



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

Tuesday, September 10, 2024  
@10:00am

LCC Student Success Center Board Room

**I. Meeting was called to order at 10:02 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, Trustee Dr. Gilbert Sena, Trustee Kenneth Medina, Trustee Rosalie Ortega

**Not Present:** Dianna Medrano – arrived at 10:08am

**Also Present:** Dr. Carol Linder – Interim President, Karen Torres - Interim Vice President, Dr. John Thompson – Grants Coordinator, Leslieann Garcia – Executive Admin, Mary Frances Bibb – Student Services, Billie Matthews – Faculty Senate, Linda Salazar – Faculty Senate

**III. Pledge of Allegiance** – Leslieann Garcia led the Pledge of Allegiance

**IV. Approval of the Agenda**

Vice Chair Louise Portillos moved to approve the agenda and Secretary Mark Dominguez seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

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

**V. Approval of the Minutes August 13, 2024 - Regular Meeting**

Vice Chair Louise Portillos moved to approve the agenda and Secretary Mark Dominguez seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

**All trustees voted to approve the minutes. - Motion passed unanimously.**

**VI. Public Comment** – No public comments were made.

**VII. Board of Trustees Updates**

a. BOT Updates and Committee Reports

Madam Chair Dr. Phyllis Martinez reviewed updates for Executive Committee meeting held on September 3, 2024 as follows:

- Fall 2024 enrollment update: Enrollment increased, noted dual credits are up for this fall semester, now including Cimarron. Over all enrollment is 711.

Enrollment Comparison Report										
Fall Semester 2024 Run Date:		9/2/2024								
Compared to Fall Semester 2023 Run Date:		9/4/2023								
		Fall Semester 2024	Fall Semester 2023	Fall Semester 2024	Fall Semester 2023	Fall Semester 2024	Fall Semester 2023	Fall Semester 2024	Fall Semester 2023	%Change Total
		Dual Credit	Dual Credit	New Student	New Student	Continuing	Continuing	Total (HC)	Total (HC)	Headcount
Status	Part-time	196	171	43	63	219	287	458	521	-12%
	Full-time	18	5	99	108	132	129	249	242	3%
<b>Total Headcount</b>								<b>707</b>	<b>763</b>	
Degree Status	Degree-seeking	57	44	65	71	171	222	293	337	-13%
	Certificate	57	31	49	69	113	96	219	196	12%
	Non-degree	99	101	28	31	67	98	194	230	-16%
Department	Allied Health	34	24	32	32	88	72	154	128	20%
	Business	10	6	13	19	28	36	51	61	-16%
	CTE	33	17	23	38	56	58	112	113	-1%
	Humanities	27	13	14	25	37	53	78	91	-14%
	Nursing	0	0	1	1	24	39	25	40	-38%
	STEM	8	12	17	11	17	30	42	53	-21%
	Education	2	1	22	3	3	12	27	16	69%
Residency	In-district	209	168	84	104	286	336	579	608	-5%
	Out-district	5	8	36	39	54	62	95	109	-13%
	Out-state	0	0	22	28	11	18	33	46	-28%

- Personnel updates: Noted the seven new personnel.
- HLC Focused Visit: November 17-18, 2025 materials due October 20, 2025 no discussion
- RPSP's: No other projects will be submitted beyond Nursing and Athletics for FY26. FY24 RPSPs were rolled up to Instruction & General for FY25 budget. Athletics expansion to include new money for men's and women's soccer.
- Audit update: FY22 audit has been approved. FY23 and FY24 in progress.
- HED Workforce Development Funds update: Plan was submitted and currently waiting for HED to inform about fund usage.
- Wildlife Resiliency Training Center/USDA Next Gen grant: Dr Linder attended conference in Washington, DC. Focusing on fire restoration as well as finding a project director and manager.
- Financial Aid updates: Students have been notified about financial aid benefits, disbursements after September 30, 2024. Posting work study positions in workday.
- Other: Adobe Model Homes received \$20k additional support, signed a new MOU with RDC. Instruction is being provided by Cornerstones.

Secretary Mark Dominguez reviewed updates for Audit and Finance Committee meeting held on September 3, 2024 as follows:

- Revenue and Expenditure monthly report: reviewed the updated report tracking 2025.
- RPSP's: FY26 funding requests requiring board approval.
  - a. Nursing expansion funding for FY26 was discussed with similar budget requests as FY25.

- b. Athletics funding request include \$225K for additional needs to include men's and women's soccer.
- Audit update: FY22 audit approved, FY23 and FY24 currently in progress. Trustee Kenneth Medina expressed his congratulations for completing FY22 audit.

Trustee Dr. Gilbert Sena reviewed updates for Academic Committee meeting held on September 3, 2024 as follows:

- VP of Instruction and Student Services update: 707 students admitted, 219 working toward certificates, up 21%, degree seeking down 13%.
- Dual credits have increased.
- Student food program being discussed. Working to start a non-credit culinary program to provide lunches for students. Anticipated time frame in October 2024.
- Vice President Karen Torres met with Faculty Senate regarding in-service training with adjunct instructors participating.
- Currently reviewing AI training and the need to initiate more activities for students.
- Hired new Allied Health Director, Erick Wright.

