

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

Tuesday, February 18, 2020 @ 2:00 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 Portillos, Trustee Mark Dominguez, Trustee Kenneth Medina, Trustee Maxine Salas and Trustee Maximiliano G. Tenorio, Jr.

Also Present: President Rolando Rael, Executive Office Manager SherylAnn Yara, Information Specialist Ray Baca, Roxanne Garcia, Student Senate, Don Bustos, SBDC, Amanda Lucero, Humanities/SAS/SGC, Gloria Pacheco, Dental Assisting, Briana Montano-Baca, SBDC, Ron Duran, Bookstore, Matthew Cordova, Physical Plant Director, Breanna Gould, AHS/FS/SGC, Henrietta Romero, Registrar, Linda Salazar, LRC, Georgia A. Baca, Fiscal/SAS, Karen Wezwick, Vocations/SAS, Jessica E. Flores, SAS/Athletics, Francina A. Martinez, Fiscal, Dr. Kenneth Patterson, Vice President of Instruction and Student Services, Carolyn Chavez, Human Resources Director, Cindy Armijo, Adult Education and Maxine Hughes, Nursing Director

Pledge of Allegiance

The Pledge of Allegiance was led by Trustee Maxine Salas.

Approval of the Agenda

Trustee Mark Dominguez moved for approval of the Agenda. Trustee Max Tenorio, Jr. seconded the motion.

At this time, Trustee Mark Dominguez read a letter prepared by himself (previously read to members attending the January 15, 2020 Work Session), to Madam Vice Chair Dianna Medrano and Trustee Maximiliano G. Tenorio, Jr., who were not present at the 01.15.20 Work Session.

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

Chair 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 Tenorio, Jr.	Yes		

The vote for approval of the Agenda was unanimous.

Approval of the Minutes – (January 15, 2020, Special Meeting, January 23, 2020 Special Meeting and January 30, 2020 Special Meeting).

Madam Chair Dr. Phyllis Martinez called for a motion for the January 23, 2020 Minutes.

Madam Vice Chair Dianna Medrano moved for approval of the January 23, 2020 Minutes with the recommended changes, (changes to be given to minute recorder). 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 January 23, 2020 Special Meeting Minutes was unanimous.

Madam Chair Dr. Phyllis Martinez called for a motion for the January 30, 2020 Minutes.

Madam Vice Chair Dianna Medrano moved for approval of the January 30, 2020 Meeting minutes with the recommended changes (changes to be given to minute recorder). 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 January 30, 2020 Meeting minutes was unanimous.

Public Input

There were no public input requests for this meeting.

Presentation

1. Release of FY 2019 Luna Community College Audit Report.

Mr. Mark Santiago of Ricci & Company addressed the Board and thanked them for allowing for the accommodation. Mr. Santiago then advised the Board that this is an important part to the audit process, which is reporting the results of the audit to the governing body. Mr. Santiago advised that we did have a good outcome on the audit this year. Mr. Santiago advised that this is their second year of a three-year contract and advised that the first year, they ran into some challenges and now during the second year, we were able to overcome most of those challenges and work more efficiently and come out with a better audit. Mr. Santiago had hoped to go over a power point although, the power point was not made available to the Board in their packets. Mr. Santiago then advised the Board that as auditors, they cannot audit 100% of the transactions, therefore having to use methodology in order to reach an opinion. Mr. Santiago further advised that in the report, it is important that they test the internal controls and in doing so, did not find any problems with the internal controls. Mr. Santiago then advised that they rendered an unmodified, clean opinion, which is the best opinion you can get. Mr. Santiago then spoke of the yellow book report, an additionally required report (public funding) which is a step up to look at internal controls, who's handing out money, who's signing checks and that all things are coming from the proper source, and that was also a clean finding.

Mr. Santiago then spoke on the Foundation and advised that the biggest issue is governance over the Foundation, (the oversight of the investments). Mr. Santiago advised that they did not find any misappropriations, although the vulnerability of the funds not being monitored does show up. Mr. Santiago advised that there should be checks and balances just like there are with the College.

Mr. Santiago's recommendation: Now that there is a board in place, they must make sure that they have protocols and policies, written for internal controls of the investments. Mr. Santiago then advised that the College was able to resolve the findings from the previous year which is good, so we just need for the Foundation to pickup in order to clear up the finding. Mr. Santiago then thanked the Board for their time.

Faculty Senate Report

Breanna Gould addressed the Board and gave the following report:

What is Faculty Senate Working on?

