

LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Tuesday, December 8, 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 L. Portillos, Trustee Mark Dominguez, Trustee Kenneth Medina and Trustee Maximiliano G. Tenorio, Jr.

Also present: Interim President Dr. Kenneth Patterson, Executive Office Manager SherylAnn Yara, Information Specialist Ray Baca, Georgia Baca, SS/Fiscal, Jason Killian, FS/SGC/Humanities, Kim Baca, SS/FS/Humanities, Matthew Cordova, Physical Plant, Pamela Sandoval, guest, Lawrence Vigil, SS/Physical Plant, Carolyn Chavez, HR Director, Dr. John Thompson, CTE Director, Shannon Ortiz, SS/IT, Gloria B. Pacheco SS/Dental, Karen Wezwick, SS/CTE, Jessica Flores, SS/Athletics and Larry Fields, SS/Security.

Approval of the Agenda

Madam Vice Chair Dianna Medrano moved for approval of the Agenda with no changes. 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	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Domiguez	Yes
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio, Jr.	Yes

The motion for approval of the Agenda was unanimous.

Approval of the Minutes – November 5, 2020 Special Meeting, November 10, 2020 Regular Meeting and November 17, 2020 Special Meeting minutes.

November 5, 2020 Special Meeting Minutes – Madam Secretary Louise L. Portillos moved for approval of the November 5, 2020 Special Meeting minutes. 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 Diana Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for approval of the November 5, 2020 Special Meeting minutes was unanimous.

November 10, 2020 Regular Meeting minutes – Trustee Kenneth Medina moved for approval of the November 10, 2020 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	Vice Chair Dianna Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for approval of the November 10, 2020 Regular Meeting minutes was unanimous.

November 17, 2020 Special Meeting minutes – Trustee Max G. Tenorio, Jr. moved for approval of the November 17, 2020 Special Meeting minutes. 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 Diana Medrano	Yes
Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for approval of the November 17, 2020 Special Meeting minutes was unanimous.

Public Comment

There was no Public Comment during this meeting.

Student Senate Report

Ms. Kimberly Baca of the Criminal Justice Program and Student Senate Advisor addressed the Board on behalf of Student Senate Chair, Mario Romero who had his wisdom teeth pulled and was unable to appear tonight. Ms. Baca went on to report that Student Senate have seven members which include Vice-President Stephanie Carrillo,

Secretary/Treasurer, Masie Estep and five Senators, Isaiah, Jacob, Emma, Angelica, Alison and himself.

Ms. Baca further reported that Student Senate's goals for the remainder of the year are to rebuild the Student Senate By-Laws and hope to soon resume working on bills submitted by members of Luna Community College. In addition, they will continue to do everything possible to ensure the Student Senate committee remains inclusive and transparent. Student Senate will be sponsoring the Luna Samaritan House Holiday Drive in which they will collect essential items that will be donated to the Samaritan House.

Staff Senate Report

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

(For Regular meeting 11/13/20 and Emergency meeting 11/16/20)

- I. Informational/Discussion Items
 - A. Introduction of new Staff Senate member
 - B. Reviewing Grievance Process
 - C. Public Comment
 - D. Scheduled Meeting (should there be a campus closure)
 - E. Retirees Recognition
 - F. Committee Staff Senate Representation (set emergency meeting)
 - G. 11/16/20 Emergency meeting Presidential Search Committee recommendations (Non-Administrative Director group/Staff member all other staff groups)
- II. Action Items
 - A. Presidential Search Committee recommendations
- III. Unfinished Business
 - A. Continuance of By-Laws and Constitution review (work session scheduled)

Date and time of next meeting:

We have a work session scheduled for December 4th

Our next regular meeting is scheduled for December 11th

Faculty Senate Report

Jason Killian, Faculty Senate Chair addressed the Board and gave the following report:

For the month of November, Faculty Senate focused on finalizing our revisions to the by-laws. This has been tricky but the major hurdles have now been cleared. We are going to have a final draft ready for Faculty Senate in January.

In-service is in the planning stages as of this writing and will be finalized on the 4th. Planned activities include Concourse training, a Blackboard and Collaborative training

and mandatory training required for new hires. In addition, final grades are due Monday and Course Review paperwork by Wednesday.

