

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

Tuesday, August 11, 2020 @ 4:30 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, Trustee Maxine L. Salas and Trustee Maximiliano G. Tenorio, Jr.

Also present: Dr. Kenneth Patterson, Interim President, Maxine Hughes, Interim Vice President of Academics/Nursing, Executive Office Manager SherylAnn Yara, Information Specialist Ray Baca, Donna Flores-Medina, Vice President of Finance and Administration, Carolyn Chavez, Human Resources Director, Brianna Gould, AHS, Georgia Baca, SAS, Lita Bernal, School of Business Director, Dr. Anita Roybal, Humanities Director, Francisco Apodaca, STEM Director, Shannon Ortiz SAS, (via zoom) and Gloria Pacheco, SAS, (via zoom).

Pledge of Allegiance – The Pledge of Allegiance was led by Trustee Maxine L. Salas.

Approval of the Agenda

Trustee Kenneth Medina moved for approval of the Agenda with no changes. Trustee Mark Dominguez seconded the motion.

The motion for approval of the Agenda did carry.

Approval of the Minutes (July 14, 2020 Regular Meeting minutes)

Madam Vice Chair Dianna Medrano made note of a few corrections to the minutes.

Madam Secretary Louise L. Portillos asked that the Board overlook any errors in the minutes and approve them with corrections needed and have the corrections given to Executive Office Manager Sheryl Yara, this will eliminate time.

Madam Chair Dr. Phyllis reminded the Board that they receive both electronic copies and hard copies of the minutes before hand.

Madam Vice Chair Dianna Medrano then moved for approval of the July 14, 2020 Regular Meeting minutes with corrections. 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 Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Maxine L. Salas	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the July 14, 2020 Regular Meeting minutes with corrections was unanimous.

Public Input

There was no one present for public input at this meeting.

Faculty Senate Report – Not in session

Staff Senate Report

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

Staff Senate has held two virtual meetings since their last report, July 23rd and August 6th.

On July 23rd, members were appointed to the Staff Senate due to vacancies in certain positions:

- I. Staff Senate appointees are as follows:
New Members
 1. Shannon Ortiz, representing Technicians/Other
 2. Lawrence Vigil, representing Maintenance
 3. Matthew Cordova, representing Directors

Mrs. Baca advised that Staff Senates membership is now complete.

- II. Other Items
 - SAS Goals – we discussed some Staff Senate Goal ideas for the new year;
 - Working towards having open communication to all staff groups;
 - Training on Roberts Rules of Order;
 - We have agreed to begin reviewing and revising if needed, the Staff Senate Constitution and By-Laws.

Student Senate Report – Not in session

Shared Governance Council Report

Ms. Breanna Gould addressed the Board, advised that she is presenting on behalf of the Shared Governance Council as the immediate past chair and gave the following report:

Ms. Gould advised that her report is very short and advised that Student Governance Council's next scheduled meeting is set for August 14th and at 3:00 pm, they will establish membership and have a new appointed chair.

Presidential Update to the Board (Information only)

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

COVID Reopening Plan – Luna's current COVID Reopening plan was submitted to HED this morning. HED is verifying compliance based on a plan rubric to ensure institutions are meeting guidelines of the state and HED. This also is a public guarantee that we are doing what is required for a safe reopening of the campus. Luna is currently still in Phase 1 of reopening, which limits public access by appointment only, requires social distancing and masks, and includes stringent protocols of cleaning. There are also guidelines which determine specific types of activities on campus.

Fall Class Schedule – Luna's Fall Term class schedule is primarily online with restricted face-to-face instruction for specific programs and classes. Some programs, such as CDL, is considered "essential workforce" and is allowed to continue under the social distancing protocols. HED's current plan also allows us to hybridize instruction to combine online and face-to-face, should an instructor need that. In that instance, face-to-face instruction is limited to no more than 25% capacity for a room, and the students in the room are prioritized by disability and by access issues, in that order. Face-to-face instruction is not available for students who just prefer that over the online modality. There are significant holes in our Fall term schedule, due to the pandemic. These include CTE classes other than CDL, PE Classes, and non-degree seeking CTE classes (hobbyists).

