



MINUTES
LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING

Tuesday, March 11, 2025 @10:00am
LCC Student Success Center Board Room

I. Meeting called to order at 10:06 am and a quorum established by a roll call.

II. Roll Call

Madam Chair, Dr. Phyllis Martinez asked for a roll call

Present: Madam Chair Dr. Phyllis Martinez, Madam Vice Chair Louise Portillos, Secretary Mark Dominguez and Trustee Dr. Gilbert Sena, Trustee Rosalie Ortega, Trustee Kenneth Medina and Trustee Rolando Medrano

Also Present: Dr. Carol Linder – President, Karen Torres - Interim VPISS, Dr. Loretta Montoya – Interim CFO, Sherry Goodyear – Shared Governance and Rough Rider Mentorship, Gloria Ortiz – Student Services, Jeff Gamblin – IT Director, Shannon Ortiz - IT, Rachael Lucero – Registrar, Cristino Griego – CTE Director, Lawrence Quintana – LCC Foundation, Gene Martinez – CTE Welding Instructor, Amanda Lucero – Administrative Assistant VPISS, Terrence Lotts – HR Director, and Leslieann Garcia – Executive Admin, Recorder.

III. Pledge of Allegiance – Rachael Lucero led the Pledge of Allegiance.

IV. Approval of the Agenda

Trustee Dr. Gilbert Sena motioned to approve the agenda and Trustee Rosalie Ortega seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to approve the agenda. -Motion passed.

V. Approval of the Minutes for February 11, 2025 Regular Meeting

Vice Chair Louise Portillos motioned to approve the minutes for February 11, 2025 Regular Meeting and Secretary Mark Dominguez seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to approve the Minutes for February 11, 2025 Regular Meeting - Motion passed.

VI. Public Comment – Gene Martinez, Welding Instructor – CTE, provided an update to the Board of Trustees regarding recent accomplishments in the semester to include: 11 WLVHS Dual Credit Students, all 11 received AWS Certifications, 6 Luna Students received AWS Certifications 3 of whom received an Arrow-Space Certifications. Working on LANL Phase 3 Awards, Budget Requests and are hoping to receive additional amount of \$12K for titanium to be used in welding. Attended trainings for Laser Welding. Interested in funding for future Laser Welding. Anticipated funded required will be about \$65K. Hoping to add Titanium Arrow-Space and Titanium Military Grade Welding in the new FY. Expecting 15 Graduates, Enrollment is at 114. Cristino Griego CTE Director congratulated the staff on all accomplishments. Refitting Auto Collision with new piping, just completed first painting project. Looking into a bake oven to do paint coating for automotive and welding.

VII. Board of Trustees Updates

a. BOT Updates and Committee Reports.

Madam Chair Dr. Phyllis Martinez reviewed topics discussed during the Executive Committee meeting held on Tuesday, March 4, 2025 to include:

- Budget development budget completion by the end of March and will be presented at the April BOT meeting for approval.
- FY26 Budget Work Session and CHESS Work session postponements - determining a new date soon.
- Update on 3rd Party Contractors: Attain Partners Contract extension for financial aid. Will be an Action Item in today's meeting.
- Proposed Reorganizational Chart proposed by Dr. Linder to restructure and improve operations for FY26.
- HLC Accreditation Liaison Officer Update: Hired Sierra Fernandez on part time basis for HLC Focus Visit Project Manager/Accreditations Liaison and she will attend the HLC Conference in April.
- HLC Annual Meeting in Chicago on April 4-8 will be attended by Dr Phyllis Martinez, Louise Portillos, Rolando Medrano, Rosalie Ortega, Dr. Carol Linder, Sharrise Sanchez, Dr. Billie Mathews and Sierra Fernandez.
- Report on Hispano Roundtable: LCC was recognized at the Hispano Round Table Dinner for providing the most attendees and students over every other college or university in the state.
- Economic Development and Collaborations update: Dr Linder is attending San Miguel County Stakeholder meeting of the NM North Central Economics Development District for the purpose of creating opportunities in film production and education and other building trade opportunities.
- FY23 Audit is scheduled to be completed before the end of March; this will depend on whether we get any additional requests from the auditors

