

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

Tuesday, April 12, 2022 @ 9:00 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, and Trustee Dr. Phyllis Martinez

**Absent:** Trustee Rosalie Ortega and Trustee Kenneth Medina

**Also Present:** President Dr. Edward A. Martinez, Vice President for Finance Dr. William Taylor, Shared Governance Chair Eugene Sandoval, and Executive Administrative Assistant Yvonne Quintana. Others present: Rachel Lucero, Betsy Sanchez, and Greg Salazar.

**Pledge of Allegiance**

Betsy Sanchez and Rachel Lucero led the Pledge of Allegiance.

**Approval of the Agenda**

Madam Secretary Louise L. Portillos made a motion to approve the agenda as presented. Trustee Dr. Phyllis Martinez seconded the motion. Motion carried.

**Approval of the Minutes (March 8, 2022)**

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

**Executive Session**

Trustee Mark Dominguez made a motion to convene into Executive Session for the HLC President Dr. Barbara Gilman Danley presentation; meetings 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 and to discuss limited personnel matters as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings Act, more specifically, the president's quarterly evaluation. Trustee Dr. Phyllis Martinez 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	Absent
Trustee Mark Dominguez	Yes		

Motion carried.

Trustee Kenneth Medina arrived at 9:11 am after roll call was taken, and joined the Board right before executive session convened.

### **Return to Regular Session**

Trustee Kenneth Medina moved that the Board reconvene into Regular Session from Executive Session. He stated that no action was taken during Executive Session. Trustee Vice Chair 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	Yes
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Absent
Trustee Mark Dominguez	Yes		

Motion carried.

### **Public Comment**

There was no public comment at the meeting.

### **Shared Governance Report**

Mr. Gene Sandoval reported that Staff Senate is preparing for the end of year activities and also preparing for Senate elections. Staff Senate plans on continuing the Q&A with President Martinez. He also reported: that Faculty Senate is recruiting for candidates for elections; Linda Salazar ex-officio is heading up the organization of nominees, candidates will be announced on April 15 and announcement of winners on April 23; faculty had a monthly coffee connect on March 22; ideas, thoughts and concerns were expressed to gain a better understanding of what people on the other side of the fence are experiencing so we can all do our jobs better; Faculty Senate also started sending out weekly tips on different topics that they think might be helpful to faculty and staff; and, solicited tips to include in the email. Mr. Sandoval mentioned that Student Senate held a Hop into Spring Event on April 6 that included a cookout with students, faculty and staff; and, Student Senate met with Gayle Martinez, Financial Aid Director, to discuss and address financial aid issues, Heerf grant and questions in general. Mr. Sandoval indicated that Shared Governance approved and voted on using SP2 for a training platform for sexual harassment and active shooter training. Shared Governance finalized the Staff/Faculty

Handbook and was submitted to President Martinez for review. Future activities include: streamline the week of in-service, Block schedule sent out to faculty and staff for review and suggestions; Q&A will continue with President Martinez and employees; Staff Senate election results; and, Employee end of Spring Gathering.

### **President's Report**

Dr. Edward Martinez summarized his report (Attachment A). He recognized the following individuals that have joined the Luna Community: David Lucero, Inca Crespin, Georgia Baca, Cynthia Branch; and Anna Garduno. Dr. Martinez stated that he attended key sessions pertaining to credentialing, agile leadership, and agile institutions at the HLC Conference. He also mentioned that the 2022-2027 Strategic Plan will be displayed throughout campus and visible for the HLC visit next spring. Madam Secretary Louise Portillos asked about the 7% increase. Dr. Martinez responded that the 3% will be effective now in April and the 4% will be effective in July. It is noted that Luna will need to bear 30% of the 3% this April and 30% of the 4% in July.

**The Board of Trustees Retreat** will be held on April 28-29 at the NMHU Student Union Building, Room 321. Yvonne Quintana is working on finalizing the agenda for the retreat.

### **BOT Special Meeting for Approval of the LCC Budget – Action Item**

Dr. Martinez requested a special board meeting to address the approval of the LCC budget. Trustee Kenneth Medina made a motion to have the special board meeting to address the approval of the LCC Budget on April 21, 2022 at 10am. Madam Secretary Louise Portillos 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	Yes
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Absent
Trustee Mark Dominguez	Yes		

Motion carried.

### **Contract Extension with Registry**

Dr. Edward Martinez informed the Board that the previously approved contract with the Registry had an option to extend the contract for Dr. Dani Day's services. Dr. Martinez stated that Dr. Day was instrumental in assisting with the HLC in January 2022; she contributed and helped with the overall assessment of the college and will be assisting with the HLC Site Visit scheduled for April 2023, and will be extending her contract through June 2023.

### **Personnel Recognition**

Dr. Edward Martinez introduced the following individuals to the Luna Community: Cynthia Branch (Rough Rider Community Manager); Inca Crespin (Academic and Career Planning Director); Georgia Baca (Budget and Procurement Director); David Lucero

(Admissions and Recruitment Manager); and Anna Garduno (Executive Administrative Assistant to the President). The Board of Trustees welcomed the new employees to the Luna family.

Chairman Dr. Gilbert Sena mentioned that the Cosmetology Program’s anniversary is coming up on May 5<sup>th</sup>. Dr. Martinez said that Germaine Sandoval is working on the event and he will share more with the Board so that they can participate in the event.

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

Dr. Edward Martinez informed the Board that Dr. Day will not be present at the meeting due to a personal matter. The Vice President’s report was provided in the packet (Attachment B). A question arose regarding dual credit fees on the report. Dr. Edward Martinez added that there was an error on the advertised fees and those fees are being corrected for the new year. Madam Secretary Louise Portillos mentioned that she had previously requested information pertaining to the satellites to be included in the VP report. Dr. Edward Martinez also informed the Board that Luna has secured a faculty member to teach cabinet making at the Springer site. He also indicated that he met with Mayor Bowe Lopez regarding the use of rooms at the Springer building for a wellness center which would take place in June. Vice Chair Dianna Medrano mentioned that it would be a good opportunity to offer credit for courses at the wellness center. Dr. Martinez indicated that there has been no conversation about offering credit at this time but is open to the idea.

**Academic Calendar – Action Item**

Dr. Martinez presented the academic calendar for approval. Madam Secretary Louise Portillos made a motion to approve the academic calendar. Vice Chair 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	Yes
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Absent
Trustee Mark Dominguez	Yes		

Motion carried.

**Chief Finance Officer Report – Dr. William Taylor**

Dr. William Taylor summarized his report (Attachment C). He also indicated that his office is currently working on preparing the FY23 Budget to present to the Finance Committee and to the full Board. Dr. Martinez also added that it was important for personnel from the Fiscal Office to move into one location for the purpose of communicating, advisement, and career planning.

### **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, May 10, 2022 @ 10:00 am in the LCC Student Success Center Board Room.

### **Adjournment**

Trustee Kenneth Medina made a motion for adjournment. Madam Secretary Louise Portillos seconded the motion.

Motion carried and the meeting adjourned at 12:24 p.m.

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Dr. Gilbert Sena, Board Chair

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Louise L. Portillos, Board Secretary

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Yvonne Quintana, Recorder