



MINUTES
LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
Tuesday, August 12, 2025 @10:00am
LCC Student Success Center Board Room

I. Meeting called to order at 10:02 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 Dr. Gilbert Sena, Trustee Kenneth Medina and Trustee Rosalie Ortega.

Not Present: Trustee Rolando Medrano

Also Present: Dr. Carol Linder – President, Dr. Henrietta Romero – VPISS, Valerie Montoya – Nursing, Dr. Gerald Shields – Interim Executive Director of Finance/CFO, Dr John Thompson – Director of Grants and Contracts, Dr. Billie Mathews – SGC/Faculty Senate, Sherry Goodyear – Rough Rider Mentorship, Maggie Mallette Rivera – Nursing Faculty, Angela Ortiz – nursing Faculty, Kristi Safrenek – HR Director, Jeff Gamblin – IT Director, Keira Lewis – IT Trainer, Raymond Baca – Information Representative, and Leslieann Garcia – Executive Admin, Recorder.

III. Pledge of Allegiance – Kiera Lewis led the Pledge of Allegiance.

IV. Approval of the Agenda

Vice Chair Louise Portillos moved to approve the agenda and Trustee Dr. Gilbert Sena seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

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

V. Approval of the Minutes for July 8, 2025 Regular Meeting

Trustee Rosalie Ortega noted the Minutes for the Work Session held on August 7, 2025 were not listed on today's agenda for approval. Chair Dr. Phyllis Martinez explained there was not enough time to comply with the 72-hour notice of Board of Trustees meeting and would be reviewed at the next Meeting to be held on Tuesday, September 9, 2025.

Discussion: Chair Dr Phyllis Martinez requested explanations in the following areas: LCC rocks on the hill completion date, LCC Homecoming in October, 3rd party testing for CDL and expansion of course offerings involving water testing. Foundation is planning to help with the homecoming which will coincide with softball and baseball tournaments at Isleta as a fund raiser. 3rd Party testing for CDL and MVD are currently in progress. CTE Director Karen Torres is working on the course expansion in water organizations and will have something to report in September.

Vice Chair Louise Portillos moved to approve the minutes for July 8, 2025 Regular Meeting and Trustee Kenneth Medina seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the Minutes for July 8, 2025 Regular Meeting - Motion passed.

VI. Public Comment – No public comment.

VII. Board of Trustees Updates

a. BOT Updates and Committee Reports

Madam Chair Dr. Phyllis Martinez reviewed topics discussed during the Executive Committee meeting held on Tuesday, August 6, 2025 to include:

- 3rd Party Contractors filling vacant positions
- NMHU Graduate Assistants
- WRTC Instructors
- Work continues on FY24 Audit
- VPISS and AVPSS Search Costs
- NMHED – Capital Outlay Projects
- HLC Focus Visit
- Summer and Fall Enrollment has increased
- Student Athlete Housing updates

Secretary Mark Dominguez expressed his gratitude to all of the Board Audit and Finance Committee Staff Rosalie Cruz, Sharrise Sanchez, Jessica Garcia and Dr Gerald Shields for all the extensive work and always keeping the board informed with requested information and reports as promised.

Secretary Mark Dominguez reviewed topics discussed during the Audit and Finance Committee meeting held on Tuesday, August 6, 2025 to include:

- Upcoming meetings have been scheduled with both Southwest Capital Bank and Community First Bank to explore potential opportunities to maximize returns.
- Erroneous Checks recovery efforts and loss considerations
- Balances as of July 31st consists of \$7M divided into several accounts. Student Receivables at net \$1.2M.
- Restricted Money - monthly meetings with Hank Blackwell, Dr. Thompson, Estelle, Sharrise, and Dr. Shields to discuss all grants and to stay updated and current.
- FY24 Audit - Screenshot of departmental checklist (21-point checklist in yellow book).
- AVPSS & VPISS Interview Expenses
- Action Item - Travel Policy Addendum, updating and clarifying rules for rental cars for non-employee site visitors.
- Action Item - NM HED Financial for FY25 QTR 4.

Trustee Rosalie Ortega reviewed topics discussed during the Academics Committee meeting held on Tuesday, August 6, 2025 to include the following topics and a noted a correction on the minutes for Academic Committee to include Trustee Dr Gilbert Sena and note the absence of Trustee Rosalie Ortega:

- Enrollment Updates
- AVP Search is ongoing and VPISS will interview the candidates
- The Attain contract was extended by 3 months
- PPA is finalized by DOE from Luna
- Hired via CHESS a Financial Aid Director
- Dr. Chris Smith resigning as STEM/Humanities Director - transition to Humanities FT Instructor.
- Student housing needs and long-term plans
- Capital Outlay hearings
- Expansion of Satellite course offering
- Partnership considerations with public and private organizations
- Amanda Nelson is working on plans to get 'Rough Rider' trademarked.

