

BOARD OF TRUSTEES WORK SESSION MINUTES

Wednesday, January 15, 2020 @ 5:30 pm
LCC Student Success Center Board Room

Call Meeting to Order and Establish a Quorum

Roll Call

Present: Madam Chair, Dr. Phyllis Martinez, Secretary Louise L. Portillos, Trustee Mark Dominguez, Trustee Kenneth Medina and Trustee Maxine L. Salas.

Also present: President Rolando Rael, Executive Office Manager, SherylAnn Yara, Informational Specialist, Ray Baca, Linda Salazar, LRC Manager, June V. Lopez, LRC, Geraldine D. Saavedra, Dual Enrollment & Transfer Coordinator, Breanna Gould, AHS/FA/SG, Francisco Apodaca, STEM/AH, Kelsey Kendall, LV Optic, Larry Fields, Humanities, Mary A. Duran, Administration, Jacqueline Romero-Arguello, Nursing, Moses Marquez, Admissions, Olivia Kuykendal, Media Arts/Humanities, Deacon Eloy Roybal, guest, Napoleon Quintana, student, Georgia Baca, Fiscal/SAS, Cynthia Branch, SSC, Renee Maestas, SSC, Dr. Anita Roybal, Humanities Director Carl Vigil, Wellness/Athletic Director, Matthew Bowie, IT Director, Gloria Pacheco, Dental, Chantel Rivera, Dental, Amanda Lucero, Humanities/SAS/SGC, Kim Baca, Humanities/SGC Michael Montoya, Financial Aid Director, Brenda Ortega, Education Director, John Martinez, guest, Robert Quintana, guest, Lita Bernal, School of Business Director, Matthew Cordova, Facilities Director, Harrison Scarver, Student VP, Dr. Kenneth Patterson, Vice President of Academics, Kevin Thomas, guest, Donna Flores-Medina, Vice President of Finance, Dan Twitchell, Humanities, Jesse Gallegos, Public Relations, Jason Killian, Humanities, Maxine Hughes, Nursing, Rick Baca, Humanities, Melissa Cordova, School of Business, Henrietta Romero, Registrar, Geno Castillo, Trades/Vocational Ed Director, Carolyn Chavez, Human Resources Director and Francina Martinez, Controller.

Absent: Madam Chair Dianna Medrano and Trustee Max G. Tenorio, Jr.

Pledge of Allegiance

Approval of the Agenda

Trustee Maxine L. Salas moved for approval of the Agenda, Madam Secretary Louise L. Portillo seconded the motion. The motion for approval of the Agenda was unanimous.

Prior to the start of Item #1, Trustee Mark Dominguez read a letter in regards to the start of a new Board advising that they would all be dealing with seven new personalities and cautioned the new board members to take it slow and work together. Trustee Dominguez further advised the Board that “we need to learn from our past mistakes and make things right”.

I. HLC Accreditation

A. Review Action Letter

A copy of the November 2019 HLC Action Letter was made available for the Board of Trustees.

B. Board of Trustees

Trustee Maxine L. Salas addressed the Board and the audience and presented a power point containing the following information, and provided a worksheet for each board member.

The Institution does not meet Criterion two, Core Component 2.A, “the institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows policies and processes for fair and ethical behavior on the part of its governing board, administration, faculty, and staff,” for the following reasons:

Discussion ensued regarding the following topics:

1. The Institution has developed a shared governance policy, which was officially approved by the Board at its December 12, 2017 meeting.
2. While the Institution has developed a shared governance policy and a Shared Governance Council, conflicting reports concerning the level of Board support for a shared governance system at the institution persist.
3. Additional Board policies have been established to improve integrity and to prevent nepotism, but not all of these policies have been implemented.
4. Significant questions about the Board’s adherence to policies and processes for fair and ethical behavior continue to be raised despite a number of training sessions having been conducted.

At this point, Trustee Maxine L. Salas advised that the new board have already met one of the issues by attending an Open Meetings Act Training.

Trustee Mark Dominguez then asked when the training took place, who presented the training, and if certification was received by the new board members. Trustee Mark Dominguez then asked if the older board members need to get certified, in order to submit to HLC.

Trustee Mark Dominguez was then advised by Madam Chair, Dr. Phyllis Martinez that the new board members were trained on January 7, 2020, the day that they were sworn-in as board members and that the training was done by General Counsel of the

New Mexico Higher Education Department. Madam Chair, Phyllis Martinez advised that she would look into the training for the older board members.

