

**LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING MINUTES**
Tuesday, October 11, 2022 @ 10:00 am
LCC Student Success Center Board Room
366 Luna Drive, Las Vegas, New Mexico

Call Meeting to Order and Establish a Quorum

Roll Call

Present: Chairman Dr. Gilbert Sena, Madam Vice Chair Dianna Medrano, Madam Secretary Louise L. Portillos, Trustee Mark Dominguez, Trustee Kenneth Medina, and Trustee Dr. Phyllis Martinez. Trustee Rosalie Ortega was not present.

Also Present: President Dr. Edward A. Martinez, Interim Vice President of Instruction and Student Services Dr. Dani Day, Vice President of Finance and Administration Kathy Romero, and Executive Administrative Assistant to President Anna Garduño. Others present: Greg Salazar, IT Director; Ray Baca, Information Representative; Dr. Carol Linder, Shared Governance; Jonathan Lujan, Student Success Specialist, Pablo Hernandez-Mendieta, Student Success Specialist; Cosmetology/Barbering students Franki Garcia, Delano Maestas, Naomi Gonzales, Cayden Rodriguez.

Pledge of Allegiance

Cosmetology/Barbering students led the Pledge of Allegiance.

Approval of the Agenda

Trustee Dr. Phyllis Martinez made a motion to approve the agenda as presented. Trustee Kenneth Medina seconded the motion. Motion carried.

Approval of the Minutes (September 13, 2022)

Trustee Dianna Medrano made a motion to approve the minutes. Madam Secretary Louise L. Portillos seconded the motion after one correction. Motion carried.

Public Comment

Luna Community College Cosmetology and Barber students thanked the Board for their new cosmetology stations. The students invited Board members to their upcoming 20th year "Halloween Day Celebration".

The Board of Trustees Updates

a. BOT Updates and Committee Reports

Executive Committee Meeting

Committee Chair Dr. Gilbert Sena reported that the Executive Committee met on October 4, 2022 and Trustee Dianna Medrano, Trustee Louise L. Portillos, President Martinez, and Anna Garduño, Executive Administrative Assistant were present. Chairman Sena stated the minutes from the 9/6/2022 meeting were approved. Items covered included the benefits of joining CHES (Collaborative Higher Education Services), the completion of the 2021 Audit Report, and the 2022 Audit work still being done. Board training was discussed, whether it take place during meetings, or possibly a retreat in the spring 2023. Also discussed was the wood lot and the Legislative Session.

Finance Committee Meeting

Chair Louise L. Portillos reported that the Finance Committee met on October 4, 2022. Present were, Trustee Dr. Phyllis Martinez, Trustee Mark Dominguez, VP of Finance and Administration Kathy Romero, President Martinez, Georgia Baca, and Jessica Flores. Francina Martinez was not present. Items discussed were the Revenue & Expenditures Monthly Report, Division updates, FY22 HED Report of Actuals, FY21 and FY22 Audit updates, CHES/Workday cost analysis, Thompson Consulting Services renting space, and student activities.

Academic Committee Meeting

Chair Dianna Medrano reported that the Academic Committee met on October 4, 2022. Present were Dr. Gilbert Sena, Trustee Dr. Phyllis Martinez, Interim Vice President of Instruction and Student Services Dr. Dani Day, and President Martinez. Information covered were grants being offered, activities within the Academic and Student Services Departments. The Billy the Kid movie premier was discussed as well as the Sim Lab expansion, and the Car Show grant, Allied Health pilot training and Mental Health Awareness.

Facilities Committee Meeting

Chair Kenneth Medina reported that the Facilities Committee met on October 4, 2022. Present were, Trustee Rosalie Ortega, VP of Finance and Administration Kathy Romero, President Martinez and Jessica Flores. Discussions took place regarding the LRC Building, and the roofing project, the 42 days of water that is left for residents of Las Vegas, demo of building, getting a cross country team, the DOT projects coming up and leaks currently being repaired.

Personnel Recognition

Dr. Martinez introduced and acknowledged new staff, Pablo Hernandez/Mendieta, Student Success Specialist & Campus Life. Amanda Jo Vigil, Preschool Teacher 2 was not present.

Chairman Dr. Gilbert Sena and the Board recognized and welcomed the new staff.

Shared Governance Report

Interim Chair Dr. Carol Linder presented the report on behalf of Shared Governance. All different senates are up and running and getting work done. Staff Senate is working on staffing issues. Faculty Senate started Coffee Connects at lunch once again. Student Senate is working with thirteen student senators, which is at full capacity, and are excited to work on the recent food drive. Academic Leadership is working on Program Maps to help students follow a map for creating a degree plan and completing their degrees.

