



## Community Action Board MINUTES Building Trades & Welding Programs

Luna Community College  
Las Vegas, New Mexico  
December 10, 2019

1. VOC Building Trades Community Action Board Meeting was called to order at 2:02 p.m., by Geno Castillo, VOC Trades Director.
    - A. In attendance:
      1. Pat Galligan, retired state inspector (for the Northern and Central New Mexico Regions), past instructor, and owner of the Gallinas Ranch.
      2. Mike Almanzar, 47 years in business, owner of Almanzar's Upholstery
      3. Gene Martinez, owner of Poncho's Rest. recently closed, and current welding instructor for LCC.
      4. Earl Tarr, instructor for the Furniture & Cabinet Making Classes at LCC.
      5. Geno Castillo, Director of VOC Trades Department
      6. Karen Wezwick, facilitator and Advisor of the VOC Trades Department
  11. Approval of the Agenda (as presented) was motioned by Mr. Galligan, and 2nd by Mr. Almanzar. Motion passed.
  111. As this was the first meeting with this particular set of people, there was no unfinished business to discuss, nor were there previous meeting minutes to be approved.
- IV. Reports & Informational / Discussion Items
- A. Welcome was delivered by Geno;
  - B. Purpose and Mission by Geno as well.
  - c. Discussion ensued by all about Luna Community College, previously known as LVTI (Luna Vocational Technical Institute), and how the vocational trades were abandoned when Luna became a Community College, and let the DE (Dual Enrollment) program slip through their hands. Mr. Galligan most passionately talked about how he helped Luna get the first solar program in the state going right here at LCC (at LTVI, actually), by contacting and collaborating with Sandia National Labs (who also brought equipment for students to learn on), Hal Post, and Mike Thomas.

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D. He went on to tell about CNM's outreach program, CID (Construction Industrial Division), and how they were more than happy for Luna to utilize their program, and how easy it was to simply mold it to our needs, curriculum and all. Los Alamos Labs would help establish the Electrical Theoretical programs. Call those who have working programs, and emulate them.

E. He talked about the work ethic slipping with the current workforce, and wondered out loud, "What are you looking for in workers?", and all present were asked by Geno, "How can you make our program better?"

F. Mr. Galligan went on to state how some programs enhance others; how you've got to make the program scalable, think big. Look into Perkin's Grants.

G. Earl and Gene mentioned that the school needs to know what training is projected to be needed in the area—pipe welders (Gene mentioned that according to the Department of Labor, Northern NM is needing more welders—pipeline welding at 4 Corners is planning to put on 900 welders every year, for five years.). We should look at the woodshops needs, what equipment needs repair and what is obsolete, and in need of replacing.

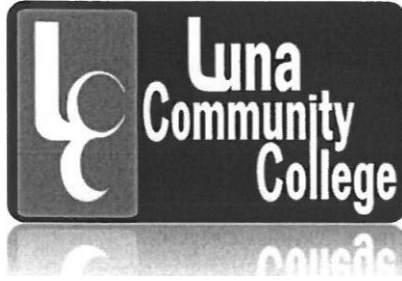
V. Action Items--tabled, as more members were needed, and expected next month.

A. Evaluation of meeting was conducted by all, headed by Geno, many items were "in process".

VI. Plans / Date and time of next meeting—Jan. 27th, Noon to 1 p.m., with reminders to go out the 24th.

VII. Adjournment was motioned by Mr. Almanzar, Earl Tarr seconded. Motion passed, meeting was dismissed at 4:30 pm.





# Community Action Board for Cosmetology & Barbering Program

## MINUTES

1. Meeting was called to order at 2:32 p.m., with following in attendance:  
Karen Wezwick, Clarice Bonney, Germaine Sandoval, Rayna Gallegos and Anthony Aragon.

11. Proposal to accept the Agenda as presented was made by Clarice, seconded by Clarice, seconded by Germaine. Motion carried

111. Unfinished Business

A. Approval of previous meetings Minutes—there was none available.

IV. Reports & Informational / Discussion Items

A. Welcome & Introductions— All in attendance introduced themselves, and mentioned what they were doing at the present time, professionally. Rayna and Anthony work at their own shops, and were previous Students who completed our program.