Enrollment – Enrollment numbers are lower than we would like. Factors impacting enrollment include limited CTE classes, no CTE hobbyist classes, and no PE classes. As of 2:45 this afternoon, we had a total headcount of 371 students, possibly over 400 by end of day. There are still nine days left in the enrollment period, and we haven't added in the majority of Dual Credit students yet. Classes start Monday, with the last day to enroll students being Monday, August 24th. In light of a crisis mode of operation, we have implemented several operations that have boosted enrollment. These include a call center in the Admissions Office to clear new students with holds of transcripts or test scores. Call lists of newly cleared new students for Advisors to proactively contact and enroll, and a campus call center for the purpose of contacting 1,600 students attending Luna within the past year. From this call center, we are identifying non-returning, want to register, and no answers. Students interested in enrolling are referred to department Advisors for enrollment, and the no answers held for follow-up calls. We are currently in round 3 of follow-up and round 4 will be evening calls between the hours of 5:00 pm and 8:00 pm in hopes of reaching potential students after hours. From this of-the-cuff call center, we have had 191 successful calls. With these efforts, increased publicity and

creative management of online offerings, we are doing everything possible to enroll every student we can find.

Dual Credit Update – Last academic year, we had Dual Credit MOU's with seven area High Schools. That has been expanded for the current academic year. We have completed some relationship building meetings with Dual Credit partners in our service area and beyond. Most of these meetings have been face-to-face with some virtual meetings with districts. Schools include:

- West Las Vegas
- Robertson
- Mora
- Santa Rosa
- Springer
- Roy
- Maxwell
- Pecos (virtual)
- Wagon Mound
- Raton (also a virtual Q&A with parents)

We are also in the process of signing an MOU with Tucumcari High School, and are working in a CTE and Dual Credit Perkins Consortium with Des Moines, Clayton, Cimarron, and Mosquero. We have also had an inquiry from Volcano Vista High School, so obviously there is some conversation out there about Luna a a new approach to Dual Credit offerings.

HLC Site Visit – Our HLC Site Visit is still planned for September 10-11, that is a Thursday and Friday. We will have three members on the Focused Visit Team. Two of them will be virtual and one will be traveling in-state from Santa Fe Community College. After about a month since our submission of the report, we have received no inquiries or requests or additional documents, although we do provide those if requested. The College will be moving into some group meeting to prepare for that visit.

Storm Damage – Friday, July 31st, we had a focused microburst storm over the campus area, resulting in significant hail and water damage to the campus. The Registrar's office was water damaged with flooding through the building into the Student Support Services Lab. There was also flooding in the Dental Lab and Radiology Lab. We have some loss of equipment, loss of significant records in the Registrar's office, and loss of water damaged computers. There are also roofing issues in the building and in the Allied Health Building, including pretty bad damage to air conditioning units. Internal estimates are approaching \$500,000. Our insurance company had adjusters on site that afternoon, and a building inspector on site last week, although the building inspector drove in from Denver and had not been quarantined and was asked to leave the campus. The insurance company is now trying to find another building inspector, and we are waiting to see the final results of the claims.

IE/R Interviews – We will be moving into interviews for the Institutional Effectiveness/Research position within the next few days, and hope to see that position filled within 10 days. The Registrar’s position is still open.

Board Training – Quarterly Board Training continues tonight with FERPA training for Board members, so that student information may be managed within FERPA compliance guidelines.

Athletics for Fall – We are in the midst of a scramble with athletics for the Fall Term, as we were notified today that Highlands will not be housing our student athletes. We are exploring other options for student housing for about 40 students (male and female) to include food service. We actually have two plans and are awaiting outside information before proceeding with either of those plans. Athletes coming from out of New Mexico will be required to observe a strict 14-day quarantine and COVID testing. We do understand that management of student athletes and housing facilities will consume much more energy in the COVID world than would have been required otherwise. We are doing everything possible to maintain a sense of normal and hopefully retain as many student athletes as possible.

