

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

Tuesday, April 11, 2023 @ 10:00 am
LCC Mora Satellite, David Cargo Library
Highway 518, Mora, New Mexico

Call Meeting to Order and Establish a Quorum

Roll Call

Present: Chairman Dr. Gilbert Sena, Madam Secretary Louise L. Portillos (Zoom), Trustee Dr. Phyllis Martinez, Trustee Kenneth Medina and Trustee Rosalie Ortega (Zoom).

Not Present: Vice Chair Dianna Medrano, Trustee Mark Dominguez,

Also Present: President Dr. Edward A. Martinez, Interim Vice President of Instruction and Student Services Dr. Dani Day; Vice President of Finance and Administration Kathy Romero and Executive Administrative Assistant to President, Anna Garduño. Others present: Dr. Carol Linder (Zoom), Allied Health Director; Greg Salazar, IT Director; Jesse Gallegos, Public Relations and Stacy Montoya, Mora Office Manager.

Pledge of Allegiance

President Martinez led the Pledge of Allegiance.

Approval of the Agenda

Trustee Dr. Phyllis Martinez made a motion to approve the agenda as presented. Trustee Kenneth Medina seconded the motion. Motion carried.

Approval of the Minutes (March 14, 2023)

Trustee Dr. Phyllis Martinez made a motion to approve the minutes, after wording is corrected on page 5. Trustee Kenneth Medina seconded the motion. Motion carried.

Public Comment

There was no public comment at the meeting.

The Board of Trustees Updates

BOT Updates and Committee Reports

No Subcommittee meetings took place on April 4, 2023. Therefore, there are no updates at this time.

Shared Governance Report

Dr. Carol Linder presented the report on behalf of Shared Governance. Dr. Linder stated Shared Governance did not meet on the 1st or 3rd, therefore there isn't much to report. Portals for new hires are making it easier to on-board. Dr. Day is working on the Credentials manual and the 2023-2024 Catalog. The current Chair for Staff Senate is Ray Varela. Staff Senate has approved "Question, Persuade, Refer" training proposal for all staff, and Board members are welcome. The Student Senate has scheduled an Egg Extravaganza on 4/18/2023, which will include a lunch and an egg hunt for students.

President's Report

President Martinez gave his condolences to Trustee Medrano on the loss of her mother, along with the students, staff, and family of recently deceased Cosmetology student, Desiree Apodaca.

The President discussed recently hosting the U.S. Secretary of Agriculture, Tom Vilsack along with Governor Michelle Lujan-Grisham, Senator Ben Ray Lujan, Congresswoman Teresa Leger Fernandez's staff, and Senator Martin Heinrich's staff. The purpose of the visit was to listen to some of the issues from community members that were impacted by the Hermit's Peak-Calf Canyon wildfire are still facing. There were about 50 people in attendance, and the event was by invitation only. A group of eight people attended the HLC Conference and all attended many sessions, giving positive feedback, on what was learned. President Martinez's take away from the conference was "innovation", and shared that we cannot be afraid of change. The institution has to adapt to change, in order to grow. Jesse has scheduled "Meet and Greets" in the three satellite communities, and the public is invited. Visits are scheduled for 4/18 in Santa Rosa, 4/20 in Mora and 4/25 in Springer. The public is invited to meet with the President and Administrative staff. On March 22nd Luna hosted the San Miguel Business Connectivity Event in the MEC auditorium. This event was successful for small businesses and the President gave the welcoming speech. The Legislative session ended this month, and although we're not clear on what funds will be appropriated, we know that Luna is included for \$750k capital outlay to renovate the Allied Health Building, along with \$225k for the mobile Health Lab. In the Public Relations Office, Jesse continues to publish the Luna Light, as well as radio newspaper advertisements. The baseball team is currently in 2nd place in the NJCAA Region 9 South Division, and softball is doing well and just traveled to Trinidad over the weekend. The student athletes have been successful both in the classroom, and on the field.

Vice President of Academics and Student Services Report – Dr. Dani Day

Dr. Dani Day spoke about Allied Health and the Dental Assisting faculty participating in Rough Rider outreach for recruiting. Luna Strong continues to feed students every day, and have expanded to micro-pantries across campus. Trainings provided by Area Health Education Center and Raymond Sanchez have been successful for LCC students, staff and faculty. Dr. Day went to the preschool to be a Grandparent for Grandparent's Day, and spent time with a little girl whose Grandparents could not attend. The preschool is revising all preschool emergency plans and signage based on lessons learned during the power outage. The Nursing Annual Advisory committee meeting will be held on April 19, 2023 in collaboration with the NMHU Nursing Program. TEAS prep classes are ongoing through April. The Rough Rider Community is scheduling early contact with high schools, and they are participating in Career Fairs throughout New Mexico. Rough Rider Mentorship is completing monthly visits to area middle

schools. Recordings are being posted to the Luna Mentorship TikTok account, which has over 11,588 hits. Film Technology program and Robertson dual credit students won the Judges Choice award in a statewide competition. The actor, Ben Koldyke will be teaching an acting class this summer. We have received a grant for the pottery making program for a kiln, and for local area historic arts. Student Services recognized Women's Month with a collage of influential women from past to present. Student Services offices are pursuing removal of barriers to Student Success. Students no longer have to apply to graduate. And students who are Dual Credit or returning no longer have to reapply to the college.

Dr. Day reviewed the CDL Program Update. (CDL Report for the Board of Trustees attached).

Finance and Administration Report – Kathy Romero

Kathy Romero reviewed the March FY23 Revenue/Expenditure Summary Report. Training continues with the new Grant & Contract Coordinator. CHESS/Workday assignments with workbooks continue and are intense. The Finance office is preparing for end of year BAR, due in May, and also preparing for the FY24 operating Budget Submission. The Fiscal office is working on Work Day conversion assignments. They are reviewing outstanding POs and following up on whether they're still needed or should be closed. IT is working with Workday and CHESS on the conversion to move data over. Human Resources is working with the Payroll Committee and preparing for Workday Conversion, and Workday assignments. Physical Plant is busy with roofing still going on, along with miscellaneous capital outlay projects. Grounds is working to beautify the campus in preparation for graduation in May. The Nursing remodel should get started soon. Fire Panel upgrades are taking place currently. Daily upkeep of vehicles in the motor pool continue to ensure LCC staff and faculty have clean and well-maintained cars available for their use.

Announcement on Date, Time and Location of Next BOT Meeting(s)

Chairman Dr. Gilbert Sena announced that the next LCC Regular Board meeting is scheduled for Tuesday, March May 9, 2023 @ 10:00 am at LCC Community College, Santa Rosa Campus, 213 South 4th Street, Santa Rosa, NM 88435

Adjournment

Trustee Kenneth Medina made a motion for adjournment. Trustee Rosalie Ortega seconded the motion.

Motion carried and the meeting adjourned at 11:18a.m.

Dr. Gilbert Sena, Board Chair



Louise L. Portillos, Board Secretary



Anna Garduño, Recorder