

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

Wednesday, April 28, 2021, 9:30 am

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 - zoom, Trustee Mark Dominguez, Trustee Kenneth Medina, and Trustee Dr. Gilbert Sena.

Absent: Trustee Max Tenorio Jr.

Also present: Interim President, Dr. Kenneth Patterson, Executive Assistant to Vice President of Academics Mary A. Duran and Information Specialist Ray Baca.

Pledge of Allegiance

Trustee Louise Portillos led the Pledge of Allegiance

Approval of Agenda

CFO Morris Madrid requested a change to the order of the Action items to 3rd, 2nd, and 1st.

Board Member Dr. Gilbert Sena moved for approval of the Agenda with the mentioned changes. Trustee Mark Dominguez seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken by recorder Mary Duran 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

The vote for approval of the agenda with the requested changes was unanimous.

Action Items

Requesting approval of the Higher Education Department Final Budget Adjustment for fiscal year 2020-2021 – Morris Madrid, CFO

CFO Morris Madrid provided a little background: he noted that it is a carryover balance of last year's budget and explained the different areas and allocations so the final budget from last year reflects all the resources available.

The following was discussed:

- Trustee Mark Dominguez was concerned as to why the audit was late, and if there is justification showing that HED requested approval of the budget.

CFO Morris Madrid explained: The audit was late due to the foundation not having records and Auditors working from home due to Covid. The action of the institution is required and sanctioned by the governing body.

- Trustee Mark Dominguez asked about the current reserve of \$3 million; should it be tracked monthly or quarterly? Madam Chair Dr. Phyllis Martinez noted that she had requested a monthly report.
- CFO Morris Madrid noted that a report was provided in December 2020, however there was not one in March due to no CFO in place. He continued to clarify questions to the Board as questions arose, such as the two vacant custodian positions, 1081 the Part-time director position, and the LETC general operations funding.
- There was discussion and concerns by Madam Vice Chair Deanna Medrano about operators and trainers and letters of support for the LETC.
- Dr. Patterson explained the difference of the two positions and provided the letters of support to Madam Chair Dr. Phyllis Martinez.

Action Item (Roll call is required)

Madam Vice Chair, Dianna Medrano moved to approve as presented. Trustee Dr. Gilbert Sena seconded motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken by recorder Mary Duran 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

The vote for approval of the Higher Education Department Final Budget Adjustment for fiscal year 2020-2021 was unanimous.

Requesting approval of award of Audit Contract for fiscal year 20-21 – Morris Madrid, CFO

Action Item (Roll call is required)

Madam Vice Chair Dianna Medrano moved to approve the award of Audit Contract for fiscal year 20-21. Trustee Dr. Gilbert Sena seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken by recorder Mary Duran 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

The vote for approval of the award of Audit Contract for fiscal year 20-21 was unanimous.

Requesting approval Final Budget for fiscal year 21-22 – Morris Madrid, CFO

Action Item (Roll call is required)

Trustee Dr. Gilbert Sena moved to approve the Final budget for Fiscal year 21-22 with the exception of the following: Trustee Mark Dominguez seconded the motion.

Madam Chair Dr. Phillis Martinez called for a roll call vote. Roll call vote was taken by recorder Mary Duran 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

The vote for approval of the Final budget for fiscal year 21-22 with the exception of the following: the two vacant custodian positions, 1081 the part-time director position and the general operations funding of the LETC, was unanimous.

Trustee Kenneth Medina asked that the holding of the two vacant custodian position not be forgotten as they are already short staffed.

The group extended a thank you to CFO Morris Madrid and Evelyn Montoya for a job well done with the budget.

Executive Session (Roll call is required)

Trustee Kenneth Medina moved that the Board convene into Executive Session. Trustee Mark Dominguez seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken by recorder Mary Duran 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

The vote that the Board convene into Executive Session was unanimous.

Reconvene into Regular session (Roll call is required)

Trustee Kenneth Medina moved to reconvene into Regular Session from Executive Session. Dr. Gilbert Sena seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken by recorder Mary Duran 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

The vote that the Board reconvene into Regular Session from Executive Session was unanimous.

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

- LCC regular Board Meeting – Tuesday, May 11, 2021 @ 10:00 am
LCC Student Success Center Boardroom
- LCC Special Board meeting – Tuesday, May 4, 2021 @ 9:00 am
LCC Student Success Center Boardroom

Adjourn (Roll call is required)

Trustee Kenneth Medina moved for Adjournment. Trustee Dr. Gilbert Sena seconded the motion.

Madam Chair Dr. Phyllis Martinez called for a roll call vote. Roll call vote was taken by recorder Mary Duran 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

The vote for Adjournment was unanimous.

Dr. Phyllis Martinez, Board Chair

Louise L. Portillos, Board Secretary

Mary Duran, Recorder