

**LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING MINUTES**
Tuesday, November 9, 2021 @ 10:00 am
LCC Student Success Center Board Room

Call Meeting to Order and Establish a Quorum

Roll Call

Present: Madam Chair Dr. Phyllis Martinez, Madam Secretary Louise L. Portillos, Trustee Mark Dominguez, Trustee Kenneth Medina and Trustee Dr. Gilbert Sena.

Also Present: President Dr. Edward A. Martinez, Executive Office Manager SherylAnn Yara, Information Specialist Ray Baca, Georgia A. Baca, SS Chair/Fiscal, Eugene Sandoval, Trades/S Governance, Karen Wezwick, CD/CE/Branch Campus, Rosalie Ortega, guest, Vice President of Instruction and SS Services, Dr. Dani Day, Greg Salazar, IT/IR, Emily Ulibarri, Santa Rosa Site (via YouTube), Shannon Ortiz, IT (via YouTube), Gloria Pacheco, Dental (via YouTube), Jessica Flores, Executive Administrative Assistant to VP Dani Day (via YouTube) and Sherry Goodyear, FS/Springer Site (via YouTube).

Absent: Madam Vice Chair Dianna Medrano and Trustee Maximiliano G. Tenorio, Jr.

Pledge of Allegiance

The Pledge of Allegiance was led by newly elected Trustee Rosalie Ortega who will take office on January 1, 2022.

Approval of the Agenda

Trustee Dr. Gilbert Sena moved for approval of the Agenda as is. 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	Secretary Louise L. Portillos	Yes
Trustee Mark Dominguez	Yes	Trustee Kenneth Medina	Yes
Trustee Dr. Gilbert Sena	Yes		

The vote for approval of the Agenda as is was unanimous.

Approval of the Minutes – (October 14, 2021 Special Meeting minutes and October 19, 2021 Special Meeting minutes).

October 14, 2021 Special Meeting minutes – Trustee Dr. Gilbert Sena moved for approval of the October 14, 2021 Special Meeting minutes. 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	Secretary Louise L. Portillos	Yes
Trustee Mark Dominguez	Yes	Trustee Kenneth Medina	Yes
Trustee Dr. Gilbert Sena	Yes		

The vote for approval of the October 14, 2021 Special Meeting minutes was unanimous.

October 19, 2021 Special Meeting minutes – Trustee Mark Dominguez moved for approval of the October 19, 2021 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	Secretary Louise L. Portillos	Yes
Trustee Mark Dominguez	Yes	Trustee Kenneth Medina	Yes
Trustee Dr. Gilbert Sena	Yes		

The vote for approval of the October 19, 2021 Special Meeting minutes was unanimous.

Board of Trustees Updates

a. BOT Updates and Committee Reports

Madam Chair Dr. Phyllis Martinez addressed the Board and gave the following Executive Committee report: Discussed the MOU between LCC and the County of Mora which seems to be indefinite as there are not any dates listed on the MOU, and further advised that they will continue to work on a community education plan so that it may be utilized by community members by spring semester.

HLC update – Vice President of Instruction and Student Services, Dr. Dani Day continues to work with staff, getting the report ready for submittal, as well as preparing for the HLC visit in January.

*****10:30 am – Madam Chair Dianna Medrano is now present.***

Executive Committee:

Madam Chair Dr. Phyllis Martinez continued with her report advising that President Dr. Edward Martinez gave an update on the CARES Act.

Changes to the CDL program were also discussed; President Dr. Edward Martinez has signed an agreement with BeechTree for COVID-19 testing for students and employees with quick results (24 hrs.); President Martinez has been working with Financial Aid to get things back on track; President Martinez has been working on getting the Student Game Room running once again; President Martinez is working with Greg Salazar, IT Director on a project; Jesse Gallegos and Dave Kavanaugh will be working on student activities and finally, the Foundation is in the process of recruiting new members.

Finance Committee:

Madam Secretary Louise L. Portillos addressed the Board and gave the following report: Discussed were the Revenue & Expenditures report given by CFO Morris Madrid; discussion regarding facilities proposed cost savings; discussion regarding West Las Vegas creating their own space for CTE classes; discussed Board budget; discussed the CARES Act, camera's in the building and finally the funding formula.

Academic Committee

Trustee Gilbert Sena addressed the Board and gave the following report: Discussion regarding future programs; CDL update was given, Academics at the prison and course scheduling were also discussed.

