

**LUNA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES**  
Tuesday, August 8, 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, Trustee Abelino Montoya, Jr.

**Also present:** Interim President Ricky Serna, Executive Office Manager SherylAnn Yara, Jonathan Tapia NMHU Disc Golf Club, Jason Weldon, Elite Brothers Disc Golf, Mario Lovato, NMBHI Lab Disc Golf, Orlando LeFebre, Information Specialist, Maxine Hughes, Nursing Susan Olson-Smith, Nursing Director, Carolyn Chavez, Human Resources Director, Francina Martinez, Fiscal, Georgia A. Baca, Fiscal-Grants, Mercy Lopez, Las Vegas Optic, Dr. Sharon Lalla, Vice President of Academics, Matthew Cordova, Physical Plant Manager, Donna Flores-Medina, Vice President of Finance, Elaine Luna, AHEC Director and Amanda Lucero, Humanities.

**Absent:** Trustee Severiano "Sev" Sisneros.

**Pledge of Allegiance**

Secretary Ernie Chavez led the pledge of allegiance.

**Proposed Changes to the Agenda**

Trustee David Gutierrez advised that he had requested 3 items to be placed on the agenda with only one taking place and the others being the contract with Interim President Serna and the other being a follow up to the Board's policies.

President Serna advised that if Trustee Gutierrez is referring to the contract for the policies, he will touch on that during his report.

Chairman Daniel J. Romero advised Trustee Gutierrez that if he is not satisfied with this, the item will be placed on the next agenda.

Trustee Gutierrez advised that the reason he brings this up is because the contract with the Interim President was to be brought before the Board for review. Trustee Gutierrez further advised that he does have a copy of the contract although it will need to be discussed in Executive Session.

Trustee Gutierrez further reminded Chairman Romero that he had jotted down some notes at the last meeting (Executive Session) regarding Trustee Gutierrez' concerns regarding the agenda and did advise Mr. Serna that he would like that this issue be placed on the agenda.

Interim President Ricky Serna advised that as a follow up to Mr. Gutierrez' request, he did forward to him a copy of the signed Interim President's contract.

Vice Chairman Kenneth Medina moved for no proposed changes to the agenda. Secretary Ernie Chavez seconded the motion, with all in favor, the motion did carry.

### **Approval of the Agenda**

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

### **Approval of the Minutes – (June 26, 2017 Special Meeting Minutes).**

Trustee Montoya moved for approval of the minutes. Vice Chairman Medina seconded the motion, with all in favor, the motion did carry.

### **Presidential Update to the Board (Information only)**

Interim President Ricky Serna addressed the Board and advised that College staff have been actively working to establish partnerships with Rio Arriba County & Northern New Mexico for CNA and other AA programs; San Miguel EDC and the Community Kitchen; YESCO for performance savings; NM Department of Corrections (Santa Rosa and Springer), NMHU (baseball); West Las Vegas (softball) and Santa Rosa Consolidated Schools (welding). President Serna then touched on Student Success and advised that the some initiatives are in the works for the upcoming semester; increasing advisement in each academic department; systems approach to Dual Credit; reviewing the need for a First Year Experience; assigned advisement (limiting student-initiated course changes); general education courses for first two semesters (limiting non-transferable courses-program to program and institution to institution. Next, President Serna touched on Teamwork and Productivity and advised that administration is working on the some strategies aimed at employee engagement such as, ongoing communication and updates; administrative access (respecting the chain-of-command); strengthening the organizational structure; staff development week and cross training and modifications to staff appraisals and corrective action (soliciting feedback in the process). Next was budget and finance – President Serna advised that monitoring the college's finances takes place on a daily basis and budget is identified before spending commitments are made re: bank transfer; strategic spending; utilizing RPSP funding (carryover plant, recurring costs); ongoing budget adjustments (Board's preference for approval measures). Next, President Serna spoke about the Facilities and Capital Projects and advised that several facilities related priorities have surfaced in the last month prompting the following changes, Roof leaks (insurance claim, displaced staff, building repairs);