Trustee Kenneth Medina reviewed updates for Facility Committee meeting held on September 3, 2024 as follows:

- Facility Directors updates: Replacement of 87 vents in total. All of which except 2 are covered by insurance. Currently waiting for a crane to work on the vents.
- HVAC units will begin to be installed within 2 weeks. Installations to include following locations, Administration, Library, General Studies, Preschool and CTE.
- Roofing contract signed and Facility is approved to order materials, set to begin project within the next 2 weeks.
- 2 companies awarded the bid and an engineer will be onsite for inspection.
- The nursing project funding from Jr. Bill is \$800k.
- LANL said Luna is doing good!
- Need to expand the welding building.
- FEMS claims still in progress.
- Insurance increased \$200k

Other updates:

- Mora county wants to put County employees in the site, due to their ownership status, noting the need to contact the attorney regarding proposal. Chair Dr. Phyllis Martinez and Trustee Kenneth Medina noted the limited space for employees.
- Cameras are installed in all satellite locations.

- Still working on demolition of old building.
- Send CDL simulators to train at the Luna sites. Trustee Kenneth Medina requested the board should go to see the simulators.

### **VIII. Staff and Student Recognition**

Madam Chair Dr. Phyllis Martinez recognized new staff and students.

- Jacobo Rael, Dual Credits, 8-19
- William Linzie, Dual Credits, 8-19
- Sean Murphy, Dual Credits, 8-19
- Gary Martinez, Dual Credits, 8-19
- Joy Ansley, EMT, 8-19
- Leslieann Garcia, Exec Adm Asst II – President, Board Secretary 8-26
- Charles Erik Wright, Allied Health Public Service Director, Assistant Coach 9-9

### **IX. Shared Governance Report**

Nothing new to report

### **X. Interim President's Report – Dr. Carol Linder President Updates**

- Enrollment is at 707 fall semester 2024. Noting certificate program enrollment increased to 219. And 22 students in EMT.
- Personnel updates 7 New hires since last BOT meeting August 13, 2024. Continue with progress filling key vacancies.
- Workday SIS Implantations Dr. Day institutional lead working closely with Executive Management Team and Luna staff who are serving as workstream leads.
- Attendance of USDA NextGen LIFTE Project in Washington D.C. Luna represented by Dr. Carol Linder who presented highlights for the year with PowerPoint presentation and flyer.
- FEMA reimbursable expenses; work continues with FEMA, Facilities Director Matt Griego and Dr. Carol Linder regarding Calf Canyon/Hermits Peak fire.
- Communications: Resuming campus wide meetings September 10, 2024. Huddle continues weekly on Wednesday and Friday's for Presidents direct reports. Regular communications are being sent to students, staff and faculty.
- LANL visited Luna campus on August 26 noting positive progress on project and assuring the spending of grant funds.
- Adobe Model Homes Construction project to begin September 6, 2024. Partnership with Cornerstones, currently have 10 students enrolled with 8 actually attending students
- LCC Foundation created a hardship fund to assist students with deposits for Fall semester and provided information about fall scholarships.
- AHEC -Raymond Sanchez attended UNM's Asset mapping session in Gallup on August 8, 2024. Met with Pecos Schools August 20, 2024 in relation to school presentations and starting Dream Makers Health Career Club. Also presented

“Dangers of Vaping” to students at Memorial middle school.

- Athletics -Randall Krutsch reports softball has 23 players, baseball has 36; all are full time students. Softball is hosting 4<sup>th</sup> annual prospect camp at Bernalillo High School September 14, 2024. Baseball has a part time assistant coach. Practice began for the 24-fall season August 12, 2024. Athletics is proposing Soccer be added in hopes of adding additional full-time degree seeking students.
- Contract Training/CDL/Heavy Equipment -Tracy Morales reports CDL passenger bus training has 2 students who have passed tests. Heavy equipment simulators are set up and ready for use. Job openings have been posted for vacant position Contract Ed Manager and will post addition jobs as needed. still waiting to get information on RFP submitted for Industry Credential Pipeline.
- Facilities -Matt Griego reports on insurance remediation indoor and exterior walls. Life Safety and Security 2<sup>nd</sup> Phase outdoor surveillance project. Insurance remediation of roofing and HVAC project.
- Grants Administrator -Dr John Thompson reports on USDA credit/noncredit grant opportunities and attended seminars/workshops relating to grant management.
- Information Technology and Institutional Effectiveness Research -Greg Salazar reports HEERF Annual report was done on September 5<sup>th</sup>.
- Motor Pool/ Community Kitchen/Warehouse -nothing to report.
- Small Business Development Center -Brianna Montano-Baca reports hosting NNMSB Conference with excellent turnout. 2 keynote speakers, FEMA small business claim team. SBDC and MBDA partnership.