Trustee Kenneth Medina reviewed topics discussed during the Facilities Committee meeting held on Tuesday, August 6, 2025 to include:

- Roofing projects continue in Preschool, Athletics, Media Arts, SBDC, Trades, and SW part of campus.
- Insurance Adjustor in SDBC
- Water drainage, caps on vents, sewage repairs.
- Paul Davis quotes for Administration Building
- Student Service Remediation
- Year Out requisition A/C replacement
- Mora signage completed ready to install
- Paint mix-up/reorder for LCC rocks
- Dr. Linder and Robert Archuleta spoke at Capital Outlay Summer Hearing on 8/5/25 Two (2) requests, Allied Health and Tech Buildings.
- LCC has \$750,000 and \$225,000 (\$975,00) for Allied Health
- Allied Health renovations needed are bathrooms and sim lab
- Tech needs new lab space, stucco repair, chem lab, new hoods
- Need to get audit done before LCC can get approved for more money, LCC is behind on audit for fiscal year 2024
- Cabinet Secretary Rodriguez will give LCC an emergency loan for housing situation
- Too much square footage for enrollment (ongoing issue for all colleges and satellite sites)
- LFC and DFA encourage NMHU and LCC recommend partner with NMHU
- Attempted partnership in 2024/2025 with LCC lab space but not suitable for NMHU needs
- Housing: NMHU short 100 beds, 26 rooms Melody Hall not useable due to sewage overflow
- Dr. Linder, LCC meeting with Dr. Wolf, NMHU on 8/7/2025. Negotiating new MOU for housing.
- Housing finalized by 8/9/2025 for students (50 athletes-lost 7 athletes, 2 non-athletes),
- Dr. Linder met with Springer Mayor, need to update MOA and get door for access to exercise classes and auditorium.
- Raised beds by woodworking – adding more for community garden, will provide water by nearby water spicket
- Stucco completed, waiting on paint for sign.

VIII. New Personnel and Employee/Student Recognition

Dr Carol Linder provided a brief overview of the following:

- New Personnel Updates: Kristi Safranek HR director, Maggie Rivera Nursing Faculty, Angela Ortiz Nursing Faculty, Victoria Garcia Montoya CCRI Admin, Ryan Agosto-Hayes Financial Aid Director, Dr. Henrietta Romero VPISS and Hank Blackwell WRTC Director.
- Key Vacancies to be filled: Accountant, AVPSS, Business manager, Financial Aid Administrator and Student Success Specialist Fin Aid.
- Recent Separations: Julio Romero IT, Marcus Garcia Custodian, Vanessa Torres Nursing Student Service Specialist.
- Shout Out to Shannon Ortiz and Kiera Lewis in IT
- Shout outs from Directors and Denise Fox, photos from CDL and Dental Pinning.
- Luna Light produced by Amanda Nelson, Marketing and Events Coordinator.

IX. Presidents Report – Dr Linder

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

- Enrollment updates as of August 11, 2025, total headcount is 447, up 47% from the previous year. Total credit hour is 4501 and total FTE 300.1 which are both up 50% from the previous year.
- Dual Credit Recruitment Efforts are continuing across our services area.
- Student Housing Update: 25 rooms at Super 8 reserved for Luna students for the entire Fall Semester, moving in this week. Still working out logistics for student meals, financial aid aspects and housing costs. Exploring option for student meals and long-term housing. Meeting with City, County, NMHU, San Juan College and others. Security measures are a high priority for our students. Luna Security will be making rounds, Assistant Coaches to serve as Resident Advisors staying in the Super 8. Arrangements for student storage and laundry services have been secured. Students have a code of conduct as athletes. Students have their own transportation. Cristino Griego is exploring options to feed students in Luna Cafeteria utilizing the Culinary Arts program. Housing options with NMHU for the Spring MOU are being looked at.
- Marketing, Communications and Celebrations:
 - Luna Community College Ignites Culinary Arts Program with Local Talent at the Helm in Optic Hard Copy front page
 - Dental Assisting Fall program
 - Las Vegas Optic Launch your career with confidence this fall at Luna Community College
 - Several different individuals recorded 60 second radio ads for the radio for KFUN, KNMS, KRTN, and KSSR
 - Amanda Nelson created survey to determine the top 5 reasons people attend Luna. Posted on Facebook and sent to students on email.
 - A copy of the Luna Light, August 11, 2025
- Community Engagement, Partnerships, and Outreach
 - Attended Community Forum on Thursday July 3, 2025 (10:30 am – 1:00 pm) with Cabinet Secretary for Economic Development Division attended Community Forum.
 - Erick Wright and I gave a presentation on Behavioral Health Programs at Luna to Legislative Health and Human Services Committee meeting at NMHU July 22, 2025.
 - NMICC and CNM hosted a reception for the Legislative Finance Committee (LFC) to highlight students and employers supported by NM GRO on Wednesday July 23
 - LFC hearings were at UNM Health Sciences Center July 22 – 24
 - Summer Bridge Program was held July 21 – 24, 2025 on the main campus. Sherry Goodyear actively searching for teachers to assist with Rough Rider Mentorship Programs in Mora and is currently exploring partnership opportunities in the area working with Mora's home-schooled children.
 - Exploring opportunities for classes in Raton.
 - Rough Rider trademarking options are being explored by the marketing team
- New Mexico Higher Education
 - NMHED Capital Outlay Summer Hearings
- Athletic
 - Director Randy Krutsch has attended all required courses and taken all required exams for NJCAA
 - Luna Athletics is starting Homecoming and planning for the Luna Athletics golf