Media Arts Building (timeline for completion, changes to final plans); 2018 GO Bond Priorities (parking lots ADA closures and other changes to facilities usage (game room, bookstore). President Serna then reported on R&C Funding – Carryover and Recurring and advised that R&C funding has been awarded to the institution for more than five years and is broadly aimed at increasing student retention and graduation rates and mentioned the following; (annual RPSP request is required FY18 appropriation - \$530,000.00, FY17 - \$440,000.00, one-time project opportunities (clear connections to intent of funding, reducing carryover and addressing critical priorities). President Serna also provided an R&C Master Plan – Recurring along with an R&C Master Plan – One time Projects report. Lastly President Serna touched on other Personnel priorities which are being funded with I&G such as, Welder (Providing Dual Credit instruction to multiple schools; Auto Collision – Main campus; Santa Rosa Satellite Director and Office Manager – School of Business), which also included a graph as to where R&C monies would be going to and will be discussed during the request for approval of the BAR's (Budget Adjustment Requests) portion of this meeting.

At this time, Chairman Romero suggested moving informational item #1 up next as these gentlemen have been sitting here for some time now.

Vice Chairman Medina advised Chairman Romero that this should have been done at the beginning of the meeting.

President Serna then advised that we will limit the next three reports (Human Resources Update, Academic Update and the Financial Report) to two minutes each.

Trustee Abelino Montoya, Jr. advised that regarding Dual Credit, he would like for us to be informed from HED and second of all, he would like to have a policy for the board to look at regarding this issue. Trustee Montoya further stated that he used to be a counselor at Student Services and would like to have a breakdown on what we have in student services as it is the heart of our institution.

## **Reports – LCC Board – LCC Committees – LCC Departmental**

### **HUMAN RESOURCES UPDATE**

Carolyn Chavez, Human Resources Director addressed the Board and advised that we do not currently have any new hires although we do have some resignation and terminations. Ms. Chavez advised that the resignations are Ms. Aurora Sisneros who was the Santa Rosa satellite Manager who resignation was effective August 4, 2017, Ms. Vanetia Gonzales of the Nursing Department who was a full time Student Success Coach who resignation is effective August 18, 2017. Ms. Chavez went on to name the retirements, Ms. Debbie Trujillo, Early Childhood Education Director and Assistant to the President who resignation was effective July 31, 2017. Ms. Chavez then advised that we have many current job postings which she will not go over at this time due to the time limit and did offer to supply a copy of the job postings to each of the Board Members.

## ACADEMIC UPDATE

Dr. Sharon Lalla, Vice President of Academics addressed the Board and advised that she would be covering three areas, one being the quality of instruction and shared that for the past year, she has been working with the academic instructors primarily because there are a number of issues. Dr. Lalla further stated that they are concentrating on the faculty qualifications not only at the main campus but also at the satellite and in Dual Credit. Dr. Lalla advised that there will be some changes to Dual Credit, with academic instructors being more involved and working with the Dual Credit Manager and class observations will be held including at the High Schools. Dr. Lalla then advised that they have also discussed how we will act upon our course evaluations and when we got those course evaluations from the students we will sit down and discuss what we are going to do with those course evaluations. Dr. Lalla went on to say that they have also updated academic guidelines which have not been followed for the last 3 years. Dr. Lalla then stated that as President Serna stated, the timeline is of the essence as she does not have a Vocations director, she does not have Business director, she does not have an Education Director and asked that the be allowed to move forward with the Bar which is being presented today. Dr. Lalla advised that we need to make some changes with regard to Distance Ed in the Business area.

At this time Trustee Montoya asked President Serna if he has a time frame for all of this in order that the Board be made aware as to the progress in these areas. Trustee Montoya further advised that he is not being negative as he really likes what he is hearing but would like to know if a time frame exists for this.

At this time, Chairman Romero suggested that the Board hold a work session sometime next week as there is a lot of information which has been uncovered by President Serna and there seems to be quite a lot of questions which need to be answered.