Shared Governance Report

Eugene Sandoval addressed the Board and gave the Shared Governance Report/Staff Senate, Faculty Senate & Student Senate Reports:

Staff Senate:

- Still working on combining the Staff & Faculty Handbooks;
- Bill processing, reviewing 5 bills in process; conducted Staff morale-builder activities, with prize donations by VP, President and Bookstore
- Facilitated Q & A between Staff and President

Faculty Senate

- Coffee Connect – held 2nd (8 attended + 2 more than the 1st);
- Submitted Bills – Professional Development Committee, the Safety Policy, Employee sick leave accrual cap;
- Facilitated Q & A between Faculty and President

Student Senate

- Held Trunk or Treat successfully, giving out candy;
- Represented LCC Student Body in parade for Matanza on 10/30;
- Working on getting boxes together for our second annual Samaritan House Holiday drive. Boxes have been placed in Humanities, Allied Health and the Administration Buildings;

- Working on getting the students even more involved and getting feedback at a student Q & A with President Martinez;
- Decorated the Humanities building in hopes of getting students excited to come into our buildings and love all the work the faculty and staff are doing to make this a more welcoming place;
- We hope to be able to resolve the student concerns about our school website soon;
- Doing our best to resolve the communication issues on all fronts and hope to make all of the Luna Community feel appreciated and represented.

Shared Governance Report

- Processing Bills as they come up in front of Council

Key Accomplishments with regards to Strategic Goal 9 – Shared Governance met once, lost a senator due to resignation and now Gene Sandoval who was also elected to serve as Shared Governance Vice Chair is now Chair (for the time being). Still needing another representative from Academic Leadership.

Bills that are in process - Dual Credit Standardization, Email Policy., Professional Development In-Service Ad-Hoc Committee; and Sick Leave accrual change, to name a few.

Future Activities – Are reviewing all the bills that are under-going the Bill-making-process. Shared Governance Policy and Procedures, looking at changes, updates and streamlining needing to be addressed.

Special Item – BOT Training on Best Practices for Elected Officials by State of New Mexico State Auditor Brian Colon.

Mr. Colon addressed the Board and advised that this is more of a conversation regarding Best Practices rather than a training.

Mr. Colon went on to advise the Board that the work they do is not highly compensated, but is highly valued, and further stated that the work that they do for the northern part of the state is also highly valued and thanked them.

Mr. Colon then spoke to the Board about the Public Servant's Fiduciary Responsibilities.

Duty of Care:

The Duty of Care which requires that public officials completely and faithfully execute the duties of their respective office

Duty of Loyalty:

Public fiduciaries have an absolute obligation to put the public's interest before their own direct or indirect personal interests.

Duty of Impartiality:

Public officials have a duty to represent all of their constituents fairly. They must overcome any inherent bias that they possess.

Duty of Accountability:

Without a duty of accountability, the public ability to monitor the behavior of public fiduciaries would be severely limited.

Mr. Colon then advised that with public trust, government does not work. Trust in government is so important, public fiduciaries are charged with protecting and maintaining the public trust.

Mr. Colon then spoke of the 3 Core Responsibilities of Fulfilling Fiduciary Duties which are:

Act at all times in good-faith and with the appropriate diligence, care, and skill required under the circumstances.

Maintain complete confidentiality at all times, subject to State transparency laws.

Institute effective internal controls to achieve compliance and to identify and address problems.

Mr. Colon then advised the Board that he was the Guest Speaker at our Commencement ceremony back in May of this year and after reviewing some of their Board meetings, he can say that the way the Board is conducting business here at tonight's meeting is much different than the way they did in May, which is substantially healthier.

Mr. Colon then reminded the Board that their job is all about two things, Policy and the hiring and firing of the President.

Mr. Colon ended by commending the Board for the great job which they are doing and thanked them for allowing him the time to speak with them.

President Edward A. Martinez addressed the Board and gave the following report:

Congratulated newly elected members who ran unopposed and newly elected member, Rosalie Ortega.

- HLC Update, we are working very diligently for the January 24th & 25th visit;
- Strategic Plan update, making progress;
- Student activities, thanked Facilities & the IT Department for getting game room ready for a soft opening;
- LCC park on east side of campus is closed due to condition of the facilities and we will be looking into what it will cost to have this worked out;
- We will bring food to campus, we are still working with the Commission of the Blind and have sent out an RFP and are still in discussion;

- Been working with Foundation and student Government on a Food Pantry on campus;
- COVID signed a MOU with BeachTree for students and staff to get Covid-19 testing with quick results (24 hrs.) We will be a testing site but only for students and employees.

