

**LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING MINUTES**
Tuesday, January 12, 2021 – 10:00 am
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 and Trustee Maximiliano G. Tenorio, Jr.

Also Present: Interim President Dr. Kenneth Patterson, Ray Baca, Information Specialist, Dr. John Thompson, CTE Director, Vanessa Velasquez, School of Business, Lita Berna, School of Business Director, Georgia A. Baca, Staff Senate/Fiscal, Karen Wezwick, Staff Senate/CTE Advisor, Melissa Cordova, School of Business and Carolyn Chavez, Human Resources Director.

Swearing in Ceremony of District 7 Board of Trustees Member, Dr. Gilbert Sena.

San Miguel County Magistrate Judge, the Honorable Melanie Y. Rivera performed the swearing in of Dr. Gilbert Sena, District 7 Board of Trustee Member.

****Let the record reflect that Trustee Dr. Gilbert Sena is present.***

Pledge of Allegiance

The Pledge of Allegiance was led by Trustee Dr. Gilbert Sena

Approval of the Agenda

Trustee Kenneth Medina moved for approval of the Agenda with no changes.

Interim President Dr. Kenneth Patterson addressed the Board and advised that he is requesting that Action Item #1 be moved up to follow XII. Reports, due to him having meeting scheduled in town and is not sure how long that meeting will run.

Trustee Kenneth Medina amended his motion to approve the Agenda with the change. Trustee Maximiliano 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	Yes	Trustee Dr. Gilbert Sena	Yes
Trustee Max G. Tenorio, J r.	Yes		

The vote for approval of the Agenda with the change was unanimous.

Approval of Minutes (December 8, 2020 Regular Meeting, December 15, Special Meeting and December 28, Special Meeting minutes)

December 8, 2020 Regular Board Meeting minutes – Trustee Max G. Tenorio, Jr. moved for approval of the December 8, 2020 Regular Meeting minutes. Trustee Kenneth Medina 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 Dr. Gilbert Sena	Abstain
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the December 8, 2020 Regular Board Meeting minutes did carry.

December 15, 2020 Special Board Meeting minutes – Madam Chair Dr. Phyllis Martinez advised that she had only one correction/change and that would be on page 4, “The vote for approval of the appointment of Dr. Gilbert Martinez”, should read, “Dr. Gilbert Sena”.

Madam Vice Chair Dianna Medrano then moved for approval of the December 15, 2020 Special Meeting minutes with the change. 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 Dr. Gilbert Sena	Abstain
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the December 15, 2020 Special Meeting minutes did carry.

December 28, 2020 Special Meeting minutes – Madam Chair Dr. Phyllis Martinez advised that other than a couple of typos, page 7 regarding priorities, #3 should read Educational Responsibilities should replace Institutional Responsibilities.

Trustee Max G. Tenorio, Jr. moved for approval of the December 28, 2020 Special Meeting minutes with the changes. 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 Dr. Gilbert Sena	Abstain
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the December 28, 2020 Special Meeting minutes with the changes did carry.

Public Comment

There was no public input signed up for this meeting.

Student Senate Report

Interim President Dr. Kenneth Patterson advised the Board that Student Senate was not in session in December, therefore there will be no report today.

Staff Senate Report

Staff Senate Chair, Georgia Baca addressed the Board and gave the following report:

Informational/Discussion Items

- A. Grievance Process/Modifications
- B. Public Comment: clarification of placement on agenda going forward
- C. Discussion of Retirees/(Administration/Employee Recognition)

Action Items

- A. Addition of Public Comment item on Agendas going forward
- B. Retirees Recognition

Unfinished Business

- A. Continuance of By-Laws and Constitution review (work sessions scheduled 1/6 & 7/21)

Date & Time of Next Meeting

- A. Our next regular meeting is scheduled for January 15 @ 1:00 pm

Faculty Senate Report

Interim President Dr. Kenneth Patterson advised the Board that Faculty Senate was not in session in December, therefore there will be no report today.

Shared Governance Council Report

Interim President Dr. Kenneth Patterson advised the Board that the Shared Governance Council was not in session in December, therefore there will be no report today.

