

**LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING MINUTES**
Tuesday, June 8, 2021 @ 10:00 am
LCC Student Success Center Boardroom

Call Meeting to Order and Establish a Quorum

Roll call

Present: Madam Chair Dr. Phyllis Martinez, Madam Secretary Louise L. Portillos (via zoom), Trustee Mark Dominguez, Trustee Kenneth Medina, Trustee Dr. Gilbert Sena and Trustee Maximiliano G. Tenorio, Jr.

Also present: Interim President/CFO Morris Madrid, Executive Office Manager SherylAnn Yara, Information Specialist Ray Baca, Karen Wezwick, Site/Satellites/SS, Francisco Apodaca, STEM Director, Dr. John Thompson, CTE Director, Georgia A. Baca, Fiscal/Staff Senate, Lawrence J. Vigil, Physical Plant/Shared Governance, Kenneth Patterson, Administration, Carolyn Chavez, Human Resources Director, Rebecca Schaller, paperwork and Matthew Cordova, Physical Plant Director.

Absent: Madam Vice Chair Dianna Medrano

Pledge of Allegiance

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

Approval of the Agenda

Madam Chair Dr. Phyllis Martinez advised that there has been a request to move Informational Item #3 up to the top of the agenda following the Shared Governance Report.

Trustee Dr. Gilbert Sena moved for approval of the Agenda with the listed change. 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	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 approval of the Agenda with the listed change was unanimous.

Approval of the Minutes

April 13, 2021 Regular Meeting minutes – Madam Secretary Louise L. Portillos moved for approval of the April 13, 2021 Regular Meeting minutes. 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	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 approval of the April 13, 2021 Regular Meeting minutes was unanimous.

April 20, 2021 Special Meeting minutes – Trustee Dr. Gilbert Sena moved for approval of the April 20, 2021 Special Meeting minutes. 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	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 approval of the April 20, 2021 Special Meeting minutes was unanimous.

April 28 Special Meeting minutes – Trustee Dr. Gilbert Sena moved for approval of the April 28, 2021 Special Meeting minutes. Trustee Kenneth Medina 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	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 approval of the April 28, 2021 Special Meeting minutes was unanimous.

May 4, 2021 Special Meeting minutes – Trustee Max G. Tenorio, Jr. moved for approval of the May 4, 2021 Special Meeting minutes. Trustee Dr. Gilbert Sena 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	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 approval of the May 4, 2021 Special Meeting minutes was unanimous.

May 11, 2021 Regular Meeting minutes – Trustee Dr. Gilbert Sena moved for approval of the May 11, 2021 Regular Meeting minutes. 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	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 approval of the May 11, 2021 Regular Meeting minutes was unanimous.

May 19, 2021 Special Meeting minutes – Trustee Dr. Gilbert Sena moved for approval of the May 19, 2021 Special Meeting minutes. 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	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 approval of the May 19, 2021 Special Meeting minutes was unanimous.

Public Comment

There was no public comment for this meeting.

Student Senate Report – Student Senate is not in session at this time.

Staff Senate

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

- I.
 - A. Staff Senate Stipends
 - B. Employee End of Semester (year) get together

- C. Election process for Staff Senate
- D. Graduation representation
- E. Staff Senate By-Laws and Constitution review
- F. Faculty In-Service input (Staff process)

II. Approval of SS Constitution and By-Laws revisions/addendum

III. Next regular meeting is scheduled for June 24th (STC) virtually at 8:30 am

Faculty Senate Report

Faculty Senate Chair Sherry Goodyear was unable to be present but did submit the following report:

Faculty Senate organized and hosted In-Service the week of May 17-21. There were six trainings held in all with our Campus Meet & Greet being the most attended event with 56 participants and the others averaging about 25 participants. All presentations were conducted in Google Meet which allowed us to record them and make them available in our in-service Google Classroom, so the information is accessible to those who could not attend or who would like to refresh. Our presentations included:

- All Campus Meet & Greet Event
- Cindy Branch – Student Grievance and ADA Process presentation
- James Hunyadi – Update on New Media Arts Program presentation
- Karen Wezwick – Continuing Education Classes presentation
- Raymond Varela – ACE Lab Report
- Rachael Lucero – CLOA Training
- Billie Matthews – How to use Blackboard in an in-person and online setting
- Rachael Lucero – Coffee Connect – CLOA's
- Cindy Branch – Student Portal Training
- Larry Paiz – Blackboard Training

All In-service week contained many opportunities for Luna employees to share and learn about issues important to our institution.