- A. Faculty Senate has regularly met five times (01/10, 01/24, 01/31, 2/7 and 2/14) since our last report to the BOT, in accordance with the Shared Governance Subgroup Structure.
- B. At our January 10th meeting, Faculty Senate continued discussing hosting the Campus Climate Survey via an outside source or data management firms and was granted feedback by 25th hour communications.

- C. Discussion continued for Faculty Handbook revisions, Onboarding Training Modules, Food Options/Survey, and professional Development Participation.
- D. Discussion of Assessment Progress included the workshop conducted by Dr. Susan Woods, a shift in assessment vision/culture, and the creation of an Assessment Calendar via the Assessment Committee.
- E. At our January 24th meeting, Faculty Senate discussed departmental Safety Plans and the role of Nursing/AH in student safety, and it was suggested that a SGIR be drafted to CPR/AED train all employees.
- F. Discussion continued on the Tuition Waiver Policy, Professional Development budget, and the adjustment of Bylaws to include an amendment that would allow Faculty Senate to approve minutes via email. It was suggested that both Tuition Waiver Policy and professional development issues be drafted into SGIR's.
- G. Motion to table Food Options/Survey indefinitely was approved, as the issue was being raised by Recruitment/Campus Life and Student Senate and will reach Faculty Senate via the Shared Governance pipeline.
- H. Faculty Senate provided feedback for SGIR 2020-01-24.04 (Annual Review of the Strategic Plan), and forwarded SGIR's 2020-01-24.02 and 2020-01-24-04 (Classroom Evaluation of FT/Adjunct Faculty) to Assessment Committee.
- I. At our January 31st meeting, established a timeline for Campus Climate Survey rollout on 02/19, analysis on 02/24, and raw data/report to be made available no later than 03/02.
- J. Faculty Senate discussed and provided feedback on SGIR's 2020-.01.24.03/.06 (FT Faculty Teaching Experience/Rubric) to Shared Governance Council and Academic Leadership.
- K. SGIR 2020-01-31.01 (Credit for Prior Learning) was discussed, voted on, and feedback forwarded to Shared Governance Council for final review.
- L. SGIR 2020-01-31.04 (Adjunct Prep Pay) was tabled and forwarded to Shared Governance Council due to more supporting evidence/HR/Admin feedback being required, and the policy nature of the bill.
- M. Motion to table Onboarding/Training indefinitely was approved, as Shannon Ortiz of IT is creating online modules for FERPA, Sexual Harassment, and any other mandatory trainings.
- N. At our February 7th meeting, discussion was held on the Campus Climate Survey, with the intent to vote on a final draft at our February 14th meeting. Individuals qualified in human research/IRB/federal compliance/confidentiality from staff and faculty were delegated to oversee data collection and the integrity of the survey. Motion to approve final draft as a living document was set forth principal investigators was approved unanimously.
- O. Motion to add an email amendment to Bylaws for Minutes approval was approved.
- P. At our February 14th meeting, final discussion was held on the Campus Climate Survey, and nominations were made for the AY 2019-2020 commencement speaker to the Commencement Committee.
- Q. Our next meeting will take place Friday, February 21, 2020 at 1:00 pm in the Shared Governance Suite (GS-104)
 - 1. Agenda items will include:
 - A. 2020-01-24.02 (Classroom Eval of FT Faculty)

- B. 2020-01-24.04 (Classroom Eval of Adjunct Faculty)
- C. 2020-01-24.05 (Academic Suspension/Mentoring)
- D. 2020-01-24.08 (Degree Audit System)
- E. 20-20-14.02 (Classroom Evaluation Observation Form)
- F. Campus Climate Survey
- G. Bylaws Changes

Meet your faculty

A. TBA

Staff Senate Report

Amanda Lucero addressed the Board and gave the following report:

I. Staff Handbook: Exempt/Non-Exempt

- Defined exempt and Non-Exempt positions: The policy cannot be changed since Luna follows the typical practice statewide Federal law. (will post around campus)

Staff Handbook: Updating

- Research is needed/out sourcing is a possibility
- Research Policies and Procedures

II. Employee Trainings: New & Current Employees

- Welcoming Committee is working on FERPA, Sexual Harassment, and Title IX training videos-at last communication, almost complete
- Refresher Training
- Customer Service Training
- Budget Process/Procurement & Travel Trainings
- Minute-taking trainings
- Other trainings as needed

III. Reviewed Bills

- Book Order Bill/passed to Shared Governance with procedures
- 1-year Strategic Plan/passed to Shared Governance

IV. Future Projects

- Prepare for HLC Visit
- Employee team building workshop
- Continuing the Luminaria tradition

Student Senate Report

Mario Romero Vice President of Student Senate introduced himself and addressed the Board with the following report:

Mr. Romero advised that Roxanne Garcia is the President, he, Mr. Romero is the Vice President, a Secretary and four Senators. Mr. Romero advised that Student Senate has been meeting every week since January 24th. Student Senate has been involved in the Shared Governance, Retention and Completion. Mr. Romero further advised that Student

Senate sponsored the Welcome Back activities with great turn outs. Mr. Romero advised that they will sponsor an activity for Women's History Month in March.