Satellite Reorganization – Largely, satellite reorganization is on hold due to our inability to utilize satellites for face-to-face instruction. A brief timeline is to implement a coordinator position for the satellites during October, with a full reorganization plan developed by that position after the hire date. Early plans for satellites include Mora continuing as an expanded Public Library/Community center, Santa Rosa as an expanded Academic and Community Education Center and Springer as an expanded CTE Hub for the Northeastern portion of the state, to include Woodworking, Welding, Auto, and CDL

Early College High School – There was a discussion with Mora High School regarding Early College High School, but that meeting was interrupted with the storm previously referenced and that conversation was cut short.

Reports – LCC Board – LCC Committee – LCC Departmental

Human Resources Update

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

Hires: Patricia Trujillo, Accounts Payable, effective July 18, 2020

Resignations/Terminations: Joseph Smith, Custodian I, effective July 31, 2020;
Urszula Abeyta Accounts Payable, effective July 15, 2020,

Current Job Postings:

- Adjunct-Allied Health, EMT Instructor, opened 2/15/18, closes: Until filled;

- Adjunct Trades/Vocational Education Instructor-Collision Repair, opened: 6/6/18, closes: Until filled;
- Adjunct Early Childhood & Education Instructor-Education, opened 7/10/17, closes: Until filled;
- Adjunct – Trades/Vocational Education CDL Instructor, opened 8/28/19, closes: Until filled;
- Adjunct Trades/Vocational Education Welding Instructor – Santa Rosa opened, 10/31/19, closes: Until filled;
- Adjunct Trades/Vocational Instructor – Automotive Technology – Springer, opened 11/21/19, closes: Until filled;
- Full-Time Registrar opened 4/20/20, closes: Until filled;
- Full-Time Criminal Justice/Sociology Instructor, opened 8/3/20, closes: Until filled.

Jobs Posted, Closed, and under current interview process:

- Full-Time Institutional Effectiveness and Reporting Director, opened 7/28/20, closed 8/11/20;
- Full Custodian 1, opened 7/30/20, closed 8/11/20

Academic Update/Satellite and Site Update

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

Total enrollment to date 370

STEM:

- Completed summer semester with the following Completion Rates per program:
CS – 68% - 10 students
General Science – 81% - 6 students
MATH – 81% - 45 students
- All Instructors and Staff are assisting in the fall registration process and preparing for the fall 2020 semester

More info from Academic Director's report

Education

The Education department has 18 students registered and 10 students pending.

- The Department is lacking “qualified” instructors to teach 3 classes on the schedule; a formally adopted tested experience policy and the permission to use the department’s advisor who is currently enrolled in an MA program would alleviate some of the problem.
- The Department has submitted a Temporary Licensed Facility Waiver Request Form from CYFD to support 5 to 12-year-old children of campus employees. CYFD will determine the capacity of the Preschool’s extra classroom. Employees

earning less than \$52,000/year can qualify for the State's childcare assistance program. Those who do not qualify will have to pay private pay cost of \$15/day. The Institution will need to support the Department's effort by hiring a Temporary FT facilitator for the classroom; however, the Department stands to increase its revenue with the added childcare for 5-12-year-olds. Therefore, the Institution will recover its investment. At this time awaiting a Fire Inspection and determination of room capacity.

- The Preschool had its Preschool Promotion Celebration this morning (August 11, 2020) at 10:00 am for 6 of its children who will be moving to Kindergarten. The Department would like to thank Trustee Mark Dominguez for donating the *Oh, The Places You'll Go* books by Dr. Seuss that were given to the children as gifts.