Presidential Update to the Board (Information only)

Interim President Dr. Kenneth Patterson addressed the Board and gave the following report:

COVID-19 – As the pandemic expands, I must continually reiterate that Luna operates in a crisis mode. We have now reached a point of personnel experiencing deaths of family members, and multiple personnel contracting COVID and dealing with the illness and recovery. There are ongoing operational changes from HED and the Governor's Office, and we watch for Federal mandates as the next few weeks unfold. We maintain a schedule of selected personnel working from home on abbreviated schedules, as required by HED. Long range plans are for more normal operations for the Fall 2021 Term. Until then, every day brings more limits to our campus operation.

COVID-19 Drive-Through Testing – At the request of the state, Luna will be hosting an ongoing drive-through COVID-19 testing site. Under guidance of the State Department of Health, non-contract drive-through testing will be available on the Luna campus each Thursday from 10:00 am until 2:00 pm. The first day of testing (Thursday, January 7th) will be conducted by the National Guard, with each testing day after that staffed by Luna personnel (approximately 7 for a 4-hours shift). Luna will be provided with individual test kits, PPE, and training. As we move into a vaccination phase, the testing will be combined with vaccinations. The Department of Health controls activities of the testing/vaccination site, with Luna only providing limited non-contact staffing.

Upcoming Legislative Session – Working in unified approach through HED and NMICC in dealing with state funding, Higher Education in New Mexico is in a favorable position going into the upcoming Legislative Session. In 2021, we expect HED to take a firmer approach to program viability standards and all Higher Education Institutions in the state will be expected to be more collaborative. As of this writing of this report, Capital Outlay requests/revisions are still in progress. Those will come to you in the weekly update Friday, January 8th.

Upcoming Registration for Spring 2021 – Registration for the upcoming Spring Term is underway and is somewhat encouraging. Our students usually wait until the last week to register for classes, but our proactive Call Centers have already enrolled over 300 students.

NC-SARA Application – Our NC-SARA Application has been approved and Luna is now allowed to deliver online instruction outside the State of New Mexico. The greatest

potential with this ability is the AAS in Business Administration, which is a fully-online program. Other programs can take advantage of the SARA agreement in delivering core curriculum and limited program courses to non-New Mexico residents. Our next step is the HLC approval of the substantive change application, which will allow Luna to deliver courses and programs online. We are currently limited to courses in one program. I would expect this application to be approved by HLC early in March.

Law Enforcement Training Center Startup – We are still working on the implementation of the Law Enforcement Training Center. After we work through some contract issues, simulators should be ordered within the month. An estimated soft-start goal is for the 2nd 8-weeks of the semester.

Additional Information – Important items surfacing after the writing of the report will be shared as they have developed.

Reports – LCC Board – LCC Committees – LCC Departmental

Human Resources Update

Human Resources Director Carolyn Chavez addressed the Board and gave the following report:

Hires: None

Resignations/Terminations: None

Retirees: None

Policies and Procedures: None

Current Job Postings:

- Adjunct Trades/Vocational Education Instructor-Collision Repair, opened: June 6, 2018, closes: until filled
- Adjunct-Trades/Vocational Education CDL Instructor, opened: August 28, 2019, closes: until filled
- Adjunct Trades/Vocational Education Welding Instructor-Santa Rosa, opened: October 31 2019, closes: until filled
- Adjunct Trades/Vocational Instructor-Automotive Technology-Springer, opened November 21, 2020, closes: until filled
- Temporary Part-Time Preschool Substitute Teacher Caretaker, opened: July 8, 2020, reposted: October 1, 2020, closes: until filled
- Full-Time Institutional Effectiveness and Reporting Director, opened: July 29, 2020, reposted: August 26, 2020, closes: until filled
- Full-Time Chief Financial Officer, opened: October 29, 2020, closes: until filled
- Part-time Administrative Assistant 2 – Human Resources, opened: December 2, 2020, closes: until filled
- Full-time Area Health Education Center (AHED) Director, opened: December 8, 2020, closes: until filled.

Jobs Posted, Closed, and under current interview process:

- Full-time Career Services Advisor, opened: November 9, 2020, closes: until filled

Jobs Posted, Closed and Ready for Hire: None

Academic Update/Satellite and Site Update

Interim Vice President of Academics/Nursing Director, Maxine Hughes addressed the Board and gave the following report:

STEM

Spring 2021 Registration is proceeding on schedule. Biology and Chemistry classes are ahead of schedule and are close, if not exceeding class capacity.