Finally, in accordance with Faculty Senate by-laws, a special election to fill the Senator of Satellites position, Senator of Adjuncts position, and Vice Chair will be held from 12-07-2020 to 12-11-2020. Members voted in will be sat the first meeting of the Spring 2021 semester.

Shared Governance Council Report

Jason Killian, Student Governance Council Chair addressed the Board and gave the following report:

Shared Governance has achieved an important milestone this month. The first sub-committee has an electronic bill currently working through the system. Assessment Committee has submitted 2 bills through the online process. Work continues on this process and we are optimistic. The Bill process is scheduled for full-scale implementation January 16, 2020.

Work continues on the Tested Experience policy. The committee now consists of 5 academic directors, 2 faculty members and Human Resources. The first meeting was postponed but will be meeting shortly to address the Tested Experience Policy. This bill is also in the online pipeline and being used to help test the process.

Presidential Update to the Board (Information only)

Covid-19 – As the pandemic progresses, I feel I must reiterate that Luna continues to operate in crisis mode. We have now reached a point of personnel experiencing the deaths of family members. There are ongoing operations changes from HED and the Governor's Office, which are managed as they happen. Our Fall Term has ended successfully, with no students returning to campus after Thanksgiving. We now have selected personnel working from home on abbreviated schedules, as required by HED. Every day, our campus seems to be more careful with COVID-19 protocols. With a vaccine on the horizon, we will continue with our plans for the Spring 2021 Term fully online, with limited essential labs and workforce classes on the campus in highly controlled environments. I would hope to be back to more normal operations for the Fall 2021 Term. Until then we are increasingly limited in what we can do.

Accreditation status – After three long years, Luna is finally accredited without sanctions. I certainly take credit for my part in leading and directing the efforts in the latest Focused Site Visit, but I firmly believe we should offer our sincere appreciation to the entire Luna Community, including students, staff, faculty, administration, and effective Board of Trustees who collectively worked to make this happen. We should also recognize efforts of community members in Las Vegas, Mora, Santa Rosa and Springer, as well as others in our large service area who contribute to Luna's success. Luna will host another HLC Focused Site Visit in approximately one year, when an HLC

Review Team will review evidence of the financial sustainability plans that are currently in place for the college. Luna's cycle of Reaffirmation of Accreditation will take place in 2024-2025. Accreditation work is always before us.

Upcoming Legislative Session – The upcoming Legislative Session may possibly be more favorable toward Higher Education than previously feared. Luna works through HED and NMICC in dealing with state funding, and these two entities have accomplished a tremendous amount of work in promoting the value of Community Colleges in the state and the importance of not only adequately funding the Community Colleges, but also revamping Higher Education funding in the state to provide more even streams of revenue from year to year. 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 collaborate more.

Upcoming Registration for Spring 2021 – Registration for the upcoming Spring Term began the week of Thanksgiving and is progressing slowly, as we would expect. We have re-implemented the Call Center, with about 1,500 students to contact for enrollment. The process has changed as advisors now receive the majors in their fields to enroll. The general Call Center assists Student Support Services in calling 1,000 undecided/undeclared students for enrollment. The Registrar's Office is producing daily enrollment reports, showing enrollment progress in each major. The satellites/site coordinators will be administering all Accuplacer tests online, to allow Student Support Services on the main campus to focus on calling and enrolling. A continuous listing of newly admitted students ready to enroll will also be managed by the general Call Center. The Admissions Office will also be holding a listing of students residing out-of-state. This listing will be ready for immediate calls when the NC-SARA Agreement is finalized, probably early in January. Increased publicity and a greatly improved public image should help us with enrollment for the Spring Term, and we are maintaining the utmost of stable enrollments.

NC-SARA Application – As of this writing, we are still awaiting word from the New Mexico NC-SARA Office in regards to our application. Every indication is that we will be receiving approval to teach outside the state of New Mexico soon.

HLC Substantive Change Application for Distance Learning – Our application for a Substantive Change for Distance Learning is in process with HLC. The Institutional Actions Council is scheduled to review this application at their next meeting February 25-26, 2021, but I have been assured by our HLC Liaison that proceeding with online instructional delivery during pandemic conditions is acceptable since this application is in an "in process" status. We can also expect some rule changes with the U.S. Department of Education by early February.

