



MINUTES
LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING

Tuesday, October 8, 2024 @10:00am
LCC Student Success Center Board Room

I. Meeting was called to order at 10:05 and a quorum established by a roll call. 10'

II. Roll Call

Madam Chair Dr. Phyllis Martinez asked for a roll call

Present: Madam Chair Dr. Phyllis Martinez, Madam Vice Chair Louise Portillos, Secretary Mark Dominguez, Trustee Dr. Gilbert Sena, Trustee Kenneth Medina, Trustee Rosalie Ortega

Not Present: Dianna Medrano

Also Present: Dr. Carol Linder – Interim President, Karen Torres - Interim Vice President, Loretta Montoya – Interim Vice President of Finance (via zoom), Chris Garner, PB&H LLC (via zoom), Lawrence Quintana – LCC Foundation, Billie Matthews - Faculty Senate, Shannon Ortiz - Information Technology, Erick Wright – Allied Health/Athletics, Nicola Martin – Human Resources, Rachel Lucero – STEM, Christopher Smith, Director STEM/Humanities, Ella Arellano – Foundation, Gene Martinez – Welding, Sherry Goodyear – Mentorship, Leslieann Garcia – Executive Admin/Recorder

III. Pledge of Allegiance – Karen Torres led the Pledge of Allegiance

IV. Approval of the Agenda

Trustee Gilbert Sena motioned to approve the agenda and Vice Chair Louise Portillos seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the agenda. - Motion passed

V. Approval of the Minutes September 10, 2024 - Regular Meeting

Vice Chair Louise Portillos motioned to approve the agenda and Trustee Rosalie Ortega seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the minutes. - Motion passed

VI. Public Comment – No public comments were made.

VII. Board of Trustees Updates

a. BOT Updates and Committee Reports

Madam Chair Dr. Phyllis Martinez reviewed topics from the Executive Committee meeting held on October 1, 2024 as follows:

- Fall 2024 enrollment
- Personnel updates
- Academic Calendar
- LCC Foundation
- Lobbying – Cornerstone lobbyist James Rivera is still on hold.
- October 4th Trailblazing
- Facilities
- Campus Life Activities
- Workday SIS Audit

- HED Workforce Development -working on the logistics for non-credit bearing certifications.
- Wildfire Resiliency Training Center/USDA Next Gen Grant
- Financial Aid
- Other updates: Rosalie Ortega will be the Balloon Fiesta with Luna and the City of Las Vegas, Board of Trustee Retreat, Quarterly Trainings, Open Meetings Act Trainings. Attending the ACCT Training in Seattle, WA on October 23-25, 2024. Will report on the highlights from the training upon return. Secretary Mark Dominguez reminded all in attendance the importance of having a Shared Governance in place in order to keep compliance with HLC regulations.

Secretary Mark Dominguez reviewed topics for Audit and Finance Committee meeting held on October 1, 2024 as follows:

- Revenue and Expenditure monthly report was reviewed.
- Audit Update: FY22 audit approval was discussed and a hard copy of the audit was prepared for the Board of Trustees.
- Finance Office Staffing changes were discussed.
- Financial Aid Disbursements update: 261 disbursements checks for financial aid have been sent out.
- Other Updates: Report of actuals to the state noted some errors in over spending which should be closely monitored. Proposed the idea of having a special Board meeting with finance team to find ways to restrict spending as to better serve our students. Trustee Kenneth Medina congratulated Francina Martinez on her retirement from Luna.

Trustee Dr. Gilbert Sena reviewed topics for Academic Committee meeting held on October 1, 2024 as follows:

- Academic Report Updates
- Report on Student Lunch and Campus Life Activities
- New Personnel Updates
- Handshake Updates
- Other Updates

Trustee Kenneth Medina reviewed updates for Facility Committee meeting held on October 1, 2024 as follows:

- Matt informed the members that 4 HVAC are connected and still waiting on 3 HVAC to be connected and should be connected early October
- Roofing project will start next week
- Still working on the MEC roof
- Nursing expansion will cost \$800K through a grant expected to begin Spring 2025
- Construction will start late fall and early spring
- Working with potential companies to begin with the demolition of the old buildings. Currently working on the bids.
- Capital Year Out E5314 will start this month
- New equipment was sent to Springer site and work will begin on the building
- The green house at the Early Childhood Center is nearly complete.
- The road to King Stadium is drivable in time for the Retreat planned there
- Facilities is fully staffed with employees
- Other Updates: Kenney Medina thanked those that participated in the West Las Vegas parade.

