



MINUTES
LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING

Tuesday, February 10, 2026 @10:00am
LCC Student Success Center Board Room

I. Meeting called to order at 10:15 am and a quorum established by a roll call.

II. 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 Richard Vigil, Trustee Rosalie Ortega and Trustee Andrea Sandy.

Not Present: Trustee Rolando Medrano

Also Present: Dr. Carol Linder – President, Dr. Gerald Shields – Interim Executive Director of Finance/CFO, Dr. Henrietta Romero – VPISS, Crystal Western Ford – SGC/Luna Strong Coordinator, Jeff Gamblin – IT Director, Keira Lewis – Network/System Administrator, Raymond Baca – Information Representative, Justin Garcia – Procurement Director, Michael Montoya – AVPSS, April Hoogerhuies – Community Ed/Fundamentals of Sewing, Jessica Duran – AR Cashier/Finance Specialist, Valerie Montoya – Director of Nursing, Marquisa Lucero – Nursing/Student Success Coach, Sierra Fernandez - Director of Assessment/HLC Accreditation Liason Officer, Linda Salazar – Learning Resource Center Manager (via live-stream), Leslieann Garcia – Executive Admin/Recorder.

III. Pledge of Allegiance – Dr. Gerald Shields led the Pledge of Allegiance.

Madam Chair Dr. Phyllis Martinez asked for Boards consensus on a brief recess to take place after Shared Governance Report allowing time for a luncheon – Consensus reached by all Trustees.

IV. Approval of the Agenda

Trustee Rosalie Ortega moved to approve the agenda as presented and Vice Chair Louise Portillos seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

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

V. Approval of the Minutes: Board of Trustees Regular Meeting – January 13, 2026 & Special Session Meeting - January 27, 2026

Trustee Richard Vigil moved to approve the Minutes for January 13, 2026 Regular Meeting and Trustee Rosalie Ortega seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All trustees present voted to approve the Minutes for January 13, 2026 Regular Meeting as presented. -Motion passed.

Trustee Richard Vigil moved to approve the Minutes for January 27, 2026 Special Session Meeting and Trustee Rosalie Ortega seconded. Madam Chair Dr Phyllis Martinez called for a roll call.

All trustees present voted to approve the Minutes for January 27, 2026 Special Session Meeting

as presented. -Motion passed.

VI. Public Comment

The following individuals addressed the Board of Trustees in Public Comment.

- Dr. Karyl C Lyne - ENMU/Retired Assistant Vice President of Student Affairs
- Sierra Fernandez - Director of Assessment/HLC Accreditation Liason Officer

VII. New Personnel and Employee/Student Recognition

Dr Carol Linder reviewed the New Personnel and Employee/Student Recognition as of February 10, 2026 as follows:

- 4 Community Ed Instructors
- Campus Safety Aid – Julian Jaramillo
- Administrative Assistant in Allied Health – Raylynn Griffiths replacing Amberlynn Gonzales who is now Administrative Assistant in the STEM/Humanities Department
- Bus Driver for Athletics Department
- 2 Preschool Teachers
- Student Success Coach for Nursing – Marquisa Lucero
- Recent Separations – Dr John Thompson, Director of Grants and Contracts
- Shout out for outstanding efforts performed by Luna Personnel listed on the Recognitions Report, provided by Departmental Directors.
- Gratitude to everyone for their efforts initiating First Day Complete Program.
- Dr Henrietta Romero briefly provided some information on First Day Complete Program

Trustee Rolando Medrano Arrived @ 10:41 am

VIII. Shared Governance Report – Crystal Western Ford

Crystal Western Ford - Shared Governance Chair, reviewed the following topics from the Shared Governance Report for January 2026.

Student Senate Updates:

- Held first Regular Meeting for the semester on January 20th
- Student Government attended Luna Day at the Legislature and another two for the Hispano Roundtable
- Planning to walk around campus handing out Valentines February 11th.
- Providing snacks for softball/baseball home games

Faculty Senate Updates:

- Held their last regular meeting on January 9, 2026
- Currently developing an AI policy for the school
- Continue the work on a Dishonesty Policy with the ITDE Committee.
- Gene Martinez went to Florida in December and took the test to become a certified welding inspector.
- Sierra Fernandez reported that the Assessment Committee is working on their procedure manual.

