

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

Tuesday, September 12, 2017 – 56:00 p.m.  
LCC Student Success Center Board Room

**Call Meeting to Order and Establish a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Michael Adams, Trustee David Gutierrez, Trustee Abelino Montya, Jr. and Trustee Severiano “Sev” Sisneros.

**Also present:** Interim President Ricky Serna, Executive Officer Manager (Academics), Mary Duran, Dr. Anita Roybal, Humanities Director, Dr. Sharon Lalla, Vice President of Academics, Orlando LeFebre, Information Specialist, Matthew Bowie, IT Director, Susan Olson-Smith, Nursing Director, Elaine Luna, AHEC Director, Carolyn Chavez, Human Resources Director, Maxine Hughes, Nursing, Belanna Apodaca, Education, Matthew Cordova, Physical Plant, Rolando Rael, Allied Health Director, Jason W. Brooks, LV Optic, Brenda Ortega, Early Childhood Director, Georgia A. Baca, Fiscal and SherylAnn Yara, Executive Office Manager.

**Pledge of Allegiance**

**Proposed Changes to the Agenda**

Trustee Michael Adams moved for no proposed changes to the Agenda. Trustee Severiano “Sev” Sisneros seconded the motion, with all in favor, the motion did carry.

**Approval of the Agenda**

Vice Chairman Kenneth Medina moved for approval of the Agenda. Trustee Abelino Montoya, Jr. seconded the motion, with all in favor, the motion did carry.

**Approval of the Minutes** (August 8, 2017 Regular Board Meeting Minutes).

A comment was made that HLC has advised that the minutes should be shortened and with that, Trustee Adams moved for approval of the August 8, 2017 Regular Board Meeting Minutes. Trustee Montoya seconded the motion, with all in favor, the motion did carry.

**Presidential Update to the Board (Information only): Ricky Serna**

Enrollment Update:

## Update on Roof Repairs:

Interim President Ricky Serna addressed the Board and submitted a handout regarding the enrollment report. Interim President Serna advised that the handout is a comparison of Fall 2016 end of term and Fall 2017 beginning of term and further advised that the total census headcount in Fall 2016 was 1,396 or 58 students more than we currently have. Interim President Serna also advised that the handout includes community education enrollment and that students may be registered at more than one campus and further advised that the new freshmen is not an exact number as he still has to verify the FF. (Please refer to handout for exact numbers.

Next, Interim President Serna gave an update on the roof repairs and spoke specifically on the Human Resources Department and advised that we are looking at possibly repairing the roof without skylights.

## LCC Athletics Booster Club – Golf Tournament

Interim President Serna then advised that the LCC Booster Club is sponsoring a golf tournament which is scheduled for September 24, 2017 at the Pendaries golf course.

## CNA Program

Interim President Serna spoke briefly on the CNA Program and advised that we are still currently looking into it.

## Mora Site and Mora County

Interim President Serna advised that he is in the process of scheduling a meeting with County Manager Steven Archuleta and Mora/San Miguel Co-op General Manager Les Montoya.

## Reports – LCC Board – LCC Committees – LCC Departmental

Human Resources Director, Carolyn Chavez addressed the Board and apprised them of all new hires, resignations and terminations.

New Hires: Joseph Salas, Santa Rosa satellite, Marie Trigg, Athletics, Monica Rosetti, Faculty, Harry Husef, Vanessa Velasquez, School of Business and Emily Brenda Ortega, Early Childhood.

Resignations: Wanda Martinez, Dual Credit Coordinator.

Ms. Chavez also advised that Board that a budget adjustment request has been submitted in order to advertise for a new position which is P.R position.

Academic Update – Dr. Sharon Lalla, Vice President of Academics address the board and advised that the new Academic Committee will hold its first meeting on September 12, 2017, advised that student tutoring hours are scheduled for Monday through Thursday from 8:00 a.m. – 8:00 p.m. and Fridays from 8:00 a.m. to 5:00 p.m., advised the Board of LCC’s new hires, Emily Brenda Ortega, Education Director, Joseph Salas, Santa Rosa Director, Breanna Gould, Allied Health Faculty, Sara Vigil Humanities Faculty, Monica Rosetti, Humanities-CJ Faculty/Advisor, Belanna Apodaca, Early Childhood Administrative Assistant and Vanessa Velasquez, School of Business Office Manager; advised that we are still pending the hire of a Business Director, Business Full Time Faculty, Vocations Director and Welding Faculty, advised the we had an unexpected State Board Visit to Cosmetology – passed, “beautiful campus”, Community Health Worker endorsed by State CHW Office, received a renewed Carl Perkins Grant for \$52,000.00, the Nursing ACEN Report was submitted in August, Nursing Enrollment – first level: 24, second level 19, our present pass rate for NCLEX is 85%, our STEM classes are at capacity or more, received a STEM LANS Grant for \$24,700.00, scheduled LANS/LCC Science Shows in October with the expected outreach to be 2200 pre K-9, 76 Humanities classes and the Distance Education Change Application has been submitted to HLC.

