

**LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING MINUTES**
Tuesday, March 10, 2020 @ 5:30 pm
LCC Student Success Center Board Room

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 Maxine L. Salas and Trustee Maximiliano G. Tenorio, Jr.

Also Present: President Rolando Rael, Executive Office Manager, SherylAnn Yara, Information Specialist, Ray Baca, Donna Flores-Medina, Vice President of Finance & Administration, Dr. Kenneth Patterson, Vice President of Instruction and Student Services, Anthony Baca, Auto Collision, Geno Castillo, Trades Director, Andrea Herrera-Gabaldon, Trades Administrative Assistant,

Pledge of Allegiance to the Flag

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

Approval of the Agenda

Madam Vice Chair Dianna Medrano moved for approval of the Agenda. 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 Maxine L. Salas	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the Agenda was unanimous.

Approval of the Minutes (January 15, 2020 Work Session, February 8, 2020 Special meeting and February 20, 2020 Meet and Greet/Special Meeting (Springer Satellite) Minutes.

January 15, 2020 Work Session Minutes – Madam Secretary Louise L. Portillos moved for approval of the January 15, 2020 Work Session minutes. Madam Vice Chair Dianna Medrano 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 Maxine L. Salas	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the January 15, 2020 Work Session minutes was unanimous.

February 8, 2020 Special Meeting Minutes – Trustee Maxine L. Salas moved for approval of the February 8, 2020 Special Meeting minutes. Trustee Kenneth Medina 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 Maxine L. Salas	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the February 8, 2020 Special Meeting minutes was unanimous.

February 20, 2020 Meet and Greet/Special Meeting Minutes – Madam Vice Chair Dianna Medrano moved for approval of the February 20, 2020 Meet and Greet/Special 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 Maxine L. Salas	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the February 20, 2020 Meet and Greet/Special Meeting minutes was unanimous.

Public Comment

There was no one present for the Public Comment portion of this meeting.

Faculty Senate Report

Brenna Gould addressed the Board and gave the following report:

What is Faculty Senate working on?

- A. Faculty Senate has met three times (February 21, February 28 and March 6) since our last report to the Board of Trustees.
- B. At our February 21st meeting, we discussed concerns brought forth regarding the Springer satellite's access to WiFi, extending the collection phase of the Campus Climate Survey to meet the minimum goal of 65% response rate, Concourse syllabus management, and SGIR 2020-21-24.02 (Classroom Evaluation of FT Faculty).
- C. At our February 28th meeting, we discussed initial steps to resolving WiFi concerns at the Springer satellite via an IT ticket, continuing the extension of response collection of the Campus Climate Survey and formally recommending that an outside source be used to conduct future surveys of the workplace.
- D. We discussed the evaluation methods of Strategic Plan (SP) with sitting members of the Assessment Committee to assist SPIA/Assessment in the measurability update of the SP.
- E. At our March 6th meeting, we discussed the response rate of the Campus Climate Survey and began discussing data analysis metrics that would be appropriate for an availability sampling/evaluation of population subset.
- F. SGIR 2020-01-24.02 (Classroom Evaluation of FT Faculty) was discussed, revised, and acted upon.
- G. SGIR 2020-02.14.02 (Classroom Evaluation Observation Form) was discussed, revised, and acted upon.
- H. The next Faculty Senate meeting will take place Friday, March 20, 2020 @ 1:00 pm in General Studies 104.
 - a. Agenda items include:
 - i. Campus Climate Survey
 - ii. 200-01-24.04 (Classroom Evaluation of Adjunct)
 - iii. 202001-24.08 (Degree Audit)
 - iv. 020-02-2.01 (Dual Credit)

Staff Senate Report

Amanda Lucero addressed the Board and gave the following report:

- I. Team Building Activities**
 - LRC is hosting a St. Patrick's Day scavenger hunt/6 prizes
 - Workshop for staff in (Communications, Trust and Respect) (May 13, 2020)
 - Procurement & Travel training
- II. Staff Handbook**
 - Continue the research and working with Human Resources

- Combining the handbook for staff and faculty – create a bill

Student Senate Report

Student Senate President Roxanne Garcia addressed the Board and gave the following report:

Officers

President – Roxanne Garcia

Vice President – Mario Romero

Secretary/Treasurer – Masie Estep

Senators – Isaiah Fernandes, Stephanie Carrillo, Shaelyn Muldoon and Louis Paredes

Activities

March – Women History Month – in the process of getting organized

April – Month of Autism – being planned

April – Candidates for the Student Senate school year 20/21

Vacancies – President, Vice President and Senators

Other:

The Student Body has been receptive to communicating with the student senate committee to speak of their concerns and comments. They are encouraged to speak of whatever it is they feel is necessary for positive changes around campus, personal wellbeing and basically all around needs.