Staff Senate Updates:

- Held their regular monthly meeting on January 9, 2026
- Tuition Waiver Policy is now being reviewed by Student Senate and Faculty Senate
- Continued planning on their first fundraiser

Directors Updates:

- Departments to submit our Program Learning outcomes to Curriculum Committees for Review and approval

- Greenhouse delivered to Springer Campus January 14th

Shared Governance Council Updates:

- Held their last regular meeting on January 9, 2026
- Work on the employee handbook and dress code policy continues

Trustee Rosalie Ortega moved to take a short recess for a board luncheon and Vice Chair Louise Portillos seconded. Madam Chair Dr Phyllis Martinez called for a roll call.

All trustees voted unanimously to approve moving to a short recess (20 min.) for a board luncheon. – Motion passed @ 10:55 am.

Trustee Richard Vigil Secretary Mark Dominguez moved to return to Regular Session and Trustee Rosalie Ortega seconded. Madam Chair Dr Phyllis Martinez called for a roll call.

All trustees voted unanimously to return to Regular Session. – Motion passed @ 11:16 am.

IX. Board of Trustees Updates

a. BOT Updates and Committee Reports

Madam Chair Dr. Phyllis Martinez announced that no meeting was held for the Executive Committee on Wednesday, February 4, 2026 due to a lengthy Special Session held the same day.

- No Executive Committee Meeting held for February 4, 2026.

Secretary Mark Dominguez reviewed topics discussed during the Audit and Finance Committee meeting held on Wednesday, February 4, 2026 to include:

- Other Updates – Board Members
 - Request by Trustee Sandy for all employee job descriptions and salaries, and Salary Schedules including all vacant positions.
 - Request by Trustee Dominguez for all current 3rd party contracts.
 - Request by Trustee Dominguez to stop all collection efforts for the erroneous check disbursements to avoid causing any financial burdens for students and remove the obligation from the accounts. Following up with a report on the success of this request.
 - Request by Trustee Martinez to relay information about any upcoming major purchases to the Board Chair for transparency.
 - Request by Trustee Vigil for copies of the FY26 Budget Report, Capital Outlay Report and the GO BOND from 7/1/25 to 6/31/26
- Revenues at 54% of total budget
- Expenses at 40% of annual budget
- Southwest banking investment issues resolved by 2/12

Trustee Rosalie Ortega reviewed topics discussed during the Facilities Committee meeting held on Tuesday, February 3, 2026 to include the following topics.

- Campus Projects Updates
 - Cafeteria Upgrades
 - HVAC in Admin/Gen Studies
 - Roofing on Cafeteria, SBDC, Trades and small roof behind automotive. Complete by April 2026
 - Honeywell Proposal to replace Cafeteria HVAC
 - Allied Health Building Renovations (Planning Phase)
- Other Updates

- Digital Sign Quote
- Housing Update
- Childcare Expansion

Trustee Rolando Medrano reviewed topics discussed during the Academics Committee meeting held on Tuesday, February 3, 2026 to include the following topics:

- Spring 2026 Enrollment update
 - Upward 3% to 730 and up 6% compared to Fall 2025 Semester
- Academic Calendar Recommendations
 - New Academic Calendar Summer 26 and 27
 - 3-year Academic Calendar
- FIPSE Grant Update Grants update
 - Not awarded
- Personnel Updates
 - Admissions Manager Position – 8 candidates
 - Financial Aid training - ongoing
- Student Services and Academic updates
 - Diligently working to increase enrollments for Spring 26
 - Small Business Management certificate program at the Guadalupe Correctional facility.
 - Allied Health/Public Service department to explore the potential to offer an AA-Human Services degree.

X. Presidents Report – Dr Linder

a. President Updates - President Dr. Carol Linder provided the board with Presidents Monthly Report for January 2026 and reviewed the following topics:

- Legislative Session Update
 - LFC budget recommendation 5-year data showed a 45% increase in degree completion, an increase in enrollment and a significant decrease in cost/award.
 - Legislative Priorities
 - Childcare Expansion Proposal
 - CHESS funding request
- United World College 2nd year students
 - CTE/Workforce Development for career exploration visited Culinary and Auto Technology, Nursing, & Allied Health– On Campus January 16th
- Marketing, Communications, and Celebrations
 - Highlighted Las Vegas Optic Articles and social media outreach
- Athletics- Softball & Baseball
 - Spring 26 Season schedule approved
- Facilities Update report provided by Matt Griego
 - Allied Health Building renovations
- Government and Community Relations report provided by Tanya Giddings
 - Swag for legislators was appreciated
- Information Technology report provided by Jeff Gamblin
- Housing Update
 - Internal Timeline Review
 - General Contractors on CES
 - Dekker Architecture quote to do project design and site plan