Vice President of Academics and Student Services Report:

Vice President Dr. Dani Day addressed the Board and gave the following report:

Community Education – VP Dr. Day advised that LCC is working on a plan to separate credit from non-credit classes which will be of a great benefit to both the institution and the community. VP Dr. Day advised that there is more detail in the written report which was submitted for the Board's review.

- *STEM* Department hosted a MES (Math, Engineering and Science Achievement) Regional Rally on November 4 for Santa Rosa High School with of Robotics. STEM will host a second one for Anton Chico on November 18th
- *Dental Hygiene* submitted its response to CODA (Commission on Dental Accreditation), documenting the changes and improvements that the visiting team recommended.
- *Humanities* Department is actively working with the Student Senate to support campus activity. Recently, they have joined the Student Senate at the city Truck or Treat and in initiating the food drive.
- *Nursing* Department collaborated with Allied Health, Distance Learning, and Facilities to develop a proposal for expanding the SIM labs to support wider use.
- *Financial Aid*: We have hired a new director and she will start on the 15th
- *Registrar's Office*: Preparing the schedule for Spring.
- *Distance Learning*: Submitted annual NC-SERA update.
- *Library*: Hosted Halloween contest for students and staff.

VP Dr. Day then advised the Board of a couple of videos which were prepared by KOAT-TV and LCC.

Facilities Master Plan final draft

Mr. Aguilar addressed the Board and gave a brief update on the Facilities Master Plan: Mr. Aguilar referred to several sections and pages on the final draft. **Please refer to the Facilities Master Plan Final Draft provided to Board of Trustees for specific information discussed by Mr. Aguilar.**

Finance & Administration Report

CFO Morris Madrid addressed the Board and gave the following report:

Year to Date Revenue and Expenditure Report – Our revenues appear to be slightly above projections. The increase in enrollment is now being reflected in our tuition

revenue. Again, State Appropriations and property tax distributions will meet projected levels for the year. On the expenditure side, the expenditures overall are projected to produce savings at year-end. Our expenditure levels will come in under budgeted amounts for this fiscal year. Due to the reduced budget that was approved for FY22, that will be a great accomplishment. However, it is Dr. Martinez' goal that we achieve, on an ACTUAL level, an excess of revenues above expenditures. This, of course, is a positive impact on our reserves.

Fiscal Year 2022-2023 Budget Process – The Luna Community College Finance Department will begin preparing training materials for all Department Heads that will participate in the budget preparation process for the fiscal year July 2022 through June 2023. While the basic forms will not vary much from prior years, the process will include more involvement and interaction among Department Heads, Vice Presidents, and the President. This will involve budget planning in relation to specific departmental goals and objectives. Special emphasis will also be placed on Strategic Planning Objectives included as submitted to the Higher Learning Commission.

This week I (with Dr. Martinez and Dr. Day) also participated in a ZOOM meeting with Higher Education Department Cabinet Secretary Stephanie Rodriguez, Dr. Harry Rommel, and Mark Chisolm. While several topics relative to Higher Education were discussed, the main topic was the State Funding formula. While this formula has always been, and still is very difficult to follow or comprehend, I learned two very basic interesting facts:

a. That all Higher Education Institutions are funded based upon a “market share” principal. This means that while our positive outcomes should result in increased funding, our actual funding is determined by our activity in relation to all the State Institutions. This principle may be up for discussion at this year’s legislative session.

b. That the entire amount funded for dual credit initiatives statewide is less than \$700,00 for all of Higher Education Institutions. The Higher Education Department budget will propose to increase the amount to \$10,000,000.

Executive Session

Trustee Kenneth Medina moved that the Board convene into Executive Session. Trustee Dr. Gilbert Sena 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 Dr. Gilbert Sena	Yes

The vote that the Board convene into Executive Session was unanimous.

Return to Regular Session

*****Trustees Mark Dominguez and Kenneth Medina are no longer present.***

Trustee Dr. Gilbert Sena moved that the Board reconvene in to Regular Session from Executive Session where no action was taken. Madam Vice Chair Dianna Medrano 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 Dr. Gilbert Sena	Yes

The vote that the Board reconvene into Regular Session from Executive Session where no action was taken was unanimous.

Adjourn

Trustee Dr. Gilbert Sena moved for adjournment. Madam Vice Chair Dianna Medrano 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 Dr. Gilbert Sena	Yes

The vote for adjournment was unanimous.

Dr. Phyllis Martinez, Board Chair

Louise L. Portillos, Board Secretary

SherylAnn Yara, Recorder