Presidential Update to the Board (Information only)

President Rolando Rael addressed the Board and advised that he would like to give them an update regarding some things that have happened which he has been a part of. President Rael went on to advised that on February 24, 2020, he and Vice President of Instruction, Dr. Kenneth Patterson attended a CTE (Carl Perkins) meeting at Mesalands College for secondary and post-secondary schools and talked about the overview of the labor market in the region, drafting a vision statement for the region, prioritizing industries to target to use Perkins funds etc. President Rael further stated that the down side of this is that there are only \$250,000.00 for ten schools which means if you don't work with someone else, you are looking at only receiving \$25,000.00 which is not much to work with. President Rael then advised that in the past, schools would receive the whole \$250,000.00.

President Rael then advised that on February 25, 2020 they met with Mr. Diego Trujillo from the US Census on the importance of the Census. President Rael advised that tentatively LCC will hold two events prior to June 2020 in response to the US Census and LCC's Public Relations Officer Jesse Gallegos will be working with Mr. Trujillo on those events.

President Rael then advised that on February 26, 2020, the RDC (Regional Development Corporation) asked LCC to serve as a venue.

President Rael advised that on this same date, he and Vice President Patterson met with Dr. Kimberly Blea of New Mexico Highlands University (Dean of Students for NMHU) and spoke of the possibility of NMHU leasing a dorm to LCC for its students. President Rael advised that they also spoke on El Centro Health Care Services which our students are still utilizing, as well as a fee which would be charged. President Rael then advised that they talked about partnering with NMHU's outdoor recreation student activities which include hiking, skiing, canoeing, etc. They also talked about LCC students having access to NMHU student activities such as concerts, sporting events, etc. They also talked about LCC possibly assisting with academically under prepared students that are enrolled at NMHU, and how we can offer developmental courses to those who are not ready.

Dr. Rael further advised that he would like to talk to the Superintendents from the smaller schools to see what we can do to address the challenges of offering dual credit courses.

President Rael then advised that next he has a NMICC Board meeting at which he and other community college Presidents will be discussing the Opportunity Scholarship with the Legislative Finance Committee, Secretary O'Neil and Deputy Secretary Lopez-Wilson

Reports – LCC Board – LCC Committees – LCC Departmental

Human Resources – Human Resources Director, Carolyn Chavez was not present

Academic Update

Vice President of Instruction and Student Services, Dr. Kenneth Patterson addressed the Board and gave the following report:

All Academic Departments are currently involved in the development of five-year strategic plans, leading to a Master Educational Plan. The Summer 2020 schedule is in the draft process, and the final cleanups will be completed in the next two days. The Fall 2020 schedule, where the institution will return to a Carnegie-based course scheduling system, is in the building process, and should be in the draft/cleanup process by this time next week. Both schedules will be published by the end of the month.

Academic Update

- Level 4 nursing students are preparing for graduation and in the middle of their capstones, they also have begun the NCLEX (National Council Licensure Examination) review and will have a live review for this in April. We are expecting 10 graduates from Level 4 this year. Level 2 nursing students are involved with community clinicals and have provided teaching and screening for the Samaritan House guests, as well as assisting with screening of Head Start children at the West Las Vegas schools. The Nursing Department is planning the first Summer Nursing Institution of 8th, 9th and 10th graders to begin an outreach to the local schools to create interest in nursing as well as prepare interested students to enter the nursing program.

- It has been a good month for the Trades/Vocational Education Department. We worked on the budget for Fiscal Year 2021 for Main Campus, Santa Rosa, and Springer. We had two department meetings on February 10th and 20th. Submitted Summer 2020 courses and Fall 2020 courses into Scheduler at Registrar. Mr. Anthony Baca (Collision Repair Instructor), Mr. Gene Sandoval (Auto Technology Instructor) and Mr. Geno Castillo (Trades Director) attended Las Vegas Day at the Legislature. Community Action Board meetings were conducted. Department participated in Campus Climate Survey. Budget presentations for Trades and CDL were presented to the Board on March 9th. The CDL program had 5 completions for this semester.

