

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

Tuesday, March 8, 2022 @ 10:00 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, Trustee Dr. Phyllis Martinez, Trustee Kenneth Medina and Trustee Rosalie Ortega.

Also Present: President Dr. Edward A. Martinez, Vice President of Instruction Dr. Dani Day, Vice President for Finance Dr. William Taylor, Shared Governance Chair Eugene Sandoval, Fiscal Analyst Georgia Baca, Executive Administrative Assistant Yvonne Quintana, and Information Specialist Ray Baca.

Pledge of Allegiance

Chairman Dr. Gilbert Sena asked Ray Baca to lead the Pledge of Allegiance. Ray Baca led the Pledge of Allegiance.

Approval of the Agenda

Madam Secretary Louise L. Portillos made a motion to approve the agenda as presented. Trustee Kenneth Medina 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	Yes
Trustee Mark Dominguez	Yes		

Motion carried unanimously.

Approval of the Minutes (February 8, 2022)

Vice Chair Dianna Medrano made a motion to approve the minutes as presented. Trustee Rosalie Ortega 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	Yes
Trustee Mark Dominguez	Yes		

Motion carried unanimously.

Public Comment

There was no public comment at the meeting.

Board of Trustees Committee Reports

Executive Committee Meeting

Chairman Dr. Gilbert Sena reported that the Executive Committee met on March 1, 2022 and Trustees Louise Portillos and Dianna Medrano and President Martinez were present at the meeting. He indicated that the agenda and minutes of the previous meeting were approved. Chairman Sena reported: the fence on campus was one-third complete; facilities personnel continue to work on the fence – if the property is leased it did not need approval by HED; HLC recommended that Luna be removed from monitoring status criterion 5A,C,&D; policy manual was in progress; Foundation received \$5K for the food pantry; the Board retreat is scheduled for April 28-29, 2022; the Strategic Plan was presented to the committee for approval; budget timelines for FY23 were sent to faculty and staff; the governor and legislature approved \$150K for mentors, \$92K for the dental program, \$125K for an activity bus and \$100K for the summer program which President Martinez is working on with district superintendents; a meeting has been scheduled with the auditors; Trustee Portillos requested that all subcommittee meeting agendas and minutes be uploaded on the website; the next Board of Trustees meeting is scheduled for April and there will be no subcommittee meetings in April because of the HLC conference in Chicago (attendees include Chairman Sena, Trustee Louise Portillos, President Martinez, VP Day, Ray Varela, and Rachel Lucero).

Academic Committee Meeting

Vice Chair Dianna Medrano reported that the Academic Committee met on March 1, 2022 and Trustees Dr. Gilbert Sena and Dr. Phyllis Martinez were present at the meeting. Also in attendance, were President Martinez, and Vice President Day. Dr. Day reported on HLC and distance learning. She also mentioned that she attended a conference in Albuquerque regarding assessment and retention which covered dual credit. The Strategic Plan was discussed and the next meeting of the Academic Committee would take place on May 3, 2022.

Facilities Committee Meeting

Trustee Kenneth Medina reported that the Facilities Committee met on March 3, 2022 and Trustees Mark Dominguez and Rosalie Ortega were present at the meeting. Also, in attendance was Matthew Cordova. He mentioned that the bid was accepted by the insurance company for the roofing project and the project was scheduled to begin in May; the fence project was near completion and the maintenance department was waiting on the gate; there were busted waterlines at the cafeteria building and the insurance would cover the cost; Luna was awarded some funding from the Department of Transportation which combined with the previous balance totaling approximately \$890K; Luna submitted funding requests to the legislature for an activity bus, dental lab equipment, HVAC and Infrastructure funding; a request was submitted to the Department of Transportation for a grant

totaling \$290,000, and if approved, the DOT will cover 75% and the college will be responsible for 25% of the total; and, due to the current balance the college has for paving from previous grants, the college will not have to use funds from the college's general fund. Trustee Mark Dominguez complimented Matt Cordova on saving the college money.

Chairman Dr. Gilbert Sena requested that all Board of Trustees Committee agendas and minutes be posted on the website.

Personnel Recognition

Dr. Edward Martinez introduced Yvonne Quintana as the interim Executive Administrative Assistant and Dr. William Taylor as the interim Vice President for Finance. Chairman Dr. Gilbert Sena thanked Ms. Quintana and Dr. Taylor for serving in those capacities.