President's Report

President Martinez noted we submitted the RPSP Reports and had the hearings last week. Dr. Day continues to work with the teams on the HLC visit prep. We signed a rental agreement with Thompson Consulting Services, leasing 2288 square feet of space to them. The Community Kitchen Grand Opening went very well. We had many vendors, and many community members were present. On September 29th, LCC hosted the NM Coalition Work-Based Learning Steering Committee Meeting. This is related to our Good Jobs challenge that we received a while back. Public Relations office has issued some samples of Jesse Gallegos's advertising, including our eight-week courses. Softball and Baseball teams competed in a fall competition. The regular season starts in the spring, so this was a fall practice. Trustee Mark Dominguez spoke about having a Board Member present when HLC visits, and inquired about where Luna advertises LCC programs. President Martinez indicated LCC advertises on many social media platforms, as well as radio. We currently have no TV spots. Discussion took place on having a Board Retreat in the spring, and/or incorporating speakers at meetings, to cover Board trainings until then.

Vice President of Academics and Student Services Report – Dr. Dani Day

Dr. Dani Day discussed the U.S. premier of Billy the Kid movie with one of our adjunct instructors, Mr. James Hunyati as the narrator. This movie puts Las Vegas on the film map. The Luna parades showcased LCC with many students, staff and faculty walking in the parade.

Finance and Administration Report – Kathy Romero

Kathy Romero updated the Board on the Allied Health Building roofing project. Once completed, they will work on the other two buildings at the same time. The Student Services Building's boiler failed, so we will be filing a claim. The adjuster has been on site already. There is damage to the ceiling, the wall and the floor. The insurance company responded quickly, and have been working towards fixing the situation. There is work being done on the Vocational Agriculture Building and the athletic teams have been helping out as well, and progress is good. Don Bustos and Briana Montaño-Baca attended the Small Business Conference in San Diego, and Briana received the 40 Under 40 Award for Association of Small Businesses Award. That's a national network. Trustee Kenneth Medina acknowledged Matthew Cordova and Kathy's team as well as Greg Salazar and thanked them for their hard work. Kathy Romero discussed the Revenue and Expenditure Summary Report, as well as the FY21 Audit. It has been submitted to the State Auditor for approval. It should be approved within the next day or so, to be made public. FY22 Audit is in the process. For the most part, the field work has been completed. We have continued to upload items as needed. The FY22 Actuals Report has been submitted to HED.

Regarding CampusWorks and Work Day projects, we recently met with Kathy Ulibarri from CHES, and have been meeting internally, about the benefits of new software, and costs. We have completed the fund analysis, and the attachment (Fund Balance Analysis worksheet) was reviewed with recommendations. Trustee Mark Dominguez asked for the cost of CampusWorks, and Kathy Romero retrieved that information for the Board members. The total cost is \$39,000 to \$40,000, appropriated from the Legislature. There were two options presented at last week's Finance Meeting, where President Martinez was asked to make a recommendation. It was decided that Option 1 was the best fit, according to Kathy Romero. It is the right choice for

students and tax payers. Ms. Romero and President Martinez explained that they are looking at Luna's future, and making sure the college is sustainable. Trustee Dr. Phyllis Martinez indicated that there is a clause built in to protect us, regarding availability of budget, if we're unable to come up with the funding, we can pull out of the project at any time. What we have in reserve will get us started on the project, and CHESS continues to lobby for funding for this project, as they receive both Federal and State funding.

Approval of Target Reserve at 25% of Expenditures or three months of Operating Expense - Action Item

After discussion, Trustee Kenneth Medina made the motion to approve the Target Reserve at 25% of Expenditures or three months of Operating Expense. Trustee Louis L. Portillos seconded the motion.

Chairman Dr. Gilbert Sena called for a roll call vote. Roll call vote is as follows:

Chair Dr. Gilbert Sena	Yes	Trustee Dr. Phyllis Martinez	Yes
Vice Chair Dianna Medrano	Yes	Trustee Kenneth Medina	Yes
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Absent
Trustee Mark Dominguez	Yes		

Motion carried.

President Martinez spoke about the benefits of joining CHESS in the long run. It's been recommended by other New Mexico institutions. It would benefit our students, faculty and staff. If we transfer to CHESS, we will come out ahead, as continuing to use Jenzabar is an outdated system.

Approval to join Collaborative Higher Education Services (CHESS), and move to new software - Action Item

After discussion, Trustee Mark Dominguez made the motion to approve to join Collaborative Higher Education Services (CHESS), and move to new software. Trustee Louis L. Portillos seconded the motion.

Chairman Dr. Gilbert Sena called for a roll call vote. Roll call vote is as follows:

Chair Dr. Gilbert Sena	Yes	Trustee Dr. Phyllis Martinez	Yes
Vice Chair Dianna Medrano	Yes	Trustee Kenneth Medina	Yes
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Absent
Trustee Mark Dominguez	Yes		

Motion carried

Announcement on Date, Time and Location of Next BOT Meeting(s)

Chairman Dr. Gilbert Sena announced that the next LCC Regular Board meeting is scheduled for Tuesday, November 8, 2022 @ 10:00 am in the LCC Student Success Center Board Room.

Adjournment

Trustee Dianna Medrano made a motion for adjournment. Madam Secretary Louise L. Portillos seconded the motion.

Motion carried and the meeting adjourned at 11:14a.m.

Dr. Gilbert Sena, Board Chair

Louise L. Portillos, Board Secretary

Anna Garduño, Recorder

Minutes approved
11/08/2022
Anna Garduño