

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

Tuesday, August 15, 2017 – 10:00 a.m.
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 Michael Adams, Trustee David Gutierrez and Trustee Abelino Montoya, Jr.

Also present: Interim President Ricky Serna, Executive Office Manager SherylAnn Yara, Information Specialist Orlando LeFebre, Susan Olson-Smith, Nursing Director, Francina A. Martinez, Fiscal, Georgia A. Baca, Fiscal, Elaine Luna, AHEC Director, Evelyn Montoya, Executive Office Manager (Finance), Mercy Lopez, LV Optic, Dr. Anita Roybal, Humanities Director, Amanda Lucero, Humanities, Dr. Sharon Lalla, Vice President of Academics, Carolyn Chavez, HR Director and Donna Flores-Medina, Vice President of Finance.

Pledge of Allegiance

Trustee Abelino Montoya, Jr. led the Pledge of Allegiance.

Proposed Changes to the Agenda

Trustee Michael Adams advised that item #8 reads, "Return to Regular Session – Roll call required) and asked if there would be an Executive Session.

Chairman Daniel J. Romero advised that there will be no Executive Session and advised that item #8 would be removed from the Agenda.

Trustee Adams moved for no changes to the Agenda other than the removal of item #8. Secretary Ernie Chavez seconded the motion, with all in favor, the motion did carry.

Trustee Adams then asked if the Board approves Action item #1, BAR process, why then would they have to approve Action item #2, approval of the BAR's.

Interim President Ricky Serna advised Trustee Adams that there would still be two BAR's which would fall outside of the criteria, in particular, the two largest ones which are greater than 35,000.00. Interim President further advised that if the Board approves the process, there would still be two BAR's in the mix which would require Board approval because they would be over the \$35,000.00 threshold.

Approval of the Agenda

Trustee David Gutierrez moved for approval of the Agenda. Vice Chairman Kenneth Medina seconded the motion, with all in favor, the motion did carry.

Chairman Romero addressed legal counsel, Marc Grano and advised that in a previous discussion with him regarding proposed changes to the Agenda, Mr. Grano advised the Chairman that the Board may delete items from the Agenda, although they may not add items to the Agenda as it does not provide sufficient notice to the public.

At this time, Secretary Ernie Chavez asked if he could please present a request from Ms. Gloria Pacheco of the LCC Dental Assisting Program. Trustee Chavez advised that Ms. Pacheco has submitted to him, a request to be placed on the next LCC BOT meeting in order to give the Board an update on the Dental Accreditation which took place on April 20 – 21, 2017 as well as would like to discuss a clinic to serve the community in dental care (minimal to start), provide DA students with pre-clinical experience; search for dentist to provide dental service; future growth to expand into billing for service and student policy handbook revision Fall 2017.

Chairman Romero asked Executive Office Manager SherylAnn Yara to take note of the request.

****10:18 a.m. – Trustee Severiano “Sev” Sisneros is now present.***

Informational Items

1. Discussion – Signed contract for LCC Interim President Ricky Serna.

Trustee David Gutierrez advised the Board that the reason he brings this issue forth is due to the fact that the Board was to be informed prior to the signing of the contract in order to discuss it. Trustee Gutierrez advised that he has some questions, one being why he would be afforded paid annual and sick leave and another being the \$10,000.00 a per year for expenses.

Chairman Daniel J. Romero advised that it was his understanding that the Board had given the Executive Committee approval to negotiate the contract with the Executive Committee being comprised of the Chairman, Vice Chairman Kenneth Medina and Secretary Ernie Chavez. Chairman Romero further advised that Secretary Chavez was unable to attend and therefore, asked that Trustee Severiano “Sev” Sisneros take his place and Vice Chairman Medina was also unable to attend at asked that Trustee Michael Adams sit in his place as they needed to have this done before July 1, 2017, the start of employment date.

Trustee Abelino Montoya, Jr. advised that his recollection at the beginning of discussions was, he had asked if the Interim President was going to be afforded annual and sick leave

and he was advised that he was not. Trustee Montoya further stated that at that time he was advised that the Board would have a copy of the contract in order to approve it.

Interim President Ricky Serna addressed Trustee Gutierrez' question by advising that he is not a part time employee, but a temporary employee who works full time and maybe a little over the 40 hours per week, therefore he accrues his time like any other full time employee as his contract is a temporary contract for a full time employee. Interim President Serna further advised that if it would appease the Board, he will gladly donate both the annual and sick leave to the employees, as well as relinquish the \$10,000.00 fund as in the beginning all he asked for was a salary and a vehicle. Interim President Serna further advised that he turned in the new vehicle which was afforded him and opted for the vehicle which has over 100,000 miles on it.