Humanities

- Successfully finished summer semester with all grades and reports submitted.
- Everyone in the department is being proactive by calling students to get them registered. Working the phone bank and doing the follow up to ensure student enrollment.
- Still need two teachers – one in CJ, which I'm hoping to have onboard as early as next week; the other is in Intro to Art.
- Increased enrollment caps in all classes especially the English classes, will lessen the need for adjunct instructors.
- Working on getting computers and webcams for each instructor.
- Making sure instructors have the support and skills they need to be successful with online instruction

CTE

- Continuing efforts to build capacity at Springer Satellite Campus.
- Outreach meetings with Springer, Mora, Santa Rosa and Raton K-12 schools.
- Continuing efforts to further develop the CDG program, including:
 - Coordinating CDL training for groups of employees from regional Municipal and Corporate employers
 - Outreach efforts to Department of Vocational Rehabilitation, to facilitate enrollment of their clients in the CDL program.
 - Researching fund opportunities to support expansion of the CDL program.

Nursing

- Will have a total of 41 students in the Nursing Program, faculty are preparing for virtual delivery of didactic content, student will come to lab in small groups.
- Students will attend clinicals at Christus, Alta Vista, El Centro, DOH, and the LCC Preschool.
- 4 graduates have taken and passed boards.

School of Business

- School of Business is currently working on FA20 registration.
- There are 31 completed registrations.

- There are 7 students in various stages of registration such as change of major, Degree audit waiting on permission emails.
- There are approximately 10 more students that need initial contact for registration. Waiting on list of students from Phone bank.
- Director working on issue with VP and Ron Duran concerning MBS Bookstore listing Cengage Unlimited for better deal for students.
- Director assisting with contacting and meeting with superintendents for recruitment efforts for the Business Administration program.
- NM Department of Corrections still interested in the Business Administration Program being introduced for all prison inmates. Waiting of reentry into prisons after COVID 19.
- School of Business Advisor, Melissa Cordova, sitting as acting Registrar and assisting with FA20 registrations.
- School of Business Administrative Assistant, Vanessa Velasquez, assisting Registrar's Office with administrative duties i.e., registrations, diploma's, etc. Also assisting with School of Business duties.
- Director working on registrations and ensuring Faculty have needs met for FA20 courses.
- Director assisting Criminal Justice program with future potential Policy Academy syllabus, and logistics.

Allied Health

- As of August 11, 2020, (8:00 am) Allied Health has enrolled 104 students.
- Prometric testing is scheduled to resume September 7, 2020 under strict CDC/NMDOH monitoring methods (one student at a time, temporal temperatures/screening questionnaire, masks, decontamination between test takers, assumption of risk form) pending LCC reopening status.
- Allied Health is actively pursuing qualified CNA and EMT instructors willing to teach evening and weekend courses during the Fall 2020 term, with the goal of providing more completion opportunities to interested students.

Springer Satellite

- Open 40 hours per week.
- Preparing paperwork and communicating with area high schools to begin registration for dual credit.
- Accuplacer testing this week for Maxwell High School.
- Scheduled to go to Cimarron High School on Wednesday, August 12th to do their testing and give out registration forms.
- Forms to Springer High School today. Their registrations are pending as they are not sure of their Dual Credit funding.
- At this time, I only have Quilting on the schedule for classes happening at the satellite. I have been in contact with the instructor and some students to get them registered and cleared for class. I have talked to a few people about potential Community Ed classes, will continue to reach out. I am trying to secure a new adjunct instructor to fill the position of FCMK instructor. I have made a list of

program students that registered with me in the Spring and will contact them to encourage enrollment.

Santa Rosa Satellite

- Working with the Santa Rosa high school this week & next week as they work on student schedules.
- Accuplacer testing new students for Dual Credit.
- Staying active on social media, recruiting students, directing students to the correct advisors at the main campus and assisting with FASFA.

Mora Site

- At the Mora Site, schedules have been distributed throughout the post offices. I have contacted the high school to confirm someone will be there so that I will be able to get the counselor's signature for dual credit students. I have also posted on my social media about the Fall 2020 registration. Slowly students have been contacting me about registering and will turn in all paperwork as it comes in.
- Also, have been decluttering the books in the library and classroom areas. The classroom is set up for Mrs. Diana Bird for the nutrition class she has been teaching at the site, pending approval to be taught in person, we will make accommodations for the 4 students wishing to take GED with Ms. Carol Romero. Ms. Romero will be in contact with me if its approved.

