

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES**  
Tuesday, August 8, 2023 @ 10:00 am  
LCC Student Success Center Board Room

**1. Call meeting to order and Establish a Quorum**

**2. Roll Call**

Chair, Dr. Gilbert Sena, Madam Vice Chair, Dianna Medrano, Madam Secretary, Louise Portillos, Trustee, Dr. Phyllis Martinez, Trustee, Rosalie, Trustee Kenneth Medina, Trustee Mark Dominguez

**Also Present**

Eric Cummings, Rachael Lucero, Dr. Carol Linder, Sherry Goodyear

**3. Pledge of Allegiance**

Rachael Lucero led the Pledge of Allegiance

**4. Approval of the Agenda**

Trustee Dr. Phyllis Martinez motioned to approve the agenda and Madam Vice Chair Dianna Medrano

**5. Approval of minutes –**

**July 11, 2023**

Trustee Rosalie Ortega motioned to approve the July 11, 2023 and Trustee Kenneth Medina seconded. Motion passed

**July 21, 2023**

Madam Vice Chair Dianna Medrano motioned to approve with corrections and Trustee Rosalie Ortega seconded. Motion passed

**6. Public Comment**

Eric Cummings informed the members that he was a past employee and decided to attend and observe the meeting.

**7. Board of Trustee Updates**

Nothing to report

**8. Personnel Recognition**

Dr. Edward Martinez informed the BOT members of the new hires: Jeramiah Romero, Elias Caro, Eric Wright is the Head Baseball Coach.

**9. Shared Governance Report**

Dr. Carol Linder reported to the members that the Shared Governance Council did get together to review the draft of the Luna LCC Employee handbook and provided feedback to the administration. They will start meeting in the fall and will be electing new officers.

## **10. President's Report – President Martinez**

### President's Report

- Dr. Edward Martinez started his report by informing the members that there have been some changes in the HLC updates and were successful in submitting the Assurance Argument by the deadline. Dr. Edward Martinez acknowledged those that participated in preparation of the Assurance Argument. He discussed the implementation of Workday is ongoing in the fiscal office and HR staff.
- Dr. Edward Martinez also told the members that he has attended several Legislative Committee meetings. He also told the members that he presented at the Capital Outlay in Santa Fe, he had an opportunity to talk about the CTE and Workforce Development and presented the priorities to finish the renovations in several departments around campus.
- Dr. Edward Martinez told the members that Coach Eric Wright is looking to hire an assistant coach and also working with Coach Krutsch to reach out to athletic students.
- Two vans were purchased with grant monies and Matt Griego is working on signage for the campus. Luna hosted a YCC crew that was managed by River Source (non-profit organization) working during the summer in land restoration and around the campus. Dr. Edward Martinez announced that Jesse is doing a good job getting the message out regarding registration and other events.

### Portal Presentation by Professor Rachael Lucero

- Faculty Senate decided to create two (2) portals after speaking with students. The Portal would make it easy for the students to go into the Student Portals where they can get all the information they need.
- Faculty Senate is in charge of In-Service week and this year the Rough Rider Knowledge Back which gives faculty and staff access to professional development plan online. This will ensure that all employee have logged on and received certificates and HR will have record of employee that attended PDP portal.

### Action Items: Board Policies

- Dr. Edward Martinez told the members that he was going to leave it up the them to propose the motion to put teams/committee together to review Board Policies. Chair Dr. Gilbert Sena said that it would be best to wait a while to be better prepared.

Madam Secretary Louise Portillos made the motion to have Trustee Dr. Phyllis Martinez as Chair and Trustee Mark Dominguez will Co-Chair to establish a committee to have a working group to start at the end of the HLC Site Visit and revisit the board policy review and Trustee Kenneth Medina seconded.