The week prior to in-service, Faculty Senate served as marshals for graduation on May 14 which was a successful event and a wonderful opportunity to celebrate our students' hard work and success. We then held our last meeting of the semester on Friday, May 21, 2021.

Shared Governance Report

Lawrence Vigil, Shared Governance Chair addressed the Board and advised that the reason they do not have written report from Shared Governance is due to the fact the Shared Governance Council does not feel that they are treated the same way as the other Senates. A brief conversation ensued regarding the striking of comments in their report submitted on March 9, 2021 which resulted in the minutes not being approved. Mr. Vigil

then advised the Board that they are just asking that they be treated as the other Senates are treated.

Secretary Louise L. Portillos then advised Mr. Vigil that their work through Shared Governance does not go unnoticed and thanked him for all their work.

Informational Item #3

3. Discussion – Middle School STEM Camp

STEM Director, Francisco Apodaca addressed the Board and advised them of a couple of grants which he was asked to apply for, further advising that we did not qualify for. Mr. Apodaca then advised that we will be partnering with New Mexico Highlands University an Advancing STEM Education and Research grant which would bring us approximately \$200,000 a year.

Mr. Apodaca then advised that he will be putting on a two-week Math mini Summer Camp beginning the last week of July and the first week of August. The camp will be for students in 6th, 7th and 8th grades, these being the grades which suffered the most during the pandemic. Mr. Apodaca further advised that he would be charging \$100.00 per child as he will need to pay his staff to work with him on this mini summer camp.

Presidential Report

Interim President/CFO Morris Madrid addressed the Board and gave the following report(s):

- CARES Act – we have received the first part of the CARES Act, we just need to put together a document to justify us utilizing it – possibly to take care of student unpaid balances.
- The second part of the CARES Act is an application which has already been submitted, although we have not heard back as of this date.
- LETC status – Driving simulator, the wrong part was sent and has not ever been in operation. The person who was to get it going, was not able to, so the unit needs to be returned. CFO Madrid will be returning the driving simulator but we will keep the firearms simulator.
- Hiring Freeze – was to save money for fiscal year 2021 which will end at the end of this month. CFO Madrid would like to move forward with the 2022 fiscal year – hiring regular operation vacancies for July.
- Facilities Master Plan – has not been completed but a draft was submitted and will be useful when the college submits their Infrastructure capital outlay requests which are due by July 1st to the Higher Education Department (HED). CFO Madrid suggested that the Board take the information presented today which lists all capital assets and needs for renovation and make some time during the upcoming Board Retreat to discuss. CFO Madrid will be requesting a special meeting before July 1st to approve that request from the new President.

- HLC update – due to changes he has requested an extension for both the response and the visit.

Human Resources Report

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

Resignations/Terminations

- Breanna Gould, Allied Health Sciences Acting Director, effective May 28, 2021

Current Job Posting:

- 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, 2019, closes: until filled
- Temporary Part-Time Preschool Substitute Teacher Caretaker, opened: July 8, 2020, reposted: October 1, 2020, closes: until filled
- Full-Time General Maintenance 2-Internally only, opened: April 6, 2021, closes: until filled
- Full-Time Custodian 1, opened: January 15, 2021, closes: until filled
- Temporary Part-Time Simulator Operator, opened: April 13, 2021, closes: until filled

Jos Posted, Closed, and under current interview process:

- Full-Time Administrative Assistant 1 – Admissions and Recruitment

Jobs Posted, Closed and ready for hire:

- Full-Time Faculty/Staff-College and Career Readiness Institute, opened: January 27, 2021, closes: until filled

Academic Report/Satellite and Site updates

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

The CTE Department is finishing procurement for the current Perkins Grant (\$80,000) and finalizing details for the next Perkins Grant (\$52,000). The Perkins Grant should become less complicated in the next fiscal year, since we will actually be able to provide services as planned with removal of pandemic restrictions. The Department is preparing for the Automotive Service Excellence (ASE) and the National Center for Construction Education & Research (NCCER) Accreditations, both of which will fall in the coming fiscal

year. In closing the 20-21 fiscal year, there was roughly \$100,000 in unspent salaries due to programs shuttered by HED due to the pandemic. Going into the 21-22 fiscal year, the Department is looking to add 10 adjunct instructors as programs are returned to normal operations, with some expectations of a higher demand in some CTE areas.