*****At this time, a 5-10 minute break was taken***

Informational Items

1. FERPA Training

Dr. Kenneth Patterson, Interim President provided the Board with a 30 training on the FERPA Law.

1. PDP Policy in relation to education of employees

Human Resources Director, Carolyn Chavez addressed the Board and provided them with a copy of the LCC Employee Staff Handbook, section 12.5.5.1 through 12.5.5.3 Education, (Leave with pay to be granted to eligible employees for the purpose of attending educational courses), 12.5.6 Wellness Program, (Leave with pay may also be provided to allow eligible employees to attend the College's Wellness Program), and 12.10 Tuition Waiver which included: General – Eligible individuals may register for LCC classes and have tuition and fees waived, Definitions, 12.10.2 Part-time employees, 12.0.3 Supervisor Approval, 2.10.4 Students Receiving Financial Aid, and 12.10. Exclusions. A brief Q & A ensued following Ms. Chavez' report.

2. STEM Program status

STEM Director, Francisco Apodaca addressed the Board and advised that as of 4:15 pm today, registration looks great, we have a few concerns with a couple of classes that have just a few people, although those are usually late registrations. Mr. Apodaca further

advised that the majority of their classes are being taught on-line with the exception of some smaller divisional classes being taught by Dr. Rita Surdi. Mr. Apodaca then advised that the STEM department has gone to an on-line provider for our labs who have sent out lab kits and being that they are sent out to other places, we were limited to 15 kits which cuts us down by 3. Mr. Apodaca further advised that the STEM classes are looking pretty healthy full wise.

A discussion ensued regarding salary increases for Adjunct Instructors with Mr. Apodaca advising that we are having to recruit, and with the salaries offered, it has been difficult.

3. Block Scheduling Updates and Comparisons

Interim President, Dr. Kenneth Patterson addressed the Board and spoke on the Block Scheduling Updates and Comparisons, providing a hand out with scheduling times and explained “Why a Block Schedule?” Interim President Patterson advised that the Carnegie Block Scheduling System is based on the Carnegie Unit and Student Hour, a strictly time-based reference for measuring educational attainment used by American universities and colleges. Designed to standardize the collegiate educational experience, this system of scheduling was developed over 100 years ago. For Luna, today, this system is in place to correct several past deficiencies. Primary, was the issue of overlapping class times created by instructor-initiated class start and end times, which often prevented students from taking a group of classes, one after another. When a student did schedule overlapping classes, they were often leaving one class early and arriving at the other late, which is unacceptable. Overlapping classes were also a problem for enrollment, as each class had to be checked for a conflict with other classes in the schedule. There is no guessing about when a class starts, and its much easier to monitor classes starting on time and running the duration of the clock hours. There are also passing times built into the schedule to guarantee students the ability to move from one class to another. Using the Block Schedule in building a student schedule is easy. As long as there is no duplication of block section numbers on the schedule, there are no conflicts. Flexibility is built into the schedule, allowing for classes of more than 3 contact hours. There are also institutional service blocks which provide the college with open times in the week for co-curricular meetings and institutional service, such as Shared Governance. There are several other benefits of a block scheduling system. Clock hours are easier to calculate and guarantee in a block schedule than in free-form scheduling. This was a problem up through the past Summer Term. A block schedule also provides a visual means of verifying placement of courses based on student demand and distribution of course sections based on enrollments. For Luna’s purposes, the block schedule also helps to define courses by Satellite location, Dual Credit, or Online modality as well as scheduling for cohort blocks in Nursing and CTE. The short answer is that this standard scheduling system, used by every other institution in the nation, is a great way for us to provide the best possible scheduling experience for our students. That, in itself, is enough of a reason.