Secretary Mark Dominguez reviewed topics discussed during the Audit and Finance Committee meeting held on Tuesday March 4, 2025 to include:

- FY25 Budget Status Report: Reviewed FY25 Unrestricted Instructional and General (I&G) Approved Budget to Actuals Summary Report and the FY25 Budget Status Report – Restricted Instruction and General (I&G) and Unrestricted Instruction and General (I&G) as of 2/28/25.
- Budget Process updates: Currently making corrections and adjustments in over/under balances of the budget. Scheduled completion of the final budget. Overall recommendations will be ready to present to the board at the Budget Work Session to be held on Wednesday, March 12, 2025.
- FY23 Audit Update: Francina Martinez, assisted by Wanda Helms, completed the FY23 bank reconciliations. Goal to complete the audit by March 31st.
- Continuing on to complete FY24 bank reconciliations, in preparation for the FY24 audit work.
- Southwest Capital Bank is merging with US Eagle Credit Union in the second quarter of 2025. LCC has one bank account with Southwest Capital. The Committee and staff discussed transferring funds from Southwest Capital Bank to Community First Las Vegas Bank.
- Erroneous financial aid checks total balance \$53,569. Returned amount of \$12,000.
- Preliminary Audit Determination Letter (PADL) -Complete audit on the Return of Title IV Funds for FY21-22 currently being researched and information due by April 15, 2025.

Trustee Dr. Gilbert Sena reviewed topics discussed during the Academic Committee meeting held on

Tuesday, March 4, 2025 to include:

- Currently enrolling for 2nd 8 weeks
- Currently working on summer schedule
- Fall schedule will be available in April
- Attended the Hispano Round Table - Luna was the largest group with faculty, students and staff
- Attended Adult Basic Education (ABE) and NMHEAR Conferences
- Learned about a new AI tool - Notebook LM
- Attended State Engineers meeting about Well Drilling program with Director Cristino Griego
- Welcoming the new Registrar, Rachael Lucero.

Trustee Kenneth Medina reviewed topics discussed during the Facilities Committee meeting held on Tuesday, March 4, 2025 to include:

- TEC building roof is nearly completed
- Replaced all glass with propanol roofing
- All bids for the demolition of the old buildings passed 15-day objection period
- Preparing to beautify the campus for graduation
- Santa Rosa air conditioning system in the works
- Looking to upgrade the power lines at Wellness Center
- Fire panel replacements starting in Welding and Student Services
- Generators for Campus buildings starting with IT
- Telephone pole replacements
- Future plans to fill in pot holes.

VIII. Staff and Student Recognition

President, Dr. Carol Linder recognized new staff:

David Sewell – After School Program Instructor, Santa Rosa – 2/12/25

John Trujillo – Work Study, Nursing – 2/24/25

Irma Shrum – Nursing Clinical Instructor, Nursing– 2/10/25

April Sandoval – Administrative Assistant, Facilities – 3/10/25

Terrence Lotts – HR Director – 3/10/25

Rachael Lucero – Registrar – 3/10/25

Dr Linder welcomed all new employees and offered a special welcome to Terrence Lotts our new HR Director and recognized Rachael Lucero for her years of dedication as a teacher. Welcoming Rachael in her new career changes as Luna's new Registrar. Baseball and Softball games have begun spring season, Dr Carol Linder threw the first pitch at Rodriguez Park. Next home game this weekend. Recognized Sherry for her work with What's Happening and her efforts to recognize our students. Celebrated Employee Appreciation Day with pizza and cake.

IX. Shared Governance Report – Sherry Goodyear

Sherry Goodyear, Rough Rider Mentorship provided the Board with an update as follows:

- Faculty Senate continues to work on policy and protocol for faculty evaluations.
- Student Senate is officially active with officers and members and are conducting regular meetings.
- Student senate sponsored a successful game night in February on campus. Attended by Students, Faculty and Staff.
- Director updates: Sherry Goodyear is working to hire staff for Mora Site Rough Rider Afterschool Program. Plans to establish Community Gardens at satellite locations were presented. Tycie Jackson, Education and Business Director presented information relating

- to textbooks (E-books), quizzes, homework and course material via digital platform.
- Student Senate provided snacks to staff and faculty for Valentines Day
- Shared Governance Council: Background Checks, Drug free Campus Policy is awaiting discussion in Staff Senate. Tuition Waiver awaiting a draft policy for discussion.
- Additional information regarding Shared Governance Updates will be provided at the next BOT Meeting on March 11, 2025.