Dr. Lalla then continued, advising the Board that when she first came onboard, she identified some things which needed looking at, one being the quality of instruction, the Distance Ed and data collection. Dr. Lalla then advised that we are moving forward with each one of these and in order to move forward, she really needs the Director's positions filled.

Dr. Lalla then spoke on Distance Learning and the importance of having the academic advisors in place as soon as possible in order to be prepared for the student who come in on the 18<sup>th</sup>.

After a lengthy discussion regarding student advisement and the urgency in getting this done, Chairman Romero suggested continuing this discussion during the work session as we have a lengthy agenda ahead of us.

## FINANCIAL REPORT

Donna Flores-Medina, Vice President of Academics addressed the Board and advised that the auditors have completed their initial planning for their onsite work. Ms. Flores-

Medina then stated that we are proceeding with the RPSP's and the plan was to bring these before the Board for approval at the September meeting. Ms. Flores-Medina further stated that her department will be holding a couple of trainings for employees this week and stated that the report of Actuals will come before them at the next meeting as well.

Vice Chairman Medina then thanked President Serna for all that he has done in one month's time as he has brought many things to the table which has (in Trustee Montoya's words) has turned on a light bulb in each one of the Board Members heads. Vice Chairman Medina advised that he is very impressed with what he has seen from President Serna.

## INFORMATIONAL ITEMS

1. Discussion/Information regarding the installation of an 18 hole disc golf course on the Luna Community College campus which was previously approved by the LCC Board of Trustees at their December 13, 2107 Regular Board Meeting.

Mr. Jason Weldon of Elite Brothers Disc Golf addressed the Board and introduced a couple of gentlemen who accompanied, Mr. Jonathan Tapia who is disc golf instructor at New Mexico Highlands University and Mr. Mario Lovato. Mr. Weldon advised that they would like to bring a disc golf course to Luna Community which they feel will attract students from all over including out of state and would help with the retention and keeping the kids here in Las Vegas.

Mr. Weldon went on to say that he is happy to hear that the disc golf course was approved back in December and asked what exactly was approved at this point.

Trustee Adams advised that the Board had asked the Student Government President to survey the students as to how important this would be to them here at Luna, although he does not believe that the Board has received a response to those results. Trustee Adams continued with the fact that the Board did approve moving forward with the concept, although they do not have the money to move forward with an architectural plan and had asked that they look at possibly another disc golf course to see exactly what is needed in order to re-present to the Board to see if it is feasible. Trustee Adams further advised Mr. Weldon that a lot more information is needed before the Board can move forward any further.

Chairman Romero then advised Mr. Weldon that questions arose as to cost, the amount of land which is required, who would design the course. Chairman Romero further stated that he had heard that there was a golf disc course in Pendaries which is no longer in use and asked if they would possibly be interested in donating the nets to Luna.

Mr. Weldon advised that the disc golf course was set up in Pendaries, also the disc golf course at NMHU is free of charge and the member of the disc golf club maintain the course with the help of the machinery at the golf course. Mr. Weldon further stated that it is very low maintenance once it has been installed. Mr. Weldon went on to say that the

one big concern would be water erosion, especially at this time of the year with the rains, although this would be implemented in the design.

Trustee Adams then asked if they would start looking into and further advised that he possibly has an Architect who may do the work for them pro bono as we will need an aerial view of what is actually Luna's.

Mr. Weldon advised that about 25 acres would be what is called a championship course, anything else over that would be overkill.

Matthew Cordova, Physical Plant Manager advised that approximately 4 months ago, he met with the County and advised that we do have approximately 97 acres and he does have that information on the aerial view.

Trustee Adams asked that Mr. Cordova share this information with Mr. Weldon, Mr. Tapia and Mr. Lovato in order to take whatever steps are next.

Trustee Gutierrez then asked Mr. Weldon about the possibility of entering into an MOU with NMHU if the program is implemented at Luna with our students utilizing the disc golf course at NMHU as he does feel that it has not drawn any interest.