Rayna had much to suggest, as she has been working out in the community for some years now:

- Focus more on certain areas:
- Lash Extensions (she offered to come in to show students about this, and pricing kits for each student was discussed) ● Upgrade to newer services: o Microblading and
  - '0 Eyebrows--permanent cosmetics for brows is now being practiced,
  - in shaping and tinting. Drawbacks: they take longer, and cost more.
- Emphasize more on (these are ADULTS, not children—they need to act that way):
  - ● Discipline o Focus on classes, performance.
  - The Externships are good, help students see the transitions
- The requirements. Maybe make a list of those who are involved with them, to invite them to these meetings.

B.Purpose / Mission— Karen elaborated a bit on why we were meeting—to connect the school better with community members, and to discuss our program, and how we are doing, shortfalls we might not be aware of, and to learn what works and what does not.

C.By-Laws, Rules—These were given to all in attendance (Exhibit A), with a request to review them and be ready to further cover them at a later meeting, when there were more in attendance.

V. New Business—Recruit more colleagues to participate on committee

VI. Action Items

A. Officer Elections—Tabled, as there were not enough for each position.

B. Meeting Evaluation—this item was not covered, due to the length of discussions.

VII. Date & Time of next Meeting will be in January, towards the end, or in February, hopefully with more able to attend during a time that suits this industry better. (Monday, early)

I. **Adjournment**—meeting was adjourned at 4:12 p.m.

VIII.



## Culinary Arts Program

Community Action Board Meeting DECEMBER 12,  
2020 MINUTES

I. Meeting — Called to Order at 4:23 pm, with seven in attendance.

Present were: Terri Stafford (from El Porvenir, and past Alumni and Instructor), Hope Sandoval (Adjunct Culinary Instructor), Stormi Miller (Adjunct & Alumni), Sean Sinclair (chef from Hotel/Bar Castenada), Francine (Josephine) Lujan (baker at Dick's), Karen Wezwick (VOC Advisor), and Tiffany Timmer (Adjunct & Alumni).

II. Motion to approve agenda by Terri, seconded by Francine; vote passed-no changes.

III. Unfinished Business

A. Previous meetings minutes—there were no previous minutes to approve. IV. Reports

& Informational items

A. Welcome & Introductions—going around the table, everyone introduced

themselves, who they were affiliated with, and their history with a culinary program.

1. Francine (Josephine) Lujan — was;lead dietician 10 years) with Rio Gallinas School' participated in the Fresh Food Program
2. Hope Sandoval —currently Sous Chef at Dick's; works alongside Francine 3. Tiffany Timmer— past instructor, of culinary classes at LCC, 15 years restaurant experience; USDA cook.in Washington State at an Early Learning Center.
4. Sean Sinclair—Hotel Castenada/ Desert Tiki and more. Cordon Bleu alumni.
5. Terri Stafford — 25+ years cooking experience, Kitchen manager of El Porvenir Christian Camp
6. Stormi Miller—culinary adjunct and alumni of LCC
7. Karen Wezwick— Advisor for LCC VOC Trades programs

B. Purpose & Mission Karen gave all a copy of the Constitution & By-Laws for the Community Action Board for the Culinary Arts Program and explained the charge for the

committee: to review the program (for trends, needs, strengths, and weaknesses) to look at what needs changing to strengthen the program, and hopefully recruit more students.

Discussion brought out the following points:

- Lacking in the program—a fair scope of the industry—students don't know "what it takes to be a chef"
- The curriculum needs reexamining (Navajo Tech could be looked at for comparison)
- The Physical Lab space needs revamping/updating
- HLC actions of late has scared students away
- Lab Fees need examining, to cover knife kits, chef coats, pants
- Foundations course is missing in the curriculum (Stormi & Sean committed to creating before the next meeting)

C.By-Laws & Rules — Everyone was to take them home and review them for understanding. V.New Business — no new business, new committee formed.