Shared Governance Report

Mr. Gene Sandoval reported that Staff Senate met and they are finalizing the staff/faculty handbook; the Valentines Flyer was sent out electronically; a staff and president forum took place on February 21; and, the new Strategic Plan was approved by the Staff Senate Committee on February 25. Mr. Sandoval also reported that the Faculty Senate met with staff on Fridays and the Faculty Senate approved the new Strategic Plan on February 25. He also mentioned that the faculty had a monthly coffee connect with President Martinez to talk about shortening classes and the faculty are also working with Dr. Day to create orientation/direction for new hires. Mr. Sandoval reported that the students are having a movie day planned for March 11; they have a full senate committee; and, they are getting quotes for their student senate attire.

Special Item

The Board of Trustees retreat is scheduled for April 28-29, 2022. President Martinez informed the Board that he is working on an agenda and will share more of the details during executive session.

President's Report

President Dr. Edward Martinez summarized his report (Attachment B). President Martinez reiterated his appreciation and thanked the LCC faculty, staff and Board of Trustees for their participation in the HLC site visit. He also added that Luna Community College will be receiving capital outlay funds from the Legislature but it still requires the Governor's signature. The LCC Foundation acquired funding for the food pantry and two individuals have been assigned to monitor the pantry which is in close proximity to the President's Office. On another note, the LCC bus broke down on the trip to Nebraska and the coaches managed the situation and handled the issue.

LCC Strategic Plan 2022-2027 – Action Item

President Dr. Edward Martinez presented the LCC Strategic Plan 2022-2027. He also mentioned that new language had been provided by the Strategic Planning Committee after the plan had been sent to the Board. A revised plan was distributed at the meeting with the language noted in red. Trustee Dr. Phyllis Martinez asked if the satellites were a part of the discussions and if the strategic plan included verbiage in regards to them. President Martinez mentioned that the Strategic Planning Committee viewed Luna

Community College as a whole and did not differentiate from the Las Vegas campus to the satellites. He did indicate that language could be added to reflect the satellites if the Board wished to include it. After discussion, Madam Vice Chair Dianna Medrano made a motion to approve the LCC Strategic Plan 2022-2027 with language that included the satellite centers. Trustee 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	Yes
Trustee Mark Dominguez	Yes		

Motion carried unanimously.

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

Vice President Dr. Dani Day summarized her report (Attachment C). Dr. Day also mentioned that the registrar position was vacant and that Alicia Chacon stepped in to do the work of the registrar and was then appointed as the interim registrar. She indicated that she had attended the New Mexico Higher Education Assessment and Retention Conference and discovered that Luna was out front regarding distance learning. The HLC report was posted on the website and the HLC team was impressed by Luna's Sustainability Plan. She noted that it is important for Luna to continue functioning using the Sustainability Plan when the HLC Site Visit takes place in April 2023. Dr. Day expressed gratitude for the approval of the Strategic Plan that is tied to the goals and budget of the College. Dr. Day also mentioned that the faculty and staff are reading to the pre-school children during Dr. Seuss week. Trustee Mark Dominguez commended Dr. Day for reaching out to the youth.

Chief Finance Officer Report – Dr. William Taylor

Dr. William Taylor summarized his report (Attachment D). Dr. Taylor also added that the Governor is scheduled to sign the General Appropriation Act (HB2). He also reported that the College is expected to end the year with a surplus.

Trustee Mark Dominguez asked about raising the tuition. President Martinez stated that he is already reviewing the possibility but is not ready to bring it before the Board yet. There was also discussion regarding the reserves and controlling expenditures through the end of the fiscal year.

Executive Session

Trustee Kenneth Medina made a motion to convene into Executive Session for 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. 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	Yes
Trustee Mark Dominguez	Yes		

Motion carried unanimously.

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 Rosalie Ortega 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	Absent
Vice Chair Dianna Medrano	Yes	Trustee Kenneth Medina	Yes
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Yes
Trustee Mark Dominguez	Yes		

Motion carried.

Announcement on Date, Time and Location of Next Board of Trustee Meeting(s)

Chairman Dr. Gilbert Sena announced that the next LCC Regular Board meeting is scheduled for Tuesday, April 12, 2022 @ 10:00 am in the LCC Student Success Center Board Room.

Adjournment

Trustee Kenneth Medina made a motion for adjournment. 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	Absent
Vice Chair Dianna Medrano	Yes	Trustee Kenneth Medina	Yes
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Yes
Trustee Mark Dominguez	Yes		

Motion carried and the meeting adjourned at 12:23 p.m.

Dr. Gilbert Sena, Board Chair

Louise L. Portillos, Board Secretary

Yvonne Quintana, Recorder