Dr. Lalla then advised that enroll headcount is 1324 with 9097 credit hours, 21 full time faculty and 88 instructors. Dr Lalla further advised of upcoming events; ACBSP Action is due on September 15, 2,017, Department Enrollment and Retention Goals, Advisement Re-planning, Quality Initiative Phase 2 for Distance Education, New Catalog, Faculty Senate Involvement and Assessment Committee.

## INFORMATIONAL ITEMS

### Discussion: Institutional Policy Updates

After a brief discussion regarding policies which have already been updated and those which need revising, Trustee Michael Adams advised that he would like to invite the Policy Committee to meet and begin working on the next few sets of policies which need revising.

### Revision to policy on employee transfers

Interim President handed out a copy of the staff handbook, 7.3, 7.3.2 which now reads; New positions and job vacancies may be filled from **within the college** as opposed to **within a department** and 7.3.4 which now reads; If an employee is interested and believes he or she has the experience, education and skill required to fill an available position, he or she may **request consideration** for the position at the Human Resources Department as opposed to may **apply** for the position at the Human Resources Department.

### Fixed Assets Report for the College

Interim President addressed the Board and advised that the College did not have the necessary staff to focus on the project and the College was issued an audit finding in FY16. Interim President Serna then advised that HED requested the completion and certification of the fixed assets and administration approved the use of a contractor to assist with the project.

The Board was also advised that inventory was tagged, keyed and labeled and the list was sent to the company where the list was spit out.

Interim President advised that the list is huge and was sent to the Office of the State Auditor for auction or disposal approval.

A list of steps was handed to the Board which included:

Step 1:

Contracted outside vendor

The process began in February, 2017 with the help of Asset Services, a contractor;

- Completed a physical inventory
- Cross referenced inventory with CARS and WASP databases
  - \*About 60% of items listed in CARS was not matched by Asset Services
- Provided a comprehensive report to the College

Step 2:

Evaluate the College's Position

The following were determined as a result of the work in step 1

- Duplicate asset entries
- Inaccurate locations
- Incorrect and/or duplicate tag numbers
- approximately \$2,500,000 items still not matched
- Gaps in our recording and data entry process

Step 3:

Department Reconciliations

Directors were tasked with verifying inventory in the, not matched list

- Locating physical inventory
- Reconcile inventory that had not yet been located
- Added inventory that had not yet been recorded

Step 4:

Secondary Department Verification

Inventory Project Leads did a second pass through departments

- Spot checked department inventories that appeared under investigation
- Completed verification for departments that had not responded to step 3
- Limited access to all locations left unverified inventory
- Ran in to challenges with off-site inventory verification

## Phase I Findings

The following has been determined to date

- Limited access and department response leaves some concerns with unmatched items.
- More than \$2.0 million in inventory remains unmatched
- College had not yet removed items that had been approved for disposal
- College had included not-tangible assets in inventory
- College has over-extended its responsibility by including items under \$5,000 on the fixed assets report

## Next Steps:

1. Issue a charge for departments to re-work their inventory lists
  - List will be limited to items purchased in the last ten years
  - Department heads will locate for items and sign certifying to the completeness of their efforts
2. Determine if “other action” is to be taken if it is determined that items have been removed without authorization or otherwise unaccounted for.
3. BOT approval to remove items that are no longer in the college’s possession from fixed assets inventory.
  - The list will be coded by reason for removal
4. Submit the BOT approved list to HED and OSA as required
5. Respond to Audit Finding – List unable to certify for FY17

## Long-term Changes

The following are being worked on for implementation. Policy revisions will require Board approval.