X. LCC Foundation Report – Lawrence Quintana

Lawrence Quintana, Foundation Chair provided the Board members with updates on recent scholarships as follows: 32 applicants and 28 awards

- 12 Nursing scholarships of \$750.00 each. (\$500 from General, \$250 from Helen O'Brien fund)
- 6 Cosmetology Scholarships \$500.00 each
- 4 Automotive Scholarships \$500.00 each
- 2 Allied Health Scholarships \$500.00 each
- 1 Liberal Arts Scholarship \$500.00 each
- 1 Criminal Justice Scholarship \$500.00 each
- 1 Business Administration Scholarship \$500.00 each
- 1 Pre-Engineering Scholarship \$500.00 each

Lawrence Quintana provided Board members with information regarding upcoming events in different stages of planning to include; Alumni Awards banquet to be held on May 2nd where 2 new graduating students from Luna will be added to the Alumni at Charlies Spic n Span. Plans are currently under way for a Car Show and Swap Meet to be held June 7th and a Mariachi Concert, undetermined date at this time. Carla Romero is working on funds distributions for scholarships from the Title V grant money. Information was provided on requirements for fund balances and breakdowns for scholarships, where students can locate available scholarships via Foundation Website, The What's Happening or directly from Faculty Members at Luna. Lawrence Quintana reviewed and discussed LCC Foundation Fund Balance Summary, LCC Foundation Balance Sheet and LCC Foundation Reconciliation Detail Reports to include portfolio gains/losses, Title V and Scholarship Fund disbursements.

Vice Chair, Louise Portillos requested the Foundation provide a report to include: Fundraising Breakdowns, Budget Preparations, Report of Actuals for the Quarterly reporting at the next Regular Board Meeting to be held on Tuesday, April 15, 2025.

a. Action Item: Memorandum of Understanding

Secretary Mark Dominguez motioned to Approve Action Item: Foundation MOU and Vice Chair Louise Portillos seconded.

Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees voted unanimously to Approve Action Item – Foundation MOU – Approved.

XI. Executive Session

- Limited Personnel Matters as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings ACT.

Trustee Kenneth Medina motioned to move to Executive Session and Trustee Dr. Gilbert Sena seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to move to Executive Session – Motion passed @ 11:32 am.

Trustee Kenneth Medina motioned to move back to Regular Session where no action was taken and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to move back to Regular Session – Motion passed @ 12:18 pm. - No action was taken.

XII. Presidents Report – Dr Linder

- a. Presidents Updates: President Dr. Carol Linder reviewed the following topics provided on her monthly report.
 - Marketing and Communications updates to include Sherry Goodyear helping with public relations.
 - Bus inspection done, quotes reviewed, HED approved and will be getting Charter Bus for Athletics soon.
 - Grants update working on HSI eligibility application in preparation for Title V application for funding
 - Briana Baca-Montoya attended SBDC Conference in Alaska
 - All baseball and softball games are being televised on Roku.

b. Action Item: Executive Director of Finance/CFO contract with the Registry

Vice Chair Louise Portillos motioned to Approve Action item: Executive Director of Finance/CFO contract with the Registry, overseeing the Finance Office replacing contract for Dr Loretta Montoya as CFO for approximately one year, Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees voted unanimously to Approve Action Item: Executive Director of Finance/CFO contract with the Registry – Motion Approved.

XIII. Interim Vice President of Academics and Student Services Report – Ms. Karen Torres

- a. VPISS Updates
Interim Vice President Ms. Karen Torres provided the board a brief summary of the following topics.
 - Enrollment updates to include spring enrollment for 2nd 8 weeks -696 compared to 687 in January.
 - Attended Adult Education Conference
 - Attended NMHEAR Conference learning helpful information from Peer Panel Review Class for upcoming HLC Focus Visit in November.
 - Focusing on Financial Aid issues
 - Introduced idea of using AI for next VPISS presentation to the Board of Trustees for April meeting.
 - Humanities will have a Photography and Art Exhibition in the MEC - May 1st.
 - AI Presentation open to the public - May 1st
 - Sherry Goodyear is working with the Mora Homeschool Coalition with the Mentorship program.
 - Rachael Lucero gave a STEM presentation at Mora Schools
 - Well Drilling program meeting for curriculum discussions for noncredit.
 - Recruitment efforts continuing
 - Return to Title IV (R2T4) and Preliminary Audit Determination Letter (PADL) are in

progress.