5. The Board remains unclear about its role, and there is no evidence to improve employee morale.

At this point, Madam Chair, Dr. Phyllis Martinez asked the employees what the Board could do to help improve the morale at LCC.

Financial Aid Director Michael Montoya then advised “leave us alone, we are professionals who were hired to do our jobs and some of us have been here for a long time which proves that we are doing our jobs”.

The Institution now meets, but with concerns, Criterion two, Core Component 2.C, “the governing body of the institution is sufficiently autonomous to make decisions in the best interest of the institution and to assure its integrity,” for the following reasons:

1. The conduct of the Board is still a concern, with some board members regularly directing the activities of staff even though a policy was adopted to ensure the Board does not encroach on the day-to-day operations of the institution.

2. All board members have signed their annual acknowledgements of Ethics and Conflict of Interest policies.

Trustee Mark Dominguez then asked Executive Office Manager SherylAnn Yara if all board members have signed the Ethics and Conflict of Interest policy.

Mrs. Yara advised Trustee Mark Dominguez along with the rest of the board that this has been done and that this will also be submitted to HLC as evidence.

The Institution continues to meet, but with concerns, Criterion two, Core Component 2.D, “the institution is committed to freedom of expression and the pursuit in teaching and learning,” for the following reasons:

1. The Institution has the framework to support freedom of expression for faculty and staff outside the classroom; however, it is still unclear whether the implementation of this framework is feasible based on the complaints related to board conduct investigated by the visiting team.

The Institution continues not to meet Criterion Five, Core Component 5.B “the institution’s governance and administrative structures promote effective leadership and support collaborative processes that enable the institution to fulfill its mission,” for the following reasons:

1. Faculty and staff continue to express concerns about the lack of transparency, as evidenced in the recent presidential search process.

A brief discussion ensued regarding policy's 1450 and 1600 and the review and amending of board policies, it was also asked if there should possibly be sanctions placed on board members who do not adhere to policy.

President Rolando Rael was then asked how soon we could possibly look at this, to which he replied, the next meeting February 11, 2020.

C. Institution

1. Criterion 5 5.A

a. Facilities Plan

Facilities Director, Matthew Cordova addressed the board and advised that he would give a brief discussion and will put something in further detail together for the board orientation. Mr. Cordova advised that he, President Rael and Vice President of Finance, Donna Flores-Medina have been meeting with regards to take care of some of the issues which need fixing. Mr. Cordova further advised that there is an engineering firm who has worked with various colleges and we would possibly like to contact them for assistance. Mr. Cordova advised that he feels that it should look good to HLC just showing that we have already started with this.

b. Financial Plan

Vice President of Finance, Donna Flores-Medina advised the board that she would prefer to go through the whole plan at the board orientation.

c. Enrollment

Vice President of Academics, Dr. Kenneth Patterson addressed the board and advised that he does not have an accurate number at this point as students have the tendency of waiting until the last minute to register, although he reminded that each one of the numbers which we do have is a student.

d. Foundation

President Rolando Rael addressed the board and advised that there still some things which are continuing with the Foundation. President Rael further advised that we are also looking at the Foundation and the Board to move forward. President Rael also advised that a membership drive has taken place looking for community members who are willing to represent the Foundation. President Rael then advised the board that the function of the Foundation is to come up with scholarship money for our students. President Rael further advised that they are currently working on MOU's with the Foundation in hopes that they will also start attending our board meetings in order to let us know what is going on. President Rael then advised that the Foundation needs to find

ways in which to compensate their Executive Director and we hope that something firm should be ready by March. President Rael ended by advising that we have picked up 5 new members and will be scheduling a meeting very soon.

2. Assumed Practice D3
 - a. Long term financial sustainability – Reserved for the Board Orientation portion of the Agenda.
3. Criterion 5 5.C
 - a. Strategic Plan

STEM Director, Francisco Apodaca addressed the board and advised that we have been meeting with SPIA and are working on 3 goals, Goals Analysis, Diversity (to look at establishing a Diversity Council) to figure out what is out of compliance such as gender neutral bathroom, no safe places for LGBTQ, etc. Mr. Apodaca advised that an update on the strategic plan should be ready by March. Mr. Apodaca then advised that we will be looking at other institutions, as to what they did, and what can we do.

