



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

Tuesday, January 13, 2026 @10:00am  
LCC Student Success Center Board Room

**I. Meeting called to order at 10:00 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 Richard Vigil, Trustee Rosalie Ortega, Trustee Rolando Medrano, and Trustee Andrea Sandy.

**Also Present:** Dr. Carol Linder – President, Dr. Gerald Shields – Interim Executive Director of Finance/CFO, Dr. Henrietta Romero – VPISS, Crystal Western Ford – SGC/Luna Strong Coordinator, Kenneth Medina – Former Trustee, Jeff Gamblin – IT Director, Keira Lewis – Network/System Administrator, Raymond Baca – Information Representative, Justin Garcia – Procurement Director, Michael Montoya – AVPSS, Tanya Giddings – Director of Government and Community Relations, Cristino Griego – Culinary Arts Instructor, Gloria Ortiz – Director of Academic and Career Planning, Kristi Safranek – HR Director, Tycie Jackson – Early Childhood/Education Director, Fayla Ray – Early Childhood/Education Administrative Assistant, Vanessa Maciel – Las Vegas Optic, John Martinez, Marissa Crespín, LeeAnn Sandy, Fidel Trujillo – Mora ISD, Dr. Billie Mathews – Humanities Instructor/Faculty Senate, James Encinias, Carmen Sandoval, Destinee Sandy, Nevaeha Sandy, Carlos Crespín, Ryan Trujillo VPISS/AVPSS Administrative Assistant, Carla Romero – LCC Foundation Treasurer, Clifford Regensburg – LCC Foundation, and Leslieann Garcia – Executive Admin, Recorder.

**III. Pledge of Allegiance** – LCC Foundation Vice-Chair Clifford Regensburg led the Pledge of Allegiance.

**IV. Approval of the Agenda**

Vice Chair Louise Portillos moved to approve the agenda as presented and Trustee Rosalie Ortega seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

**All trustees present voted to approve the agenda as presented. - Motion passed.**

**V. Approval of the Minutes for December 9, 2025 Regular Meeting**

Trustee Rolando Medrano moved to approve the Minutes for December 9, 2025 Regular Meeting and Trustee Andrea Sandy seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

**All trustees voted unanimously to approve the Minutes for December 9, 2025 Regular Meeting as presented. -Motion passed.**

**VI. Public Comment** – No Public Comment

**VII. New Personnel and Employee/Student Recognition**

Dr. Carol Linder reviewed the New Personnel and Employee/Student Recognition from January 13,

2026 as follows:

- No new personnel
- Recent Separations
- Shout out for outstanding efforts performed by Luna Personnel in the following areas:
  - Allied Health
  - Student Learning Assessment Plan Acknowledgements
  - WRTC
  - Registrar
  - Executive Administration – Housing Solutions
  - Denise Fox Shoutouts pages
  - Luminaria
  - Roughrider Mentorship Program
  - CHESS SIS Project
  - Enrollment

#### **VIII. Shared Governance Report – Crystal Western Ford**

Crystal Western Ford - Shared Governance Chair, reviewed the following topics from the Shared Governance Report for December 2025.

- Faculty Senate planned and held a successful in-service week January 5-9, 2026 which included the first Assessment Academy at LCC.
- Staff Senate: Staff Senate held their regular monthly meeting on December 9, 2025. They are planning to hold their first fundraiser on Saturday, February 7 in the cafeteria and it will be a combined flea market and craft fair.
- Student Senate, Shared Governance Council/Directors: No meetings currently held during December 2025.

#### **IX. LCC Foundation Quarterly Report – Vice-Chair Clifford Regensburg and Treasurer Carla Romero**

Carla Romero, LCC Foundation Treasurer informed the Board of Trustees Lawrence Quintana was not able to attend today's meeting due to unforeseen circumstance and would not be able to provide the Foundations quarterly Report as the LCC Foundation Board did not meet in December 2025. The financial reporting will be provided at the next quarterly reporting period in April 2026. Vice-Chair Clifford Regensburg provided the Board of Trustees with an update in the following areas:

- Investments and Fixed Assets
- Interest Rates on Investments
- Recent Events and Activities
- Overall Scholarships for Fall 2025
- Student Hardship Scholarships
- Helen O'Brian Scholarships

#### **X. 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, January 6, 2026 to include:

- Concerns regarding Community Education fee structures
- LED digital sign for Luna hill
- Attain contract ending
- Personnel Updates
- Student Housing Updates

