



MINUTES
LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MEETING
Tuesday, March 25, 2025 @10:00 am
LCC Student Success Center Board Room

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

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 Kenny Medina and Trustee Rolando Medrano.

Not present: Trustee Rosalie Ortega

Also Present: Dr. Carol Linder – President, Dr. Loretta Montoya – Interim CFO, Sharrise Sanchez – Comptroller and Budget Director, Rosalie Cruz – Accountant, Jeff Gamblin – IT Director, Shannon Ortiz – IT and Leslieann Garcia – Executive Admin, Recorder.

II. Pledge of Allegiance – Rosalie Cruz led the Pledge of Allegiance.

III. Approval of the Agenda

Vice-Chair, Louise Portillos motioned to approve the agenda and Trustee Rolando Medrano seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

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

IV. FY26 Budget Development – Dr. Loretta Montoya, Sharrise Sanchez, and Dr. Carol Linder

Sharrise Sanchez provided an update to the Board members on the FY26 Budget Development Timeline as follows:

- BOT finance Committee Review FY26 Budget I&G and Restricted – April 1, 2025.
- Review and Approval of FY25 BAR's and FY26 Budget – April 15, 2025.
- Submit all FY26 budget information to NMHED – May 1, 2025.

Dr. Loretta Montoya reviewed FY26 Budget Priorities as follows:

1. Enhance Student Enrollment and Support (SG5, President Goal 3)
 - Create Associate VP of Student Services (AVPSS) position (~\$90,000, offset by faculty restructuring in low-enrollment programs). Focus: Enrollment pipeline development.
 - Conduct comprehensive tuition and fee reassessment to optimize accessibility and revenue.
 - Empower VPISS to lead workforce development, community education, credit instruction, assessment, and compliance.
2. Modernize Technical Infrastructure to Support Students (SG2, President Goal 3)
 - Implement TouchNet Information Systems for online tuition and fee payments (\$28,880 annually).
 - Continue Workday and SIS implementation (\$1.5M, with ~\$344,625 from C2 state funding).
 - Invest in Modern Campus Lumens to support non-credit enrollment growth (~\$44,000 annually, implementation via grant funding).

3. Ensure Financial Aid Regulatory Compliance
 - Maintain ~0.8 – 1.0 FTE 3rd-party contractor (e.g., Attain Partners, ~\$225,000, CHESS, or Independent) for SIS implementation, audits, and reporting.
4. Expand Workforce Development (SG1, SG4, SG5)
 - Reorganize personnel to centralize workforce development efforts.
 - Utilize adjunct faculty for instructional needs in low-enrollment and new programs (Building Trades, Culinary Arts/Tourism, Allied Health, Cybersecurity, Wildfire/Land Restoration, CDL, Heavy Equipment).
 - Reassess full time faculty need based on enrollment numbers.
 - Leverage NM HED NM GRO, WRTC grants, and non-credit revenue.
 - Anticipated one-time FEMA funding in late FY25/early FY26 (amount TBA).

Dr Loretta Montoya reviewed current Tuition and Fees Comparison report for NM Independent Community Colleges FY25 Tuition Rates. Dr Loretta Montoya recommended a proposal of the following changes to tuition and fees to create additional revenue based on data from LCC FY24. Luna would begin charging the correct fees already in place for NM Resident In District, NM Resident Out of District and Non NM Residents and include the first 6 Credit Hours that were not previously charged. Resulting in possible increased revenue totaling \$45,684. Suggested to implement changes beginning with FY25 Fall Semester. To be an Action Item at the next Regular Board Meeting on April 15, 2025.

- Move to \$69 for Out of District Students to include 1-6 CH (previously charged In District Tuition Rates of \$51)
- Move to \$132 for Out of State Students to include 1-6 CH (previously charged In District Tuition Rates of \$51)

Dr Loretta Montoya reviewed current Student Fees comparison report for NM Independent Community Colleges FY25 Student Fees and proposed the following changes to the current breakdown of fees. Resulting in revenues with Technology/Facility Fee of \$7.50/CH and Student Activity Fees \$1.50/CH totaling possible revenues of \$95,769 based on data from LCC FY24. Suggested to implement changes beginning with FY25 Fall Semester. To be an Action Item at the next Regular Board Meeting on April 15, 2025.

- Move to Registration Fee of \$25.00 - Fixed Fee/CH (a combination of \$7 Registration fee, \$10 Lab Fee and \$8 Student Activity Fee)
- Implementing a Technology and Facility Fee of \$7.50/CH (previously charged \$0)
- Implementing \$1.50 for Student Activity Fee/CH (previously charged \$8)

Dr Loretta Montoya Summarized the FY25 Budget, FY25 Estimated Actuals and FY26 I&G Budget Recommendation Unrestricted Instruction and General (I&G) Report (Preliminary) including Exhibit 1 and 2 and a summary of all cost centers FY25 spending to date and FY26 proposed spending. The following topics included in the FY26 Budget Proposal to be an Action Item at the next Regular Board Meeting on April 15, 2025:

- Including proposed fee revenues of \$95,769
- Based on increases in Enrollment anticipated at 10% (approx. 50 students)
- Went over Instruction and General spending as well as overview of cost center FY25 current and FY26 proposed for unrestricted accounts.
- Allocated Workday expenses to appropriate sources
- Auxiliary expenses are being reviewed for sustainability
- Renewal and replacement funding
- Equipment renewal and replacements requests
- Building renewal and replacements

- Includes proposals from departments
- Adjunct pay increases

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

- a. Regular Meeting – Tuesday, April 15, 2025 @ 10:00 am – LCC Student Success Center Board Room.

VI. Adjourn:

Trustee Dr. Gilbert Sena moved to Adjourn and Trustee Rolando Medrano seconded.
Madam Chair Dr. Phyllis Martinez asked for a roll call.

All trustees present voted to adjourn. - Motion passed unanimously @ 12:09 pm.

 4/14/25

Madam Chair Dr. Phyllis Martinez Date

Leslieann Garcia, Recorder

Date