VI. Action Items — A.

Elections:

1. Chair—Tiffany nominated Terri for chair, unanimously approved.
2. Co-Chair—Francine volunteered to serve as co-chair, no opposition, was elected.
3. Secretary/Treasurer—Stormi nominated Tiffany, votes were taken, Tiffany was unanimously approved.

B. Meeting Evaluation: Meeting was deemed successful, as elections were held, all were enthusiastic, and new goals were taken on right away.

Vii. Plans / Date & Time of next Meeting January 8th, 2020, at 3pm @ Hotel Castaneda

Viii. Adjournment — with motion and affirmation from all; meeting was adjourned with a tour of the classroom and culinary kitchen area followed.

DRAFT

culinary kitchen area followed.

of the classroom and



## Community Action Board MINUTES Automotive & Collision Repair Programs

Luna Community College  
Las Vegas, New Mexico  
December 13, 2019

- I. Meeting was called to order at 9:05 a.m., by Geno Castillo, VOC Trades Director. Dec. 13, 2019
  - A. In attendance:
    1. Eugene Sandoval, full-time instructor of Automotive at LCC (13 yrs.);
    2. Paul Vance, part-time instructor of Automotive at LCC (10 yrs.);
    3. Jason Killian, Criminal Justice Instructor, 1.5 yrs. at LCC (interested in AUTO);
    4. Jennifer Parkinson, owner/manager of Parkinson Automotive in Las Vegas;
    5. Anthony Baca, full-time instructor, Collision Repair Classes at LCC;
    6. Gene Martinez, Welding instructor at LCC (recognized at 9:10);
    7. Geno Castillo, Director of VOC Trades Department (4 yrs. @LCC); and
    8. Karen Wezwick, Advisor of the VOC Trades Department (in at 9:05)
  - II. Approval of the Agenda (as presented) was motioned by Gene Sandoval, and seconded by Paul Vance. Motion passed.
  111. Unfinished Business--skipped, nor were there previous meeting minutes to be approved.
  - IV. Reports & Informational / Discussion Items
    - A. Welcome was delivered by Geno;
    - B. Purpose and Mission, by Geno as well.

Discussion on Automotive program, and learning gaps and employer needs was brought up. Jennifer weighed in, as she has had several students from Luna come work for her...She said terminology was needed, and Use of Tools coverage was needed, so students knew what to go get if they are asked for a certain tool, and they need to know the value of tools. She also said that two areas are in extreme need: DIAGNOSTIC and ELECTRICAL. There is not sufficient training to put people to work in those areas.

ASE certification was brought up--was it actually beneficial? Jennifer stated that there is a need. but it is more a "Glory thing" and that "hands-on" training is still required--it is an incentive, and a marketing tool. Oil Change & Lube jobs get the newly hired broke in. Getting book learning is good, but that knowledge is not user-tested, she would hire an experienced hand over a smart hand any day. A work program would do everyone good. would make a sales person into a service advisor or Manager. A Shop Manager is harder to come by than a salesperson. Also, Snap-on Certifications are great for entry level persons...we teach Multimeter Certification, Alignment and Brake Technician Certifications.

DRAFT, Dec. 13, AUTO & CRT Page 1 of 2 ● A Work Program is needed.

- Welders (Exhaust) are needed.
- Pipe Benders / Exhaust Fabricators are needed.
- Specialized welding & plasma cutting needed.
- Water Pump Certification is needed---service and certificate--there are city fire trucks, County fire trucks, Forestry Trucks, and AAR Contracts

V. Action Items--tabled, as more members were needed, and expected next month.

A. Evaluation of meeting was conducted by all, headed by Geno, many items were "in process".

VI. Plans / Date and time of next meeting--Jan. 28th, 5:30 to 7:30 p.m., with reminders to go out the

24th. VII. Adjournment was motioned by Anthony, Jennifer seconded. Motion passed, meeting was dismissed at

10:12 a.m.