- 2026 Legislative Session
- Student Services updates
- Facilities updates

Secretary Mark Dominguez reviewed topics discussed during the Audit and Finance Committee meeting held on Tuesday, January 6, 2026 to include:

- Financial Summary Analysis
- Budget to Actuals
- Cost Centers
- Student Receivables
- Accounts Payable
- Payroll
- Audit updates
- Staffing updates

Trustee Rolando Medrano reviewed topics discussed during the Academics Committee meeting held on Tuesday, January 6, 2026 to include the following topics:

- Fall 2025 intersession update
- Spring 2026 Enrollment update
- Grants update
- LCC Skills and Solutions Expo proposal
- Student Services and Academic updates
- Chess on-site update
- FIPSE Grant proposal
- Financial Aid staff training
- Small business management in Prisons
- Social Worker Status update

Trustee Rosalie Ortega reviewed topics discussed during the Facilities Committee meeting held on Tuesday, January 6, 2025 to include the following topics.

- Campus Projects: General Studies, SBDC Building
- Honeywell Proposal HVAC in Cafeteria
- Allied Health Building Renovations
- HVAC Upgrades
- Administration Building HVAC repairs
- LRC Water Leak
- Luna Tower Mural
- Emergency Funding Request
- NMHU Housing for Students

**b. Committee Assignments for BOT Sub-Committee**

Trustee assignments for each committee and time of the meetings are as follows:

- Audit & Finance Committee – Trustees Dominguez, Martinez and Vigil at 8:30 am
- Executive Committee - Trustees Martinez, Portillos and Dominguez at 10:00 am
- Facilities Committee – Trustees Medrano, Ortega and Sandy at 11:30 am
- Academic Committee – Trustees Medrano, Ortega and Sandy at 1:00 pm

**c. BOT attendance for upcoming events: Luna Day at the legislature – 1/22, Hispano Round Table – 2/2 and HLC in Chicago – 3/21-24**

- Luna Day at the legislature – 1/22

- Trustee Martinez, Portillos, Medrano, Ortega, Vigil and Sandy
  - Hispano Round Table – 2/2
    - Trustee Martinez, Portillos, Dominguez, Ortega, Medrano and Vigil (additional cost for spouses of Trustees will be at personal expense)
  - HLC in Chicago – 3/21-24
    - Trustees Ortega, Medrano, Sandy and Vigil
- d. Set dates for BOT Training and BOT Work Session (Finance & Administration Policy Manuel, LCC Catalog)**
- Board Training January 21<sup>st</sup> at 9-12 am (Potential quorum notice to be posted)
  - Work Session January 27<sup>th</sup> 10 am (Finance Policy, Catalog and Board Policies)
- e. Discussion/Action Item: Outdoor LED Sign on LCC Campus hill.**  
 Discussion on Outdoor LED Sign on Campus hill involved the following topics:
- Options for LED digital signs
  - Unofficial quotes
  - Wiring, mounting and necessary infrastructure
  - Virtual Technology
  - Options for placement on Luna tower
  - Scope of work
  - Screen Size

Trustee Richard Vigil moved to approve discussions and move forward and begin the collection of information for LED sign placement and financial costs and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

**All trustees voted unanimously to Approve discussions and move forward and begin the collection of information for LED sign placement and financial costs. – Motion Passed**

- f. Discussion/Action Item: BOT Policies - Board of Trustees Policy 1400, Compensation for Board of Trustees Policy 1455, Board Agenda Policy 2100 (w/revisions), Ethics and Conflict of Interest Policy 2900 (w/revisions) and Consultation with Legal Counsel Policy 3000 (w/revisions)**

Discussion Policy 1400:

- Board of Trustees Policy 1400: Changes to the following: Election of trustees, line28 “*to 1st Tuesday after the 1st Monday in November in odd number years*”, Elections, line32, remove incorrect dates of elections, Line 39 add “*as prescribed by the Community College Act*”.

Trustee Rosalie Ortega moved to approve changes to Board of Trustees Policy 1400 and Trustee Vice Chair Louise Portillos seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

**All trustees voted unanimously to approve the changes to Board of Trustees Policy 1400 – Motion Passed**

Trustee Vice Chair Louise Portillos excused herself for short break at 11:45am.

