



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

Tuesday, November 12, 2024

@10:00am

LCC Student Success Center Board Room

I. Meeting called to order at 10:13am and a quorum established by a roll call.

Madam Chair, Dr. Phyllis Martinez asked for a roll call

Present: Madam Chair Dr. Phyllis Martinez, Madam Vice Chair Louise Portillos, Secretary Mark Dominguez, Trustee Dr. Gilbert Sena, Trustee Kenneth Medina, Trustee Rosalie Ortega

Also Present: Dr. Carol Linder – Interim President, Karen Torres - Interim VPISS, Dr. Loretta Montoya – Interim CFO, Dr. John Thompson – Grants Coordinator, Mary Frances Bibb – Student Services, Billie Matthews – Faculty Senate, Gloria Ortiz – Student Services, Rachel Lucero, STEM, Cindy Branch – LCC Roughrider, Alejandro Montoya – LCC Roughrider, Dr. Chris Smith – STEM & Humanities, Tosin Oladapupo – GA, Anita Baca - Finance, Amberlyn Gonzales – AH/Staff Senate, Tammy Marujo - Physical Plant/ Staff Senate, Sherry Goodyear – Mentorship, Justin Garcia – Procurement Director, Julio Romero – IT, Denise Montoya – IT, Leslieann Garcia – Executive Admin, Recorder.

Madam Chair, Dr. Phyllis Martinez asked for a moment of silence for dearly departed colleague and friend, Diana Medrano.

II. Pledge of Allegiance – Gloria Ortiz led the Pledge of Allegiance

III. Approval of the Agenda

Trustee Dr. Gilbert Sena moved to approve the agenda and Vice Chair, Louise Portillos seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to approve the agenda. - Motion passed unanimously.

Secretary Mark Dominguez, motioned to table Action Item d: Travel Policy. Madam Chair Dr. Phyllis Martinez noted to table item when we get to XII d.

IV. Approval of the Minutes October 8, 2024 - Regular Meeting

Vice Chair Louise Portillos moved to approve the agenda and Trustee Rosalie Ortega seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted to approve the minutes. - Motion passed unanimously (with conditions for possible errors, due to receiving packet late.)

V. Public Comment – No public comments were made.

VI. Board of Trustees Updates

a. BOT Updates and Committee Reports

Madam Chair Dr. Phyllis Martinez reviewed topics discussed during the Executive Committee meeting held on November 5, 2024 as follows:

- Fall 2024 enrollment update referencing the Enrollment Comparison Report.

- ACCT Leadership Summit Debrief: Board of Trustees attending the Summit in Seattle WA will report out at upcoming Work Session.
- Date of Board Training determined to be November 19, 2024.
- Personnel updates: Extended a welcome to the eight new personnel.
- Policy updates Travel, Background Check, Drug/Alcohol-Free Campus
- Public Relations Communications
- FY26 Legislative Session Update
- Campus Life Activities in November
- Workday SIS Project Team Visit @ LCC Dec 3-5

Secretary Mark Dominguez reviewed topics discussed during the Audit and Finance Committee meeting held on November 5, 2024 as follows:

- Revenue and Expenditure Monthly Report: reviewed the updated report tracking 2025.
- Travel Policy update.
- Banking Signature Authority update.
- NM HED Quarterly Report.
- NM HED FY24 Report of Actuals update.
- FY23 Audit update.

Trustee Dr. Gilbert Sena reviewed topics discussed during the Academic Committee meeting held on November 5, 2024 as follows:

- Academics report.
- Report on training for Directors.
- New Personnel updates.

Trustee Kenneth Medina reviewed updates for Facility Committee meeting held on November 5, 2024 as follows: No Quorum Held on November 5, 2024 due to power outages.

VII. Staff and Student Recognition

Interim President, Dr. Carol Linder recognized new staff and students. Dr Linder also extended gratitude to Facilities Director, Matt Griego and LCC Staff custodians who kept working throughout the snow storm when LCC Campus closed. Dr. Linder recognized the exceptional presentation put together by Gloria Ortiz and other staff members to commemorate Veteran's Day. Special thanks to the two Veteran Speakers David Gallegos and Geno Gonzales for sharing their amazing stories and the beautiful rendition of our countries National Anthem from our nursing student Mia Marquez.

- Brienne Demos, Nursing Clinical Instructor, 10/31
- Johnny Martinez, contract Education Manager, 11/4
- Anita Baca, Business Manager, 11/4
- Joseph Lucero, Maintenance, 11/4
- Alejandro Montoya, Student Success Specialist, 11/4
- Gloria Ortiz, Academic and Career Planning Director, 11/4
- Xavier Driskill, IT Trainer (Declined LCC Position)
- Andrea Rosales, Temp PT Pre-School Sub Teacher, 11/11

VIII. Shared Governance Report – Rachel Lucero

Nothing new to report at this time. Shared Governance Meeting scheduled to be held on Friday, November 15, 2024.

