

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

Tuesday, May 12, 2020 – 2:30 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 Max G. Tenorio, Jr. (via zoom).

*****Trustees Mark Dominguez and Kenneth Medina were seated in a separate room due to restrictions imposed by Governor Michelle Lujan Grisham regarding the covid-19 pandemic.***

Also present: President Rolando Rael, SherylAnn Yara, Executive Office Manager.

*****Dr. Kenneth Patterson, Vice President of Academics and Student Services, Brenda Ortega, Education Director, Ron Duran, Bookstore Supervisor, Carolyn Chavez, Human Resources Director and Geno Castillo, Trades Director were also seated in the lobby due to the above listed restrictions.***

*****At this time, Trustee Mark Dominguez asked for a moment of silence in honor of LCC's past President and past Mayor of the City of Las Vegas, Mr. Leroy "Huero" Sanchez who recently passed away.***

Pledge of Allegiance

The pledge of Allegiance was led by Trustee Max G. Tenorio, Jr.

Approval of the Agenda

Madam Chair Dianna Medrano moved for approval of the Agenda as is. 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 as is was unanimous.

Approval of the Minutes – (March 9 & 10, 2020 Retreat & Regular Meeting, March 17, 2020 Emergency Meeting and April 14 Regular Board Meeting Minutes).

At this time, Madam Chair Dr. Phyllis Martinez advised that Board Members receiving their packets electronically did not receive the minutes for the March 10th retreat therefore they would be approved at the next scheduled meeting.

March 9, 2020 minutes – Trustee Maxine L. Salas moved for approval of the March 9, 2020, Retreat minutes. Madam Secretary Louise L. Portillos seconded the motion.

*****Executive Office Manager SherylAnn Yara has left the meeting due to an emergency.***

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 approval of the March 9, 2020 Retreat minutes was unanimous.

March 10, 2020 Regular Board Meeting minutes – Trustee Maxine L. Salas moved for approval of the March 10, 2020 Regular Board Meeting minutes. Madam Chair Phyllis Martinez seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken by Madam Secretary Louise 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 approval of the March 10, 2020 Regular Board Meeting minutes was unanimous.

March 17, 2020 Emergency Meeting minutes – Trustee Maxine L. Salas moved for approval of the March 17, 2020 Emergency 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 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 approval of the March 17, 2020 Emergency Board Meeting minutes was unanimous.

April 14, 2020 Special Board Meeting minutes – Madam Chair Dr. Phyllis Martinez advised that there were a couple of errors, one being #4, requesting approval of the transfer initiative, the vote reflects that both Madam Chair Dr. Phyllis Martinez and Madam Secretary Louise L. Portillos voted no and the vote should reflect that they voted yes, and second, on # 7 regarding the Board of Trustees Good Faith Resolution, the vote only reflects 5 votes and should reflect that both Madam Chair Dr. Phyllis Martinez and Madam Vice Chair Dianna Medrano voted yes.

Madam Chair Dr. Phyllis Martinez moved for approval of the April 14, 2020 Special Meeting minutes with the corrections noted. Madam Secretary 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 approval of the April 14, 2020 Special Meeting minutes, with the noted corrections was unanimous.

Public Comment

There was no one signed up for Public Comment during this meeting.

Faculty Senate Report

Breanna Gould Faculty Senate Chair, addressed the Board via zoom and reported the following:

- Faculty Senate has met three times, (April 24, April 30 and May 7) since our last report to the Board of Trustees.

- At our April 24th special meeting, we discussed and approved moving our standard meeting time from Friday @ 1 pm to Thursday @ 11 am.
- At our April 30 regular meeting we discussed our end of semester evaluation process, established a distance education method for conducting end of semester in-service trainings/workshops via GoogleClassroom, and appointed an Election Committee to fill Senate positions for the 2020-2021 AY.
- At our May 7th regular meeting, we discussed best practices for training faculty to complete end of semester evaluation forms, and we finalized end of semester professional development topics that are hosted in GoogleClassroom. Faculty/Advisors will respond to an exit survey in GoogleClassroom to document how they plan to implement what they learned during the PD webinars into student interactions in and out of the classroom.
- The next Faculty Senate meeting will take place Friday, May 15, 2020 @ 11:00 am via GoogleMeeting.
 - Agenda items include
 1. Election Results
 2. Senator Stipends
 3. Summer 2020 Semester
 4. 2020-2021 AY Preparation

Staff Senate Report

Amanda Lucero, Staff Senate Chair addressed the Board via zoom and reported the following:

- Had their first meeting on May 1st (short meeting) to start getting things started as they are waiting on a decision as to when we may go back to work
- Will hold their next meeting on Thursday to begin discussing the upcoming election of Staff Senate members.