Discussion Policy 1455:

- Compensation for Board of Trustees Policy 1455: line 29, add “*or electronic attendance*” and add “*committee*”. Should read as: “*Physical attendance or electronic attendance at regular, special, committee or emergency meetings called by the Chair of the Board.*”

Trustee Rosalie Ortega moved to approve changes to Compensation for Board of Trustees Policy 1455

and Trustee Andrea Sandy seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

**All trustees present voted to approve the changes to Compensation for Board of Trustees Policy 1455 – Motion Passed**

Discussion Policy 2100:

- Board Agenda Policy 2100 (w/revisions): Revisions made to mimic the current Agenda allowing flexibility to placement of Executive session.

Trustee Rosalie Ortega moved to approve changes to Board Agenda Policy 2100 and Trustee Andrea Sandy seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

**All trustees present voted to approve the changes to Board Agenda Policy 2100– Motion Passed**

Trustee Vice Chair Louise Portillos rejoined the meeting at 11:48 am.

Trustee Richard Vigil excused himself for short break at 11:48 am.

Discussion Policy 2900:

- Ethics and Conflict of Interest Policy 2900 (w/revisions): Reviewed censure additions provided by legal counsel, Carlos Padilla.

Trustee Richard Vigil rejoined the meeting at 11:51 am.

Trustee Vice Chair Louise Portillos moved to approve revisions to Ethics and Conflict of Interest Policy 2900 and Trustee Andrea Sandy seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

**All trustees voted unanimously to approve the changes to Ethics and Conflict of Interest Policy 2900 – Motion Passed**

Discussion Policy 3000:

- Consultation with Legal Counsel Policy 3000 (w/revisions) – Reviewed attorney additions and revisions provide by legal counsel, Carolos Padilla.

Trustee Andrea Sandy moved to approve additions and revisions to Consultation with Legal Counsel Policy 3000 and Trustee Vice Chair Louise Portillos seconded. Madam Cahir Dr. Phyllis Martinez called for a roll call.

**All trustees voted unanimously to approve Consultation with Legal Counsel Policy 3000 - Motion passed.**

**XI. Presidents Report – Dr Linder**

- a. President Updates - President Dr. Carol Linder provided the board with Presidents Monthly Report for December 2025 and reviewed the following topics:

- Communications - monthly Board Packet through the use of software applications using tablets or i-pads.
- Marketing, Communications, and Celebrations - Optic articles and social media.

Trustee, Secretary Mark Dominguez excused himself for a short break at 12:13 pm, returning at 12:15 pm

- Feasibility Study on Independence: Cabinet Secretary Rodriguez indicated to

President Linder that the RFP for the \$750,000 feasibility study (HB2) will move forward this spring. The purpose of this study is to determine if 2 year independent schools, including Luna, should continue to function as an independent community college. **Important Note:** HB2 does not specifically mention Luna Community College.

- Legislative Session Updates - There is an estimated \$105.7M in new recurring funding in the Legislative Finance Committee budget recommendation for in FY27, this would be an .8% increase from FY26.

**b. President/Trustee Communication Plan**

Discussion:

- Communication Plan adopted in December Board meeting. Highlights Presidential communication for the new Board Trustees; Formal Reporting and Strategic Updates, Strategic Governance and Collaboration, Stakeholder Engagement and Responsiveness and Communication Protocol and Channel Management. Trustees would like to review this plan again at closer detail in the February Board of Trustees Regular Meeting or a Special Board Meeting later this month.

**c. Discussion/Action Resolution Memo - Emergency Operating Fund Grant**

Discussion:

- Emergency Housing Funding –NM DFA/SBOF Emergency Operating Fund Grant. LCC is requesting an Emergency Operating Fund Grant in the amount of 2,787,914\*. (\*the original request was \$2,193,525 but was revised following updated quotes and estimates for required work).
- Reviewed Resolution No. 2026-001 LCC Board of Trustees Authorizing The submission of an emergency operating fund grant application to the New Mexico State Board of Finance.

Trustee Andrea Sandy excused herself for a short break at 12:25pm, returning at 12:28 pm.

- Discussion in various areas of the housing project to include but not limited to the following: guidelines for modules meeting New Mexico requirements and life expectancy of modules, foundation & structural integrity, quotes for dorm furnishings, considerations for contractors, local vendors, timeline for installation, placement of units, utility infrastructure costs, IT networking equipment and service, labor costs, site prep, set up and anticipation of additional costs.

Trustee Richard Vigil moved to approve Resolution Memo - Emergency Operating Fund Grant and Trustee Rosalie Ortega seconded. Madam Cahir Dr. Phyllis Martinez called for a roll call.