- Financial Aid Administrator, Cyerrah Chavez, is starting next week.

b. Action Item: Attain Partners Amendment to Scope of Work

Trustee Kenneth Medina excused himself from the meeting @ 12:42 pm

Trustee Dr. Gilbert Sena motioned to Approve Action Item: Attain Partners Amendment to Scope of Work through July 1, 2025 and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees present voted to Approve Action Item: Attain Partners Amendment to Scope of Work – Motion Approved.

XIV. Interim Chief Financial Officer – Dr. Loretta Montoya

a. CFO Updates

Interim CFO Dr. Loretta Montoya provided the board a brief summary of the following:

- FY25 Unrestricted Instruction and General (I&G) Approved Budget of Actuals Summary Report of Budget to Actuals Report
- Vacant Positions update: Still looking for an Executive Director of Finance, Accountant and Students Accounts Receivable/Cashier interviewing this week.
- Budget Process Update: Work Session will be held later this month to review the budget recommendation at that time. Approval will be in April, Audit due May 1st.
- FY23 Audit set to complete by the end of March.
- FY24 Audit work continues with the help of Francina Martinez with reconciliations

XV. LCC Board of Trustees

a. Policy 1400 and 1450.

Board of Trustees reviewed the Luna Community College Board Policy Manual policies as follows:

- Policy 1400 - Page 4, Line 28: Changes as follows: “April 1” should be changed to read: on *“insert correct election date”*
- Policy 1400 – Page 4, Line 32: Changes as follows: “of February” in each odd-numbered year should be changed to read: *“insert correct month”*
- Policy 1400 – Page 4, Line 39: Changes as follows: “third Friday of December” should be changed to read: *“insert correct day and month”*
- Policy 1400 – Page 4, Line 40: Changes as follows: “last Tuesday in November” should be changed to read: *“insert correct day and month”*
- Policy 1400 – Page 5, Line 13-17: Changes as follows: “only one polling place for the election shall be designated and it shall be in the office of the county clerk” should be changed to read: *“regular election schedule”* and the remainder deleted. (wording dependent on legal review)
- Policy 1450 – Page 5, Line 35: Change as follows: “shall employ” should be changed to read: *“shall not employ”*
- Policy 1450 – Page 6, Line 2: Change as follows: “a lottery scholarship” should be changed to read *“insert-legal opinion required for correction”* (wording dependent on legal review)
- Policy 1455 – Page 6, Line 29: Changes as follows: “Physical attendance at regular” should be changed to *“insert-legal opinion required for correction”* (wording dependent on legal review)
- Policy 1455 – Page 6, Line 35: Changes as follows: “recieve” should be changed to “receive”

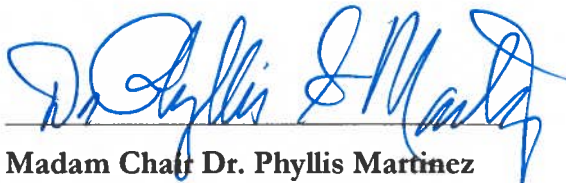
XVI. Announcement on date, time and location of next BOT Meeting(s)

- a. FY26 Budget Work Session – Wednesday, March 12, 2025 @ 10:00 am – LCC Student Success Board Room.
- b. Regular Meeting – Tuesday, April 15, 2025 @ 10:00 am – LCC Student Success Center Board Room.
- c. CHESS Work Session – Date TBD

XVII. Adjourn:

Trustee Dr. Gilbert Sena moved to Adjourn and Trustee Rosalie Ortega seconded.
Madam Chair Dr. Phyllis Martinez asked for a roll call.

All trustees present voted to adjourn. - Motion passed unanimously @ 1:06 pm.

 4/15/25
Madam Chair Dr. Phyllis Martinez Date

Leslieann Garcia, Recorder

Date

