

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

Tuesday, July 9, 2019 – 5:30 pm  
LCC Student Success Center Board Room

**Call Meeting to Order and Establish a Quorum**

**Roll Call**

**Present:** Chairman Daniel J. Romero, Vice Chairman Kenneth Medina, Secretary Ernie Chavez, Trustee Mark Dominguez, Trustee Martin Gonzales, Trustee Julian Jaramillo and Trustee Eugenio Perez IV.

**Also Present:** President Rolando M. Rael, Executive Office Manager SherylAnn Yara, Information Specialist Ray Baca, Francisco Apodaca, STEM Director, Maxine Hughes, Nursing Director, Kenneth Bachicha, Humanities/MA& FT, Mark Grohman, STEM, Susan Grohman, Nursing, Jesse Gallegos, Public Relations, Breanna Gould, Allied Health, Carolyn Chavez, Human Resources Director, Matt Griego, Life Safety, Elaine AHEC, Sierra Fernandez, Nursing and Geno Castillo, STEM.

**Pledge of Allegiance**

Trustee Eugenio Perez IV led the Pledge of Allegiance

**Approval of the Agenda**

Vice Chairman Kenneth Medina moved for approval of the Agenda. Trustee Martin Gonzales seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Mark Dominguez	Yes
Trustee Martin Gonzales	Yes	Trustee Julian Jaramillo	Yes
Trustee Eugenio Perez IV	Yes		

The vote for approval of the Agenda was unanimous.

**Approval of the Minutes (June 11, 2019 Regular BOT Meeting Minutes)**

Trustee Eugenio Perez IV moved for approval of the June 11, 2019 Regular BOT Meeting minutes. Trustee Mark Dominguez seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Mark Dominguez	Yes
Trustee Martin Gonzales	Yes	Trustee Julian Jaramillo	Yes
Trustee Eugenio Perez IV	Yes		

The vote for approval of the June 11, 2019 Regular BOT Meeting minutes was unanimous.

### **Public Comment**

There was not public comment during this Regular Board Meeting.

### **Faculty Senate Report**

Outgoing Faculty Senate Chair, Kenneth Bachicha addressed the Board and gave the following brief report:

- The Fall 2019 Special Election for Faculty Senate vacant positions are: Business, STEM, Humanities and Allied Health
- Working on an In-service schedule
- Working on a Program Advisory Board process
- Working on a proposed Faculty Handbook
- VP position update
- Invited Faculty Senate officer, Chair, Breanna Gould and Vice Chair, Susan Grohman to attend tonight's BOT meeting.

### **Staff Senate Report**

No Staff Senate Report for tonight's meeting.

### **Student Senate Report**

No Student Senate Report for tonight's meeting.

### **Reports – LCC President – LCC Board – LCC Committees – LCC Departmental**

President Rolando Rael addressed the Board and advised that the Vice President position has been posted and requested suggestions as to what the salary entry and max cap on salary for the position should be.

After a brief discussion it was the consensus of the Board that the entry level salary should be \$90,000.00 with the maximum cap at \$95,000.00 for the position.

## **Human Resources**

Human Resources Director, Carolyn Chavez addressed the Board and advised that there were no hires, no resignations and no terminations for the month of June 2019.

## **Informational Items**

### 1. Update on Youth Science Program

STEM Director, Francisco Apodaca addressed the Board and briefed them on the upcoming Youth Science Program. Mr. Apodaca advised that they had allotted for 50 students and is pretty sure that they will fill the 50 slots, although currently there are approximately 39 due to some backing out, although he is still confident that they will fill the 50 slots. Mr. Apodaca then reminded the Board that he had come before them earlier on requesting a match of \$5,000.00 for the program and would like to know whether he will still be matched the \$5,000.00 or only the amount of students which enrolled and completed the program. The issue will be brought before the Board at the next scheduled meeting.

### 2. Update on Fire & Safety

Life & Safety Supervisor, Matt Griego addressed the Board and briefed them on what his department has been working on. Mr. Griego advised that the Security department is very understaffed at this time. Mr. Griego advised that he has been working the day shift while Security employee Michael Salazar has been working the evening shift. Mr. Griego then advised that he is hoping for the possibility of hiring a couple more employees for his department. Mr. Griego also informed the Board that his department has been holding fire drills with the different departments.