Trustee Kenneth Medina motioned to move to Executive Session and Trustee Dr. Gilbert Sena seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to move to Executive Session – Motion passed unanimously @ 10:42 am.

IX. Executive Session

- a. Limited Personnel Matters as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings ACT.

Trustee Kenneth Medina motioned to move back to Regular Session and Trustee Dr. Gilbert Sena seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to move back to Regular Session – Motion passed unanimously @ 12:20 pm – **No Actions Taken**

X. Interim President's Report – Dr. Carol Linder

- a. President Updates
Interim President Dr. Carol Linder provided a brief update and asked for any questions regarding her written report – No Questions at this time.
- b. Communications Update – Kate Wolfstone

Trustee Dr. Gilbert Sena **motioned to Table the Communications Update**. Trustee Rosalie Ortega seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to **Table Communications Update** – Motion passed unanimously.

XI. Interim Vice President of Instruction and Student Services Report –Ms. Karen Torres

- a. VPISS Updates

VP Karen Torres gave a brief review on current events to include Trunk or Treat, Upcoming Open House on Thursday, November 14th with demonstrations in Model Classroom, Director Meetings and Trainings, Student Services Training, updating and training new staff on Jenzabar for data entry purposes. Looking into a non-credit program for Well Drilling that will be providing funding as well.

Trustee Mark Dominguez asked about measures that are currently in place for our students housed at HU in case of an emergency. Interim President Dr. Carol Linder agreed that a solid plan for emergencies needs to be addressed and will be evaluating options regarding this plan

XII. Interim Chief Financial Officer – Dr. Loretta Montoya

- a. CFO Updates: As of this 4th month of the year we do have an excess of revenue over expenses at \$62,100, Year to Date at \$893,111. Continuing to monitor this throughout the year.
 - Staffing updates: Sharrise Arellanes has been promoted to Comptroller/Budget Director. Posted positions for VP of Finance and Administration, 2 Accountant positions, Human Resource Director, and HR Administrator.
 - FY23 Audit: Plan to hire Francina Martinez to solely work on bank reconciliations and audit requirements in support of FY23 and FY24 Audits.
 - FY24 Report of Actuals will be presented in full by Dr. Loretta Montoya at the upcoming BOT Work Session scheduled for November 19, 2024.

b. Action Item: Travel Policy

Secretary Mark Dominguez moved to Table the Action Item – Travel Policy

Vice Chair Louise Portillos seconded.

Madam Chair Dr. Phyllis Martinez asked for a roll call.

All trustees voted to Table the Action Item – Travel Policy - Motion Tabled unanimously.

c. Action Item: Bank Signatory (5 motions in total)

(Trustee Kenneth Medina excused himself from the Board meeting at 12:44 pm.)

Vice Chair Louise Portillos motioned to:

1. Remove the following individuals as authorized signers on accounts held at Community First Bank LV and Southwest Capital Bank:
Francina Martinez from Community Bank LV
Edward Martinez from Southwest Capital Bank

Trustee Rosalie Ortega seconded.

Madam Chair Dr. Phyllis Martinez asked for a roll call.

All trustees voted to Approve Action Item (1) - Bank Signatory - Motion passed unanimously.

Trustee Rosalie Ortega motioned to:

2. Retain/add the following individuals as authorized signers to accounts held at Community 1st Bank LV and Southwest Capital Bank:
Phyllis Evangeline Martinez, Chair, Board of Trustees (retain on accounts at both banks)
Sharrise Charlene Arellanes (retain on Community 1st Bank LV and add to Southwest Capital Bank)
Donna Denise Sanchez-Pino (retain on accounts at Community 111 Bank LV)
Mark Dominguez, Secretary, Board of Trustees (retain on accounts at both banks)
Carol Cutler Linder, Interim President (retain on accounts at both banks)

Trustee Gilbert Sena seconded.

Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees voted to Approve Action Item (2) - Bank Signatory – Motion passed unanimously.

Trustee Rosalie Ortega motioned to:

3. Update the Cash Management Agreement:
Remove Francina Martinez
Retain Donna Denise Sanchez-Pino
Retain Michele Cordova
Add Sharrise Charlene Arellanes

Secretary Mark Dominguez seconded.

Madam Chair Dr. Phyllis Martinez asked for a roll call.

All Trustees voted to approve Action Item (3) – Bank Signatory – Motion passed unanimously.

Vice Chair Louise Portillos motioned to:

4. Update the Positive Pay Agreement:
Remove Francina Martinez
Remove Carolyn Chavez
Retain Donna Denise Sanchez-Pino
Add Sharrise Charlene Arellanes
Add Michele Cordova (authorized to upload but not approve files)