Education Department and Pre-School Center Department Report

- 2/14/20 Education Department Director Brenda Ortega attended the ECED HED Taskforce monthly meeting in Albuquerque. Topics of discussion included communication between Higher Ed CYFD and all early care agencies to begin to coordinate efforts regarding qualifications and pay for professionals and requirements for education programs and service providers; legislative updates, and updates from the Secretary and Deputy Secretary from the new state department of Early Childhood Education and Care. The taskforce also voted for new co-chairs and an ELAC representative.
- 2/27/20 – The department hosted a very successful early childcare PD called Mind in the Making. It was a collaboration by the ECED Department and the Office of Family Development as UNM. Forty-seven early childcare professionals from Las Vegas including LCC staff and students, LVCS and WLVS, LV Firstborn, Mora, Santa Rosa, Pecos and Springer attended the free two-day training. Attendees received a Mind in the Making book, a goodie bag, refreshments and lunch. The Department would like to thank LCC's President, Vice President, their Administrative Assistants, Matthew Cordova, his Administrative Assistant and his custodial crew, Matthew Bowie, Henrietta Griego, Moses Marquez and West Las Vegas early childcare and elementary principal Rosemarie Salinas for working behind the scenes.
- 3/2 – 6/20 – The Preschool celebrated Dr. Seuss week with guests from the College and parents who read Dr. Seuss books to the children. Among the guests were LCC's own President Rael, Vice President Patterson, Financial Aid Director Michael Montoya, parents Rae Dawn Price, Amberlynn Torres, and Julie Padilla, 3rd grader David and 4th grader Deidra Tenorio, children of Lead Teacher Candice Tenorio. The children absolutely loved their guests and were very well behaved. Thank you.
- 3/11/20 – The Education and Preschool Department will be participating in CPR and First Aid training.
- 3/25/20 – The preschool along with the support of the Education Department will sponsor a Trike-a-thon on March 25th. All proceeds support St. Jude's Hospital. Last year LCC employees gave \$312 and the preschoolers collected \$872 for a total collection of \$1,184.00. Everyone is invited to donate to the cause. The preschool will also be selling root beer floats for \$1 on that day for

their activity fund. The event will also serve as the Preschool's monthly Dia de Familia event.

- 3/27 & 28/20 – The Department will host its second FREE early childcare training in collaboration with UNM's Family Development Program called Leadership Collaborative Institute. Anyone who wants to learn more about self-leadership and leadership in general is welcome to attend. Sign up with Tycie Jackson.

Board Orientation Reports (Directors/Managers/Supervisors who did not report on 01.05.20 or 02.20.20).

AHEC (Area Health Education Center) Director, Elaine Luna addressed the Board and provided them with a pamphlet with information regarding AHED. Mrs. Luna advised the Board that the Montanas del Norte Area Health Education center (MdN AHEC) is located on the Luna Community College campus and is one of four AHEC's in the state. Mrs. Luna went on to advise that the MdN AHEC covers fifteen counties in Northern New Mexico that are designated as Health Professions Shortage Areas. Mrs. Luna then advised that the overall goal of an AHEC is to enhance the quality of the healthcare workforce by improving diversity, access to education and distribution of qualified healthcare providers to these areas and that the MdN AHEC collaborates with many local, state and national partners to accomplish its goals in workforce development in rural communities in Northern New Mexico. Mrs. Luna then advised that the goals of MdN AHEC are: Developing the Health Professions Pipeline, Encouraging Health Professional students to work in underserved communities, Improving Health Professional competency to provide healthcare and Improving access to Health Care and Related Services.

Informational Items

1. Report regarding the Foundation

Mr. Matt Martinez, newly elected Board Foundation Chairman addressed the Board and gave the following report. Mr. Martinez advised that the Foundation Board has had the opportunity to meet several times, mostly in discussion mode, although they had their very first meeting last week where they held an election of officers for the Foundation where he was elected Chair, Bonnie Bolton was elected Vice Chair, Anissa Apodaca was elected Secretary and Jonathan Madrid as Treasurer. Mr. Martinez advised that other members of the Board include Reyna Fernandez, David Luna, Harold Garcia, Rebecca Herrera, Ella Arellano and Phil Leger. Mr. Martinez advised that at their first meeting, they approved the MOU in basic form which means that there may be some changes and will continue to work with the college to work on the adjustments. Mr. Martinez then advised that the Foundation Board also approved their By-Laws. Mr. Martinez advised that the goals of the Foundation Board as they go forward are to assist the college in addressing their audit findings as they concern the Foundation, secondly, they are going to work on an accounting of funds. Mr. Martinez advised that they are hoping to be up and running by the Summer semester regarding scholarship money but definitely by the Fall semester. Mr. Martinez further advised that they are looking at possibly funding the Food Pantry at the college. Mr. Martinez advised that they are also going to look at doing

fund raisers which is what the Foundation is supposed to be doing, although, they need to take care of priorities first.