1. Revised processes will be implemented – with training
2. New forms will accompany the processes
3. More frequent Department Certifications will be required
4. More frequent inventory spot checks will be conducted by the Inventory/Warehouse staff person.

## ACTION ITEMS

### 1. Finance Manual Revisions

- Changes to Fixed Assets threshold from \$1,000.00 to \$5,000.00
- Disposition Rules

Donna Flores-Medina addressed the Board and briefed them on the revisions to the Finance Manual. A handout was also submitted to the Board (Please refer to hand out for revisions).

Trustee Adams moved for approval of the Finance Manual Revisions, Secretary Ernie Chavez seconded the motion, with all in favor, the motion did carry.

### 2. FY17 Report of Actuals

Ms. Flores-Medina addressed the Board and advised that the FY17 Report of Actuals is a requirement of Higher Ed. Ms. Flores-Medina submitted a handout to the Board with the report, (please refer to handout for report). Ms. Medina-Flores also suggested a salary parity study and possibly look at COLA.

Secretary Chavez moved for approval of the FY17 Report of Actuals, Trustee Severiano "Sev" Sisneros seconded the motion, with all in favor, the motion did carry.

### 3. RPSP's

- Retention & Completion
- Athletics
- Nursing Enhancement

A list of RPSP requests were submitted to the Board on behalf of Retention & Completion, Ms. Francina Martinez, LCC Controller, Athletics, Coach Lucas Griego and Coach T.C. Nusser and Nursing Enhancement Susan Olson and Maxine Hughes. After a lengthy discussion regarding the RPSP requests, Trustee Abelino Montoya, Jr. moved for approval of the RPSP's, Vice Chairman Kenneth Medina seconded the motion with all in favor, the motion did carry.

### 4. BAR's (Budget Adjustment Requests)

- Supplies for Mora High School
- Nursing Enhancement Carryover Plan
- HR .5FTE position

Regarding the supplies for Mora High School, Secretary Chavez advised that he received calls from parents regarding materials and asked of the possibility of funding Mora High School with more material and metal for the welding department.

Interim President Serna advised that if the BAR is approved, he would draft an MOU (Memorandum of Understanding) articulating responsibilities.

Trustee Adams moved for approval, Trustee David Gutierrez seconded the motion, with all in favor, the motion did carry.

Ms. Susan Olson-Smith and Ms. Maxine Hughes of the LCC Nursing Department submitted a handout regarding the Nursing Enhancement Carryover Plan to the Board. A lengthy discussion ensued regarding the plan, (please refer to Nursing Enhancement Carryover Plan).

Trustee Montoya moved for approval of the Nursing Enhancement Carryover plan. Secretary Chavez seconded the motion, with all in favor, the motion did carry.

Ms. Carolyn Chavez addressed the Board regarding the HR .5FTE position and, after brief discussion, Secretary Chavez moved for approval of the .5FTE, Trustee Montoya seconded the motion, with all in favor, the motion carried.

#### EXECUTIVE SESSION

Vice Chairman Romero moved to convene into Executive Session. Trustee Adams seconded the motion.

Chairman Romero called for a roll call vote. Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry.

#### RETURN TO REGULAR SESSION

Vice Chairman Medina moved to reconvene into Regular Session. Trustee Montoya seconded the motion.

Chairman Romero called for a roll call vote. Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Siisneros	Yes		

The motion did carry.

Chairman Romero advised for the record, that no action was taken during the Executive Session portion of this meeting.

#### ACTION ITEMS CONTINUED

- Presidential Search Committee Membership
- Presidential Search Timeline

After some discussion, a suggestion was made that LCC would look into the possibility of hiring a consultant to assist with the Presidential Search and would be discussed at the next meeting.

Trustee Adams moved for approval, Trustee Gutierrez seconded the motion, with all in favor, the motion did carry.

#### ANNOUNCEMENT ON DATE, TIME AND LOCATION OF NEXT BOT MEETING(S)

- Regular Board Meeting – Tuesday October 10, 2017 @ 5:30 p.m. – LCC Student Success Center Board Room.

#### ADJOURN

Vice Chairman Medina moved for adjournment. Trustee Montoya seconded the motion.

Chairman Romero called for a roll call vote. Roll call was taken and reflected the following:

Chairman Daniel J Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry.

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Chairman Daniel J. Romero

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Secretary Ernie Chavez

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SherylAnn Yara, Recorder