Policy Management Update – We are still working across the institution to gather existing policy information to begin the process of managing policies. We should have some documents ready for presentation to the Board of Trustees as the most accurate "policies of the whole" in the January Regular Meeting. Upon ratification of that

document as official policy, each policy will then be segmented to proceed through the Shared Governance Structure for policy revision with each revision recommendation returning to the Board of Trustees for a revision of that individual policy. After that “final revision” the policy will be entered into the DocTrac system as a management tool, a public attestation plan will be devised, and the policy will remain in the system as a verified, revised, and approved policy for future reference. Each policy will be set with a default of annual revision. We will probably start with Shared Governance By-Laws and work our way through Institutional Policy and finish with Board Policy.

Upcoming Events – The College is scheduled to close at 5:00 pm, Friday, December 18th for the Holiday break and reopen at 8:00 am, Monday, January 4th.

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

Reports – LCC Board – LCC Committees – LCC Departmental Human Resources

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

Hires:

- Dr. John Paul Thompson, Career Technical Education Director, effective November 2, 2020;
- Geraldine Saavedra, Registrar, effective November 9, 2020;
- Masie Estep, Early Childhood Teacher 2, effective November 12, 2020;
- Germaine Baca, Senior Financial Aid Advisor, effective November 30, 2020

Resignations/Terminations:

- Germaine Baca, Administrative Assistant 2, Human Resources, effective November 27, 2020;
- Geraldine Saavedra, Dual Credit Coordinator, effective November 6, 2020

Retirements:

Policies and Procedures:

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, 2019, closes: until filled;
- Temporary Part-Time Preschool Substitute Teacher Caretaker, opened July 8, 2020, re-posted October 1, 2020, closes: until filled;
- Full -Time Career Services Advisor, opened: November 9, 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

Jobs Posted, Closed, and under current interview process:

Jobs Posted, Closed and Ready for Hire:

- Full-Time College and Career Readiness Institute Manager, opened: September 17, 2020, closes: until filled

Academic Report

STEM

STEM ended semester classes, instructors will have final grades and CLOA reports by week's end. ACE Tutors are being trained to register undeclared students and will begin making calls to register students for the Spring 2021 semester. This effort will change the Call Center activities for calls to inform students about spring registration to actual student registration. Tutors will man the phone lines until the Holiday break and then will begin when Campus return in January until the start of classes on January 19, 2021.

Education

We would like to welcome preschool assistant teacher Masie Estep to the department. She became official on Thursday, November 12th. She is doing an amazing job. The department modified its schedule slightly for the current shutdown by the Governor. The advisor and administrative assistant are working a 20/20 schedule. One comes in on Monday, Tuesday and half day on Wednesday morning, the other comes in on Wednesday afternoon, all day Thursday and Friday. We cut down on staff in the preschool and school-aged support classroom by utilizing only one substitute and the two full-time teachers. We closed the preschool and school-aged classroom on Friday's. We are diligently wearing our masks, washing hands, taking temps and following all C-19 safety protocols. All staff are submitting Time/Work reports when they are working from home.

The department's adjunct instructors did a great job this semester and followed the official final exam testing schedule. They are working on their final grades, CLOAS, and Assessment and Quality Improvement forms. All of them were evaluated. The director has yet to send them their evaluations.

At the time of this report, the department has 10 returning students registered and 3 new students registered for SP-21. Tycie Jackson, the education program advisor, is actively engaged with all of the other current and new student in planning their schedules for the upcoming semester.

Humanities

The Humanities staff met to review the list of withdrawals and to develop a plan to help decrease withdrawals next semester.

We have over 60 names of students who need to be called. That list will be divided amongst all full-time faculty to ensure that each student gets a call with a message that we want him/her to come back to Luna and how we can facilitate that effort.

Through the CJ program, a local attorney, and the current attorney who teaches at UNM, we are exploring the possibility of bringing the Paralegal Certificate Program to Luna. We are exploring the need for trained paralegals in our service area. We are in the process of hiring a Media Arts individual to help revamp the program through investigating what skills are needed by our students to make them employable by the film industry upon completion of the MA Assoc. degree. Curriculum and program outcomes may change as a result of this study.

All full-time faculty are working from home. Three who have been in the office full time are on a ½ time schedule from home and a ½ time presence on campus.