#### **XI. Interim Vice President of Academics and Student Services Report –Ms. Karen Torres**

- VPISS Updates: Enrollment count at 707 with an increase in students enrolled in certificate programs. Doing research into AI hoping to provide a training before in-service week.
- Attended Work Force Development Conference learned more about student opportunities with America’s Job Centers using WFD Funds.
- Attended LANL Conference with Gene Martinez and Cristino Griego on September 5<sup>th</sup>. Achieved great progress using LANL grant to expand welding program.
- Potential to expand LANL Grant to include Cyber Security, Business, Nursing, EMT, Auto Tech and potentially more.
- Hired a STEM & Humanities Director due to start September 23<sup>rd</sup> and filled all director jobs.
- An increase of enrollment of students in certificate programs.
- Satellite Updates: Heavy Equipment Simulators CDL Program Administrator Tracy Morales will meet with Springer and Santa Rosa about taking simulators to those locations. Afterschool programs are running smoothly and building a pipeline for future students of Luna.
- Recruiting is going well, we will be attending the Balloon Fiesta and the State Fair.

Setting goals to increase recruitments.

- CTE Director Cristino Griego working with Crystal Western Ford to provide students with freshly cooked lunches and frozen meals. May require the use of volunteers until the culinary classes begin. Setting up a trial run in a few weeks with a target date of October 1<sup>st</sup>. Setting up an agreement with Shamrock for food delivery.
- Continuing assessments of each Academic Department to ensure they are where they need to be. Setting attainable smart goals.
- Local action team focusing on the needs of employees, working together on programs and students participating in job training while receiving instructions creating a direct pipeline from education to jobs.

**XII. Interim Chief Financial Officer – Dr. Loretta Montoya (via Zoom)**

- CFO Updates: FY25 Revenue and Expenditure Report through August 2024

**Revenue and Expenditure Tracking - FY25**

Revenue	FY25 Budget	July	August	Year to Date	% of Budget
Tuition	\$ 702,850	\$ 655	\$ 4,023	\$ 4,678	0.7%
State Gov. Appropriation	\$ 9,296,900	\$ 762,092	\$ 762,092	\$ 1,524,184	16.4%
Local Gov. Appropriation	\$ 2,255,000	\$ -	\$ 58,769	\$ 58,769	2.6%
Other Revenue	\$ 152,000	\$ 19,360	\$ 14,621	\$ 33,981	22.4%
<b>Total Revenue</b>	<b>\$ 12,406,750</b>	<b>\$ 782,107</b>	<b>\$ 839,505</b>	<b>1,621,612</b>	<b>13.1%</b>
Expenditures	FY25 Budget	July	August	Year to Date	% of Budget
Instruction	\$ 3,676,817	\$ 78,864	\$ 239,141	\$ 318,005	8.6%
Academic Support	\$ 402,392	\$ 23,209	\$ 72,873	\$ 96,082	23.9%
Student Services	\$ 1,503,197	\$ 58,457	\$ 103,277	\$ 161,734	10.8%
Institutional Support	\$ 3,442,086	\$ 51,162	\$ 192,526	\$ 243,688	7.1%
Maintenance & Plant	\$ 2,923,912	\$ 549,351	\$ 107,483	\$ 656,834	22.5%
<b>Total Expenditures</b>	<b>\$ 11,948,404</b>	<b>\$ 761,043</b>	<b>\$ 715,300</b>	<b>\$ 1,476,343</b>	<b>12.4%</b>
<b>Revenue less Expenditures</b>	<b>\$ 458,346</b>	<b>\$ 21,064</b>	<b>\$ 124,205</b>	<b>\$ 145,269</b>	

- FY22 and FY23 Audit: FY22 approved and posted September 9, 2004. Continuing to work with FY23. FY24 reported actuals in September and are heading toward closing and submission. Start here
- Department staff have worked diligently to onboard and support newly hired college employees, as well as ensure timely and accurate payroll for all faculty and staff.
- Requesting approval for FY26 RPSP.

**a. Action Item: RPSP approval**

Secretary Mark Dominguez moved to approve the Action Item and Vice Chair Louise Portillos seconded.

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

**All trustees voted to approve the Action Item. - Motion passed unanimously.**

**XIII. Executive Session**

Trustee Kenny Medina moved to move to Executive Session and Vice Chair Louise Portillos seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All trustees voted to move to Executive Session. - Motion passed unanimously @ 11:22am.

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

Secretary Mark Dominguez moved to resume regular session and Trustee Diane Medrano seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All trustees voted to resume to regular session. - Motion passed unanimously.

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

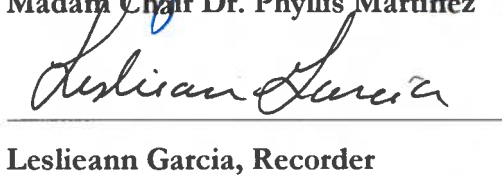
Tuesday October 8, 2024 @10:00 am – LCC Student Success Center Board Room.

**XV. Adjourn:**

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

All trustees voted to adjourn. - Motion passed unanimously @ 12:07 pm.

 10/8/24  
Madam Chair Dr. Phyllis Martinez Date

 10/8/24  
Leslieann Garcia, Recorder Date

