

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

Tuesday, December 12, 2017 @ 5:30 p.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, Orlando LeFebre, Information Specialist, Jessica McGee, Vocational/Faculty Senate, Georgia Baca, Fiscal, Francina Martinez, Fiscal, Sierra Fernandez, Allied Health, Jason W. Brooks, Las Vegas Optic, Carolyn Chavez, Human Resources Director, Lita Bernal, School of Business Director, Monica Rosseti, Humanities/CJ, Matthew Cordova, Physical Plant, Kenneth Bachicha, Media Arts/Faculty Senate, Caitlin Nelson, Jesse Gallegos, Public Relations, Karen Wezwik, Trades Off. Mgr., Elaine Luna, AHEC Director, Donna Flores-Medina, Vice President of Finance, Brenda Ortega, ECE& PS, Dr. Sharon Lalla, Vice President of Academics, Joan Krohn, N.O.W., Dr. Twila Quintana, Phi Theta Kappa and Maxine Hughes, Nursing.

Absent: Trustee Severiano "Sev' Sisneros.

Pledge of Allegiance

Trustee Michael Adams led the Pledge of Allegiance.

Approval of the Agenda

Vice Chairman Kenneth Medina requested that the Action Item 5 be moved up to Action Item 1 and with that moved for approval of the Agenda with that change. Trustee Abelino Montoya, Jr. seconded the motion, with all in favor the motion did carry.

Approval of the Minutes (*November 4, 2017 Work Session, November 14, 2017 Regular Board Meeting and November 21, 2017 Special Meeting*).

Trustee Adams moved for approval of the November 4, 2017 Work Session, November 14, 2017 Regular Board Meeting and November 21, 2017 Special Meeting Minutes. Secretary Ernie Chavez seconded the motion, with all in favor the motion did carry.

Public Comment

No Public Comment

Presidential Update to the Board (Information only): Ricky Serna

Interim President Ricky Serna addressed the Board and provided an update on the HLC (Higher Learning Commission) Show-Cause Order Report, advising outside of instruction, HLC is what LCC is primarily focused on as we have a fast approaching deadline of February 1, 2018. Interim President Serna also gave an update on the LCC Website as well as the Salary Parity Study.

Reports – LCC Board – LCC Committees – LCC Departmental

Human Resources Director, Carolyn Chavez addressed the Board and updated on the following new hires: Maxine Salas Dual Credit Coordinator, Lita Bernal School of Business Director and Sierra Fernandez, Faculty Advisement and Retiree Susan Olson-Smith, Nursing Director.

Dr. Sharon Lalla, Vice President of Academics addressed the Board and reiterated the new hires, advised that a series of student advisement events are being held (November 20, 2017 and December 6, 2017) for those who are planning on or would like to graduate in Spring of 2018. Dr. Lalla reported some news bites: School of Business personnel move to the Media Arts building in December; Hand prepared meals are being served to LCC staff on Friday's by LCC's future Chefs in the Culinary Arts Program; Joseph Montoya, Building/Trades Instructor, earns certification as a Construction Industry Outreach Trainer; Culinary classes begin at Springer Corrections facility in Spring 2018 and Career Day at Springer on November 30, 2017 brought many schools to the Springer campus.

Trustee David Gutierrez thanked all who attended the Career Day in Springer, the students were very receptive and very excited and would like more one on one introductions to these programs.

Informational Items

Review of BOT Standing and Interim Committees

Interim President Serna advised the Board that in order for the committees to align with the policy, we should have only four (4) standing committees; Academic Affairs Committee, Executive Committee, Facilities Committee and Finance Committee, with all other committees being interim committees. Interim President Serna also updated on the HED Secretary Recommendation to Legislative Finance Committee, the Interim President Serna updated the Board as to the status of the recommendation and the Presidential Search Firm.

Trustee Abelino Montoya, Jr. advised that he is not satisfied with the applicant chosen to lead the Presidential Search and feels that the item should be tabled.

Interim President Serna advised that he will provide the Board with a copy of the only other proposal which was submitted for their review and asked that the Board keep in mind, if the current situation of the institution merits redoing the RFP.

Action Items

1. Adoption of Shared Governance Policy

Culinary Arts Instructor, Jessica McGee addressed the Board and gave a run down as to how the Shared Governance Policy would play out. Ms. McGee advised that the membership would consist of (8) Council, (10) Leadership, (11+) Faculty Senate, Student Government (14), Strategic Planning & Institutional Analysis Committee (13) and Retention and Retention and Completion Committee and spoke of the terms and how the members would come about.

After some discussion, Trustee Montoya moved for approval of adoption of the Shared Governance Policy. Vice Chairman Medina seconded the motion, with all in favor the motion did carry.

2. Approval of the BAR's (Budget Adjustment Requests)

Donna Flores-Medina, Vice President of Finance addressed the Board and went over the BAR's.

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

3. Approval of Interim President's Contract

After a brief discussion and comments regarding supplying the Interim President with a vehicle, the Board requesting providing them with monthly expenditures on the CEO discretionary account, requesting all expenditures for last President to include travel, housing, vehicle, etc., Trustee Adams informed the Board that we must match the Interim President's contract with what is in place policy wise.

LCC Legal Counsel Marc Grano asked if the Board would allow the Chairman to sign the contract once he has made any revisions requested.

Trustee Adams moved for approval of the Interim President's contract once any revisions were made and that the Chairman be allowed to sign the contract once this has been done. Vice Chairman Medina 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	Absent		

The motion did carry.

4. Approval of revisions to Staff Handbook

Interim President Serna addressed the Board and provided revisions to the Staff Handbook, pages 1-34.

After some discussion, Trustee Montoya moved for approval of the revisions to the Staff Handbook. Trustee David Gutierrez seconded the motion, with all in favor the motion did carry.

6. Approval of revisions to BOT Policy Manual

Interim President Serna addressed the Board and provided revisions to the BOT Manual.

After some discussion, Trustee Adams moved for approval of the revisions to the BOT Manual. Trustee Gutierrez seconded the motion, with all in favor the motion did carry.

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

- Board Work Session – Tuesday, December 19, 2017 @ 9:00 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 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	Absent		

The motion did carry.

Daniel J. Romero, Board Chairman

Ernie Chavez, Board Secretary

SherylAnn Yara, Recorder

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