## **Action Items**

### 1. Approval of changes to the 2019-2020 Nursing Handbook.

Nursing Director, Maxine Hughes addressed the Board and advised that she had provided the changes to the Nursing Handbook which are in their packets. Ms. Hughes then proceeded to explain the change to the Introduction (see red print in Nursing Handbook handout), skipped sections II, III as there were no changes to these sections. Ms. Hughes then announced the changes (names) to section IV, LCC Administration and Nursing Department Personnel, (see red print in section IV), skipped sections V, VI and VII as there were no changes to these sections. Next Ms. Hughes introduced section VIII Admission Criteria and began explaining the changes to this section, (see red print in section VIII) when Trustee Martin Gonzales questioned Ms. Hughes on the TEAS test and asked why this is being followed. Ms. Hughes explained that Luna Community College's program was approved by the NMBON to adopt the shared, statewide New Mexico Education Consortium (NMNEC) curriculum, hence, the program adopts all policy set forth by the NMNEC, with this being one of the policies. Trustee Gonzales

then made some suggestions as to what he felt could possibly be helpful to the students attempting to enter the Nursing program. Trustee Mark Dominguez also had some comments and questions regarding the TEAS test, further advising that there should be something more we can do in order to assist the students wishing to enter the program.

Ms. Hughes then advised that these are the policies and the policies must be adhered to by all wishing to enter the program.

After a lengthy 1 and 20 minute discussion, Trustee Eugenio Perez moved that the item be tabled in order that the issue be reviewed further. Trustee Martin Gonzales seconded the motion.

Ms. Hughes then advised the Board that she is nearing the deadline for having these changes to the Nursing Handbook approved.

Chairman Daniel J. Romero then called for a roll call vote regarding the tabling of the issue. Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	No	Vice Chairman Kenneth Medina	No
Secretary Ernie Chavez	No	Trustee Mark Dominguez	No
Trustee Martin Gonzales	Yes	Trustee Julian Jaramillo	No
Trustee Eugenio Perez IV	Yes		

The vote for tabling item #1 (Approval of changes to the 2019-2020 Nursing Handbook) did not carry.

Ms. Hughes went on to explain a few more changes to the Nursing Handbook when it was suggested by Chairman Daniel J. Romero that the Board move on with the Agenda as the information was provided in their packet and if it has not been reviewed by the Board, they may review at their convenience.

With this said, Chairman Daniel J. Romero moved for approval of the changes to the 2019-2020 Nursing Handbook. Vice Chairman Kenneth Medina seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Mark Dominguez	Yes
Trustee Martin Gonzales	Yes	Trustee Julian Jaramillo	Yes
Trustee Eugenio Perez IV	No		

The vote for approval of the changes to the 2019-2020 Nursing Handbook did carry.

2. Approval of Job Description for Vice President of Instruction and Student Services.

President Rolando Rael addressed the Board and advised that this issue came before them at their last meeting, although some descriptions were left out of the previous job description, therefore he is bringing it before them with the proper descriptions and recommended approval.

Trustee Mark Dominguez moved for approval of the Job Description for Vice President of Instruction and Student Services. Secretary Ernie Chavez seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Mark Dominguez	Yes
Trustee Martin Gonzales	Yes	Trustee Julian Jaramillo	Yes
Trustee Eugenio Perez IV	Yes		

The vote for approval of the Job Description for Vice President of Instruction and Student Services was unanimous.

### 3. Approval of 2019 LCC Board of Trustees Election Resolution.

Chairman Daniel J. Romero moved that item #3 be tabled as Legal Counsel is not present tonight in order to present the Resolution. Trustee Eugenio Perez IV seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Mark Dominguez	Yes
Trustee Martin Gonzales	Yes	Trustee Julian Jaramillo	Yes
Trustee Eugenio Perez IV	Yes		

The Vote to table item #3 (Approval of 2019 LCC Board of Trustee Election Resolution) was unanimous.

### **Announcement on date, time and location of next BOT meeting(s)**

Chairman Daniel J. Romero announced that the Board will be holding its summer retreat on July 12, & 13, 2019 at the Embassy Suites in Albuquerque, NM.

LCC Regular BOT Meeting – Tuesday, August 13, 2109 @ 5:30 pm – LCC Student Success Center Board Room.

**Adjourn**

Vice Chairman Kenneth Medina moved for adjournment. Trustee Eugenio Perez IV seconded the motion.

Chairman Daniel J. Romero called for a roll call vote. Roll call vote was taken and reflected the following:

Chairman Daniel J. Romero	Yes	Vice Chairman Kenneth Medina	Yes
Secretary Ernie Chavez	Yes	Trustee Mark Dominguez	Yes
Trustee Martin Gonzales	Yes	Trustee Julian Jaramillo	Yes
Trustee Eugenio Perez IV	Yes		

The vote for adjournment was unanimous.

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Daniel J. Romero, Board Chairman

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Ernie Chavez, Board Secretary

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SherylAnn Yara, Recorder