Student Senate Report

Student Senate report was not available for this meeting.

Presidential Update to the Board (Information only)

President Rolando Rael addressed the Board and gave the following report:

President Rael advised that the different Departments would be giving the Board a more advanced update. President Rael then advised that the State has asked that we look for a 10% reduction on our current budget for cost savings as well as a 10% reduction to our 20-21 state appropriation. President Rael further advised the Board that both he and Donna Flores-Medina, Vice President of Finance are looking at different strategies to make this work. President Rael then advised that NMICC is asking that HED be looked at differently when it comes to the reductions. President Rael then advised that we have also been working with PED on the Carl Perkins Grants and there is a possibility that LCC may get approximately \$70,000.00 dollars which we could use towards getting more dual

credit and train Instructors. President Rael further stated that they have been working on the student aid through the Care Act, and that Michael Montoya, Financial Aid Director would be talking a little more about this issue during his update. President Rael also advised that Matthew Cordova, Fiscal Plant Director would be talking about the Facilities Master Plan during his update, but we are proceeding with it and looking at bringing that plan before the Board sometime in October. President Rael then advised the Board that we are moving forward with HLC, we are gathering the information and we have the template for the report and he has asked the Chair to have Trustee Maxine L. Salas help with the section pertaining to the Board as she has experience with the reporting to HLC.

Trustee Salas asked President Rael to look into whether her assisting would possibly bring up some type of finding being that she sits on the Board

President Rael then went on to advise the Board that HED has presented a plan as to how colleges will move forward in the Fall with the plan being presented to the Governor who has asked HED to make some minor changes. President Rael advised that he will share that plan with the Board and the College as soon as he receives the final plan from them. President Rael then went over the three phases which the Governor has put into place. President Rael ended by advising the Board that he had a video conference with NJCAA who advised that they are going to be as flexible as they can and abide by whatever the state puts in place and not penalize us.

Reports – LCC Board – LCC Committee – LCC Departmental

1. Human Resources – Carolyn Chavez, Human Resources Director

Carolyn Chavez addressed the Board and advised that there have been no hires, no terminations and no resignations to date.

Madam Secretary Louise L. Portillos asked what are the two positions which are currently open.

Ms. Chavez advised the Board that the full-time positions open are, Registrar, full-time Scheduling & Catalog Specialist, full-time Media Arts/Film Technician Instructor and School of Business Instructor.

2. Academic Update – Dr. Kenneth Patterson, Vice President of Academics & Student Services.

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

1. End of Term –
 - Plan for Incompletes
 - Course of Learning Outcomes
 - Transition Feedback
2. Summer Term

- Registration June 1 – June 12, with classes beginning June 8
 - Online Modality, no Face-to-Face classes
 - Possible completion of Face-to-Face Incompletes
3. HLC Updates –
- Report due July 30, Focused Site Visit September 10-11
4. Fall Term –
- Building the Schedule with many unknowns
 - Block Schedule, allowing students to enroll in more classes
 - Concourse Syllabus Management, providing syllabus standardization and alignment with NM state mandates of course learning outcomes
 - Contingency plans for transitions

Informational Items

- Update presentations to the Board of Trustees by Luna Community College Directors, Academic Directors, Managers and Supervisors.

Melissa Cordova of the School of Business Department and currently volunteering in the Registrar's Office addressed the Board and gave a brief update regarding the office of the Registrar.

Maxine Hughes, Nursing Director addressed the Board and gave a brief update regarding the Nursing Department.

Francisco Apodaca, STEM Director addressed the Board and gave a brief update regarding the STEM Department.

Dr. Anita Roybal, Humanities Director addressed the Board and gave a brief update regarding the Humanities Department.

Brenda Ortega, Education Director addressed the Board and gave a brief update regarding the Education Department.

Brenda Ortega, Director of LCC's Pre-School addressed the Board and presented a Pre-School re-opening plan. Ms. Ortega advised the Board that again, the Pre-School received a 5 Star rating which is the highest rating that can be achieved. Ms. Ortega went over the Pre-School opening plan step by step.

A brief discussion then ensued regarding the re-opening of the Pre-School.

Ms. Ortega then asked that the Board Members and President Rael give her some guidance and answers as soon as possible so that they can move forward with their plans, or not, in regards to the testing and re-opening.

President Rael advised that he must get clarity before any kind of decision can be made.

Lita Bernal, Director of the School of Business addressed the Board and gave a brief update regarding the School of Business.

Geno Castillo, Director of Trades and Vocations addressed the Board and gave a brief update regarding the Trades and Vocations Department.

Carl Vigil, Wellness Center Director and Athletic Director was not available at this time.

Moses Marquez, Director of Admissions and Recruitment was not available at this time.