VIII. Staff and Student Recognition

Interim President, Dr. Carol Linder recognized and introduced new staff as follows: Alisa Valdes, Public Relations Coordinator, 9-16, Christopher Smith, STEM/Humanities Director, 9-23 and Charles Erick Wright, Allied Health Public Service Director, Assistant Coach, 9-23 Extended a warm welcome to Nicola Martin who just joined us on campus and noted student highlights in Luna Light as well as information on the Luna Lunch every Tuesday.

IX. Shared Governance Report

Rachel Lucero, STEM Faculty, reported no new information was available at this time.

X. FY22 Audit Report – Chris Garner PB&H LLC (via zoom)

Chris Garner reviewed FY22 Audit as follows:

- Explanation of Responsibility under U.S and Government Auditing Standards. Audit issued an unmodified/Clean Opinion.
- Report on Financial Statements. Audit issued a Clean Opinion.
- Report on Compliance over Grants. Audit issued a Clean Opinion.
- Discussed Required Audit Adjustments.
- Reported no adverse communications with management.
- Addressed findings from FY21 based upon testing- noting a total of 4 findings in FY21 that were resolved in FY22.
- A total of 7 findings in FY22 to include: 1. Internal Controls Over Financial Reporting and Closing (Foundation), 2. Lack of Controls Over Payroll, 3. Cash Disbursements, 4. Financial Close and Reporting, 5. Return of Title IV Funds, 6. Late Audit, 7. Pledged Collateral.

Board of trustees discussed the tools available to prevent and eliminate these findings from future audits. Discussed some concerns over compliance issues. Noted recommendations provided by Auditors. Discussed the tools currently in place for overseeing budget concerns by reviewing the Revenue and Expenditure Report provided monthly by Finance Department. Lorretta Montoya, Interim CFO, informed the Board of Trustees that Luna is in the process of amending processes and procedures as a result of the findings. Currently implementing changes. Also discussed the findings concerning Pledged Collateral noting the processes of the bank would need to change to avoid this finding in the future. New procedures are expected to be documented by the end of October.

XI. Foundation Reports – Lawrence Quintana

Lawrence Quintana reported on LCC Foundation as follows:

- Foundation Audit Findings: \$141K has now been invested and is growing for the purpose of increased scholarships.
- LCC Foundation Club: Accurately tracking transactions and investments from activities, sports, baseball and softball.
- Short/Long Term Investments: Investments are returning at a 4% interest rate, making positive progress to have additional funds for scholarships.
- Title V Benchmarks in the process of being met. Transparency with funds remains a priority.
- Foundation MOU: Discussed the Foundation MOU and the relationship with the Board of Trustees, non-profit organizations and with LCC.
- Upcoming Goals: SWAT Analysis, Short- and Long-Term Investments, working on branding updates with Facebook, website and others to increase online presence.
- Key Accomplishments: Revised Board Policies to include modified bylaws and financial discrepancies. Increasing On-line Presence by increasing awareness of organization and student engagement. Scholarships for Fall 2024 awarded 16 out of 40 applicants and Spring 2024 awarded 14 out of 30 applicants. Branding updates to include Logo, Letterhead, Forms, Website, Events, etc. 2023 Winter Fest with 30 vendors, silent auction, food games

with a profit of \$1,453. Mariachi Concert in May of 2024 sold 200 tickets with a profit of \$3,510. 2024 LCC Alumni Achievement Awards Banquet sold 240 tickets and recognized 11 Luna Alumni and 2 graduating students with a profit of \$4,150. Food Bank received a grant for \$10K.

- Future Activities plans as follows: Updating SWOT Analysis this week, attending NMHU Homecoming Parade on October 12, 2024. 2024 Giving Tuesday beginning Nov 1 - Dec 3, Winterfest December 7, 2024, currently discussing the possibility of another mariachi concert and 2025 LCC Alumni Achievement Awards Banquet (currently looking for a venue, special guests and sponsors).
- The Foundation Board has 11 members in total and currently has 2 vacancies open.

Secretary Mark Dominguez requested a report of actuals, accruals and risks from Foundation in addition to the monthly reports to keep the Board informed. Updates will be provided per Dr. Linder's discretion.

Vice-Chair Louise Portillos requested confirmation regarding the status on faculty and staff donations to the Foundation. It was confirmed affirmatively and noted that contributions have increased over the past few years. In addition, Giving Tuesday is about asking staff to contribute donations to the Foundation.

Secretary Mark Dominguez requested a moment of silence for the passing of Phillip Martinez, recognizing all the things he has done for the foundation and the community. He will be sadly missed.

Trustee Kenneth Medina motioned to move to Executive Session and Trustee Rosalie Ortega seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to move to Executive Session. - Motion passed unanimously @ 11:43 am.

XII. Executive Session

- a. Limited Personnel Matters as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings ACT.