- Site Preparations
- Visits to Palomar Module units in Jal and Los Lunas NM
- There will Additional Insurance Costs
- Anchored modular units
- Work with City and County on site location/utilities
- Palomar spec sheet review
- Special Board Meeting reschedule from March 12th to March 17th due to spring break.
- Board Retreat options
 - Date Selections – Tentative April 30st - May 1st
 - Location – Albuquerque, NM
 - Accommodations – To be determined

Vice Chair Louise Portillos excused herself for a short break @ 12:16 pm returning @ 12:22 pm
 Secretary Mark Dominguez excused himself for short break @ 12:17 pm returning @ 12:21 pm

- Speakers/Trainings – To be Determined
- Proposed Budget - Work Session March 31st
- Budget approval by Board in Regular Board Meeting April 14th

b. Discussion/Action Item: LED Sign on Luna Tower

Discussion:

- Installation of Outdoor Video wall on the Luna Tower
- Positioning of electronic sign
- Protective paneling
- Network Connections
- Replacement Parts and Warranty
- OSHA Compliant

Trustee Richard Vigil moved to approve the Purchase of Outdoor Video Wall on Luna Tower and Trustee Rosalie Ortega seconded. Madam Cahir Dr. Phyllis Martinez called for a roll call.

Trustee Richard Vigil excused himself for a short break @ 12:25 pm returning @ 12:28 pm

All trustees present voted to approve Purchase of Outdoor Video Wall on Luna Tower - Motion passed.

XI. Vice President of Instruction and Student Services Report – Dr. Henrietta Romero

- a. VPISS Updates: Vice President Dr. Henrietta Romero provided the board with Vice Presidents Monthly Report for January 2026 and reviewed the following topics:
- Hosted the first annual Assessment Summit in conjunction with the Faculty Senate, and Assessment Academy Team.
 - Hosted the United World College students on campus for a visit to Nursing/Allied Health, Automotive and Culinary Arts.
 - Host the Regional Math Convening to be held in April 2026
 - Water Certification Course (Water Distribution Level 1) on February 17-20, 2026 from 8am-4pm (Instructors are Michael Alvidrez and Nicole Mangin)
 - Began the process of working with College Board for LCC to accept digital scores rather than only through mail for CLEP and AP.
 - Skills & Solutions Expo - Integrated Workforce Skills to Success - April 30th 2-6pm

- Reverse Job Fair
- Graduate student placement in the workforce
- Promotion of student skills and talent
- Demonstrations of student mastery in business plans, automotive technical and collision, culinary mastery, complex welding fabrication and more.
- All academic units and programs participation
- Develop tailored portfolio and resume
- Direct engagement with employers
- Immediate interviews and extend offers to students
- Exploration phase Villanueva Community Center - potential community education courses/offerings – GED Programs and other needs for the community.
- First Day Complete Program
 - Book fees, cancellations and reverting fees from student accounts

Vice Chair Louise Portillos excused herself from the meeting @ 12:55 pm

- Sewing Courses/Quilting
 - Quilting class costs \$11/wk
 - Quilting instructor resignation
 - Materials provided
 - Course timeframe 10-12 weeks
 - Overhead instructor fees
 - Credit to Non-Credit transition
 - Sewing class options for additional courses
- Community Education Enrollment at 54 and growing
- CDL Program 97% completion rate
 - Actively working with MVD to become a test site for CDL

Trustee Richard Vigil excused herself from the meeting @ 1:03 pm

b. Discussion/Action: Approval of Academic Calendars for Summer 2026 and Summer 2027

Trustee Rolando Medrano moved to approve Academic Calendars for Summer 2026 and Summer 2027 and Trustee Rosalie Ortega seconded. Madam Cahir Dr. Phyllis Martinez called for a roll call.

**All trustees present voted to approve Academic Calendars for Summer 2026 and Summer 2027
- Motion passed.**

XII. Executive Director of Finance/Chief Financial Officer – Dr. Gerald Shields

- a. CFO Updates: Dr. Gerald Shields provided the board with Chief Financial Officer's Monthly Report for January 2026 and reviewed the following topics:
 - Financial Summary Analysis
 - Revenue Performance
 - Expenditure Performance
 - Net Position and Ending Balance
 - Overall Outlook
 - Banking Relations
 - Community First Bank