Again, Chairman Romero recommended them getting together with Mr. Cordova to get started.

2. Discussion/Information regarding each LCC Board Member's recommendations for LCC Presidential search Committee members.

Chairman Romero reminded the Board that he had talked with them about the Executive Committee choosing individuals to sit on the Presidential Search committee but then decided that it would be easier for each Board Member to submit the name of someone within their area to represent. Chairman Romero further advised that there is a lot of information to cover regarding this issue so he feels that it should be placed on the agenda for a special meeting sometime next week.

It was determined that the Special Meeting will be held on Tuesday, August 15, 2017 @ 10:00 a.m. in the LCC Student Success Center Board Room.

## ACTION ITEMS

1. Request approval of two (2) handbooks for Nursing students – (Level 1 new curriculum and 2<sup>nd</sup> year teach out curriculum).

Ms. Maxine Hughes of the Nursing department addressed the Board and advised that she is here today to present the two Nursing handbooks which are up for approval. Ms. Hughes went on to say that it is mandated that these handbooks be approved by the Board in order to proceed. Ms. Hughes then stated that for the students who have been

in the program for a year, the 2<sup>nd</sup> year teach out would apply to them with the same policies applying to them as last year. Ms. Hughes also advised the Board that both handbooks have been cleaned up. Ms. Hughes went on to say that one of the changes is that if a student is late in taking a test, it would be the same as if they were absent. Ms. Hughes advised that another change is that if the student has a positive drug test and would like to be re-tested, they will have to pay for that themselves and if they do not do that within 10 days, they will be terminated from the program. Ms. Hughes then stated that they have tuned up their write up policy.

Ms. Hughes then advised that regarding the other handbook, they had to adopt the statewide policies, one which includes student progression and if the student fails a course they will have to reapply and if they fail two courses, they will have to wait out 2 years and apply again. Ms. Hughes then advised that we do need to have stricter policies in order to keep our 80% graduation rate. Ms. Hughes then advised that another thing which was changed was the grading scale which is a little bit more stringent in that anything below a 67% is an F.

Trustee Montoya then asked Ms. Hughes if Luna is still paying for the test (\$400.00) at the end.

Ms. Hughes advised that Luna is still paying for the test which comes out of the HED Enhancement Fund.

Ms. Hughes then distributed a Student Success Model which shows everything which they do to try to support the students.

With this, Chairman Romero called for the President's recommendation regarding the two Nursing handbooks.

President Serna recommended approval of the two Nursing handbooks

Trustee Montoya moved for approval of the two Nursing handbooks. Trustee Adams seconded the motion, with all in favor, the motion did carry.

2. Request approval of Co-op Agreement between Luna Community College and the NMDOT (New Mexico Department of Transportation) regarding funding for parking lot improvements.

Matthew Cordova, Physical Plant Manager addressed the Board and advised that in January he was afforded the opportunity with the NMDOT for this and further stated that the amount which we receive depends on other government agencies and schools, etc. who apply for the funding. Mr. Cordova went on to say that we were awarded \$50,412.00 and according to the agreement, we have to include 25% out of our own pocket which would make us responsible for \$16,804.00. Mr. Cordova went on to say that this will help with the parking lots here on campus as some of them are in pretty bad shape. Mr.

Cordova advised that it is a step in the right direction to start getting our roadways and our parking lots fixed.

Trustee Adams asked Mr. Cordova if we have an idea as to where we would be making these improvements.

Mr. Cordova advised that he has broken it up into 4 major areas and based on the funding we receive, the HR parking lot area would be the first area that we take care of.

At this time, Chairman Romero asked President Serna for his recommendation regarding the approval of the Co-op Agreement between Luna Community College and NMDOT.

President Serna recommends approval of the Co-op Agreement.

Trustee Adams moved for approval of the Co-op Agreement. Vice Chairman Medina seconded the motion, with all in favor, the motion carried.