Trustee Kenneth Medina motioned to move back to Regular Session and Trustee Dr. Gilbert Sena seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to move back to Regular Session at 12:21pm. -- **No Actions Taken**

Secretary Mark Dominguez excused himself from the Board Meeting at 12:22pm.

XIII. Interim President's Report – Dr. Carol Linder

Interim President, Dr. Carol Linder, due to time, briefly summarized some highlights from the Presidents Report as follows and asked to refer to written report for additional details.

- a. Presidents Updates
 - Job description for Alisa Valdes (Public Relations Director) essentially replacing Jesse's position and incorporating new responsibilities such as media and tracking.
 - Shout outs to SIS Workset personnel for completing testing for Workset A. Both Rachel and Terrance (faculty members) for helping with the completion.
 - Dr. Linder laid the first adobe brick on Saturday October 5, 2024 for Adobe Model Home. (Video can be seen on Facebook)
 - Dean of UNM School of Medicine visited Luna September 12, 2024 to tour the campus and was very impressed with our campus and nursing facility.
 - Planning and Open House for November 14, 2024.
 - Currently reviewing candidates for IT Director position.

b. Action Item: Interim Director -- WildFire Resiliency Contract – Henry Blackwell

Trustee Kenneth Medina motioned to approve the Action Item and Trustee Dr. Gilbert Sena seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the Action Item. - Motion passed

XIV. Interim Vice President of Academics and Student Services Report –Ms. Karen Torres

a. VPISS Updates

- Goal for lunches for students exceeded the expected start date of October 1st and the first lunch was served September 24, 2024. Lunches are being served every Tuesday going forward. Student numbers are increasing with each lunch served.
- Meeting with Campus Life personnel to get student senate more involved. Alisa Valdes, Campus life, Student Senate Staff Advisor working together to get more interest in the Student Senate.
- Trunk-or-Treat will be held on campus in front of the MEC on October 31, 2024 from 4pm -7pm. Students, Staff and Faculty invited to decorate their cars and hand out candy. Afterward, in the cafeteria, from 7-9pm we will be having a costume contest and food for staff, faculty and students.
- New personnel; Dr. Christopher Smith and Erick Wright.
- Will be attending the Raton Economic Summit to expanding our reach with WIN network meetings will include a round table discussion. Attending will be Karen Torres, Cristino Griego, Tracy Morales, Mary Frances Bibb and Christopher Smith.
- Attended the Transitions Fair at Highlands University with Nursing, Ready to Work, Education, Dental, Art, Welding, and automotive departments.
- Unable to attend the Student Success workshop/conference in Knoxville, TN due to cost prohibiting factors. Will attend NMHEAR, HLC and other trainings at a later time.
- Held procurement, travel, scheduling and safety trainings. Safety training led by Matt Griego to ensure necessary safety precautions in all departments for chemical storage with MSDS in place and adhered to.
- Hiring backfill for Workday SIS. Full time student success person to help Cindy Branch in admissions as well as Graduate Assistants from Highlands for other departments.
- Financial Aid Attain partners will have weekly virtual office hours to assist staff with student questions.
- Planning with Mary Frances, Lisa Bentson and others to create a daylong seminar for Luna students called Steps-to-Success. Seminar will prepare students for graduation with skills such as resume polishing, and cover letter writing, interview skills, email, how to dress and basic soft skills. There will be speakers, vision boards and gift cards. Hoping to organize before semester end.

Chair Dr. Phyllis Martinez noted the importance and excitement for being able to reestablish the cafeteria and extends congratulations Cristino Griego for his part in accomplishing this goal. Serving lunch 4 times a month. Karen Torres informed the Board of Trustees currently looking into funding/grants to be able to continue with this and begin a Culinary Arts program.

- Cindy Branch provided the Board of Trustees with an update on the satellite schools as follows: Savannah Vigil-Lujan named workday super star from all the schools. During the summer program all schools were represented. Working as bus drivers and facilitators. Accuplacer assessments on zoom for main campus and all satellite locations. Registered students thru Jenzabar for both regular and dual credit. Assuring that all constituents were represented. Working with Corrections in Santa Rosa. Looking forward to attending workshops in the near future. Good cooperation between the schools. Recruiting for some satellites is proving to be challenging although we continue striving to succeed in this area.

Making plans to attend NACEP Conference in February 2025 for dual credits. Reminded the Board of Trustees about upcoming Balloon Fiesta appearance by student Recruitment manager, Savannah-Vigil-Lujan and Trustee Rosalie Ortega.