We had some remaining funds in our RDC Tablet Grant and will utilize remaining funds to purchase 12" tablets for **all Full-Time faculty** to augment virtual classroom instruction. Approximately 21 tablets will be purchased and distributed.

Education

Department members are looking forward to the new semester. Everyone "hit the ground running" upon our return after the break.

Tycie spent the first week touching base with all of our program students (returning and new) about SP21. She also continues to work on making sure the LCC's Gen. Ed classes are appropriately documented for State approval; and has worked diligently with Matt Bowie and Concourse advisors to make sure that the Institution's syllabi are available to instructors for SP21.

The Preschool staff spent the first two days of our return preparing for the children who returned to school on Wednesday, January 6, 2021.

Brenda and Bella are organizing their efforts to make sure that institutional and department deadlines are met.

All department members are in continuous collaboration to work toward creating and securing a strong and vibrant department.

Humanities

1. Received three proposals for the IRFP for the Media Arts Specialist. We will decide today who it will be awarded to.
2. We have about 50 classes listed and all are covered by qualified instructors.
3. The enrollment for the Liberal Arts Program is increasing daily, plus the enrollment in all classes looks good. I think students are responding to the good news that we are now accredited.

4. We are all working on adapted schedules which include work from home and on campus.
5. We are eager and ready to start the semester. All the instructors have adapted to the distance learning format of teaching.
6. People have heard our commercials on the radio and have commented to me. The response is good.

CTE

At the last BOT meeting, I indicated that I had been working with Jesse and David regarding developing some marketing materials. At the back of this Board room, I have set up a display with some materials I have found while cleaning out storage closets and other places and a new media presentation that Jesse and David have put together. I encourage the Board members and guests to look at it (maintaining social distancing).

I also indicated that our CLD truck needed to be put in the shop for the transmission to be repaired. The cost estimate was a little over \$7,000 and it should be ready in time for our first CDL class later this month. I indicated that we wanted to explore the use of a simulator and a lease truck. Our preliminary research has not been encouraging. The simulator pricing has ranged between \$70,000 and \$100,000. Our first estimate for a lease truck was around \$3,000 per month. Our current lab fee with 4 students per lab will cover the lease but not cover the instructor. However, our lab fees that have been approved for 2023 will make leasing very attractive, if the lease charge does not go up too much.

I have received an inquiry from UWC-USA in Montezuma for partnership that would enable our Cosmetology students to “practice” on the world college’s students at a minimal charge. We are exploring this possibility.

We are still trying to recruit and admit students in the CTE Programs with the COVID restrictions.

I am scheduled to have zoom meeting with the Perkins V Grand Coordinator on Thursday afternoon, (1/7/21 at 2:00 pm).

Karen and I were on Over the Back Fence last week on 1/5/21 and had a good radio show that lasted 1 hour.

Nursing

Nursing will have 42 students enrolled for the spring semester, faculty and students will be assisting with COVID testing and eventually COVID vaccinations on campus and within the community. Classes will be online with socially distanced labs and simulators being done on campus.

School of Business

The School of Business is back and has hit the ground running. With the NC-SARA agreement being approved for LCC, we have begun contacting our out of state students to get them enrolled into classes. We have already made some strides and are awaiting some documents that are necessary to get them enrolled. Registration continues, 15 School of Business students already enrolled, approx. 30 in the process of being registered.

Allied Health

Allied Health will host CNA testing as student's complete coursework and request to test via Prometric, the last testing that took place in December tested 15 students that obtained their CNA license.

Student Advisement for Spring 2021 is ongoing, with several students reaching out to register early.

As of December 17, 2020, Allied Health has enrolled 76 students in the Allied Health Certificate or Allied Health Associate of Applied Science programs of study.

Springer Satellite

I don't have much to contribute at this time. I spend the last (almost) two weeks of the last semester working from home. I registered some QUIL students, assisted DC students with getting registered, proctored remote Accuplacer testing and made registration call list calls.

Santa Rosa Satellite

- Still communicating & recruiting new students for the Spring-22 semester.
- Getting a few students set up for the Accuplacer exam this week (online).
- Staying in contact with Dual Credit students/parents through the Counselor (Class Dojo).
- Reached out to Principal Lyndsey Padilla from Vaughn, NM about recruiting some students.
- In communication with J. Thompson about a Tiny House building class in SR., (hopefully sometime in the near future), which would include building, plumbing and electrical.

