

**LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING MINUTES**
Tuesday, June 14, 2022 @ 10:00 am
LCC Student Success Center Board Room
366 Luna Drive, Las Vegas, New Mexico

Call Meeting to Order and Establish a Quorum

Roll Call

Present: Chairman Dr. Gilbert Sena, Madam Vice Chair Dianna Medrano, Madam Secretary Louise L. Portillos, Trustee Mark Dominguez, and Trustee Dr. Phyllis Martinez, Trustee Rosalie Ortega and Trustee Kenneth Medina

Also Present: President Dr. Edward A. Martinez, Vice President for Finance Dr. William Taylor, and Executive Administrative Assistant to the VP of Finance, Jessica Flores. Others present: Georgia Baca, Estevan Sena, Robert Salgado, Jonathan Lujan, Joseph Estrada, David Lucero

Pledge of Allegiance

Jessica Flores led the Pledge of Allegiance.

Approval of the Agenda

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

Approval of the Minutes (April 12, 2022)

Trustee Dr. Phyllis Martinez made a motion to approve the minutes. Trustee Rosalie Ortega seconded the motion. Motion carried.

Approval of the Minutes (April 21, 2022)

Madam Vice Chair Dianna Medrano made a motion to approve the minutes. Trustee Kenneth Medina seconded the motion. Motion carried.

Approval of the Minutes (April 28, 2022)

Madam Secretary Louise L. Portillos made a motion to approve the minutes. Trustee Kenneth Medina seconded the motion. Motion carried.

Public Comment

There was no public comment at the meeting.

The Board of Trustees Updates

1. BOT Updates and Committee Reports

Executive Committee Meeting

Chairman Dr. Gilbert Sena reported that the Executive Committee met on June 7, 2022 and Trustee Dianna Medrano, President Martinez, and Anna Garduño, Executive Administrative Assistant were present. Chairman Sena stated the minutes from the previous meeting were not available. Trustee Louise L. Portillos will have them ready for the 7/5/2022 Executive Meeting. Chairman Sena reported he received a fire/smoke update regarding the campus and thanked everyone for responding to the evacuation and return to work. Also mentioned, the cleanup of the campus buildings so that staff is able to return to work as buildings are cleaned.

Academic Committee Meeting

Vice Chair Dianna Medrano reported that the Academic Committee Meeting met on June 7, 2022. Trustee Dr. Phyllis Martinez, Vice Chair Dianna Medrano, President Martinez, Dr. Dani Day, and Amanda Lucero, Executive Assistant to the Vice President of Academics and Instruction were present. Dr. Day stated HLC will be on campus in September 2023. She is currently looking in to records retention. Student summer registration continues, as well as some satellite classes in Springer. Law Enforcement training is coming up.

Finance Committee Meeting

Trustee Mark Dominguez reported that the Finance Committee Meeting met on June 7, 2022. Trustee Dominguez stood in for Louise L. Portillos, in her absence. Also present was Trustee Dr. Phyllis Martinez, President Martinez, Dr. William Taylor, Georgia Baca, Francina Martinez, and Amanda Lucero. Dr. Taylor reviewed the agenda, provided by Madam Secretary Louise L. Portillos, regarding expenditures. Also discussed was the 2022 Report and new program recommendations by President Martinez.

Facilities Committee Meeting

Trustee Kenneth Medina reported the Facilities Committee Meeting took place on June 7, 2022. Present was Matthew Cordova and President Martinez. Insurance cleanup is taking place currently. The Forest Service should be helping with the deductible of \$10,000 as they're responsible. HVAC upgrades are needed in buildings such as Allied Health and the Technology Building, as well as appliance upgrades. Maintenance is getting the grounds back in order, as all employees are returning. Allied Health Building and Childcare are still being worked on, as they need specialized cleaning. Matthew Cordova looked in to FEMA and found that claims are currently being taken for personal properties only.

Personnel Recognition

Dr. Martinez introduced new staff members present at meeting: Jonathan Lujan, Student Success Specialist; Robert Salgado Student Success Outreach; Estevan Sena, Custodian; and Joseph Estrada, Admissions Counselor and Campus Life. Several new employees were noted but were not in attendance.

Chairman Dr. Gilbert Sena recognized and congratulated Madam Secretary Louise L. Portillos for receiving the NM School Board Excellence School Achievement Award, as well as the Springer Chamber of Commerce Award. Madam Secretary Louise L. Portillos thanked Jessica Flores and Ray Baca, Anna Garduño, Georgia Baca, Francina Martinez, and Terri Mares for all their help and hard work, and presented each person with a cactus plant.

Shared Governance Report

President Martinez presented the report on behalf of Shared Governance. There have been no meetings, therefore there is nothing to report other than Staff Senate is currently working on new officers.

