of Trustees Updates

BOT Updates and committee Reports

Facilities Committee Meeting

Not Present: Trustee Rosalie Ortega

Matthew Griego updated the members on the roofing project, on the reflooring in Allied Health Building, and the Nursing Grant. He also updated the committee on the Remodel and Demolition of building next to the MEC, parking, Covid/Cares Act funds and CDL program.

Trustee Mark Dominguez asked Director Matthew Griego what future plans does he have. Other site issues to be added on the next Facilities Agenda.

President Edward A. Martinez discussed partnership with Corner Stone Program, an adobe workshop taking place on June 17th and June 24th on the LCC campus for fire victims. Volunteers are needed. Also discussed Campus Tree USA wanting to collaborate with LCC again, LCC is partnering with NMFWRRI to create a certificate program and an MOU with the City of Las Vegas to use Rodriguez Park fields for the LCC athletics.

Executive Committee Meeting

President Updates

President Martinez informed the members that HED submitted a letter based on their site visit and met with directors to propose suggestions to meet the criteria. He also told the members that he is working on hiring an Athletic Director and Physical Plant Director. Finance is working with CHES on Workday training. He is working on grant proposals to get federal funding. President Martinez said that the work will be done on the Sim Lab, new roofing at the LRC building, Allied Health and Student Services. The General Studies Building and Administration Building will be next.

Finance Committee Meeting

Members discussed working together and being transparent and discussed the Cares Act Fund, Financial Aid.

Academic Committee Meeting

Trustee Phyllis Martinez amended the minutes

Personnel Recognition

Dr. Martinez announced three new employees; Tammy Marrujo – Custodian, Savannah Vigil-Lujan – Admissions and Recruitment and Amberlyn Gonzales – Administrative Assistant for Allied Health and Public Service

Shared Governance Report

Chair Carol Linder reported on activities in May. Sponsored In-Service week (Reflect, Recharge and Reconnect) also had an employee recognition lunch. Employee received certificates, prizes and recognized Elaine Montano who has been with Luna for 39 years. Chair Linder announced that they have submitted an overall schedule of in-service for the year. Chair Linder acknowledge Rachael Lucero and Faculty Senate for working on developing an online portal and training.

President's Report

Dr. Martinez discussed the HED site reports and that the impacted departments are working on items identified. (Capital outlay, course numbering and the Luna website). President Martinez noted we need to have our audits on time to get off of HED financial monitoring. President Martinez updated the members on CHES and Workday, the impact on Luna personnel and the use of funding to hire individuals to help the staff to do the work that must be done. President Martinez also updated the members on the VP of Instruction search that it is going well. There are three (3) candidates preparing for onsite visits and interviews.

President Martinez informed the members that he attended the Broadband New Mexico Summit to learn more about the workforce in the rural areas and possibility of training. President Martinez added more information on the Adobe Project and informing the public through the radio.

The members were informed that there is a change in payroll and that he has sent out a memo explaining to the employees and has not received any complaints. President Martinez announced that Jesse is working hard on the Luna Light and other projects. He informed the members that the Grants Coordinator is working hard on grants proposals and President Martinez was just notified of the USDA Grant. President Martinez told the members that Jesse had an acritical in the local paper about Luna softball players who earned All Region Honors he also noted that the mural was completed.

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

Dr. Day informed the members that Academic and Career Planning is assisting students: noted was the increase of ADA accommodations. College and Career Readiness students and success rates have increased and four (4) students graduated this year. Project learning in Adult Basic Education was sky writing. Dr. Day also told the members that LCC is trying to get programs approved by Workforce so that Workforce can pay fees and tuition. Currently have fourteen (14) programs approved by Workforce. She repeated that the Instructional Departments completed all of the end of semester activity and the summer schedule is up.

The Nursing Department schedule is set for program admissions with the TEAS exam with selections taking place on the 26th and letters will go out on the 30th of this month.

Dr. Day reported that graduation went well with 64 students participating and 164 completing their program. Dr. Day said that she was impressed with the audience turnout and wanted the members to know that for a president of a college to get the cheers he received was worth mentioning. She noted that grades have all been sent and MOUs for the schools have also been sent out. The Director of the Rough Rider Community is representing Luna on the San Miguel Education Action Team, 100% Community and the State Dual Credit Committee and the Rough Rider Mentorship Program is sponsoring Summer Camp through the end of the month.

Approval of ATTAIN Contract Extension – Financial Aid Outsourcing: - Action Item

After discussion, it was decided to have a special meeting to reevaluate the ATTAIN Contract, Madam Secretary Portillos made the motion to table and Vice Chair Medrano seconded the motion.

No roll call taken.

Vice President of Finance and Administration Report – President Edward Martinez

President Martinez informed the members that the FY23 revenue and expenditure report reflects activity through May at 87.4%. Actual tuition revenue is at \$881.8K and local government revenue is a \$1.2M. Year to date expenditures are tracking at 78% of budget and revenues exceeded expenditures by \$703, 552. President Martinez told the members that Greg Salazar and Matt Griego are working on security for the campus. President Martinez reminded the members that employees are working with CHESS, Workday meetings, homework along with their regular work. Small Business Development Center is still working

on their annual meeting. Greg explained in detail the type of security that Luna will be using to ensure that Luna is protected.

At this time a break was request to allow Speaker Rebecca C. Branch of the State Ethics Commission to set up for the training.

Speaker Branch provided training on Ethics Law for LCC Board of Trustees (slides are attached in the minutes).

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

Chairman Dr. Gilbert Sena announced that the next LCC Regular Board meeting is scheduled for July, 11, 2023 @ 10:00am at the LCC College Las Vegas campus. A special meeting is requested to discuss ATTAIN when all members can attend.

Adjournment


Madam Secretary Portillos otioned for adjournment and Trustee Rosalie seconded. Motion carried.

Meeting ended at 12:52pm



Dr. Gilbert Sena, Board Chair

Louise L. Portillos, Board Secretary

 8.8.23

Amanda Lucero, Recorder