Marie Bachicha-Maintenance has kept the buildings clean and sanitized.

Mora

In Mora not much will be changing. Student registration and Accuplacer testing will be a priority. We will also be doing much of the same with the library. Organizing and sorting books. Dual Credit Welding will be offered on the Mora HS campus.

Informational Items

1. Criminal Justice Department Reassignment

Interim President Dr. Kenneth Patterson addressed the Board and explained the restructuring of the program.

Situation

Luna Community College has reestablished the position of Branch Campus/Location Coordinator for the purpose of coordinating locations off of the main campus and establishing a Community Education program. The college has also invested in Firearms and Driving Simulators, creating a structural need for a Law Enforcement Training Center.

Task

The situation has created a task of restructuring Luna's existing Career & Technical Education Department to allow it to house more than CTE Programs. Recent changes in Legislation regarding governmental funding (Federal and State) of programs specifically identified as CTE programs has created the requirement that these programs be housed under a CTE "umbrella" if they are to qualify for grant funding. The task has been to structure a Career & Technical Education program which adequately and logically houses these programs, as well as creates a scalable structure for the addition of other programs requiring this designation.

Action

The existing CTE Department has remained intact with current programs. The AA Degree Program in Criminal Justice has been moved from the Humanities Department, along with concentration areas of Sociology, Psychology and Political Science to become the Law Enforcement Training Center (a peer department with CTE) under Career & Technical Education. The office of Branch Campus/Location Coordination has been reestablished under Career & Technical Education (peer department with CTE) and will manage location operations and a program of Community Education. The Law Enforcement Training Center, Branch Campus/Location Coordination, and Career and Technical Education Programs (all three) report directly to the Vice President of Instruction and Student Services.

Results

This restructuring has not created any new academic programs or offerings and has not required any type of approval from HED or accrediting bodies. This structural adjustment has clearly delineated programs and activities which the Federal Government has determined to be within the Career & Technical Education Field, and allows for Federal funding of those areas based on the structure. In addition, it has logically placed the coordination of branch campuses in an area of close collaboration with CTE, as well as other Academics Programs.

Interim President Dr. Kenneth Patterson also included a copy of a graph which indicates where each program falls into.

Action Items

1. Approval of BAR's (Budget Adjustment Requests)
 - a. Budget amounts to be transferred from President's budget to the CTE (Career & Technical Education) budget.

Interim President Dr. Kenneth Patterson addressed the Board and advised that this BAR (Budget Adjustment Request) had come before them previously, although it was listed under the wrong department and has been corrected since then, with no changes whatsoever.

Madam Secretary Louise L. Portillos moved for approval of the Budget amounts to be transferred from President's budget to the CTE (Career & Technical Education) budget. 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	Yes	Trustee Dr. Gilbert Sena	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The motion for approval of the Budget amounts to be transferred from the President's budget to the CTE (Career & Technical Education) budget was unanimous.

At this time, the Board took a five-minute refreshment break, welcoming Dr. Gilbert Sena to the Board of Trustees.

Board Retreat

Madam Chair Dr. Phyllis Martinez advised that some of the Board Members had issues with the Retreat which was held last year as it did not give the Board enough time to focus on certain issues. Madam Chair Dr. Phyllis Martinez then asked for any suggestions for this year's Retreat.

Madam Secretary Louise L. Portillos advised the Board that she would like to see it done somewhere off campus, not necessarily out of town where lodging would be required and also to have someone facilitate it.

Trustee Dr. Gilbert Sena then advised that the banks here in town also have meeting rooms which we could also possibly look into.

Trustee Max G. Tenorio, Jr. then advised that he feels that the Board should probably work on their priorities first in order to be able to find people to facilitate on the priorities at the retreat.

Trustee Kenneth Medina suggested the possibility of utilizing the LCC Auditorium which is large enough for the social distancing as well as having all equipment needed for the Retreat.

Trustee Mark Dominguez advised that he agrees with Madam Secretary Louise L. Portillos as he feels that sometimes they do need to get off campus.