4. Federal Compliance
 - a. College Score Card

LCC Registrar, Henrietta Romero and Financial Aid Director, Michael Montoya addressed the board and gave some brief information as to how the score card works, **(please refer to handout provided by the Office of the Registrar)**. Ms. Romero advised that both she and Mr. Montoya attended the HLC hearing in Chicago and one of the questions asked was why we were not using the score card. Ms. Romero advised that the offices of the Registrar and Financial Aid are currently using the score card and hopes that soon all departments will be utilizing it.

5. Institutional Research
 - a. New Director

President Rael addressed the board and advised that currently the Institution does not have an Institutional Research Director. President Rael further stated that Institutional Research is very important and currently we have several individuals who are working on the institutional research, such as Ms. Breanna Gould who is a STEM oriented researcher, Vice President of Academics, Dr. Kenneth Patterson, Financial Aid Director, Michael Montoya, Registrar, Ms. Henrietta Romero and the President himself. President Rael then advised that with the salary which is offered at our Institution, we have been unable to find the right person.

II. Legislative Session

STEM Director Francisco Apodaca addressed the board and advised that there are a couple of bills, one being 1 million dollars to go to infrastructure for the HVAC system. Mr. Apodaca further advised that there are also some other capital improvements with LCC, although we do not know if they will be introduced or not, but we do have an opportunity to apply. Mr. Apodaca further advised that Senator Pete Campos signed off on one for equipment for Trades/equipment, buses, and \$150,000.00 for certifications for automotive. Mr. Apodaca further advised the board to speak to the Legislatures specifically on the capital outlay. Mr. Apodaca gave a list of three priorities at this point which will be submitted, and further advised that he still has few more which he is working on and will get a copy of those to the board.

III. Board Orientation

a. Budget

Vice President of Finance, Donna Flores-Medina addressed the Board and provided a binder with information regarding LCC's budget.

Vice President of Finance Donna Flores-Medina began with a narrative of what she was to present:

TAB 1: Narrative

As Luna continues to think, plan, assess and make strategic informed decisions, this extensive report is prepared to give you, the leaders of the College, our Board of Trustees, the opportunity to engage in the process of Strategic Budgeting and Planning.

This is year two of utilizing Luna's revised budgeting process that clearly documents the departments' commitment to assess and evaluate each of their respective departments' operation results and requests while considering the linkage to one or more of the College's nine Strategic goals.

Herein are the building blocks for planning, assessing, implementing and reporting the College's operations. The following are brief descriptions of the components.

TAB 2: Economic Models Project – this model was prepared for the National Association of College & University Business Association and a chief contributor was also associated with the Higher Learning Commission. This document is a blueprint for strategic planning, one key element is answering a series of questions each of which ask: *who are we, what distinguishes us from the rest and where do we desire to be.*

TAB 3: Long Range Financial Planning Guide – followed by various data reports, this document lays out key data elements to be gathered, assessed and evaluated to couple with the Economics Model Project for well informed decision making.

TAB 4: Project Ending Balances – This report highlights the trends of revenue and expenditure levels and highlights what occurs when budgets are encumbered and the result when they are not expended which make up the ending balances.

TAB 5: Revenue Forecast – This was prepared by the President to stimulate thinking and weighing possibilities to be tied to actionable plans.

TAB 6: Graduation Rates by Major – This long-term report has been used in the past and is to be continuously assessed for budgeting and decision making.

TAB 7: Disenrollment – This was presented as a springboard for looking again at how we go about business and in concert with uncollected revenue from students.

TAB 8: Budgeting Overview – This presentation gives the breakdown of Unrestricted Instruction and General Budgets and spotlight the areas with the concertation of the majority of revenue sources and used.

TAB 9: Strategic Budgeting – This is one example of the instrument initiated in the budgeting cycle of fiscal year 1920 and with revisions for FY 2021. The major revision is the inclusion of an evaluation component.

TAB 10: HED FY20 Approved Budget – This is the one page of the near 100-page budget document required by the Higher Education Department displaying only the Unrestricted Instruction and General Fund.

TAB 11: CARS FY20 Revenue Expenditure Summary – This is a system (CARS) generated report that is created once the approved budget is manually input into CARS. Fund 100 I&G only.

TAB 12: FYI21 State Funding Recommendations – This is the most current recommendation of the proposed FY21 funding from the State.