2. Report regarding Springer satellite

Vice President of Instruction and Student Services, Dr. Kenneth Patterson addressed the Board and gave the following report. Vice President Patterson advised that the Springer satellite has 3 exceptional trade shops and some of these are closed due to a lack of qualified instructors and we do have a plan in place to find these qualified instructors who can help with bringing these classes back to life. Vice President Patterson advised that we are looking at the addition of Community Education and more partnerships with the city. Vice President Patterson further advised that the Springer satellite also offers us a great opportunity to work with the prison in Springer which would allow us to possibly enroll 50 to 60 students.

3. Recruitment schedule for March, April and May.

Recruitment/Admissions Director, Moses Marquez addressed the Board and gave the following report. Mr. Marquez advised that on March 16th, they will be at Robertson and West Las Vegas schools and have follow ups with Springer, Mora, Maxwell Cimarron, Raton, Mosquero, Roy, Vaughn and Taos high schools. Mr. Marquez further advised that on March 26th they will be at the Mora Career Fair, April 16th LCC Career Fair. They will also be attending the Wagon Mound Health Fair, the Ft. Sumner Health Fair, Girls Can, and Signing Days GEAR UP. Mr. Marquez then advised that they will be providing tours for Pecos, Taos, Penasco, Wagon Mound and Fort Sumner, Coronado, Santa Fe High and Capitol High Schools. Mr. Marquez advised that they will also be setting up recruiting booths at Walmart and the Credit Union on Fridays.

Trustee Max G. Tenorio, Jr. asked Mr. Marquez if they would please visit Santa Rosa High School when to go to visit Vaughn.

****At this time, Madam Chair Dr. Phyllis Martinez called for a five-minute break.***

Action Items

Requesting approval of the President's Short-Term Goals.

Madam Chair Dr. Phyllis Martinez advised that she believed that there were four issues, the first being 35%, with two of them having 35% as the goal. Madam Secretary Louise then advised that she took the liberty to change a word (was to the word must), the President must schedule and hold the following Board trainings before May 2020 Board Retreat. Madam Chair Dr. Phyllis Martinez advised that it previously read "which must include" and she changed it to "which can include", due to the agenda already being printed out. Madam Chair Dr. Phyllis Martinez further advised that the other one was developing a satellite center Master Plan to comply with the following objectives, with the previous reading "higher a center manager" and changed it to read "reorganize centers to include adequate and qualified staff to implement the plan".

Madam Chair Dr. Phyllis Martinez asked President Rael for an update on the IR Director position.

President Rael advised that due to it being a personnel matter, all he can say is that they have made an offer.

Madam Vice Chair Dianna Medrano moved for approval of the President's Short-Term Goals as presented. Trustee Max G. Tenorio, Jr. seconded the motion.

Madam Chair Dr. Phyllis Martinez passed around the Short-Term Goals to each of the Board Members for their signature and called for a roll vote. Roll call vote was taken and reflected the following:

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

The vote for approval of the President's Short-Term Goals was unanimous.

2. Requesting approval of increase to the CDL Fee.

Trades Director, Geno Castillo and Advisor Karen Wezwick addressed the Board and provided handouts with LCC Program Basic Information, Commercial Driver's License Program, CDL Problem (costs), information regarding CDL programs that are offered similarly to LCC (expenses) and LCC CDL Solution.

After Ms. Wezwick presented her case, a lengthy discussion along with questions ensued as to how much is paid by Workforce Solutions, can we check on shorter classes, can we possibly check into scholarships for these students. Trustee Max G. Tenorio commented that in order to get in the hours, the truck must run and LCC's truck does not seem to be running.

Ms. Wezwick advised that this is our downfall.

Trustee Maxine L. Salas then advised that Ms. Wezwick and Mr. Castillo are requesting an increase to fees, which is something that the Board does not approve and only approves the increase in tuition.