After a brief discussion regarding moving forward, having Human Resources confirm the leave issue and involving the whole Board more when it comes to these types of contracts.

Trustee Gutierrez advised that his last questions is regarding the contract with Mr. Serna for the policies, phase I and phase II. Trustee Gutierrez questioned how we are going to move forward in order to implement the new policies and changes,

Trustee Sisneros that for clarification purposes, he made the motion for approval of the contract as he felt that it was clear and clarified and if we as a Board continue to bring up items under the issue, we as a Board need to make sure that we are not miscommunicating.

2. Presentation on Retention & Completion Funding Plan.

Interim President Serna advised that when he first came here, they held a retreat which included all Managers and Directors with a topic of where does the College need to go. Interim President Serna advised that they did identify some major priorities, one being on going communication, another being working on the administrative access while keeping the chain of command. Interim President Serna spoke on Teamwork & Productivity.

- *Ongoing communications and updates
- *Administrative access
 - *Respecting the chain-of-command
- *Strengthening the organizational structure
- *Staff Development Week and cross-training
- *Modifications to staff appraisals and corrective action
 - *Soliciting feedback in the process

Interim President Serna then spoke on Budget and Finance

- *Bank Transfer
- *Strategic Spending

- *Utilizing RPSP funding
 - *Carryover plans
 - *Recurring costs
- *Ongoing Budget Adjustments
 - *Board's preference for approval measures

Next, Interim President Serna spoke on BAR approval Process – Proposed

***Budget Reserve** - Any time a BAR will have direct impact on the College's budget reserves.

***Budget Reduction** – Any BAR that reflects an overall decrease in the College's unrestricted I&G budget.

***Budget Increase** – Any BAR that reflects an overall increase in the College's unrestricted I&G budget.

***Department to Department** – Any BAR that moves budget from one of the College's department to another.

***BAR}** – Any single BAR totaling more than \$35,000.00 in changes to a single department's unrestricted I&G budget.

Next, Interim President Serna spoke on R&C Funding and Recurring

*Annual RPSP request is required

*FY18 Appropriation - \$530,000.00

*FY17 Appropriation - \$440,000.00

*One-time opportunities

*Programmatic Spending

- *Clear connections to intent of funding

- *Avoiding supplanting

- *Reducing Carryover

- *Addressing critical priorities

Interim President Serna ended by speaking with the Board on the R&C Master Plan – Recurring, (see August 15, 2017 BOT packet) and the R&C Master Plan – Position Summaries, (see August 15, 2017 BOT packet).

Secretary Chavez voiced his concerns with the College spending all the R&C funds and not having anything left for a rainy day and not showing any consideration to the next President who comes in and has no R&C funds available.

Vice Chairman Medina advised that he feels that this plan which was put together by Interim President Serna and others is a great plan and feels that this will help us to move the College forward and it is a plan of action which HED (Higher Education Department) would like to see.

Trustee Montoya then advised that this is the best plan he has heard in a long time and he sees it as a good plan with a good direction with a lot of safety valves in place.

Action Items

- 1. Discussion and request approval of BAR (Budget Adjustment Request) process.
- 2. Discussion and request approval of the BAR's (Budget Adjustment Requests).

Trustee Adams moved for approval of the BAR's. Secretary Ernie Chavez seconded the motion, with all in favor, the motion did carry.

- 3. Discussion and request approval of renewal of contract for legal services (Marc A. Grano).

Vice Chairman Kenneth Medina moved for approval of the renewal of contract for legal services (Marc A. Grano). Trustee Severiano Sisneros seconded the motion, with all in favor, the motion did carry.

- 4. Request approval of each Board Member's recommendation for Presidential Search Committee.

A brief discussion ensued regarding how the Board would like to proceed with the issue, Trustee Adams moved to table the item until the Board is able to come up with some type of schedule/plan which will be presented to the Presidential Search Committee. Trustee Montoya seconded the motion, with all in favor, the motion did carry.

Adjourn

Vice Chairman Medina moved for adjournment. Trustee Michael Adams seconded the motion.

Chairman 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 Michael Adams	Yes
Trustee David Gutierrez	Yes	Trustee Abelino Montoya, Jr.	Yes
Trustee Severiano "Sev" Sisneros	Yes		

The motion did carry.

Daniel J. Romero, Chairman

Ernie Chavez, Secretary

SherylAnn Yara, Recorder

DRAFT