It is good to be at the end of the semester. We have many good results, although it was challenging (at different degrees) for both students and instructors.

CTE

The CTE Faculty, like all Luna Faculty, are deeply involved in End-of-Semester activities, including grading finals and final projects, calculating final grades, and completing various End-of-Semester reports.

Dr. Thompson and his office staff have been cleaning up and cleaning out file drawers and storage closets and finding "stuff" at least 10 years old. Some interesting information has been found that is already being used to help make decisions. Other "stuff" has found its way to the trash or will be going to the warehouse for proper disposal.

Dr. Thompson has met with all of the CTE faculty and has begun to build very positive relationships with them, creating an environment of transparency. Also, they are all reviewing the “pros” and “cons” of teaching during COVID and developing ideas and plans for next Fall, when, hopefully, COVID will be behind us.

Nursing

Nursing students had 100% completion this semester. The students have done well adapting to new ways of learning. Faculty and Staff have gone above and beyond to assist students. The spring Cohorts will contain 22 students in Level 2 and 20 in Level 4.

School of Business

We are all back in our areas from being on loan to other departments. We are currently working on calling/reaching the students showing up as being in one of our programs (400+). We are busy registering our current students for the SP21 semester.

Allied Health

Allied Health will be hosting Prometric CNA testing 12/14-15, 2020, following strict safety protocols.

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

Springer Satellite

I have been assisting Maxwell HS with their dual credit registrations and working with main campus to set up the couple of trades classes that we will be having in the spring. I am working with Cindy in the Student Success Office to set up my Zoom account to be able to assist in remote Accuplacer testing and start making registration calls.

Santa Rosa Satellite

Still making calls, recruiting for SP-21, Accuplacer testing and trying to stay safe and healthy!

Mora Site

Here at the Mora Site, I got my Accuplacer account fixed and am ready to start testing students online. Also, ready to do the call list for early registration. I have taken some registrations via email. Today will be the last day Ms. Bird will be teaching until the start of next semester.

Information Items

1. Facilities Plan Update

Facilities Director Matthew Cordova addressed the Board and submitted a handout which was passed out at a previous meeting. Mr. Cordova advised the Board that we started the whole plan right at the start of the COVID-19 pandemic. Mr. Cordova further advised that we had hired the company, prepared the RP and then were hit with the pandemic which has placed the plan behind schedule. Mr. Cordova then pointed out 2.3 (Project space requirements) and 2.4 (Identify existing potential financial capital resources) and advised that the company will be here in January to finish that up. Mr. Cordova advised that in the meantime, this will give us time to give the company an update on what our insurance does, and whatever is covered by the insurance will also alter this Master Plan. Mr. Cordova further advised that he has not heard from the Insurance Company but believes he should in a couple of weeks. Mr. Cordova went on to further advise that the company is looking at conducting a review workshop in January and are looking at having a complete Master Plan in May. ***For handout on projects steps, please refer to Proposed Project Schedule 2020 LCC Master Plan handout.***

2. Energy Savings Initiative

Facilities Director Matthew Cordova then addressed the Board and gave an update on the Energy Savings Initiative. Mr. Cordova advised that this is a program which the State of New Mexico has in place which will allow any State Agency to do upgrades to their building(s) through the contract which they have in place. Mr. Cordova further advised that Board that there are currently nine (9) companies on the list and what they do is come in and do an audit on campus and look at every way which fund can be saved through utilities savings. Mr. Cordova then advised that in LCC's case, we have a lot of deferred issues, therefore money wise, our need was greater than our savings. Mr. Cordova further advised that with the proposal which they did, at 5.2 million, it would take all of our energy savings plus we would need to contribute 135,000 each year from our budget in order to get this work done. Mr. Cordova further stated that over the past four administrations, they have looked at it and asked for modifications to see if we can lower the contribution that we would have to put in, so it went from 5.2 million to 4.6. Mr. Cordova then handed the Board a chart which would help them to understand a little better what the numbers show the lower contribution we put in and what number buildings and or projects it would benefit. Mr. Cordova then advised that in order to request any money for upgrades, etc., through HED, this is the first step that must be taken, therefore, we need to do what we possibly can first, and then ask for the remaining funding through capital outlay.