The Board thanked Mr. Romero for his report.

Presidential Update to the Board (Information only)

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

President Rael advised that Shared Governance is proceeding with a lot of the activities associated with HLC issues; A Finance Committee meeting was held where discussion was held on showing our long financial planning to HLC; President has met with the Executive Committee and discussed some of the policies which have been brought before the Shared Governance Council and are hoping that the Board will review (policies 1520 and 1600), which deal with Shared Governance and Board training; President advised that the Foundation does have a full board and have met once and unfortunately did not have a quorum this month and are scheduled to meet on March 5th. The Foundation will hold a separate meeting to discuss their by-laws, policies and procedures and the MOU; President advised that we will be receiving money from the Legislature for Capital Outlay, although we do not yet have a complete list.

Reports – LCC Board – LCC Committees – LCC Departmental

Human Resources:

Carolyn Chavez, Human Resources Director gave the following report:

Hires: Lila Maestas, Senior Financial Aid Advisor, Donna Sanchez-Pino, Payroll Administrator and Candace Tenorio, Early Childhood Lead Teacher/Caretaker.

Resignations: Reyes Coca, School of Business Instructor.

Retires: Leticia Archuleta, Payroll Administrator, effective 01.31.20 and Martha Trujillo, Lead Teacher/Pre-School Manager, effective 01.28.20.

Academic Update:

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

- Friday, February 14th, a Mentor was on the Luna Campus to start preparing Luna STEM students for the 4th Annual Wolves Den Inventors and Entrepreneurs Workshop (A business startup conference scheduled for April 12th and 13th at New Mexico Tech). Luna students have won the last two and we are hoping to continue that winning streak.
- Dental Assists Week is scheduled for the first week in March, with Dental Assisting Day on March 4th. Luna's Dental program would like to invite Board Members to attend from 10:00 am – 12:00 pm for student presentations and refreshments.

- The Regional Development Corporation has planned a funding meeting at Luna for February 26th. The RDC looks to fund local startup businesses with seed money. Luna's Capital Outlay Requests are moving forward and we should have confirmation of our awards sometime this week.
- Brenda Ortega attended the New Mexico Public Education Department New Administrator training for Teacher Evaluations. The new evaluation system focuses on coaching with meaningful and appropriate feedback. Brenda also attended the Deans/Directors meeting this month in Albuquerque. Agenda items were education bills up for consideration in the 2020 legislative session, licensure programs in the state, transition to Practice for teacher prep programs, and the impact of Teacher Pres and Grow-Your-Own (GYO) scholarships.
- The Student Nursing Association held a blood drive and collected 15 units. They will also be selling T-shirts to raise money to attend the National convention in April. There are currently 12 members of the SNA at Luna. There are two Luna students participating in the Area Health Education Center Scholars' program. They recently attended their orientation in Albuquerque and will be participating in weekly statewide collaborative case studies. The simulation lab received new equipment to deliver simulation medication with an electronic delivery system. Watch for more detailed information on this in the Luna Light.
- The Humanities Department's Criminal Justice Program is expanding its hands-on approach to teaching and learning by creating more co-curricular activities involving other departments such as Nursing, Allied Health, Cosmetology and STEM in mock incidents involving triage and crime scene investigation. These activities also involve local agencies such as fire, police, sheriff, and state police.
- The Humanities Department is researching the possibility of partnering with the University of New Mexico to offer paralegal classes here on the Luna Campus and throughout our service area via ZOOM. UNM offers both a certificate and a license in paralegal Studies via an 8-week course that meets twice per week.
- The Luna School of Business is piloting a program to expand enrollment within the state of New Mexico. Two focus groups in this pilot include high school students entering dual credit programs and incarcerated populations in New Mexico State Prisons. As Luna's only fully-online program, the Associate of Arts in Business Administration is an excellent option for both of these pilot groups, and being currently ranked #2 in the nation for quality and affordability, this program is an excellent enrollment-building tool.

All Academic Departments are currently involved in the development of 5-year strategic plans, leading to a Master Educational Plan. Work continues on the updating of the Institutional Strategic Plan. Departmental Strategic Planning and Budgeting are currently in-process. Annual Alumni surveys are being completed and data compiled. The Summer 2020 schedule is in the building process, as well as the Fall 2020 schedule, where the institution will return to a Carnegie-based course scheduling system, providing more efficiency in student persistence and completion.