The Education Department has had seven graduates in May. The Department celebrated Mother's Day with a tea party, which was a great community engagement activity. There is a Father's Day celebration planned for June 17th. Dr. Thompson and the CTE Department will be working with Education to help children build flowerbeds in early June. Hacienda has donated seeds and supplies, and a big Thank you to the Facilities Department for help in arranging materials and space for the project. The Education Department is part of the NMHU-headed GEER Grant, supporting transition to online learning during the pandemic. Two of the adjunct instructors, Kevin Williams and Karla Sena are working as Content Developers and Brenda Ortega is working as a Reviewer. The Department was also awarded a \$2,500 New Mexico Child Care Health and Safety Grant for outdoor learning centers.

The Humanities Department will be moving forward with the Media Arts/Film Production Program this summer with two adjunct instructors. Plans are to offer a full schedule of six classes for the Fall term. Psychology, Sociology, and Criminal Justice classes are again being managed by the Humanities Department. There is a First Year Experience class being offered for 13 students from the Viles Program. This class is paid for by the Viles Scholarship Program and is limited to Viles students.

The STEM Department is involved in continuing Registration and Recruitment for the Summer session. Enrollments are slowly building, especially in Biology, Algebra, Computer, and Statistics Courses, with the Summer session being an abbreviated term for advance work or catch-up from the previous semester. There are still plans in place for the development of a 3-D printer lab, and the Summer is a great time to work on developing new initiatives for fall cohort.

The Nursing Department is continuing TEAS testing to finalize a Nursing cohort for the Fall term. There are four sections of Nursing Assistant Training currently scheduled, with one section full for a June 7 start date, and a second section enrolling for a June 28 start date. The other two sections are scheduled for start in July.

The School of Business finished the Spring term with impressive enrollments (88) in online Business Courses. The coming year will include accreditation work with the Accreditation Council for Business Schools and Programs (ACBSP) as part of regular maintenance of the School's program accreditation status.

Monthly Budget Report

CFO Morris Madrid addressed the Board and gave the following report:

I&G year to date collected is at 91% and right on target. Regarding expenditures we are only at 78% so the freeze on hiring and spending has helped, at the end of the year we should be at 84%. This is good news at the end of June and we won't have official numbers until the Audit is done.

Monthly Satellite Report

Satellite/Sites Coordinator, Karen Wezwick addressed the Board and gave the following report:

Short Term Goals

- Harvest Ideas for Community Class Offerings
- Create survey requesting community desires
- Create calendars at each site with activities
- Revise all Continued Ed enrollment documents
- Establish/solidify Facility use fees
- Move GCDC Cosmetology items
- Quilting, Zumbini & Gymnastics up and running
- Get First Aid, ServSafe all up and running
- Decide on which calendar to use

Long Term Goals

- Establish Luna's spaces as an option for community events
- Get Community Ed/Engagement up and running
- Meet with community members for idea exchanges
- Establish a calendar for Community Ed & Activities – find one that has the capability to registration, enrollment & payments online
- Get a flyer set up for distribution
- Get computers at sites updated as much as possible

Accomplishments

- Set up planning calendars for all 3 off-sites
- Met with faculty/staff during in -service week
- Gathered many ideas from co-workers
- Continued conducting onsite visits
- Have ladies working on scheduling recurring commitments at the spaces on Planning Calendars
- Held virtual meeting (at least twice a week) w/all locations – Admin. Assist. /Office Mgrs.
- Started scheduling activities
- Started a Word Press Community Ed & Activities site (not yet published/accessible outside)
- Identified spaces available at all locations
- Getting PC/Smart Phone-help classes scheduled

Trades Report

CTE Director, Dr. John Thompson addressed the Board and provided them with a copy of his Career and Technical Education “Business Plan” Overview. This “Business Plan” consisted of fifteen (15) pages. For complete information listed on the “Business Plan”, please refer to the document provided by Dr. John Thompson.