3. Activity Bus Update

Mr. Cordova addressed the Board and advised that we had requested funding for an activity bus along with other items through the past Legislature session, which have passed and during COVID, they pulled it back and were not sure whether or not they were going to let us have it, although they finally went through and we signed the grant

agreement a couple of weeks ago and we are now waiting on HED to finalize their paper work, and once that is finalized the funding will be available. Mr. Cordova further advised that once the funding is available, we will look at trading in the two 40 passenger buses, and along with the funding of \$118,000 we will have enough to purchase a passenger bus and still keep the 25 passenger bus which LCC currently has.

4. NC-SARA plan Update

Interim President Dr. Kenneth Patterson advised that Board that currently there is no update on the NC-SARA plan, although he is constantly checking throughout the day and will let the Board know just as soon as he does.

5. CTE adaptation Update

CTE (Career Technical Education) Director Dr. John Thompson addressed the Board and gave the following CTE adaptation update:

XIII. INFORMATION ITEMS 5. CTE ADAPTATION UPDATE

First, I thank you for the opportunity to serve as the Director of the Career and Technical Education Department. I was looking for a challenge to relieve the boredom of living in a COVID Pandemic and I think I have found it. Just over a month ago, I joined the Luna family and I am learning something new every day. That's exciting!

Second, while I do not know exactly what you want to hear from me today, I want you to know that I see this and any time I come before this board, as an opportunity to speak "Truth to Power" and all I ask is: Please don't shoot the messenger!

I think the CTE Department is different from all other departments on this campus in that it is the most diverse. Unfortunately, COVID has crippled it but I want you to know that the staff and faculty and I are doing all we can to keep it alive. Just to remind you, when we operated at full strength, there were at least eleven programs in this department:

Automotive Collision Repair Technology Program, accredited by the Automotive Service Excellence (ASE) and the National Automotive Technician Education Foundation (NATEF) curriculum standards.

Automotive Technology Program, also accredited my ASE and NATEF and Snap-On.

Barbering and Cosmetology Program designed to meet the standards established by the New Mexico State Board of barbers and Cosmetologists.

Building Technology Program which was designed to meet the standards of the National Center for Construction Education and Research (NCCER) and the Association of General Contractors of America (AGC) Journeyman Certifications.

Commercial Driver's Licensing (CDL) Program which leads to being a big rig truck driver.

Culinary Arts Program which incorporated the American Culinary Federation's standard and led to a ServeSafe Certification.

Electrical Wiring Technology Program which led to a Journeyman Electrician license.
Heavy Equipment Operations Program which also operated under NCCER standards and OSHA.

AND

Welding which follows the standards of the American Welders Society (AWS)
And CTE has contributed to a healthy and strong COMMUNITY SERVICE outreach through all of these programs, plus

Furniture and Cabinet-Making and Quilting and Sewing.

I remind you of these programs and their related accreditation and certification agencies **because** I need to remind you that if we cannot teach to the standards and requirements of these organizations, we cannot teach!

Technically, COVID (and a few other issues) has shut down all but two of our certification programs: CDL and Welding. These are "essential worker" programs. A couple of our programs have been able to operate through the efforts of creative instructors and/or some relief from their governing organization: Auto Collision, Automotive, and **Cosmetology**. And the ladies that teach Quilting have been able to keep some of the Community Service courses going.

So, what are we going to do about this dilemma? Today, I can only give you some impressions and broad overviews – I believe they call this the view from 30,000 feet. I have met with Dr. Patterson a couple of times. And Maxine Hughes several times. I have spent over two hours in face-to-face meetings (wearing a face covering and at least six feet apart) with all of my faculty and many hours with my staff. If I spend 5 minutes on each program telling you what I've learned – Do the math!

So, this is my overview for you:

All of us in the CTE Department are committed to building a "Business Model" with "Business Plans" to go with our educational goals and objectives for each program. This means we have to develop an understanding of what we have to offer: be realistic about our strengths and our weaknesses, our threats and opportunities. This is the SWOT analysis. And we need our Advisory Committees functional to help us be realistic. I will be reaching out to the community and relevant employers and manufactures early next year.

And I mean REALISTIC. We have to identify the equipment that is broken and/or obsolete. I have 9 pieces of welding equipment down. Three aren't manufactured anymore so they can't be repaired. There are three that need parts but the cost of repair may be more than to replace the equipment. Two new pieces of equipment arrived with missing parts and the instructor still needs training on them. And one piece of equipment needs a suitable power outlet.

