

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES**  
Tuesday, June 9, 2020 @ 3:30 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, Brianna Gould, Allied Health (via zoom), Maxine Hughes, Nursing Director (via zoom), Matthew Griego, Life Safety and Security (via zoom), Amanda Lucero (via zoom), Susan Grohman (via zoom), Georgia Baca, Fiscal/Grants (via zoom), and Carolyn Chavez, Human Resources Director (via zoom).

**Pledge of Allegiance**

Trustee Mark Dominguez led the Pledge of Allegiance.

**Approval of the Agenda**

Madam Vice Chair Dianna Medrano moved for approval of the Agenda with the exception of Action Item #3, Requesting approval of corrections to dates in the Academic Calendar by Dr. Kenneth Patterson, Vice President of Academics. Trustee Mark Dominguez 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 with the exception of Action Item #3 was unanimous.

**Approval of the Minutes** (May 12, 2020 Regular Meeting & May 19, 2020 Special Meeting Minutes).

Trustee Kenneth Medina moved for approval of the May 12, 2020 Regular Meeting and May 19, 2020 Special Meeting minutes. 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:

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 May 12, 2020 Regular Meeting and May 19, 2020 Special Meeting minutes was unanimous.

### **Public Comment**

There was no one present for Public Comment at this meeting.

### **Faculty Senate Report**

Ms. Breanna Gould of Faculty Senate addressed the Board (via zoom) and advised that the only thing she has to report today is that Faculty Senate will hold their next regular meeting on Friday, August 14<sup>th</sup> @ 1:00 pm.

### **Staff Senate Report**

Ms. Amanda Lucero of Staff Senate addressed the Board (via zoom) and advised that her report is also a short one, as currently they have started with Staff Senate elections and will run now through the 19<sup>th</sup>. Staff Senate met on Thursday and are getting their paperwork together in order to receive their stipends and they are looking forward to working with newly elected members.

**Student Senate Report** – Not in session

### **Presidential update to the Board (Informational only)**

President Rael addressed the Board and updated on the campaign for the 2020 GO Bond. President Rael gave an example of one of the slogans “Look to the Future”. President Rael advised that he, Jesse Gallegos and Dave Kavanaugh have already started the campaign and he will be writing an article which will go out the Optic. President Rael reminded that with this GO Bond, there will be no tax increases. President Rael further stated that the Chamber of Commerce and the Economic Development Corporation will be asking the city to see if they can place flyers in the utility bills. President Rael then advised that he will be asking the Board of Trustees to pass a resolution in support of the GO Bond. President Rael then went on and spoke on the Leadership Governance and

gave some of the topics which will be discussed. President Rael then spoke on the special legislative session which will begin on the 18<sup>th</sup>, and advised that Representative Tomas Salazar advises that he will work to ensure that LCC is not impacted very severely. President Rael ended by advising that tomorrow, all three presidents will be meeting with Mayor Louie Trujillo, and he will update the board at a later time, and also updated on the answering of the school phones.

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

Human Resources:

Carolyn Chavez, Human Resource Director addressed the Board (via zoom) and gave the following report:

No hires for the month of May; two resignations, Mr. Patrick Melon and Mr. Daniel Twitchell and no retirements.

Academic Update:

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

Nursing:

Luna had 10 Nursing graduates in May, all are studying and doing a virtual review to prepare for the NCLEX (boards). As mentioned in the Luna Light, a farewell meeting was held on zoom to honor and encourage the graduates. All Nursing Faculty, Staff and the President were in attendance.

TEAS Entrance Exam are proceeding on schedule with a remote proctor. A final offering of the TEAS entrance exam is currently being scheduled for limited, socially-distanced-on-campus proctoring.

Plans for fall semester are being considered for either virtual and/or face to face delivery.

School of Business:

The School of Business is currently offering two Economics courses in the summer schedule. The fall schedule will include all asynchronous online courses, all taught by terminally-degreed faculty from across the nation. The School of Business is in the middle of reaccreditation activities with ACBSP, and a group of 10 Faculty and Staff will be attending the virtual national conference for ACBSP at the end of the month.

Humanities:

The Humanities Department has received a \$20,000 gift from Netflix as a part of the giveback program of the New Mexico Film Office. There are two additional comparable gifts, yet to be finalized for this same program. Core curriculum programs are maintaining student demand with an even offering of courses reflecting last summer's schedule.