Trustee Kenneth Medina excused himself from the Board Meeting at 12:45pm.

b. Action Item – Academic Calendar Approval

Vice Chair Louise Portillos motioned to approve the Action Item and Trustee Rosalie Ortega seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the Action Item. - Motion passed

XV. Interim Chief Financial Officer – Dr. Loretta Montoya (via Zoom)

a. CFO Updates:

- **FY25 Revenue and Expenditure Report through September 2024**

Revenue and Expenditure Tracking - FY25

Revenue	FY25 Budget	July	August	September	Year to Date	% of Budget
Tuition	\$ 702,850	\$ 655	\$ 4,023	\$ 456,148	\$ 460,826	65.6%
State Gov. Appropriation	\$ 9,296,900	\$ 762,092	\$ 762,092	\$ 762,092	\$ 2,286,276	24.6%
Local Gov. Appropriation	\$ 2,255,000	\$ -	\$ 58,769	\$ 67,843	\$ 126,612	5.6%
Other Revenue	\$ 152,000	\$ 19,360	\$ 14,621	\$ 2,734	\$ 36,715	24.2%
Total Revenue	\$ 12,406,750	\$ 782,107	\$ 839,505	\$ 1,288,817	2,910,429	23.5%
Expenditures	FY25 Budget	July	August	September	Year to Date	% of Budget
Instruction	\$ 3,676,817	\$ 78,864	\$ 239,141	\$ 281,984	\$ 599,989	16.3%
Academic Support	\$ 402,392	\$ 23,209	\$ 72,873	\$ 31,416	\$ 127,498	31.7%
Student Services	\$ 1,503,197	\$ 58,457	\$ 103,277	\$ 90,982	\$ 252,716	16.8%
Institutional Support	\$ 3,442,086	\$ 51,162	\$ 192,526	\$ 145,532	\$ 389,220	11.3%
Maintenance & Plant	\$ 2,923,912	\$ 549,351	\$ 107,483	\$ 53,160	\$ 709,994	24.3%
Total Expenditures	\$ 11,948,404	\$ 761,043	\$ 715,300	\$ 603,075	\$ 2,079,418	17.4%
Revenue less Expenditures	\$ 458,346	\$ 21,064	\$ 124,205	\$ 685,743	\$ 831,012	

The above Revenue and Expenditure report is for September 2024, reflecting unrestricted Instruction & General (I&G) revenues and expenditures. Year-to-date revenues represent 23.5% of the budget, with 65.6% of budgeted tuition revenue posting in September. Note that total fiscal year-to-date I&G expenditures are \$2,079,418, which is 17.4% of the annual expense budget.

- **FY22 and FY23 Audit**

- Mr. Chris Garner, Partner, of Pattillo, Brown & Hill, LLP will present the final FY22 audit report to the Board of Trustees.
- Staff are continuing to work on FY23 audit requirements.
- FY22 Audit findings related to collateralization is due to the actual bank process and the timing that the bank reports collateralized amounts, which is after month end and which does not allow for the bank to rectify the amount in the proper period, in this case June 30, 2022.
- Dr. Loretta Montoya discussed the preliminary FY24 Report of Actuals, noting the originally approved budget was not overspent and will not result in negatively affecting the originally planned fund balance. The revised FY24 budget was reduced.

Levels may provide sufficient budget authority. Staff are continuing to work on finalizing the report.

- **Student Financial Aid Disbursement**
 - Provided 261 students with financial aid refunds totaling \$444,294. The next round of disbursements is currently in progress.
- **Finance Office Staffing**
 - Challenges exist in finance staffing. Cashier position is vacant again. Controller, Francina Martinez is retiring and hopefully will come back to lend a hand in the future. Working on a staffing plans to include hiring accountants. Keeping in mind the HLC visit in 2025.
- **Human Resources (HR) Activity**
 - Interim HR Director, Nicola Martin doing a great job of recruiting qualified applicants for positions on campus and hiring students for work study positions. Open enrollment is underway for Luna employees who may want to change benefits.

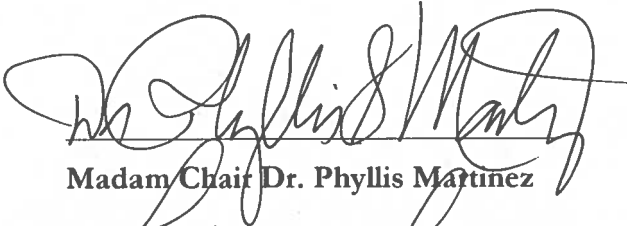

XVI. Announcement on date, time and location of next BOT Meeting(s)

Tuesday November 12, 2024 @10:00 am – LCC Student Success Center Board Room.

XVII. Adjourn:

Trustee Rosalie Ortega moved to Adjourn and Trustee Dr. Gilbert Sena seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All trustees present voted to adjourn. - Motion passed unanimously @ 1:08 pm.

 Madam Chair Dr. Phyllis Martinez	<u>11/12/24</u> Date
 Leslieann Garcia, Recorder	<u>11/12/24</u> Date