I have a diesel truck that needs a transmission repaired that may cost over \$6,000 to do the repair. And the list goes on.

But wait, there may be solutions out there. What if we stop repairing our trucks and start leasing them – yes, maybe 2, 3, 4, 5 trucks - to meet the immediate demand for truck drivers? What if we create a driving track the size of 5 football fields at no cost to Luna and we use it and we lease it to others? I'm meeting with some gentlemen as soon as I leave here today about this idea. But where do I get the instructors and what do I pay them?

The Business Model and the Business Planning process will help us prepare for the future. We will use this process to identify internal and external funding. For instance, as you heard at the last regular board meeting, we have received an \$80,000 Perkins V Grant for dual credit courses in welding and carpentry. However, some of the high schools are not open for hybrid instructions so we don't know if they will be able to allow their students to participate in "hands-on" instruction on our campus. I will be meeting with the new Perkins Coordinator next week.

Besides a business plan, we will need a Marketing Plan. I have begun talks with the offices of Public Relations and Admissions and Recruitment regarding a Marketing Plan that will target a CTE kind of student. If I had a Myers-Briggs profile on a typical CTE student, I bet "Likes reading manuals and learning online" aren't standard characteristics.

All of the CTE programs require reading manuals and we have to build learning that ability into our curriculum, but learning online is usually not for the beginner. Although we have to build that ability into our curriculum, also, because in the real world, that's how a lot of professional development is done. But the beginner usually only sees the "hands-on" process as the way they want to learn.

Let's face it, CTE courses are fun. Students can be creative, they solve problems, and they usually get their hands dirty. We have to have opportunities to show potential students what we have to offer and who will be teaching them. Our faculty is our greatest asset. And they told me they like to "Show and Tell" to high school students and they really like to "Show and Tell" to the community when we have an Open Campus Recruitment event, like a Car Show. What if welding students made off-road vehicle frames and automotive students did the automotive work and Luna sponsored the "Luna Off-Road Rally." What if our woodshop could produce usable cabinets and furniture in the "Luna Cabinet and Custom Furniture Shop?" What if our CTE courses went to 8 week

or even 4-week courses instead of 12 or 16 week courses” We will look at “What If’s” in all eleven of the existing programs and probably explore other programs for the future.

We have a lot of ideas and a faculty that can’t wait to get students into their shops again. And they are still teaching any way they can, they are also spending time while students are not here, staying current on their own certifications, and to look at ourselves and helping me develop a SWOT analysis and a Strategic Plan so that we can develop a better CTE department.

6. LCC Board Priorities

Trustee Max G. Tenorio, Jr. addressed the Board and advised that they have a rough outline on the Board’s goals and Self Assessment. Trustee Tenorio advised that he brings these before the Board because the Board asks faculty and staff to bring plans before them, therefore, the Board should also have goals lined up as well. Trustee Max G. Tenorio, Jr. further stated that he feels by setting these goals, they should be able to run meetings more effectively and better guide our President so that he may lead the College in the most efficient and productive way. Trustee Max G. Tenorio, Jr. further advised that he also included a couple of templates which are used at a couple of community colleges, which might give us an idea as to what kind of goals we could possibly look at. Trustee Max G. Tenorio further advised that the Board has been here for a year’s time, we have regained Accreditation and he now feels that they need to set some goals and put them in to place.

After a brief discussion it was the consensus of the Board that a work session would be scheduled for the primary purpose of working on both the priorities and self assessment at a later date, with each Board Member bringing forth at least three priorities.

7. Presidential Search Timeline

Madam Chair Dr. Phyllis Martinez then advised that she submitted a one page time line which the Board has before them. Madam Chair Dr. Phyllis Martinez further advised that there are some events which will not take place on time, such as the December 9, 2020 “Search Committee to be appointed by this date”, as we are still waiting on a few names from some of the Board Members and Student Senate.

8. Presidential Profile discussion

Madam Chair Dr. Phyllis Martinez then advised that the Board has before them a constituent survey which tells us what people feel is needed in a President for the College. Madam Chair Dr. Phyllis Martinez further advised that they also have a copy of an old Presidential Profile which can be worked off of, as we should not have to invent the wheel. Madam Chair Dr. Phyllis Martinez then asked that the Board review the survey to make sure that they are in agreement with the questions pertained in the survey which will be placed on the LCC website in order that students, staff, etc., will have access to it prior to the Christmas break. Madam Chair Dr. Phyllis Martinez asked that this be done by December 15, 2020.

