



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

**Tuesday, June 11, 2024 @ 10:00 am  
LCC Student Success Center Board Room**

- I. **Meeting to called to order by Madam Chair Dr. Martinez and Secretary Dominguez read the Open Meetings Script.**
  
- II. **Roll Call was as follows:**
  - **Present:** Madam Chair Dr. Phyllis Martinez, Madam Vice-Chair Louise Portillo (via Zoom), Secretary Mark Dominguez, Trustee Rosalie Ortega, Trustee Kenneth Medina, Trustee Dianna Medrano
  - **Absent:** Trustee Dr. Gilbert Sena
  
- III. **Pledge of Allegiance:**
  - Dr. Linder led the Pledge of Allegiance.
  
- IV. **Approval of the Agenda:**
  - Trustee Ortega motioned to approve with the amendment of correcting the next meeting date to July 9, 2024 and Secretary Dominguez seconded. All in favor, none opposed. Motion carried.
  
- V. **Approval of the Minutes:**
  - **05/14/2024**-Trustee Medina motioned to approve and was seconded by Medrano. All in favor, none opposed. Motion carried.
  
- VI. **Public Comment:**
  - No public comment
  
- VII. **Board of Trustees Updates: BOT Updates and Committee Reports:**
  - a. **June 4, 2024-Executive Committee Report: Overview presented by Madam Chair Dr. Martinez**
  - b. **June 4, 2024 – VPISS Committee Report** no report
  - c. **June 4, 2024-Finance Committee Report: Overview presented by Secretary Dominguez**
  
- VIII. **Staff Recognition:**

- President Martinez thanked Sherry Goodyear for her efforts pertaining to summer camps.

**IX. Shared Governance: Presented by Rachael Lucero**

- Results of the Campus Climate survey were shared with the Board.

**X. President's Report: Presented by President Martinez**

- President Martinez informed the committee about PPA updates and status of Academic programs and course offerings, in addition to progress that has been made in completing data requests to Department of Education.
- EPA Grant-Dr. Thompson is looking into applying a grant from EPA that assists the community in recovering from natural disasters through workforce development initiatives, such as solar and displaced workers. LCC must partner with a 501 (c)(3) to qualify.
- GO Bond-Dr. Linder and Matt Griego are working with \$1 million capital outlay funds for upgrades to biology and chemistry labs in technology building.
- WIN Grant-Monies have been identified to cover course costs for non-credit programs.
- CHESS-Dr. Guzman is taking the lead to implement SIS. Funds are available to cover costs with implementation so offices do not fall behind. Partner schools are seeing how schools can align Financial Aid data and procurement processes to improve efficiency.

**XI. Vice President of Academics and Student Services Report-Dr. Guzman Duran (Departed at 11:30 am due to Faculty and Staff In-Service Trainings):**

- a. VPISS updates
  - Allied Health had 441 documented assists in March and April.
  - Denise Fox is participating in recruitment events.
  - New X-ray installed in Dental.
  - Dr. Guzman Duran expressed gratitude to staff who arranged LANL event that brought 380 students to visit LCC campus.
  - Increase in number of students who attended tutoring lab.
  - Caps & Gowns have been ordered for commencement.
  - Nursing Career Fair hosted ten employers interested in hiring Luna graduates from Job Fair.

**XII. Vice President of Finance and Administration-Dr. Linder**

- **Revenue & Expenditure monthly report**
  - Dr. Linder provided an overview of the revenue and expenditure tracking report handout for FY24. She related it is not the full picture due to outstanding POs that need to be cleaned up and that expenditures are less than projected.

- **FY22 and FY23 Audit Update**
    - Dr. Linder referenced the Vivid Solutions memo regarding the status of the FY22 & FY 23 Audit. An unofficial audit will be submitted to HLC for compliance.
  - **RFP Annual Audit Services-Memo: Action item for June 11, 2024 Board Meeting**
    - Dr. Linder referenced the memo for selecting Portillos, Brown, and for FY 24 Audit. Discussion occurred regarding the selection of this firm.
  - **Community 1<sup>st</sup> Bank Cash Management**
    - Memo explaining that we need to update signatures for Cash Management at the request of the bank.
  - **Personnel Update**
    - There are three temporary workers in HR. Dr. Linder is still recruiting for an HR Director and an IT Senior Programmer.
  - **Staff Pay Matrix**
    - Dr. Linder referenced the staff pay matrix handout. She indicated it was a draft and that administration is still working on it. Discussion occurred regarding how it would apply to new hires and current employees.
  - **IT Update**
    - Dr. Linder related many factors in IT need to addressed and that a new trainer for SIS implementation will be hired and we are advertising for Generalist I.
  - a. **Action Item:** Trustee Ortega moved to approve contract with Patillo, Brown, and Hill LLP for FY24 audit; seconded by Trustee Medina. All in favor, none opposed. Motion carried.
  - b. **Action Item:** Trustee Medina moved to approve Community First Authorized user for Cash Management Agreement; seconded by Trustee Ortega. All in favor, none opposed. Motion carried.
- XIII.** Trustee Medina moved to move into **Executive Session to cover: a. Limited Personnel Matters** as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings ACT, more specifically, Presidents evaluation. Madam Vice-Chair Portillos seconded. Motion to return to regular meeting was made by Trustee Medina, Secretary Dominguez seconded. All in favor, none opposed. Motion carried.
- a.
- XIV.** **Announcement on date, time and location of next BOT Meeting(s)**