#### STEM:

Lab Sciences are probably one of the most fascinating new additions to our curriculum in the current state of online learning. Labs are now handled through lab “kits” which are shipped to students just like textbooks. Included in each kit is everything needed to perform each lab, with instructions and materials. This is just another way we are becoming more current with teaching and learning methods. And the costs of these labs should be reimbursable by the government as a Covid-19 expense of continuation. The Department received a check for \$5000 from Los Alamos National Laboratories for the purchase of tablets for Instructors and Tutors to include training for their use in online and face-to-face classes.

#### Allied Health:

Allied Health is teaching a healthy summer schedule in preparation for Falls Nursing Cohort. In addition, there will be some summer cleanup of Incompletes left from the Spring semester.

#### ECE/Preschool:

Luna’s Preschool is still currently closed, but staff have been in the building for the past week cleaning and preparing for the return of students. Brenda Ortega, ECE/Preschool Director will serve as the Chair of Academic Leadership for the 2020-2021 Academic Year.

#### Trades:

Trades is currently on hold for the Summer Term, waiting for the return of face-to-face instruction. Hopefully, if we can return to limited face-to-face instruction during the Summer Term, we will be able to work on completing many of the Incomplete grades from the Spring Semester.

#### Incomplete Grades:

We currently have less than 90 Incomplete Grades left from the Spring Semester. This is down from a high point of 130 Incompletes. These remaining Incompletes are a result of face-to-face instruction with no on line or alternative options that remain to be completed. Plans are in place to finish those Incompletes with limited student populations as soon as we are allowed to reopen for that limited instruction. Students will be individually evaluated to establish an order of completion, where allowed.

#### Student Services:

Summer registration is continuing, with enrollment numbers looking relatively good when analyzed. When comparing course to course against last summer (eliminate all of last summer’s courses we aren’t offering this summer in the comparison) we are currently at about 75% of last summer’s enrollment. Keep in mind that we significantly reduced the enrollment period and pushed it later this summer, so we naturally lost students. We also have three more days of enrollment, three days of heavier than normal enrollment. There will be better numbers after Friday, end of day. We are interviewing a candidate for the Registrar’s position this week. Student Support Services is now offering remote

Accuplacer exams to minimize the number of students needing to come on to campus. Dual credit MOU's are being finalized for local schools. Luna has joined with Highlands in a New Mexico state grant program to increase student applications for Financial Aid. We will be receiving some promotional materials and will join with Highlands in recruiting activities in the Northeastern portion of the state. Admissions is moving into a phase of altering recruiting efforts to focus more on virtual activities, such as virtual tours of the campus and programs.

#### Satellites:

Like trades, we are waiting for some level of reopening to finish some of the vocational courses in Santa Rosa and Springer, and we will be looking at a significant development of Community Education courses, probably starting after Labor Day, either online or face-to-face, or both if larger reopening plans continue to move in a more relaxed direction.

### **INFORMATIONAL ITEMS**

1. Update – Nursing Articulation w/NMHU for BSN completion.

Maxine Hughes, Director of Nursing addressed the Board and advised that prior to this, we did have a MOU with Western University, although after the two years it was not renewed as they follow a different program. Ms. Hughes also presented a handout which contained a BSN Program of Study Luna Community College/New Mexico Highlands University (see handout for complete list of BSN Program of Study). The report continues as follows: The NMNEC statewide common curriculum was approved in 2012 and implemented in two schools in 2014. Currently (2019), the common pre-licensure curriculum has been implemented in twelve schools in sixteen locations bringing stability and quality to the nursing workforce.

[NMNEC Schools: Common Curriculum + Degree Options](#)

[NMNEC Education Model](#) graphic

[NMNEC Program of Study at-a-glance – ADN and BSN](#)

[NMNEC Concepts Graph](#)

[NMNEC Common Course Numbers](#)

[LPN Pathway into the NMNEC AND Curriculum](#) providing credit-for-prior-learning

#### **RN-to-BSN Pathway for NMNEC AND RNs**

The RN-BSN programs at Northern New Mexico Collect NMMC and New Mexico Highlands University (NMHU) are now working with NMNEC AND graduates to obtain their BSN degree via recommendations from NMNEC for providing credit from NMNEC and courses towards RN-BSN. Contract programs directly for information.