9. District 7 vacancy/discussion

Madam Chair Dr. Phyllis Martinez had Executive Office Manager SheryAnn Yara read off the names of the candidates vying for the District 7 Board of Trustees vacancy.

Ms. Maria Martinez, Mr. Daniel Romero, Mr. Gilbert Sena and Mr. Chris Baca. Mrs. Yara then asked how the Board would like to set up the interview times and order.

It was the consensus of the Board that each candidate would be allowed three minutes for a short bio and fifteen minutes for questions and answers and would be interviewed in alphabetical order.

Action Items

1. Approval of LCC Board of Trustees meeting(s) time.

Trustee Mark Dominguez addressed the Board and advised that due to the weather, Madam Chair Dr. Phyllis Martinez, Madam Secretary Louise L. Portillos, Trustee Max G. Tenorio, Jr., having to travel and other reasons, made a motion that the Regular Board meeting time be moved from 2:00 pm to 10:00 am, with Special Meeting time to remain at 2:00 pm. 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 Max G. Tenorio, Jr.	Yes

The vote for approval of the LCC Board of Trustees meeting(s) time was unanimous.

2. Presentation(s) and requesting approval of RFP for Firearms Training System and RFP for Driving Simulator.

Interim President Dr. Kenneth Patterson addressed the Board and had Ms. Pamela Sandoval introduce herself to the Board. Ms. Pamela Sandoval, advised the Board that she is a resident of Las Vegas, NM who recently retired from the Las Vegas Police Department after twenty-three years of service. Ms. Sandoval advised the Board that the group reached out to her asking what was needed in the community Law Enforcement training wise. Ms. Sandoval further advised that Northern New Mexico does not have any type of training in this area and she feels that bringing in the Firearms Training System and Driving Simulator, will bring in, buy in from Police Departments in the Northern area who require training. Interim President Dr. Kenneth Patters then provided the Board with a power point which illustrated crisis level need training in Law Enforcement and Criminal Justice. Interim President Patterson then began the power point and explained to the

Board what types of training and how many hours of training would be provided with the Firearms Training System and the Simulator.

At the conclusion of the Power Point presentation, a question and answer session ensued. Interim President Patterson stressed the importance in having these systems in Las Vegas as they do not exist anywhere else in New Mexico. Interim President Patterson also stressed the initiative in having these systems as they would not only pay for themselves, but also bring in revenue to the College.

Ms. Pamela Sandoval then addressed the Board again and explained what type of training and how many hours of training is required of Law Enforcement and further advised that a lot of those trainings can be done through the simulator system and will also provide hands on training.

After of comments by Ms. Lita Bernal, School of Business Director, Ms. Kimberly Baca and Mr. Jason Killian of the Criminal Justice Program, Procurement Officer Ms. Levitt Baca addressed the Board and explained the RFP's for the Firearms Training System along with the Driving Simulator.

At this time, Madam Secretary Louise L. Portillos moved for approval of the RFP for the Firearms Training System. 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	Yes
Trustee Kenneth Medina	Yes	Trustee Max G. Tenorio, Jr.	Yes

The vote for approval of the RFP for the Firearms Training System was unanimous.

Next, Trustee Kenneth Medina moved for approval of the Driving Simulator. Madam Secretary Louie 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 Max G. Tenorio, Jr.	Yes

The vote for approval of the RFP for the Driving Simulator was unanimous.

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 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 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 Kenneth Medina moved that the Board reconvene into Regular Session and advised for the record that no action was taken during the Executive Session portion of this meeting. Trustee Max G. Tenorio, Jr. seconded the motion.

Madam Chair Dr. Phyllis Martine 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 Max G. Tenorio, Jr.	Yes

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

Adjourn (Roll call is required)

Trustee Kenneth Medina 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 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 Max G. Tenorio, Jr.	Yes

The vote for adjournment was unanimous.

Dr. Phyllis Martinez, Board Chair

Louise L. Portillos, Board Secretary

SherylAnn Yara, Recorder