



MINUTES
LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION
Thursday, August 7, 2025 @ 10:00am
LCC Student Success Center Board Room

I. Call Meeting to Order and Establish a Quorum at 10:01am

II. Roll Call

Present: Madam Chair Dr. Phyllis Martinez, Madam Vice Chair Louise Portillos, Secretary Mark Dominguez, Trustee Dr. Gilbert Sena, Trustee Rolando Medrano, Trustee Rosalie Ortega, President Carol Linder

Absent: Trustee Kenneth Medina

Also Present: Carlos Padilla, Dr Gerald Shields, Keira Lewis and Amanda Tapia-Benavidez (recorder)

III. Pledge of Allegiance

Pledge of Allegiance was led by Carlos Padilla

IV. Approval of the Agenda

Madam Vice Chair Louise Portillos motioned to approve the agenda and Trustee Rolando Medrano seconded. Motion passes

Roll Call

Madam Chair Dr. Phyllis Martinez, Madam Vice Chair Louise Portillos, Secretary Mark Dominguez, Trustee Dr. Gilbert Sena, Trustee Rolando Medrano, President Carol Linder

Absent: Trustee Kenneth Medina

V. LCC Board of Trustees Policy related to Open Meetings Act Compliance with Attorney Carlos Padilla (discussion only)

There were extensive discussions concerning numerous policy changes, amendments, additions, and deletions. The work session served as a platform for reviewing current policies, proposed revisions by Attorney, Carlos Padilla, using language directly from New Mexico Open Meetings Act Compliance Guide, and discussing their implications, though no formal approvals were made at this session. A breakdown of key discussions on proposed policy changes are as follows:

- **Policy 1800 – Types of Meeting**

- Line 36 – **Emergency Meeting** -replace “University” with “College” throughout entire policy.

Line 40 - Replace "Regents" with "Trustees" throughout entire policy
Line 13 - **Informal Meetings** – add "notification of potential quorum when possible"
Line 20-24 – **Closed Meetings** - replace with actual language of the OMA

- **Policy 1900 – Notice Requirements**

Line 9 – Remove entire line "shall be sent to regional media outlets, including those communities served by the College." Replace with "shall include broadcast stations licensed by the federal communications commission and newspapers of general circulation that have provided written request for such notice."

- **Policy 1950 – Reconvening a Meeting** - No Changes

- **Policy 2000 – Rules of Procedure for all Board Meetings** – No Changes

- **Policy 2100 – Board Agenda**

Line 37 – **Order of Business** - replace "shall" with "may"

Line 41 – Replace "Adoption" with "Approval" (#4)

Line 1 – Remove "Presidents Report", insert *"BOT Updates: Committee Reports (becoming #7)"*

Line 2 – Remove "Faculty Senate" replace with *"New Personnel & Employee/Student Recognition" (becoming #8)*

Line 3 – Remove "Staff Advisory Senate Report" replace with *"Presidents' Report" (becoming # 9)*

Line 4 – Remove "Student Government Report" replace with *"Action Items" (becoming #10)*

Line 5 – Remove "Committee Reports" replace with *"VPISS Reports" (becoming #11)*

Line 6 – Remove "Action Items" replace with *"VPFA Reports" (becoming #12)*

Line 7 – Remove "Old Business" replace with *"BOT Comments" (becoming #13)*

Line 8 – Remove "New Business" replace with *"Announcement of Next Meeting" (becoming #14)*

Line 9 – Remove "Announcement of next meeting" replace with *"Closure of Open Meeting" (becoming #15)*

Line 10 – Remove "Closure of Open Meeting" replace with *"Adjournment" (becoming # 16)*

- **Policy 2300 – Public Participation at Board Meetings**

Line 1&2 – Remove in its entirety – no replacement.

Line 18 – **Placing an Item on the Agenda (General Public)** insert "on the Website" between "Item Submission Form" and "by the end of business" to read as follows: "Item submission form *on the Website* by the end of business...."

Discussion:

A Submission form needs to be created and added to the Website to accommodate the adopting of proposed changes for Public Comment Submissions.

- **Policy – 2400 Minutes of the Board**

Line – 5 “All Minutes shall be maintained by the Office of the President and made available on College’s Website.” Will be changed to *“Official minutes are approved by the board and shall be maintained by the office of the President, and be made available on the college website and shall be the official record of discussions and actions taken at the Board of Trustee’s meetings.”*

Discussion:

It was suggested by Attorney, Carlos Padilla that the minutes serve as the official record of the meetings, all video recordings on you tube should be removed from College Website as the official minutes of the Board will be the minutes approved by the Board of Trustees. Concerns were addressed regarding video recordings possibly conflicting with the official recorded, approved and written minutes posted on the College Website.

Potential for conflict:

Keeping both videos and minutes on line can lead to arguments if something in the video is not accurately reflected in the minutes, which are the official record. Video recordings open the board up for scrutiny, especially from accreditors, as they can review the past meetings and board behavior. An example was given about a shirt with profanity that would be captured on the YouTube recording.

Secretary Mark Dominguez excused himself from the meeting @ 11:35 am

Current practice and proposed changes:

Currently all videos have been kept since 2018 with some gaps for 2020. Board of Trustees does not currently have a policy regarding video recordings. Recommendation is to remove recordings after official minutes have been approved by the Board. A period of three months was suggested for video retention. All video recordings retained by the College will be subject to the Inspection of Public Records Act (IPRA).

- No decisions were made at this time.

- **Policy 2500 – Voting**

Line 31 – remove “shall” and replace with “may”

VI. Reports from attendees at the April HLC Annual Meeting (Discussion Only)

- No discussion - This will be added to the agenda and discussed at the next Board of Trustees Meeting to be held on Tuesday, August 12, 2025.

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

Tuesday, August 12, 2025 at 10:00 – LCC Student Success Center Board Room

Tuesday, September 9, 2025 at 10:00am – LCC Student Success Center Board Room

VIII. Adjourn

Meeting adjourned at 11:42 am, Trustee Rolando Medrano motioned to adjourn and Trustee Rosalie Ortega seconded. Motion Passes.


IX. Roll Call

Madam Chair Dr. Phyllis Martinez, Madam Vice Chair Louise Portillos, Trustee Dr. Gilbert Sena, Trustee Rolando Medrano, Trustee Rosalie Ortega, President Carol Linder

Absent: Trustee Kenneth Medina and Secretary Mark Dominguez



Madam Chair, Dr. Phyllis Martinez



Amanda Tapia - Benavidez, Recorder