NMNEC is a consortium of nursing education programs, organizations, and individuals throughout the state. They have a commitment to build multiple pathways into nursing education including the implementation of a common statewide curriculum and increasing BSN education.

#### NMNEC Goals

1. Increase number of nurses with BSN and graduate degrees in New Mexico
2. Improve efficiency, quality and educational outcomes of nursing education through cooperation among community colleges and universities.
3. Increase workforce diversity by improving nursing education for minorities, particularly in rural areas.

#### NMNEC Mission

The mission of the New Mexico Nursing Education Consortium is to prepare nurses for entry and educational advancement through developing and sustaining a resource-efficient and unified system of accessible, innovative, and state-of-the art nursing education.

#### NMNEC Vision

The New Mexico Nursing Education Consortium is a collaborative partnership with a vision for nursing education that addresses the healthcare needs of New Mexicans by preparing a qualified, diverse, and professional nursing workforce.

#### 2. Discussion – LCC Board of Trustees Policy 1520.

Ms. Breanna Gould addressed the Board and advised that she did supply the existing Policy 1520 for the Board's review. Ms. Gould also provided a history of the Policy's existence and changes for the Board's review. Ms. Gould went on to advise the Board that the Policy which they have in front of them originated in December of 2017 and was revised and re-approved by the Board of Trustees in May of 2019, with those being the last revisions that were approved by the Shared Governance Council and recommended to the Board.

After a brief discussion, Madam Chair advised that the current Policy should remain in the books as it is more detailed and thanked Ms. Gould.

3. Discussion – Revised Budget with 4% reduction
4. Discussion – Revised Budget with 10% reduction
5. Discussion – Revised Budget excluding Retention Money

Vice President of Finance, Donna Flores-Medina addressed the Board and covered Informational Items 3, 4 & 5. Ms. Flores-Medina advised the Board that the Higher Education Department in conjunction with DFA required various scenarios from the college, and one of the things they gave us was, what our budget would look like with different percentages of cuts. Ms. Flores-Medina went on to advise the Board that she used the document sent to us and prepared the different scenarios with the 4% as well as a 10% cut to the budget as well as a budget excluding Retention Money. The Board

received a Reduction Strategy prepared by Ms. Flores-Medina, ***please refer to Ms. Flores-Medina's hand out for exact number/percentages, etc.***

## 6. Discussion – HLC update

The board was presented with a copy of the HLC report (draft form).

Vice President of Academics, Dr. Kenneth Patterson addressed the Board and gave a review of the HLC report (draft) and presented on the following:

### **I: Areas of Focus – Unmet**

Criterion 2: Core Component 2.A

2.A-1.1 Institutional History & Context

2.A-1.2 Institutional Response

2.A-1.3 Institutional Implications

2.A-1.4 Institutional Supporting Evidence

Criterion 5: Core Component 5.A

5.A-1.1 Institutional History & Context

5.A-1.2 Institutional Response

5.A-1.3 Institutional Implications

5.A-1.4 Supporting Evidence

Assumed Practice D.3: CCRT.B.10.020

D.3-1.1 Institutional History & Context

D.3-1.2 Institutional Response

D.3-1.3 Institutional Implications

D.3-1.4 Supporting Evidence

Criterion 5: Core Component 5.B

5.B-1.1 Institutional History and Context

5.B-1.2 Institutional Response

5.B-1.3 Institutional Implications

5.B-1.4 Supporting Evidence

Federal Compliance Requirement: FDCR.A.10.070

FCR-1.1 Institutional History and Context

FCR-1.2 Institutional Response

FCR-1.3 Institutional Implications

FCR-1.4 Supporting Evidence

### **II. Areas of Focus – Met with concern**

Criterion 2: Core Component 2.C

2.C-1.1 Institutional History and Context

2.C-1.2 Institutional Response

2.C-1.3 Institutional Implications

2.C-1.4 Institutional Evidence

Criterion 2: Core Component 2.D

2.D-1.1 Institutional History & Context

- 2.D-1.2 Institutional Response
  - Criterion 5: Core Component 5.C
- 5.C-1.1 Institutional History & Context
- 5.C-1.2 Institutional Response
- 5.C-1.3 Institutional Implications
- Future Opportunities and Ancillary Benefits
- 5.C-1.4 Supporting Evidence
  - Criterion 5: Core Component 5.D
- 5.D-1.1 Institutional History & Context
- 5.D-1.2 Institutional Response
- 5.D-1.3 Institutional Implications
- 5.D-1.4 Supporting Evidence