tournament at Isleta

- Contract Training/CDL
 - Third Party Testing Contract - NM CDL MVD
 - Simulation Trailer
 - CDL enrollment updates
 - City of Las Vegas CDL certifications at Luna.
- Wild Fire Resiliency Training Center
 - Hank Blackwell is taking over as Project Director assuming responsibilities for USDA/LIFTE grants.
- Information Technology
 - Wireless network across campus
- Wellness Center
 - Wellness Center expansion ideas
- Spring Satellite Power update:
 - Transformer replacement is being done by Springer Electric Coop current time frame for repairs is unknown, Dr Henrietta Romero will be following up.
 - Looking into options to continue work for Staff and students at Springer if problem persists.
- Other Updates:
 - Attended an Economic Development Roundtable with Senator Heinrich regarding funding for partnerships with CHESS, Highland's University, County, City and other businesses.
 - Athletics recruiting efforts for current and future semesters.
 - Meetings with NMHU Forest and Watershed Institute regarding development and partnership.
 - USDA grant cuts in Forest and Watershed Institute
 - Submitted NMGRO Report for non-credit workforce development, expended \$241,696.00 in grant funding. (Appendix B provided in the Board Packet)
 - Reviewed LCC Financial Aid FAQ's report included in Dr Henrietta Romero's VPISS Report. Includes phone numbers and contact information to reach Financial Aid Staff with Attain.

b. Discussion/Action Item: Adoption of Revised Policies 1700-2600 as related to the Open Meetings Act

Trustee Louise Portillos motioned to approve the Table Action Item: Revised Policies 1700-2600 as related to the Open Meetings Act and Trustee Rosalie Ortega seconded.

Discussion: Revised suggestions to Policy 1700-2600 from Attorney Carlos Padilla were provided on the evening of August 11th. The Board did not have adequate time to fully review the proposed revisions discussed during the Work Session held on August 7, 2025.

Trustee Dominguez questioned the proposal to remove the phrase "to conduct business essential to the success and viability of the institution" from the special meetings provision. Advocated for the explicit inclusion of statutory language regarding exceptions for closed meetings directly within the policy, rather than merely referencing the statute or using varied language. Notice requirements, existing policy language, which referenced newspapers of general circulation that "have provided a written request for such notice". Trustee Dominguez objected to the policy stating that "individuals must limit comments to items listed on the agenda for the meeting at which they will speak".

Madam Chair, Dr. Phyllis Martinez called for a roll call.

All Trustees present voted unanimously to Table Action Item: Adoption of Revised Policies 1700-2600 as related to the Open Meetings Act – Motion Tabled.

X. Interim Vice President of Academics and Student Services Report – Dr Henrietta Romero

Dr Henrietta Romero shared her excitement to be back at Luna Community College. Thankful to serve in a capacity that allows to not only serve students but to work with faculty.

Key areas of focus:

- Improve Academic Programming
- Improve Student Experience
- Improve Communications with Student Services areas and Academics
- Create Sustainability in the Financial Aid Department, Title V programming and upcoming HLC visit.
- Expanding Academic offerings and expand credential opportunities.
- Review Academic offerings to monitor our community to meet the demands of workforce development.

Madam Chair, Phyllis Martinez announced there would be short break and resume after a few minutes. Break began at 11:39 am. Resumed meeting at 11:41 am.

Dr Romero briefly provided the following updates:

- Student orientation to be held on Friday, August 15, 2025.
- Currently undergoing Inservice Week August 11-15, 2025.
- Various activities scheduled for Inservice Week including breakfast and lunch.
- Preschool garden successes in agriculture (pumpkins for Halloween).
- CTE - Welding students finishing AWS Certifications and transitioning to LANL partnerships.
- CCRI - Kraig Bellows is onboarding staff and working on IET courses.
- Increasing the student population on campus.
- HLC Focus Visit, Title V and Increasing Community Partnerships.

