

LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
Tuesday, February 16, 2021 @10:00
LCC Student Success Center Boardroom

Call Meeting to Order and Establish a Quorum

Roll Call

Present: Madam Chair Dr. Phyllis Martinez, Madam Vice Chair Dianna Medrano, Madam Secretary Louise L. Portillos, Trustee Mark Dominguez, Trustee Kenneth Medina, Trustee Dr. Gilbert Sena and Trustee Maximiliano G. Tenorio, Jr.

Also Present: Interim President Dr. Kenneth Patterson, Executive Office Manager SherylAnn Yara, Information Specialist Ray Baca, Kim Baca, CJ, Jason Killian, CJ, Georgia A. Baca, SS/Fiscal, Sharon Martinez IR, Stephanie Carrillo, Student Senate, Mathew Cordova, Physical Plant Director, Carolyn Chavez, HR Director, Eugene Sandoval, Trades, Auto/Faculty Senate, David Luna, Visitor, Elaine Luna, Retiree, Maxine Hughes, Interim Vice President of Academics/Nursing Director, Michael Montoya, Financial Aid Director, Lita Bernal, School of Business Director, Evelyn Montoya, Finance, Joe Maestas, Retiree, Nash Segura, Retiree, Donna Flores-Medina, Retiree, Carl Vigil, Athletic Director/Wellness Center.

Pledge of Allegiance

The Pledge of Allegiance was led by Trustee Maximiliano G. Tenorio, Jr

Approval of the Agenda

Madam Chair Dr. Phyllis Martinez advised that there are some changes needed to the agenda, one being that Faculty Senate Report will be added to the agenda and the Staff Senate Report will be moved up before the Faculty Senate Report.

With this, Trustee Kenneth Medina moved for approval of the Agenda with the changes. Trustee _____ seconded the motion with the changes.

Approval of the Minutes (January 12, 2021 Regular Board Meeting Minutes).

Madam Vice Chair Dianna Medrano moved for approval of the January 12, 2021 Regular Board Meeting minutes. Madam Secretary Louise L. Portillos seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Dr. Gilbert Sena	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the January 12, 2021 Regular Board Meeting minutes was unanimous.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Dr. Gilbert Sena	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the Agenda with the changes was unanimous.

LCC Retiree's Recognition

The following Retirees were honored by Interim President Dr. Kenneth Patterson and the LCC Board of Trustees, Nash Segura/Admissions, Marvin Maestas/Maintenance, Joe Maestas/Maintenance, Patricia Kuhlman/Springer Satellite, Donna Flores-Medina/CFO and Elaine Luna/AHEC.

Staff Senate Report

At this time, Ms. Georgia Baca addressed the Board and gave the Staff Senate Report:

Informational/Discussion Items.

- A. Grievance Process/Modifications
- B. Staff Senate Seal – email address feedback
- C. Valentine's recognition sendoff suggestions
- D. Committee Representatives/report to Staff Senate as allowed
- E. Staff Senate meeting times suggestion
- F. Continuation of Staff Senate By-Laws and Constitution review

Action Items

- A. Staff Senate Seal
- B. Staff Senate meeting time set

Unfinished Business/Follow-up items

- A. Grievance Process/Modifications
- B. Continuance of By-Laws and Constitution review

Date & Time of next meeting

Our next regular meeting is scheduled for March 12, 2021 @ 1:00 pm.

Student Senate Report

Ms. Stephanie Carrillo addressed the Board and gave the report on behalf of SS President Mario Romero who was unable to be present today. The report was as follows: Good afternoon Chair Martinez, Vice-Chair Medrano Secretary Portillos, Members of the Board of Trustees, and Interim President Patterson.

My name is Mario Romero and I am the President of the Student Senate. We currently have 9 members which include Vice-President Stephanie Carrillo, Secretary/Treasurer Angelica Montanez and 6 Senators including Jacob, Emma, Allison, Angelica O, Joseph, RJ and myself. The Student Senate Committee last met on January 29, 2021 for our regular scheduled meeting where the committee discussed issues and events that we will be addressing in the upcoming weeks such as adopting the Luna Hill for a community clean up. Mayor Louie Trujillo will be meeting with us in the upcoming weeks to further discuss his.