3. Request approval of Quarterly Report (quarter 4) for submission to HED (Higher Education Department).

Donna Flores-Medina addressed the Board and submitted the Quarterly Report which is required by HED. Ms. Flores-Medina then advised that all questions are yes or no which we answered all no. Ms. Flores-Medina advised that had we answered yes to anyone of the questions we would have had to have some type of explanation.

With this, President Serna recommended approval of the Quarterly Report for submission to HED.

Trustee Adams moved for approval of the Quarterly Report for submission to HED. Vice Chairman Medina seconded the motion, with all in favor, the motion carried.

4. Request approval of BAR's (Budget Adjustment Requests).

Ms. Flores-Medina began by going through each one of the BARS, the first being Athletics.

Trustee Adams advised Ms. Flores-Medina that to begin with, he has no idea what a GATOR is and in this BAR, we are moving money and purchasing something at the same time. Trustee Adams advised that he would like to see some kind of justification attached to the BAR so that he does not have to ask so many questions.

Ms. Flores-Medina advised that she agrees with Trustee Adams and she would like to see one other thing, the Directors who are submitting the BAR's should be present at the meeting in order to explain to the Board the reason for the BAR.



Trustee Adams reminded the Board that this was requested of the Directors over a year ago and it is not happening so he does not understand why we are sitting here wasting time with these BAR's if we do not have any justification or Director's present.

A discussion ensued regarding equipment and Vice Chairman Medina advised that he went to check out the softball fields and saw that the Director was using his own personal equipment to maintain that field the best he could. Vice Chairman Medina further stated that with the weeds and grass up here, he feels that every piece of equipment is definitely needed.

Trustee Adams then advised that he feels that we need a work session in order to go over all of these.

President Serna then advised that we can set an amount limit and bring the BAR's over a certain amount (big purchase amounts) to the Board for approval. As it is now, we don't want to bring them all and every three months they are scrutinized because eventually, this will take a toll on the employees.

Trustee Adams then suggested creating a procedure instead of throwing these at him, create a procedure together so that the Board understands.

At this point, President Serna recommended tabling the BAR's and bring back "only" the ones which have not been processed, to the meeting on Tuesday.

Vice Chairman Medina moved to table item #4. Trustee Adams seconded the motion, with all in favor, the motion carried.

5. Request approval of travel for Chairman Daniel J. Romero and Trustee Michael Adams – ACCT Leadership Congress – Pathways to Prosperity.

Trustee Adams advised that if anyone else would like to attend with the Chairman, it is for Board Members, he does not have to go as there is a lot online and he only submitted his name so that two Board Members could attend.

Secretary Ernie Chavez moved for approval of the travel for the Chairman and Trustee Adams or whoever will be attending the ACCT Leadership in Congress – Pathways to Prosperity. Trustee Adams seconded the motion, with all in favor, the motion did carry.

Trustee Gutierrez advised that he has brought this up in the past as to why the Board is not being advised as to these conferences in order to plan ahead of time.

Chairman Romero advised that he received his information in his personal mail and asked Trustee Gutierrez if he is receiving this type of mail at home.

Trustee Gutierrez advised that he is not.

Chairman Romero then asked SherylAnn Yara, Executive Office Manager to please distribute any information regarding conferences to all Board Members once it is received.

Trustee Gutierrez then advised that he would like to see the last two years of expenditures regarding travel for the Board Members.

6. Discussion and request approval of renewal of contract for legal services (Marc A. Grano) – LCC Board of Trustees.

At this time Trustee Adams moved to have action item #6 tabled until the next scheduled Board Meeting. Trustee Gutierrez seconded the motion, with all in favor, the motion did carry.

Announcements on date, time and location of next BOT meeting(s) and Work Shop(s).

- Regular Board Meeting – Tuesday, September 12, 2017 @ 10:00 a.m. – LCC Student Success Center Board Room.

Adjourn

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

Chairman Romero called for a roll call vote. Roll call 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" Sisneos	Absent		

  
Daniel J. Romero, Board Chairman

  
Ernie Chavez, Board Secretary

  
SherylAnn Yara, Recorder