**All trustees voted unanimously to Approve Resolution Memo - Emergency Operating Fund Grant - Motion passed.**

**XII. Vice President of Instruction and Student Services Report – Dr. Henrietta Romero**

- a. VPISS Updates: Vice President Dr. Henrietta Romero provided the board with Vice Presidents Monthly Report for December 2025 and reviewed the following topics:
- Approval of NC-SARA agreement for 2026 -
  - End of semester in-service training for faculty and staff
  - Winter Intersession pass rate of 79% in four pilot courses

- Santa Rosa School District site usage
- First Day Complete processes
- CHEAD/Campus Works Data BI Questionnaire
- NM Healthcare Authority and D&S Diversified Technologies - establishing CNA testing at LCC
- Presentation at NMHEAR Conference – March 4-6, 2026
- Attain contract closure and Financial Aid successful transition
- Skills & Solutions Expo April 30<sup>th</sup> – Integrated Workforce Skills to Success April 2<sup>nd</sup> and Bootcamp for reverse job fair details to come
- Outreach to area high schools is ongoing with emphasis on high schools
- Enrollment Spring 26 Semester – 600 as of 1/13/26
- Provided SP 2026 Student Statistics Enrollment by district
- Pecos School District outreach, we do have an MOU
- Water/Waste Water Program
- Well Drilling in process of instructor search and program advertising
- Modern Campus transition for non-credit and community education courses
- Quilting class analysis update in February board meeting
- Score card update for February board meeting
- Fall Semester Nursing program pass rates 81.2%
- Nursing Department Program and Student Handbook

### **XIII. Executive Director of Finance/Chief Financial Officer – Dr. Gerald Shields**

- a. CFO Updates: Dr. Gerald Shields provided the board with Chief Financial Officer Monthly Report and for December 2025 and reviewed the following topics:
  - Fund Balances and Cash Management Overview
  - First Community Bank Balances
  - Southwest Capital Bank Balances
  - Recent Deposit Activity
  - Consolidated Total Cash
  - Budget to Actuals
  - Revenue Performance
  - Expenditure Overview
  - FY26 Unrestricted Budget Approved Budget to Actuals Report as of 12/15/26
  - FY26 Budget Status Report – Unrestricted Budget as of 12/15/26
  - Student Accounts Receivables
  - Accounts Payable
  - Payroll Overview
  - FY24 Accounting & Audit Readiness Support - hand out
  - Finance & Administration Policy Manual as Action Item in a Special Meeting

Trustee Chair Dr Phyllis Martinez requested to end the CFO report and move on to Executive Session due to time restraints. Dr Shields agreed to continue the report at the next meeting to answer any questions that may need to be addressed at that time.

Trustee Rosalie Ortega excused herself for a short break at 1:45 pm, returning at 1:48 pm.

### **XIV. 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.

Trustee Vice Chair Louise Portillos move to Executive Session and Trustee Richard Vigil seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

**All trustees present voted to move to Executive Session – Motion passed @ 1:48 pm.**

Trustee Vice Chair Louise Portillos excused herself from the meeting during the executive session at 2:15 pm – Executive Session continues

Trustee Rolando Medrano move to return to Regular Session, no action was taken during executive session and Trustee Rosalie Ortega seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

**All trustees present voted to return to Regular Session, no action taken during executive session – Motion passed @ 2:25 pm. – Motion Passes**

**b. Discussion/Action on any matters discussed during Executive Session.**

Discussion: Extend the President Contract for Dr Carol Linder - extended for (3) three months.

Trustee Rosalie Ortega moved to extend Presidents Contract for (3) months and Trustee Richard Vigil seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

**All trustees present voted to return to Regular Session, no action taken during executive session – Motion passed**

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

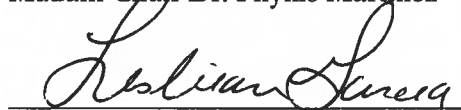
- a. Regular Board of Trustees Meeting – Tuesday, February 10, 2026 @ 10:00 am – LCC Student Success Center Board Room.

**XVI. Adjourn:**

Trustee Richard Vigil moved to Adjourn and Trustee Rolando Medrano seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

**All trustees present voted unanimously to Adjourn. - Motion passed unanimously @ 2:29 pm.**

 2/10/26  
Madam Chair Dr. Phyllis Martinez Date

 2/10/26  
Leslieann Garcia, Recorder Date