Matthew Cordova, Facilities Director addressed the Board and gave a brief update regarding the Facilities Master Plan as well as an update regarding the Facilities Department.

Moses Marquez, Director of Recruitment and Admissions is now available and addressed the Board gave a brief update regarding the Recruitment and Admissions Department.

Michael Montoya, Director of Financial Aid addressed the Board and gave a brief update regarding the Financial Aid Department.

Francina Martinez, LCC's Controller addressed the Board and gave a brief update regarding the Fiscal Office.

Renee Maestas, Student Services Supervisor addressed the Board and gave a brief update regarding the Department of Student Services.

Geraldine Saavedra, Dual Credit Coordinator addressed the Board and gave a brief update regarding Dual Credit.

Carolyn Chavez, Director of Human Resources had given an update on the Human Resources Department earlier on in the meeting.

Dr. Kenneth Patterson, Vice President of Academics and Student Services had given an update on Academics earlier on in the meeting.

Breanna Gould of the Allied Health Department was not available at this time.

Don Bustos, Director of the SBDC Department addressed the Board and gave a brief update regarding the SBDC Department.

Ron Duran, Bookstore Supervisor addressed the Board and gave a brief update regarding the Bookstore.

Matt Griego, Life Safety and Security Supervisor addressed the Board and gave a brief update regarding Life Safety and the Security Department.

Linda Salazar, LRC (Learning Resource Center) Manager addressed the Board and gave a brief update on the LRC (Learning Resource Center).

Elaine Luna, AHEC Director addressed the Board and gave a brief update regarding the AHEC Department.

Rock Ulibarri, ABE (Adult Basic Education) Director addressed the Board and gave a brief update regarding the ABE (Adult Basic Education) Department.

Jesse Gallegos, Public Relations Supervisor was not available at this time.

****At this time, a five-minute break was requested by Trustee Maxine L. Salas.**

Jesse Gallegos, Public Relations Supervisor is now available and addressed the Board and gave a brief update regarding the Public Relations Department.

1. Requesting approval of FY 21 Budget, pending State Appropriations.

Vice President of Finance & Administration Donna Flores-Medina addressed the Board and reminded that at the budget hearings previously held, there were no departments who requested anything additional in their budget. Ms. Flores-Medina then went over any and all incorporations, transfers, etc. After a Q & A session, Trustee Maxine L. Salas moved for approval of the FY 21 Budget, pending State Appropriations. Madam Secretary 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	Absent	Trustee Maxine L. Salas	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the FY 21 Budget, pending State Appropriations was unanimous.

2. Requesting approval of the President's Evaluation Instrument.

Trustee Maxine L. Salas moved for approval of the President's Evaluation Instrument. Madam Secretary 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	Absent	Trustee Maxine L. Salas	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the President's Evaluation Instrument was unanimous.

3. Requesting approval of Quarterly Report for submission to HED (Higher Education Department).

Madam Secretary Louise L. Portillo moved for approval of the Quarterly Report for submission to HED (Higher Education Department). 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	Yes
Trustee Kenneth Medina	Absent	Trustee Maxine L. Salas	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the Quarterly Report for submission to HED (Higher Education Department) was unanimous.

Requesting approval of BAR's (Budget Adjustment Requests)

- Bookstore

Madam Secretary Louise L. Portillos moved for approval of the BAR (Budget Adjustment Request) for the Bookstore. 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	Yes
Trustee Kenneth Medina	Absent	Trustee Maxine L. Salas	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the BAR (Budget Adjustment Request) for the Bookstore was unanimous.

- HED (Higher Education Department)

Trustee Mark Dominguez moved for approval of the BAR (Budget Adjustment Request) for HED (Higher Education Department). Madam Secretary 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	Absent	Trustee Maxine L. Salas	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the BAR (Budget Adjustment Request) for HED (Higher Education Department) was unanimous.

Executive Session

Trustee Max G. Tenorio, Jr. moved that the Board convene into Executive Session. Trustee Mark Dominguez seconded the motion.

Madam Chair Dr. 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	Absent	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. Portillo moved that the Board reconvene into Regular Session. Madam Vice Chair Dianna Medrano seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll 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	Absent	Trustee Maxine L. Salas	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote to return to Regular Session was unanimous.

Madam Chair Dr. Phyllis Martinez announced for the record that no action was taken during the Executive Session portion of this meeting.

Madam Chair Dr. Phyllis Martinez then announced that the Board has decided to hold a Special Meeting on Tuesday, May 19, 2020 at 3:30 pm at the Student Success Center.

Adjourn

Trustee Maxine L. Salas moved for Adjournment. Trustee Max G. Tenorio, Jr. 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	Absent	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