Board conversations and inclusivity are keys to ensuring the College considers a myriad of facets for the continued effectiveness, sustainability and growth of its operations.

Vice President of Finance Flores-Medina did have a power point presentation to accompany her introduction, although due to time, the power point was not presented.

The binder provided for the board by Vice President of Finance Flores-Medina contains an abundance of information. **(Please refer to binder for further information).**

b. Facilities

Facilities Director, Matthew Cordova addressed the board and advised that we are currently finishing up a roof replacement on the building at the Springer satellite which was roughly about \$400,000 and should be done by the end of the week. Mr. Cordova

further stated that there are a couple of issues with the Media Arts Building (bathrooms) although, we now have the money to work on those. Mr. Cordova also advised that there are other restrooms throughout campus which are currently being worked on. Mr. Cordova then advised that when going before the Legislature, the first thing they ask is “why do you need it”, and with a Facilities Master Plan in place, Mr. Cordova feels that this will give him more of a leg to stand on when he goes before the Legislature.

Trustee Mark Dominguez then asked Mr. Cordova about the possibility of a lactating room. After a brief discussion, Cindy Branch of the Student Services Department advised that she had looked into the issue at one time, although, it never went anywhere. Ms. Branch advised that she would be happy to look into the issue again.

c. Department Directors

The following Directors addressed the board one at a time to introduce themselves to the board and brief them on what they are working on:

Maxine Hughes, Nursing Director
Francisco Apodaca, STEM Director
Dr. Anita Roybal, Humanities Director
Brenda Ortega, Education Director
Lita Bernal, School of Business Director
Geno Castillo, Trades/Vocations Director
Carl Vigil, Athletic Director/Wellness Center
Henrietta Romero, Registrar
Moses Marquez, Admissions
Matthew Cordova, Facilities Director
Michael Montoya, Financial Aid Director
Francina Martinez, Controller
Renee Maestas, Student Services
Geraldine Saavedra, Dual Enrollment & Transfer Coordinator
Carolyn Chavez, Human Resources Director
Dr. Kenneth Patterson, Vice President of Academics
Breanna Gould, Allied Health/Faculty Senate/Student Government

d. Academics (Vice President)

Dr. Kenneth Patterson, Vice President of Academics addressed the Board and advised that 10 of the Directors fall under his supervision and that in his role, he touches just about everyone in the room. Dr. Patterson further stated that he facilitates the programs, certificates, classroom instruction, overlooks student services admissions, office of the registrar and the veteran’s services center. Dr. Patterson advised that currently his priority is focused on getting us ready to address these criteria’s which we desperately need to meet with HLC. Dr. Patterson further advised that one of the largest is the restructuring of our Shared Governance which effects almost every criteria. Dr. Patterson then advised that recently, we have had a free form way of scheduling, although

this fall, we will go back to the block scheduling system and are working to be more fiscally responsible by hiring full time faculty. Dr. Patterson ended by advising the board that we do have the ability to change the Institution.

e. Shared Governance

Breanna Gould who serves as Faculty Senate Chair as well as serving on the Student Government Council addressed the Board and provided the Shared Governance Structure Chart which represents how the groups meet, with the colors representing when the groups will meet and also serves as a guideline (road map to where you would start). Ms. Gould also provided the Shared Governance Subgroup Operating Instructions, a copy of the Shared Governance Issue Request, a copy of the Shared Governance Attendance Record, the Shared Governance Meeting Schedule for Spring 2020, a copy of the Criteria Issues addressed in Academic-related structures, and a copy of the LCC Shared Governance Council By-laws. Ms. Gould ended by advising that they are looking to update the by-laws and make this more holistic.

f. Committees

Madam Chair, Dr. Phyllis Martinez advised that she would be making the appointments at the next meeting.

g. By-laws

Were previously discussed

h. Satellites

President Rael advised the Board that currently, Dr. Patterson is overlooking the satellites as we do not have a director in that position.

i. Campus Maps

j. Staff Organizational Chart

Adjourn – 9:50 pm

Madam Secretary Louise L. Portillos moved for adjournment. Trustee Maxine L. Salas seconded the motion. The motion for Adjournment was unanimous.

Dr. Phyllis Martinez, Board Chair

Louise L. Portillos, Board Secretary

SherylAnn Yara, Recorder