Our goals for this year are to finish rebuilding the Student Senate By-Laws and hope to soon resume working on bills submitted by members of the Luna Community. In addition, we will continue to do everything possible to ensure the Student Senate committee remains inclusive and transparent. We want to continue training and reviewing new members on Roberts Rules. We also are working on ordering new attire for Student Senate such as masks, casual and professional shirts to support LCC and promote our organization. We also hope to engage the Student Body in new ways to meet virtually and continue events for the LCC Student Body.

Faculty Senate Report

Gene Sandoval addressed the Board and gave the report on behalf of Acting Faculty Chair Sherry Goodyear/Secretary, the only remaining member. The report was as follows:

Good afternoon Chair Martinez, Vice-Chair Medrano, Secretary Portillos, members of the Board of Trustees and Interim President Patterson.

Faculty Senate has been working to get back on track after the previous Chair had to step down in December. Since we did not have a Vice Chair, Sherry Goodyear, as Faculty Senate Secretary and the only remaining officer, stepped in as Acting Faculty Senate Chair. We have met several times over the past couple of weeks/

Before we lost our Chair, we were in the process of revising our By-Laws so that FS can be more sustainable. One of our biggest challenges has been finding individuals willing to run for Vice Chair, a position that comes with a three-year commitment. One of the reasons Sherry is now acting Chair is because no one wanted to run for Vice Chair. As a result, one of the proposed changes to the By-Laws is to vote in the seven senate positions, (Associates, Humanities, Adult Basic Education and Early Education, STEM, Business, Allied Health, Nursing, CTE, Satellites, and Ex-Officio/LRC, and the seven

will elect from among them, the Chair, Vice Chair and Secretary/Treasurer positions. This will take FS from ten positions to seven which should be more sustainable for our small faculty to maintain. Along with this reduction in elected senators, we are proposing redistributing the current senate budget, so that all senators are paid a more competitive salary as they are currently paid less than Staff senators. We are also proposing the removal of the current two-year term limits currently in place because it is often difficult to find people to run for certain senate seats. Once fully revised, the changed By-Laws will be sent out to all Faculty for approval, and voted on during the next scheduled FS meeting.

Something else we have been working on in order to foster connection between faculty in these COVID times, is starting a Coffee Connection meeting once a month for instructors to share stories, concerns, and foster connection. The first FS Coffee Connections is scheduled for Monday, Feb. 21 from 11:00 to 11:50 am, via Google Meet.

Thank you all very much for your time, support and interest in Faculty Senate. Your work is greatly appreciated.

Shared Governance Council Report

Executive Office Manager SherylAnn Yara received an email from Lawrence Vigil stating: I just wanted to inform you all that Chairman Killian has resigned as our Chairman for Shared Governance due to health issues. I have not received a formal letter yet but he had given me a heads up. With that being said, we have not had a meeting. I will be setting up a meeting as soon as possible as Vice Chairman of Shared Governance. Thank you.

Interim President Dr. Kenneth Patterson addressed the Board and advised that we have a tentative date for the simulators which has been updated to April 8th and turned the floor over to Lita Bernal.

At this time, Lita Bernal addressed the Board regarding the LETC.

Human Resources Report

Human Resources Director, Carolyn Chavez addressed the Board and gave the following report:

Hires:

- Sharon Martinez-Full-Time Institutional Effectiveness and Research Director, effective January 25, 2021

Resignations/Terminations:

- Sierra Fernandez, Student Success Coach, effective January 12, 2021
- Ryan Gallegos, Custodian I, effective January 21, 2021

Retirements:

- Elaine Luna, AHEC Director, effective January 29, 2021
- Donna Flores-medina, effective January 30, 2021
- Marvin Maestas, Custodian II, effective January 29, 2021

Policies and Procedures:

Current Job Postings:

- Adjunct Trades/Vocational Education Instructor-Collision Repair, opened: June 6, 2018, closes: until filled
- Adjunct Trades/Vocational Education CDL Instructor, opened: August 28, 2019, closes: until filled
- Adjunct

Financial Aid Report

Michael Montoya, Financial Aid Director addressed the Board and reported to them the different types of financial aid which is available to our students and what the financial aid is to be used for. Mr. Montoya advised the Board that we cannot advise them how to use it though.

Registrar's Report

Geraldine Saavedra, Registrar, addressed the Board and reported to the on the status of current enrollment and gave different scenarios with different years. Ms. Saavedra also updated the Board as to the difference between Full-time, Part-time, etc., students.