Ms. Wezwick advised that this is correct, although she is asking for the Boards approval due to the fact that she feels that they may get a lot of flack because of this.

At this time, Trustee Mark Dominguez moved for approval of the increase to the CDL Fees. Trustee Kenneth Medina seconded the motion.

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

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

The vote for approval of an increase to CDL Fees did not carry.

3. Requesting approval to move forward with Facilities Master Plan.

Physical Plant Director Matthew Cordova addressed the Board and advised that at the last 3 Facilities Committee meetings, they have discussed the Facilities Master Plan and he gave each of the members a copy of what we were looking at as far as cost and recently provided them a copy of what our deferred maintenance looks like. Mr. Cordova advised that he believes that the Facilities Master Plan is definitely going to help us to achieve getting a lot that accomplished through Capital Outlay Funding once we have a Facilities Master Plan in place. Mr. Cordova then advised that this is also a requirement of HLC (Higher Learning Commission).

Madam Chair Dr. Phyllis Martinez then asked if we should not have an RFP in order to have other vendors.

Mr. Cordova advised that due to time limitations, if we went out for RFP, we would have to publish the RFP for 30 days and then after it has been approved, there is a 15-day waiting period in the case of any appeals which would run into 45 days which is time wasted and we would have had the HLC visit by that time.

Trustee Max G. Tenorio, Jr. then advised the Board that he had the opportunity to meet with Mr. Cordova and advised that Mr. Cordova not only has his ducks in a row but he does have a very clear understanding of the need of the buildings of this college and he feels that it would be unwise of the Board to neglect some of the higher priority items such as the Facilities Master Plan, although we are talking about a \$5,000 to \$10,000 savings.

Trustee Mark Dominguez moved for approval to move forward with the Facilities Master Plan. 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:

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

Madam Chair Dr. Phyllis Martinez advised for the record, that she voted not because she feels that it should have gone through the RFP process in order that there be more than one bid available.

4. Requesting approval of BAR's (Budget Adjustment Requests)

- Facilities – Facilities Master plan – Matthew Cordova

Mr. Cordova addressed the Board and advised that now that the Board has approved moving forward with the Facilities Master Plan, he is requesting a budget adjustment request of \$120,000.00 in order to move forward.

Trustee Mark Dominguez moved for approval of the Facilities Budget Adjustment Request. Trustee Maxine L. Salas seconded the motion.

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

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

The vote for approval of the Facilities Budget Adjustment Request did carry with Madam Chair Dr. Phyllis Martinez voting no.

- Facilities – Replacement of rooftop cooling units @ General Studies.

Mr. Cordova advised that the request is for \$290,000.00 and further advised that the building in question has two old swamp coolers which were installed in 1988. Mr. Cordova advised that the water has rusted the pan and anytime you turn the water on, it goes right into the room, so we are not able to use the cooling system at all because the inside of the building gets flooded.

A discussion regarding how many classes there are in that building, the fact that the Springer satellite went through that for many years and opening windows is an option, and how did Mr. Cordova come to this amount. Mr. Cordova advised that once this started, he started going out for quotes and contacted several local companies, companies out of both Santa Fe and Albuquerque as well as a company out of Pecos with not one person responding in eight months so he finally went through the state approved contact list and made contact with this company out of Albuquerque who sent an Engineer to come out to look at the job and came up with this price quote.

Madam Chair Dr. Phyllis Martinez then advised that she has two issues, one being that we would be dipping into our reserves which are going to be \$776,000.00 and we are talking about his two Budget Adjustment Requests which total about \$400,000.00 which leaves us with approximately \$300,000.00 in reserve. Madam Chair Dr. Phyllis Martinez further advised that she realizes that it is students and staff who need their cooling, although she wishes that she could see some other option, a plan b.

Mr. Cordova then advised that he received some information right before the meeting but is not sure of all the details. Mr. Cordova further suggested that the Board may table this item until their meeting on the 25th, and the reason he says this is because in discussion with Donna Flores-Medina, there are actually ER&R funds which are available which would lower that amount to about \$128,000.00.

Madam Chair Dr. Martinez again reiterated that she has two issues with this, one being dipping into the reserve and also, she would like to see a list of all the people Mr. Cordova contacted because the procurement code specifically says, "no less than three written quotes" from the vendors and we have one quote and she can almost bet that there will be someone to complain because they were not notified in public.