**\*\*\*DUE TO THE HIGH VOLUME OF THE DRAFT REPORT – PLEASE REFER TO DRAFT REPORT FOR COMPLETE INFORMATION ON TITLES OF THE DIFFERENT CRITERIONS AND RESPONSES.**

Next, Vice President of Finance, Donna Flores-Medina gave a report on the financial side of the report. **\*\*Due to the volume of graphs numbers and tables, please refer to Ms. Flores-Medina's handouts.**

#### **Action Items**

1. Requesting approval of 2020 NMHED Capital Projects Summer Hearing Requests (Due July 1).
2. Requesting approval of NM Department of Finance ICIP Requests (Infrastructure Capital Improvement Plan), (Due July 1).

Matthew Cordova, Facilities Director addressed the Board with a request for approval of the two above listed requests:

#### **NM Higher Education Summer Hearing Capital Projects Requests**

1. Student Services Remodel – 2.5 million
2. Learning Resource Center Remodel – 1 million

#### **NM Department of Finance Infrastructure Capital Improvement Plan**

1. HVAC Upgrades – 2.5 million
2. Infrastructure - \$750,000
3. Santa Rosa Brown Building Phase 2 – 2.5 million
4. Student Services Remodel – 2.5 million
5. Learning Resource Center Remodel – 1 million

After a brief discussion and a request for further information regarding who makes the decision as to what projects are submitted and requests for quotes on work to be done, Madam Vice Chair Dianna Medrano moved to have both Action Items postponed until the next meeting in order to allow Mr. Cordova time to bring further information before the Board. 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:

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

The vote to postpone Action Items 1 & 2 until the next scheduled meeting in order to allow Mr. Cordova time to bring further information before the Board was unanimous.

### **Executive Session (Roll call is required)**

Trustee Max G. Tenorio, Jr. 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**

Madam Secretary Louise L. Portillos moved that the Board reconvene into Regular Session. Trustee Maxine L. Salas seconded the motion.

Madam Chair Dr. Phyllis Martinez advised for the record that no action was taken during the Executive Session portion of this meeting and with this, called for a roll call vote. Roll call vote was taken by Madam Secretary Louise L. Portillos 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 return to Regular Session was unanimous.

### **Action Items continued**

3. Action to be taken related to the position of President of the College and contract renewal.

Madam Vice Chair Dianna Medrano moved not to renew the President's contract. Trustee Louise L. Portillos seconded the motion.

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

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

The vote not to renew the President's contract did carry.

Next, Trustee Max G. Tenorio, Jr. made a motion to place the President on Administrative Leave for the rest of the contract period effective immediately and for the Board Chair to communicate with the President regarding the terms of Administrative Leave. Madam Secretary Louise L. Portillos seconded the motion.

Madam Chair Dr. Phyllis called for a roll call vote. Roll call vote was taken by Madam Secretary Louise L. Portillos and reflected the following:

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

The vote to place the President on Administrative Leave for the rest of the contract period effective immediately and for the Board Chair to communicate with the President regarding the terms of Administrative Leave did carry.

Next, Trustee Kenneth Medina moved to appoint, Dr. Kenneth Patterson as Interim President. Trustee Maxine L. Salas seconded the motion.

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

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

The vote to appoint Dr. Kenneth Patterson as Interim President did carry.

Next, Trustee Max G. Tenorio moved to open the position of President to applicants and conduct a search for a new President. Madam Vice Chair Dianna Medrano seconded the motion.

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

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

The vote to open the position of President to applicants and conduct a search for a new President did carry.

**Adjourn (Roll call is required)**

Trustee Kenneth Medina moved for adjournment. Madam Louise L. Portillos seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken by Madam Secretary Louise L. Portillos 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 adjournment was unanimous.

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Dr. Phyllis Martinez, Board Chair

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Louise L. Portillos, Board Secretary

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SherylAnn Yara, Recorder