Trustee Dr. Gilbert Sena then advised that there is also the possibility of utilizing the National Guard which is also an excellent facility.

It was also the consensus of the Board that they would hold their Retreat either late April or early May, and hopefully by this time, everyone will have been vaccinated and the COVID-19 numbers will have gone down. It was also the consensus of the Board that the Retreat would be for a day and a half to two days, somewhere off of campus, depending on the status of the pandemic. Madam Chair Dr. Phyllis Martinez advised that this will allow for the Board to have input into the budget as well as discuss Board priorities and strategic planning with someone to facilitate as well as have presentations in each one of these areas, as well as LCC's Attorney being present. Madam Chair Dr. Phyllis Martinez further advised that they will not begin with plans until possibly the month of March.

Board Policies

Madam Chair Dr. Phyllis Martinez provided the Board Members with a copy of the Agenda for the Executive Committee meeting which is scheduled for tomorrow, 01.13.21. Madam Chair Dr. Phyllis Martinez advised that the meeting will focus strictly on the Board policies. Madam Chair Dr. Phyllis Martinez then asked that the Board please let her know if they are aware of any policies which need to be updated.

Madam Chair Dr. Phyllis Martinez then advised that one of the issues in one of the policies is the word unanimous when it comes to a vote. She then asked what would happen in the case that the vote was not unanimous.

A short discussion ensued regarding whether the policy should read unanimous or a majority.

Discussions also ensued regarding the policy which does now allow for a past Board Member to come back to work until a certain amount of time, as well as whether the Board has the power to hire employees. Trustee Max G. Tenorio, Jr. advised that these policies need to be looked into and possibly revised should need be.

At this time, Madam Chair Dr. Phyllis Martinez advised that the Board may have to put a policy in place as to what authority the Board has in terms of Luna.

Madam Chair then advised that they would be distributing the policies amongst the Executive Committee members, (as is stated in the policy) and look them over to see what changes they feel need to be made and submit the information to the Shared Governance Council for review and feedback.

Madam Secretary Louise L. Portillos then requested that the Board members review the policies and come back to the Executive Committee with any changes they feel need to be made.

Presidential Search Update

Madam Chair Dr. Phyllis Martinez then read to the Board and the audience, what the responsibilities of the Committee are, which include:

- Understand and articulate the needs of the college from the perspectives of their constituents.
- Read the candidates' applications, discuss candidates and their applications with the consultant, and recommend semi-finalists for the Board of Trustees' consideration.
- Assist search liaison and consultant with arrangements for semi-finalist's video interviews and finalist's on-campus interviews as needed.
- Participate in the interview process, whether as part of the search committee or as a member of an individual constituency group, as the Board of Trustees prefers

At this time, Madam Chair Dr. Phyllis Martinez advised that she would be striking from the LCC Search Timeline (February 16-19), the word(s) Board of Trustees, as personally, she does not want to look at all of the applications, as well as striking Board of Trustees from (February 19, 2021).

Madam Chair Dr. Phyllis Martinez then advised that she received an email from Gold Hill Consultants and as of today's date, there are a total of six (6) applicants for the Presidential position.

Madam Chair Dr. Phyllis Martinez handed out a list of the Committee members along with their responsibilities. Madam Chair Dr. Phyllis Martinez advised that she still does not have a name from Trustee Mark Dominguez and Trustee Dr. Gilbert Sena.

At this time, Trustee Dr. Gilbert Sena announced that his choice is our past State Representative Mr. Tomas Salazar who has agreed to sit on the committee.

Board Training on Grants

Interim President Dr. Kenneth Patterson addressed the Board and asked how the Board would like this training done, during a Board Meeting or during a Retreat.

After a brief discussion, it was the consensus of the Board that the Grant Training would take place during their Retreat.

****At this time, Interim President Dr. Kenneth Patterson asked to be excused as he is late for a meeting which he needs to be at in town.***

Work Session for Board Goals

After a brief discussion, it was the consensus of the Board that they would take the list, along with the Strategic Plan home and review them for the next scheduled Board meeting.

Adjourn

Trustee Kenneth Medina moved for adjournment. Trustee Mark Dominguez 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 Dr. Gilbert Sena	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for adjournment was unanimous.

Dr. Phyllis Martinez, Board Chair

Louise L. Portillos, Board Secretary