President's Report

President Martinez submitted the 2022/2023 Budget to HED, after asking for an extension, due to the disruption caused by the wildland fire. The budget was submitted on May 17, 2022. The auditor's representative is still requesting samples. The Incident Command Center at Luna held 1100 personnel at one time, but numbers have since dropped. Luna has received funding from HED for HVAC repairs. Campus Works will be doing data analysis, and Anna Garduño is the contact person for the project. Once we have the results of the analysis, President Martinez will be presenting it to the Board. President Martinez shared the final Fall 2021 and Spring 2022 numbers, stating fall 2021 had 819 students, and spring 2021 reported 750 students. The fall enrollment was 11% higher than fall 2020. Summer numbers are down 39%, probably due to the current fire situation. 75% of Luna students live in San Miguel or Mora counties, and 87% of Luna employees reside in those counties. Madam Secretary Louise L. Portillos asked if students have been allowed to pick up items left at the school when evacuated. Dr. Day responded saying that all woodworking projects are still in the classroom, as students will be able to finish working on them once the buildings are cleared to re-enter. President Martinez reported that Public Relations did a great job at getting messages to all students, staff and faculty during the evacuations. He also updated the Board on his work with a group to advertise monthly, using TikTok, Instagram, YouTube, Google, with all ads being viewed within New Mexico and beyond. Jesse Gallegos, is the lead on this project, and he noted LCC will be advertised on Digital Optic as well as local radio ads. New employees, including athletics have been busy, and LCC has a new softball assistant coach. Campus Community is working in relation to the Strategic Goals, and will be achieving these goals.

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

Dr. Dani Day stated that students, staff and faculty did an amazing job during the evacuation, making phone calls and offering help to displaced students, staff and faculty

needing assistance. The spring semester registration has been extended, and anyone receiving an “Incomplete”, has until December to get work done and get a grade. Summer enrollment has been extended. The Rough Rider Resilience Proposal Behavioral Health Grant was received. Regarding Welding Classes, instructors are taking the welding truck in to the community and surrounding areas to help fix gates, fences, etc. Nursing classes should be full by the end of the month, despite the evacuations. A new Media Arts certificate is being advertised before movies shown at Indigo Movie Theater. And for the first time since Dr. Day arrived, LCC is almost fully staffed. Student Services has done an excellent job, training employees while working in the NMHU classroom during the evacuation. The LCC community received money for a summer mentorship program, and will use it next year, but are already planning a pilot program in Santa Rosa this summer. They plan to expand the service area for next year, and have reached out to other schools as well. The CDL Class was able to continue classes while evacuated, and will be finishing up a class on ten students on Friday. A new class has started for ten new students. Dr. Day reported that all programs eligible, are on the Workforce Solutions Website. Food is being added to the inventory in the Student Center, so that students can now access food items without having to leave campus. The Bookstore and the Café have been combined, as there is not a lot of traffic. If traffic picks up, they will consider separating the two. Due to the fires, LCC got a five-month delay for the HLC visit. LCC will now have two semesters of data to present to them, instead of one. The Foundation has named the food bank, “The Rough Rider Tiendita” and has allowed us to store food, starting next week. Madam Secretary Louise L. Portillos inquired about the upcoming car show. The Luna Community Car Show will take place July 23, 2022, and was recently scheduled, hence why it isn’t on the agenda. Members of the Board of Trustees thanked Dr. Day for attending the American Legion Grand Opening in Springer, on Memorial Day.

Finance and Administration Report – Dr. William Taylor, Interim CFO

Dr. William Taylor thanked his staff on the great job done as of late, stating everyone has been “hands on”, getting reports out. Revenues are right on track. Local government appropriations will eventually end up with 100%. We are at 88% now, and were at 62% this time last year. Expenditures will probably end up with balances at the end of the year. Dr. Taylor states he will schedule a meeting to determine what to do with the excess. He believes the full audit will be completely done in July. The LCC Foundation has issued \$10,000 in grants to students impacted by the fires, and we will apply for another \$10,000.

Approval of 2022 Capital Outlay Summer Hearing Request – Action Item

Dr. William Taylor stated the order of items has been changed. President Martinez rearranged the priority list. The State did not include some items, but they should be kept on there in case the Obligation Fund doesn’t pass. The request is the same as last year. After discussion, Madam Secretary Louise L. Portillos made the motion to approve the 2022 Capital Outlay Summer Hearing Request. Vice Chair Dianna Medrano seconded the motion.

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

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

Motion carried.

Infrastructure Capital Improvement Project (ICIP) Request – Action Item

Dr. William Taylor stated the list is the same. The first is the approval of the hearing request. This item is needed for approval of the action item. After discussion, Trustee Rosalie Ortega made the motion to approve the Infrastructure Capital Improvement Project (ICIP) Request. Madam Secretary Louise L. Portillos seconded the motion.

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

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

Motion carried.

Executive Session

Trustee Kenneth Medina made a motion to convene into Executive Session for the discussion of the purchase, acquisition or disposal of real property or water rights by the public body, as permitted by NMSA 1978, Section 10-15-1 (as amended) of the Open Meetings Act and to discuss limited personnel matters as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings Act, more specifically, the president’s evaluation. Madam Secretary Louis L. Portillos seconded the motion.

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

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

Motion carried.

Return to Regular Session

Trustee Kenneth Medina moved that the Board reconvene into Regular Session from Executive Session. He stated that no action was taken during Executive Session. Madam Secretary Louise L. Portillos seconded the motion.

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

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

Motion carried.

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, July 12, 2022 @ 10:00 am in the LCC Student Success Center Board Room. The next LCC Special meeting is scheduled for Monday, June 27, 2022 @ 10:00 am in the LCC Student Success Center Board Room.

Adjournment

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

Motion carried and the meeting adjourned at 12:06 p.m.

Dr. Gilbert Sena, Board Chair

Louise L. Portillos, Board Secretary

Jessica Flores, Recorder

Minutes approved 7/12/2022
Anna Garduño