Trustee Kenneth Medina excused himself from the meeting at 11:46 am.

Vice Chair Louise Portillos expressed thanks for including Satellite reports in the provided packet and wants to see more interactions with the satellite locations. Trustee Rosalie Ortega suggested shared instructors at the Santa Rosa Satellite to allow for offering the same programs that are offered at the main campus. Consider expanding to other locations or buildings that are available in the area to incorporate these programs. Sherry Goodyear brought attention to the success of Santa Rosa Afterschool Program. Noting the program is expanding to accommodate more students and has increased to need additional days in order to accommodate the growing needs in Santa Rosa. Outreach includes partnership opportunities in the Vaughn and Wagon Mound as well.

- Dual Credit enrollment reports will be presented at the next meeting.
- Improvements in satellite communications and campus activities.
- Assess current programming across all campuses.

Madam Chair Phyllis Martinez gave a huge shout out to Karen Torres for all of the accomplishments and excellent work she was able to complete. Madam Chair reports that superintendents want to be contacted by administration, Dr Linder will make plans to meet with all that have not had meetings. West Las Vegas, Penasco, Maxwell and Wagon Mound.

Madam Chair Dr Phyllis Martinez expressed interested in Certifications for Water Testers and would like that to be a priority in upcoming course expansion plans.

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

a. CFO Updates

Dr Gerald Shields expressed his gratitude for his staff and their embracement of his leadership and the efforts they supply toward it. Dr Shields shared with the Board of Trustees Luna's positive CFI (Composite Financial Indicator) Score. Noting the 7.73 score is exceptional in the 1.1 to 10 range for public institutions. He briefly reviewed information provided to the Board of Trustees on his report as follows:

Board of Trustees - Finance Division Report - August 12, 2025

- LCC's annual budget cycle (July 1st – June 30th)
- Revenue Projections
- Personnel and Staffing
- Operational Expenses
- Academic Program Funding
- Grant Funding and Financial Aid
- Auxiliary Services and Student Support
- Financial Totals as of July 2025
 - Total Cash \$7,245,298
 - Student Account Receivable \$1,292,869
 - Payroll YTD \$882,026
 - Accounts Payable \$1,233,744
 - Restricted Grants Available Balance \$1,856,436 used 34%
- Reviewed FY26 Unrestricted Budget Approved Budget to Actuals Summary Report as of 7/31/2025.
- Reviewed FY26 Budget Status Report - Unrestricted Budget Report as of 7/31/2025
- Reviewed July 25 Budgeted and YTD Compensation and Benefits vs. Professional Services Report.
- Reviewed FY26 Budget Status Report – Restricted Budget as of 7/31/25.
- Reviewed FY24 Audit Progress
- Provided ACCT Conference Expense Report
- Provided Candidate Interview expenses for AVPSS position

b. Discussion/Action Item: Approve NMHED 4th Quarterly Report

Secretary Mark Dominguez motioned to Approve Action Item: Approve NMHED 4th Quarterly Report and Trustee Rosalie Ortega seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All Trustees present voted unanimously to approve Action Item: Approve NMHED 4th Quarterly Report – Motion Approved.

c. Discussion/Action Item: Addendum to Travel Policy

Dr Shields supplied the Board of Trustees with a copy of the Travel Policy & Procedure, CARS & BAR'S Training Manuel to be used for information only. Noting there is no actual change to policy only adding an Addendum to the existing policy. Action Item: Addendum to Travel Policy.

Secretary Mark Dominguez motioned to Approve Action Item: Addendum to Travel Policy and Dr Gilbert Sena seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All Trustees present voted unanimously to approve Action Item: Addendum to Travel Policy – Motion Approved.

XII. Executive Session

- a. Limited Personnel Matters pertaining to the President's Contract – Evaluation Review as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings ACT.

Secretary Mark Dominguez motioned to Table Executive Session and Vice Chair Louise Portillos seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call. Madam Chair Dr. Phyllis Martinez indicated this includes the Tabling of Discussion on any matters discussed during Executive Session as well.

All trustees present voted unanimously to Table Executive Session and Discussion of matters discussed during Executive Session – Motion Approved

XIII. Announcement on date, time and location of next BOT Meeting(s)

- a. Regular Board of Trustees Meeting – Tuesday, September 9, 2025 @ 10:00 am – LCC Student Success Center Board Room.

XIV. Adjourn:

Trustee Rosalie Ortega motioned to Adjourn and Secretary Mark Dominguez seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

All trustees present voted unanimously to Adjourn. - Motion passed unanimously @ 12:24 pm.

 9/9/25

Madam Chair Dr. Phyllis Martinez

Date

 9/9/25

Leslieann Garcia, Recorder

Date