The handout also provided Block Scheduling Rules, Institutional Service Blocks and a Final Exam Schedule (Fall Semester, 2020).

****For complete information, please refer to Block Scheduling Hand out.**

4. Fact Book

Interim President Dr. Kenneth Patterson addressed the Board and advised that the FACT Book was prepared under the previous administration, although it was submitted as part of the HLC report/evidence. Interim President Patterson further advised that there are some corrections/updates which need to be made to the FACT Book.

Trustee Maxine L. Salas then advised that there are definitely quite a few changes to be made to the FACT book and advised that the numbers do not add up and further suggested not sending it out to HLC as is.

Interim President Dr. Patterson then advised that the FACT Book was not an evidence requirement of HLC but was submitted. President Dr. Patterson further advised that HLC will only be looking at the Criteria which they found issues with. ****Please refer to the FACT Book for numbers, further information, etc.**

5. Policy and Procedures Committee

Madam Chair Dr. Phyllis Martinez advised that she is the one who requested that this be placed on the Agenda as she would like to begin meeting in September. Madam Chair Dr. Phyllis Martinez advised that as of now, the committee consists of Trustee Kenneth Medina, Trustee Maxine L. Salas, herself and some staff members. At this time, Madam Chair Dr. Phyllis Martinez asked Trustee Maxine L. Salas if she would chair the committee. Trustee Maxine L. Salas advised that she cannot as she will be stepping down from the committee. Trustee Maxine L. Salas further advised that she feels that it should be the Executive Committee reviewing the Policies and Procedures.

Madam Chair Dr. Phyllis Martinez then asked the Board for their opinion and further advised that it would be at a disadvantage as Trustee Kenneth Medina would then not be able to assist with the Policies and Procedures and she feels that with his experience sitting on the Board for so many years, it would be beneficial that he be a part of the committee.

At this time Madam Secretary Louise L. Portillos advised that Board that regarding the Policies and Procedures, it is going to be difficult for her to be present for these meetings as she travels from Springer, NM as well as having her granddaughter with her now and advised that she too will be stepping down.

At this Madam Chair Dr. Phyllis Martinez asked Trustee Kenneth Medina if he would be willing to chair the committee. Trustee Kenneth Medina declined chairing the committee. Madam Chair Dr. Phyllis Martinez then asked Madam Vice Chair Dianna Medrano if she would chair the committee with Madam Vice Chair Dianna Medrano accepting the chair.

It was then decided that the committee would begin meeting in September to review the Policies and Procedures.

Action Items

1. Requesting approval of HED Quarterly Report

Donna Flores-Medina, Vice President of Finance and Administration addressed the Board and gave information regarding the HED Quarterly Report.

Trustee Max G. Tenorio, Jr. moved for approval of the HED Quarterly Report. 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 Maxine L. Salas	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the HED Quarterly Report was unanimous.

2. Requesting approval of BAR's (Budget Adjustment Requests

a. Sociology Position

Humanities Director, Dr. Anita Roybal addressed the Board to present the BAR for the Sociology position. Concerns were raised by Board Members as the position was posted online in early August, although it has not been filled. Discussion ensued regarding the posting of positions prior to BAR's (Budget Adjustment Requests) being brought before the Board.

Madam Chair Dr. Phyllis Martinez advised that this is not "smart business practice" and she feels we should be running Luna as a business. Madam Chair Dr. Phyllis Martinez further advised that other departments have requested full time personnel and asked how the Board can justify one and not the others.

Interim President Dr. Patterson advised that the position is necessary due to the demand for courses and will pay for itself because of credit hour production.

Donna Flores-Medina, Vice President of Finance and Administration then advised the Board that no job offers are made before funding is approved.

At this time Trustee Mark Dominguez moved for approval of the BAR (Budget Adjustment Request) for the Sociology position. Trustee Maxine L. Salas 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
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Secretary Louise L. Portillos	Yes	Trustee Mark Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Maxine L. Salas	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the BAR (Budget Adjustment Request) for the Sociology position was unanimous.