At this time, Trustee Maxine L. Salas moved to postpone the approval of the BAR (Budget Adjustment Request) (inaudible). 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:

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

The vote to postpone the Facilities BAR (Budget Adjustment Request) did carry with Trustee Mark Dominguez and Trustee Kenneth Medina voting No.

At this time Mr. Cordova advised the Board that relating to the GO Bond, it is actually specified for Administration and Technologies buildings.

Madam Chair Dr. Phyllis Martinez advised that she feels that there is still a lot which needs to be clarified and recommended to President Rael that some process exists with verification that there were three companies that were allowed to bid.

Madam Vice Chair Dianna Medrano advised that her vote reflects that fact that the Board just approved the Master Plan and she feels that we are getting ahead of ourselves.

Mr. Cordova was asked to clarify the process and advised that through GSD, they open it up to state contractors so several contractors have already bid on it and this company won the bid.

Madam Chair Dr. Phyllis Martinez asked if documentation exists regarding this.

Mr. Cordova advised that it does exist on the website.

5. Transfer balance/Santa Rosa Director to Director of Community Engagement, Campus Diversity and Workforce Training.

President Rolando Rael addressed the Board and reminded that Mr. Joseph Salas who served as Director of all the satellites has resigned his position. President Rael further stated that he felt that this position was one which was not conducive to meet the needs of what was going on, therefore, he did not refill that position. President Rael then stated that there was another position, the Community Engagement, Workforce and Diversity Inclusion which were some of the concerns HLC has with regards to the college lacking. President Rael went on to advise the Board that we have offered the position to someone, but since those funds are basically just sitting there, he is requesting that a portion of it be transferred into the Executive budget in order that we can hire this individual.

As President Rael gave a brief description as to what the position entails, concerns arose concerning taking the money away from the Santa Rosa satellite by both Madam Secretary Louise L. Portillos and Trustee Max G. Tenorio, Jr. who represents that Santa Rosa area.

Madam Chair Dr. Phyllis Martinez then stated that the Board has been hearing for over two days that we are over staffed and the position in question would be housed here on the main campus and second of all, Vice President Patterson went over a beautiful reorganization of satellites and there is a possibility that this person could have some role in one of the satellites that would be more essential because of the personnel issues which are existing at the satellites.

President Rael then advised that this person would play a significant role in all of the satellites.

At this point, Trustee Max G. Tenorio, Jr. moved to postpone any action on this item until July. Madam Secretary Louise L. Portillos seconded the motion.

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

Trustee Mark Dominguez	No	Trustee Kenneth Medina	No
Trustee Maxine L. Salas	Yes	Trustee Max G. Tenorio, Jr.	

- **Before the vote could be completed**

Trustee Max G. Tenorio, Jr. advised that in light of some information which President Rael has brought forth, he is rescinding his motion for the matter of a position which has already been offered which could result in some type of liability.

Madam Vice Chair Dianna Medrano advised that right now she feels that there is no other choice but feels that the budget should have come before the Board before the job offer.

At this point Executive Office Manager SherylAnn Yara asked if Madam Secretary Louise L. Portillos rescinds her second motion to Trustee Max G. Tenorio, Jr's. first motion.

Madam Secretary Louise L. Portillos rescinded her second motion,

At this time Trustee Mark Dominguez moved for approval of the transfer of the balance/Santa Rosa Director to Director of Community Engagement, Campus Diversity and Workforce Training. Trustee Kenneth Medina seconded the motion.

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

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

The vote for approval of the transfer of the balance/Santa Rosa Director to Director of Community Engagement, Campus Diversity and Workforce Training did not carry.

Executive Session

Madam Vice Chair Dianna Medrano moved that the Board convene into Executive Session. 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 Maxine L. Salas	Yes
Trustee Max G. Tenorio, Jr.	Yes		

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

Return to Regular Session

A first and second motion were not recorded on the recording system.

Roll call vote

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes

Trustee Kenneth Medina	Yes	Trustee Maxine L. Salas	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote that the Board reconvene into Regular Session was unanimous.

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

- LCC Meet and Greet/Special BOT Meeting – Wednesday, March 25, 2020 @ 5:30 pm – Mora Site, Mora, NM

Adjourn

A first and second motion were not recorded on the recording system.

Roll call vote

Chair Dr. Phyllis Martinez	Yes	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Maxine L. Salas	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