



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

Tuesday, January 27, 2026 @10:00 am  
LCC Student Success Center Board Room

**I. Meeting called to order at 10:05 am and a quorum established by 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 (Via Zoom), Dr. Henrietta Romero – VPISS, Jeff Gamblin – IT Director, Keira Lewis – Network/System Administrator, Raymond Baca – Information Representative, Justin Garcia – Procurement Director, Michael Montoya – AVPSS, Ryan Trujillo VPISS/AVPSS Administrative Assistant, and Leslieann Garcia – Executive Admin, Recorder.

**III. Pledge of Allegiance**– Ryan Trujillo 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.

**V. Public Comment – No Public Comment**

**VI. Finance & Administration Policy Manual – Dr. Gerald Shields & Justin Garcia**

a. Discussion/Action: Finance Policy Manual

Dr. Gerald Shields briefly introduced the Finance & Administration Policy Manual that Procurement Director Justin Garcia developed. Justin Garcia presented and reviewed the following components in this presentation to the Board of Trustees.

- Comprehensive Comparison: Finance & Administration Policy Manual vs. Procedural Manual
- Analysis of 2017 Procedural Manual and Proposed Policy Manual
- Institutional Alignment, Regulatory Compliance and Fiscal Integrity
- Update policy to be current with Federal Compliance -2 CFR 200
- Key updates in Governance & Roles
- Financial Planning and Budgeting
- Procurement and Purchasing Thresholds
- Grant and Restricted Fund Management
- Asset Management and Audits

Trustee, Secretary Mark Dominguez motioned to approve the Finance & Administration Policy Manual (not to replace the procedure document which will remain for legacy reference) and Trustee Andrea Sandy seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All trustees voted unanimously to approve the Finance & Administration Policy Manual (not

to replace the procedure document which will remain for legacy reference). -Motion passed.

**VII. Approval of BOT Policy Manual – Final/Clean Copy – Dr Carol Linder**

a. Discussion/Action: Madam Chair Dr Phyllis Martinez briefly reviewed Final BOT Policy Manual presented to the Board for the new Trustee's information and noted the following corrections in Policy 1600 and 1700.

Discussion: Policy 1600 Board Orientation and Training – Line 23: change “*a month*” to “*90 days*” and change “*election*” to “*swearing in*”. Now to read as: “*No later than ninety (90) days following the swearing in of new Trustees, the President of...*”

Policy 1700 Meetings of the Board - Line 11: change “*recordings of*” to “*recorded*”. Now to read as: “*If a meeting of the Board is recorded, the webcasts and an electronic copy of any minutes...*”

Trustee Rosalie Ortega motioned to approve BOT Policy Manual – Final/Clean Copy with revisions and Trustee Orlando Medrano seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

**All trustees voted unanimously to approve the BOT Policy Manual – Final/Clean Copy with revisions. -Motion passed.**

**VIII. LCC Catalog Questions (Discussion only) – Dr Henrietta Romero**

Dr Henrietta Romero reviewed the following highlights from the 202-2026 Catalog.

- Cover photo is a wall mural in Allied Health/Nursing
- Student Rights and Responsibilities
- NM's General Education Core Curriculum
- Directed Study Courses - Minimum GPA
- Areas of For-Credit Study
- Academic Calanders

**IX. FERPA Training – Dr Henrietta Romero**

Trustee Rosalie Ortega moved to Table FERPA Training and reschedule for a Board of Trustees Work Session at a later time and Trustee Secretary Mark Dominguez seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

**All trustees voted unanimously to Table FERPA Training and reschedule for a Board of Trustees Work Session at a later time -Motion passed.**

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

- a. Special Session Board of Trustees Meeting – Wednesday, February 4, 2026 @ 10:00 am, in the LCC Student Success Board Room.
- b. Regular Board of Trustees Meeting – Tuesday, February 10, 2026 @ 10:00 am, in the LCC Student Success Center Board Room.

**XI. Adjourn**

Trustee Richard Vigil moved to Adjourn and Trustee Secretary Mark Dominguez seconded. Madam Chair Dr. Phyllis Martinez asked for a roll call.

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

Madam Chair Dr. Phyllis Martinez

Date

2/10/26

Leslieann Garcia, Recorder

Date

2/10/26