For the record, Madam Chair Dr. Phyllis Martinez wanted it noted that BAR's (Budget Adjustment Requests) need to come before the Board for approval prior to a job vacancy being advertised otherwise, the BAR will not be approved.

b. ACE Tutors

Donna Flores-Medina, Vice President of Finance and Administration/CFO along with STEM Director Francisco Apodaca addressed the Board and gave their justification for the need of the BAR for the ACE Tutors. CFO Medina advised that years back, Tutors were funded through the ACCESS Center and after an audit, it was found that whether there were students there or not, Tutors were receiving at least half-time salary continuously. It then changed to department's handling their own Tutors, then we received some funding and it went to the ACE Lab (Raymond Varela), and Mr. Varela along with the Tutors were paid out of R&C funds. Ms. Flores-Medina went on to advise that then, a different President came in and R&C funds were used on certain salaries, therefore leaving no funds for the Tutors. Ms. Flores-Medina further advised that last year, it slipped through the cracks one more time so she and Mr. Apodaca talked about it and decided that it would be budgeted through R&C funds and if the monies run out, they would prepare a BAR for the R&C budget, as we do receive special funding for R&C

At this time, a lengthy discussion ensued regarding the ACE Tutor's positions with questions from the Board as to why this was not budgeted for, as well as why this does not fall under the category of Work Study.

It was suggested to Mr. Apodaca that he look into the possibility of the Tutors getting paid through the Work Study Program.

The Board was also advised that this will not be a problem next year as the Tutor's positions will be budgeted for in the next regular budget.

Trustee Maxine L. Salas moved for approval of the BAR (Budget Adjustment Request) for \$30,000.00 for the ACE Tutors on the condition that next semester, all students who qualify for Work Study receive it before receiving any other funds. 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	Abstained

Trustee Kenneth Medina	Yes	Trustee Maxine L. Salas	Yes
Trustee Max G. Tenorio, Jr.	Abstained		

The motion for approval of the BAR (Budget Adjustment Request) for the ACE Tutors did carry.

3. Requesting approval of corrections to dates in the Academic Calendar
 Maxine Hughes, Interim President of Academics and Student Services/Nursing Director addressed the Board and presented the changes to the Academic Calendar, as some of the dates at the end of the Fall semester needed to be adjusted in order to align with the end of finals.

Trustee Mark Dominguez moved for approval of the corrections to dates in the Academic Calendar. 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 Maxine L. Salas	Yes
Trustee Max G. Tenorio, Jr.	Yes		

The vote for approval of the corrections to dates in the Academic Calendar was unanimous.

4. Appointment of additional members to the Ad Hoc Committee for Board Policies
 Madam Chair Dr. Phyllis Martinez entertained a motion to approve the appointment of someone from the Shared Governance Council.

Madam Vice Chair, Dianna Medrano moved for the appointment of someone from the Shared Governance Council to the Ad Hoc Committee for Board Polices. 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 Maxie L. Salas	Yes
Trustee Max G. Tenorio, Jr	Yes		

The vote for approval of the appointment of someone from the Shared Governance Committee to the Ad Hoc Committee for Board policies was unanimous.

5. Approval of Presidential Search Process

Madam Chair Dr. Phyllis Martinez advised that she is recommending that the Presidential Search Process issue be postponed until the next scheduled meeting, due to the time, and the fact that the issue will include a lengthy discussion as there are a total of 15 items which need to be discussed.

Trustee Max G. Tenorio, Jr. then moved to postpone Approval of the Presidential Search Process until the next scheduled meeting. 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 Maxine L. Salas	No
Trustee Max G. Tenorio, Jr.	Yes		

The vote to postpone Approval of the Presidential Process until the next scheduled meeting did carry.

Adjourn (Roll call is required)

Trustee Max G. Tenorio, Jr. moved for adjournment. 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 Dominguez	Yes
Trustee Kenneth Medina	Yes	Trustee Maxine L. Salas	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