12:39 – 15-minute break

Foundation Report

CFO Morris Madrid addressed the Board and gave a report as to what occurred at the last Foundation Board Meeting.

- Deposit made to Southwest Capital for scholarship
- Athletic “trust” is under 27,000
- Accounts accruing interest in CD
- CD due April 20th
- Five CD’s are listed as Title 5
- Discussion occurred on the name of “trust” for athletic account and possibility of renaming this account
- Lorraine Martinez clarified Title 5 stipulations
- Matt Martinez requested consolidation of Title 5 accounts
- Maxine Hughes presented on the Helen O’Brien scholarship and its history
- Discussion followed on establishing internal control process
- A motion to allow Jonathan Madrid to explore term and interest rates and entertain bids
- Identify non-restrictive funds
- Discussion to create a checking account and allow for Athletic Fund
- Approval to transfer 2 CD’s not listed at Title 5 to cover checking ordering, Board of Directors Insurance and pay Attorney’s fees for past litigation
- Lorraine Martinez requested motion to approve monthly meetings
- LCC Interim President Morris Madrid presented examples of procedures for financial accountability of expenditures and disbursement of funds

Summer Enrollment Report

Geraldine Saavedra LCC Registrar addressed the Board with her Summer Enrollment Report as follows:

Ms. Saavedra advised that of this morning, we have a 267 headcount with 1031 credit hours up from Thursday to today. Ms. Saavedra further advised that there were a lot of schedule entry forms submitted by the departments, so the schedule is being looked at as things are changing day to day and she hopes to have it stabilized before the end of the week, in order that the students know exactly what we are offering.

Facilities Master Plan Update

Physical Plant Director, Matthew Cordova addressed the Board and presented them with a status update handout for the Facilities Master Plan. Mr. Cordova then gave the Board a breakdown as to what has been done, which includes, a full facilities assessment, they have done an enrollment and instructional space utilization analysis, a demographic and economic indicator, and Student/Staff/Community interviews. Mr. Cordova further advised that what is remaining is, the presentation on the facilities condition assessment in the capital improvements recommendations to the College's Steering Committee which consists of the Physical Plant, President, CFO, Academic and non-Academic Directors. Mr. Cordova further advised that there is a workshop scheduled for June 15th which will allow them to finalize their documents and hopefully have their plan ready for the next board meeting.

1:30 pm – Trustee Kenneth Medina has left the meeting.

Discussion – LCC BOT Retreat

Madam Chair Dr. Phyllis Martinez advised that we have received a proposal from Dr. Hugh Prather who is charging \$1,500 which is all inclusive for the two days. Madam Chair Dr. Phyllis Martinez advised that the Retreat is scheduled for June 23rd and 24th and she has also reached out to the Legislative Finance Committee, Mr. Mark Valenzuela to give a presentation on college budgets. Madam Chair Martinez further advised the she would like for someone from the State Auditor's Office to come in and do a presentation on procurement and have LCC's Procurement Officer, Levitt Baca available for the meeting. Madam Chair Martinez also advised that they are also looking at having a couple of Roundtable discussions, one with Education and the other with Businesses.

Executive Session (Roll call is required)

Trustee Max G. Tenorio, Jr. 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 and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Secretary Louise L. Portillos	Yes
Trustee Mark Dominguez	Yes	Trustee Dr. Gilbert Sena	Yes
Trustee Max G. Tenorio, Jr.	Yes		

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

Return to Regular Session (Roll call is required)

Trustee Max G. Tenorio, Jr. moved that the Board reconvene into Regular Session from Executive Session where no action was taken. Trustee Dr. Gilbert Sena 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	Secretary Louise L. Portillos	Yes
Trustee Mark Dominguez	Yes	Trustee Dr. Gilbert Sena	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote that the Board reconvene into Regular Session from Executive Session where no action was taken was unanimous.

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

- Regular Board Meeting – Tuesday, July 13, 2021 @ 10:00 am – LCC Student Success Center Boardroom.

Adjourn (Roll call is required)

Trustee Dr. Gilbert Sena 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 and reflected the following:

Chair Dr. Phyllis Martinez	Yes	Secretary Louise L. Portillos	Yes
Trustee Mark Dominguez	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

SherylAnn Yara, Recorder