

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

Tuesday, May 14, 2024 @ 10:00 am
LCC Student Success Center Board Room

I. Meeting to called to order by Madam Chair Dr. Martinez. Vice-Chair Portillos read the Open Meetings Script.

II. Roll Call was as follows:

- **Present:** Madam Chair Dr. Phyllis Martinez, Madam Vice-Chair Louise Portillo, Secretary Mark Dominguez, Trustee Dr. Gilbert Sena, Trustee Rosalie Ortega, Trustee Kenneth Medina
- **Absent:** Trustee Dianna Medrano at time of roll call, but arrived prior to approval of minutes.

III. Pledge of Allegiance:

- Billie Matthews led the Pledge of Allegiance.

IV. Approval of the Agenda:

- Secretary Dominguez motioned to table action item “d” due to last page of memo missing from packet. Vice-Chair Portillos seconded. Motion carried.

V. Approval of the Minutes:

- 01/26/2024-Trustee Medrano motioned to approve and was seconded by Secretary Dominguez. All in favor, none opposed. Motion carried.
- 04/09/2024-Vice-Chair Portillos motioned to approve and was seconded by Trustee Dr. Sena. All in favor, none opposed. Motion carried.
- 04/25/2024-Trustee Dr. Sena motioned to approve and was seconded by Vice-Chair Portillos. All in favor, none opposed. Motion carried.

VI. Public Comment:

- a. Shannon Aragon shared his employment experience at LCC.

VII. Board of Trustees Updates: BOT Updates and Committee Reports:

a. May 7, 2024-Executive Committee Report-Presented by Madam Chair Dr. Martinez

- President Martinez gave the floor to Dr. Norma Guzman to inform the committee about VPISS updates.
- Dr. Guzman informed the committee about PPA updates and status of Academic programs and course offerings, in addition to progress that has been made in completing data requests to Department of Education.

Madam Chair Dr. Martinez requested Facilities and Executive Minutes be emailed to Board Members.

b. May 7, 2024-Finance Committee Report-Presented by Secretary Dominguez

- Dr. Linder formally introduced Justin Garcia as the new Procurement Director. He was warmly welcomed by all present. Dr. Linder related he is getting up to speed with all processes.
- Dr. Linder confirmed budget for FY25 was submitted to NM HED. Chair Dominguez emphasized that all fiscal employees should be cross-trained for efficiency for this department.
- Dr. Linder related that the R&E report is not complete but will be included in the VPFA BOT report.
- We received three proposals from offerors in response to the Request for Proposal (RFP) for Annual Auditing services. A team of four evaluated the proposal and considered the proposals based on the established criteria. The committee is recommending we stay with current auditors Portillo, Brown, & Hill. (PB&H), the current auditors for FY22-23. PB&H are familiar with our current systems in Jenzabar and Workday and that they had the highest ratings amongst the other two.

c. May 7, 2024-Academic Sub-Committee Report-Presented by Trustee Dr. Sena

- Dr. Guzman provided an update to the committee on PPA compliance and status of Academic programs and course offerings, in addition to progress that

has been made in in completing data requests from the Department of Education.

d. May 7, 2024-Facilities Committee Report-Presented by Trustee Medina

- Grounds preparation for commencement.
- Stucco repair in progress due to hail damage.
- Update on STEM Lab/Nursing/Allied Health demolition.
- Simulator for heavy equipment will be arriving soon.
- Update on FEMA smoke damage claim. Discussion occurred regarding claim deductions from insurance.
- Update on HVAC installation.
- Awaiting more bids for demolition.

VIII. Staff Recognition:

- Vice-Chair expressed gratitude to LCC Foundation, Board, and LCC Staff for their efforts relating to the Mariachi and Banquet events and hopes that LCC will continue to host more events like this.
- Justin Garcia was formally introduced as the new Procurement Director.
- Gene Martinez was acknowledged for his American Welding Society Section Educator Award.
- Presentation by student Angelica Ortiz regarding her WPA research project.

IX. Shared Governance: Presented by Rachael Lucero

- “Tacobout” Recruiting Event
- Earth Day Event
- Faculty Senate Elections:

Past Chair: Dr. Billie Matthews

Chair: Kevin Williams
 Vice-Chair: Gene Martinez
 Secretary: Chantel Rivera
 Satellite Education: Mary Hill
 STEM Representative: Nicole Collins

Staff Senate Elections will be held in June and Shared Governance will reconstitute in August.

X. President's Report: Dispensed due to incorrect dates on report. Madam Chair requested corrected version to be provided with accurate dates.

XI. Vice President of Academics and Student Services Report-Dr. Guzman Duran (Departed at 11:30 am due to Faculty and Staff In-Service Trainings):

- a. VPISS updates
 - Allied Health had 441 document assists in March and April.
 - Denise Fox is participating in recruitment events.
 - New X-ray installed in Dental.
 - Dr. Guzman Duran expressed gratitude to staff who arranged LANL event that brought 380 students to visit LCC campus.
 - Increase in number of students who attended tutoring lab.
 - Caps & Gowns have been ordered for commencement.
 - Nursing Career Fair hosted ten employers interested in hiring Luna graduates from Job Fair.

XII. Vice President of Finance and Administration-Dr. Linder

- a. VPFA Updates-FY25 Budget submission
- b. Revenue and Expenditure Report-Overview of chart
- c. Audit Update-Max Baca is still assisting with completion of the audit.
- d. **Action Item: FY25 Auditor Selection-Dr. Linder provided second page of memo. Discussion occurred whether RFP will be pushed back to June or if a special meeting will be held to vote on the action item. It was agreed that the item will stay tabled until further consideration.**

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

- a. Chair Dr. Martinez announced the next BOT meeting is **Tuesday, June 11, 2024 @10:00 am** – LCC Student Success Center Board Room.

XIV. Adjourn

Trustee Dr. Sena motioned to adjourn and Trustee Ortega seconded.

Madam Chair Dr. Martinez called for a roll call vote. Roll call as follows:

Madam Chair Dr. Martinez-Yes

Madam Vice Chair Louise Portillo-Yes

Secretary Mark Dominguez-Yes

Trustee Dr. Gilbert Sena-Yes

Trustee Dianna Medrano-Yes

Trustee Kenneth Medina-Yes

Trustee Rosalie Ortega-Yes

Motion carried.

Madam Chair Dr. Phyllis Martinez

Date

April Morell-Recorder

Date