Dr. Patterson also provided the Board with a Spring 2020 Census Enrollment Report (please refer to Spring Enrollment Census Enrollment Report for further information).

(Insert Spring 2020 Census Enrollment Report)

Board Orientation Program Reports

The Following Directors/Managers addressed the Board to introduce themselves, their department and gave a brief as to what the function of their department is;

Don Bustos – SBDC (Small Business Development Center) Director

Ron Duran – Bookstore Manager

Matt Griego – Life, Safety & Security Supervisor

Linda Salazar – LRC (Learning Resource Center) Manager

Informational Items

Presentation and Discussion regarding Facilities Master Plan, status and update.

Physical Plant Director, Matthew Cordova addressed the Board and provided a Proposal to Prepare a 5-year Facilities Master Plan for Luna Community College from Architectural Research Consultants, Incorporated. Mr. Cordova explained how they are proposing a four-step work plan to achieve project objectives and how their planning approach will incorporate input from LCC's administrative and academic departments to articulate specific planning goals, and to understand existing and program needs, and the associated site, facility and technology impacts. (For further information regarding the steps, please refer to proposals submitted by Architectural Research Consultants, Incorporated).

Action Items

1. Approval of BAR's (Budget Adjustment Requests)

Safety – Safety Supervisor Matt Griego addressed the Board and explained that he needed additional security payroll to pay for comingled overtime use between the Safety department and the Trades department. Mr. Griego further stated that the overtime repayment was a directive by the Human Resources Director. Mr. Griego also advised the Board that some of the transferred money would be to purchase and install 2 new fire panels in the Student Services building as well as at the Springer satellite.

After some discussion, Trustee Kenneth Medina moved to table the BAR until they have further information on the comingled overtime use. 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/stepped out	

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

The vote to table the BAR requested by the Safety department was unanimous.

Public Relations – Public Relations Coordinator Jesse Gallegos addressed the Board and gave the many reasons he is asking for an increase to budget from the fund balance such as special events, public meetings, HLC, etc. which are events that require advertisement.

After some discussion, Trustee Max G. Tenorio, Jr. moved for approval of the BAR requested by the Public Relations department. 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 BAR requested by the Public Relations department was unanimous.

2. Requesting approval of Quarterly Financial Certification Report for submission to HED.

Donna Flores-Medina, Vice President of Finance/Administration addressed the Board with 3rd Quarterly Financial Certification Report.

After a very short discussion, Madam Vice Chair Dianna Medrano moved for approval of the Quarter Financial Certification Report for submission to HED. 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 Quarterly Financial Certification Report for submission to HED was unanimous.

3. Requesting approval of President's performance priorities, goals and objectives.

Trustee Maxine L. Salas moved for approval of the President's performance priorities, goals and objectives. Madam Secretary Louise L. Portillos seconded the motion.

A lengthy discussion ensued regarding the issue with Trustee Mark Dominguez in opposition of the President's performance priorities, goals and objectives as he felt that goal #4 would be setting the President up for failure, as well as other issues, with what is being proposed.

Madam Vice Chair Dianna Medrano advised the Board and audience that this is a new Board and there will be flaws, although she would never set a President up for failure.

Trustee Max G. Tenorio, Jr. strongly suggested that the Board vote against approving this goal until we have a better plan that is not only written and complete, but one that the Board look at and agree upon.

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

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

The vote for approval of the President's performance priorities, goals and objectives failed.

Executive Session

Madam Vice Chair Dianna Medrano moved that the Board convene into Executive Session. Trustee Maxine L. Salas seconded the motion.

Madam Chair 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 motion that the Board convene into Executive Session was unanimous.

Return to Regular Session

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

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 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 to return to Regular Session was unanimous.

Action Items continued

1. Requesting approval of RFP for Legal Services.

Madam Vice Chair Dianna Medrano moved for approval of the RFP for Legal Services (Cuddy & McCarthy). Trustee Maxine L. Salas seconded the motion.

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 RFP for Legal Services (Cuddy & McCarthy) was unanimous.

Announcements on date, time and location of next BOT meeting(s)

- Meet and Greet/LCC Special BOT Meeting – Thursday, February 20, 2020 @ 5:30 pm – Springer Satellite, 516 Maxwell Avenue, Springer, NM

Adjourn

Trustee Max G. Tenorio, Jr. moved for adjournment. Trustee Kenneth Medina seconded the motion.

Madam Vice 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 adjournment was unanimous.

Dr. Phyllis Martinez, Board Chair

Louise L. Portillos, Board Secretary

SherylAnn Yara, Recorder