12:48 – 10-minute break

Informational Items

1. Board Priorities Work Session

Madam Chair Dr. Phyllis Martinez talked about postponing the retreat until sometime in April and advised that Board priorities will be incorporated into their Board Retreat.

2. Presidential Update

Madam Chair Dr. Phyllis Martinez then advised that we currently have 52 applicants with PhD's, except for one who will be getting their doctorate in March.

3. Enrollment Report

This report was done earlier in the meeting by LCC Registrar, Geraldine Saavedra.

4. Interim President Dr. Kenneth Patterson supplied the Board with information regarding the implementation of Course specific fees for Fall 2021 which has previously been provided. Refer to handout.
5. Institutional Policy Management

Interim President Dr. Kenneth Patterson addressed the Board and advised that currently the information that he has is that the handbooks are being pulled by the Human Resources Department and work will soon begin.

Action Items

1. Requesting approval of BAR(s) Budget Adjustment Requests
 - a. Transfer of funding from the Humanities budget to the Criminal Justice budget for Full-Time Faculty and Adjunct Faculty.

Interim President Dr. Kenneth Patterson addressed the Board regarding this BAR and after a lengthy discussion, Trustee Dr. Gilbert Sena moved for approval of the BAR, Trustee Max G. Tenorio, Jr. seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	No
Trustee Kenneth Medina	Yes	Trustee Dr. Gilbert Sena	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the transfer of funding from the Humanities budget to the Criminal Justice budget did carry.

Next, Physical Plant Director addressed the Board and presented the remaining BAR(s).

- b. STEM – Appropriation E2841/Severance Tax Bond funds from Legislature.

1st Motion – Madam Secretary Louise L. Portillos – 2nd – Madam Vice Chair Dianna Medrano.

- c. CTE – Appropriation E2847/Severance Tax Bond funds from Legislature (Woodworking).

1st Motion – Trustee Max G. Tenorio, 2nd – Trustee Mark Dominguez.

- d. Motor Pool – Appropriation E2842/Severance Tax Bond funds from Legislature (Activity Bus).

1st Motion – Trustee Kenneth Medina, 2nd – Trustee Dr. Gilbert Sena.

- e. CTE – Appropriation E2843/Severance Tax Bond funds from Legislature (Auto Collision)

1st Motion – Madam Secretary Louise L. Portillos, 2nd – Trustee Dr. Gilbert Sena.

- f. CTE – Appropriation E2844/Severance Tax Bond funds from Legislature (Welding).

1st Motion – Trustee Mark Dominguez, 2nd – Trustee Dr. Gilbert Sena.

- g. CTE – Appropriation E2845/Severance Tax Bond funds from Legislature (Equipment).

1st Motion – Trustee Dr. Gilbert Sena, 2nd – Trustee Mark Dominguez.

Madam Chair Dr. Phyllis Martinez called for a roll call vote on BAR b, c, d, e, f, and g individually. Roll call was taken and reflected the following for each BAR.

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Dr. Gilbert Sena	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The votes for approval of BAR b, c, d, e, f, and g were unanimous.

Executive Session

Trustee Kenneth Medina moved that the Board convene into Executive Session. Trustee Max G. Tenorio, Jr. seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Dr. Gilbert Sena	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote that the Board convene into Executive Session was unanimous.

Return to Regular Session

Trustee Kenneth Medina moved that the Board reconvene into Regular Session from Executive Session where no action was taken. Trustee Max G. Tenorio, Jr. seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken by Madam Secretary Louise L. Portillos and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Dr. Gilbert Sena	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote that the Board return to Regular Session from Executive Session where no action was taken was unanimous.

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

Madam Chair Dr. Phyllis Martinez announced that they Board will schedule a Special Meeting for Friday, February 26, 2021 @ 10:00 regarding the Interim President Contract Extension.

- Regular Board Meeting – Tuesday, March 9, 2021 @ 10:00 am – LCC Student Success Center Board Room.

Adjourn

Trustee Kenneth Medina moved for adjournment. Trustee Max G. Tenorio, Jr. seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken by Madam Secretary Louise L. Portillos and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Dr. Gilbert Sena	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for adjournment was unanimous.

Dr. Phyllis Martinez, Board Chair

Louise L. Portillos, Board Secretary

SherylAnn Yara, Recorder