Chairman Dr. Gilbert Sena called for a roll call vote. Roll call is as follows:

|                                  |     |                              |     |
|----------------------------------|-----|------------------------------|-----|
| Chair Dr. Gilbert Sena           | Yes | Trustee Mark Dominguez       | Yes |
| Madam Vice Chair Dianna Medrano  | Yes | Trustee Dr. Phyllis Martinez | Yes |
| Madam Secretary Louise Portillos | Yes | Trustee Kenneth Medina       | Yes |
| Trustee Rosalie Ortega           | Yes |                              |     |

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

### **a. VPISS Updates**

- Academic and Career Planning are focused on getting students into classes and calling all past students to remind them of registration and advisement. They are planning student orientation to be held on August 18, 2023.
- Financial Aid is processing and verifying student eligibility to issue aid in the fall and working with HED to get additional funding for students that qualify for special programs also bring in ATTAIN to assist Financial Aid Office.
- Instructional departments are preparing for the fall semester and assisting with advising. They are working on virtual reality for our classes. The nursing summer camp was July 10 – 13, 2023 and had students from different communities. 17 nursing graduates have taken and passes the NCLEX and 23 new students have been accepted.
- Rough Rider Community are visiting school, providing Accuplacer exams and inputting admissions applications, registration, advisement and student IDs
- Rough Rider Mentorship Program are planning more interactions and activities with junior/middle school students.
- Allied Health had their Dental Pinning on July 21, 2023 and took pictures showing the hail that fell on that day. Dr. Edward Martinez said a special thanks to those that help in the clean-up.
- Dr. Day handed out a binder to the members that represented what will be sent to HLC Assurance Argument and Federal Requirement.

## **12. Chief Finance Officer Report – President Martinez**

### **a. VPFA Update**

- Dr. Edward Martinez announced that the VP of Finance position is still open so he will provide the report. He reminded the members that HED had sent him an email that HED provided temporary approval of the FY 24 operating budget to ensure the distribution for the July allocation needed to support daily operations. He told the members that the CHES Project is ongoing and that there are several phases of testing putting data into the system. The Allied Health roof is 90% complete and all the buildings will have the same color. The US Department of Defense is partnering with CNM and CHES to conduct a cyber security test to determine how vulnerable Luna is to cyber security threats and will provide a report and asked Greg to work with them.

## **13. Executive session (Roll Call is Required)**

- a. Limited Personnel Matters as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings Act, More specifically, President's Evaluation.

**\*\*Executive session will be held in the Students Success Center, Rm. 103.**

Trustee Kenneth Medina made the motion to go into Executive Session and Trustee Rosalie seconded.

Chairman Dr. Gilbert Sena called for a roll call vote. Roll call is as follows:

|                                  |     |                              |     |
|----------------------------------|-----|------------------------------|-----|
| Chair Dr. Gilbert Sena           | Yes | Trustee Mark Dominguez       | Yes |
| Madam Vice Chair Dianna Medrano  | Yes | Trustee Dr. Phyllis Martinez | Yes |
| Madam Secretary Louise Portillos | Yes | Trustee Kenneth Medina       | Yes |
| Trustee Rosalie Ortega           | Yes |                              |     |

**14. Return to Regular Session (Roll call is required)**

Chairman Dr. Gilbert Sena called for a roll call vote. Roll call is as follows:

|                                  |     |                              |     |
|----------------------------------|-----|------------------------------|-----|
| Chair Dr. Gilbert Sena           | Yes | Trustee Mark Dominguez       | Yes |
| Madam Vice Chair Dianna Medrano  | Yes | Trustee Dr. Phyllis Martinez | Yes |
| Madam Secretary Louise Portillos | Yes | Trustee Kenneth Medina       | Yes |
| Trustee Rosalie Ortega           | Yes |                              |     |

**15. Announcement of Date, Time and Location of Next BOT Meeting(s) Tuesday, September 12, 2023 @ 10:00am – LCC Student Success Center Board Room**

**16. Adjourn**

Trustee Rosalie Ortega motioned to adjourn and Madam Vice Chair Dianna Medrano seconded. Motion passes

  
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Dr. Gilbert Sena, Board Chair

  
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Louise L. Portillos, Board Secretary

  
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Amanda Lucero, Recorder