



Luna
Community
College

MINUTES
LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
Tuesday, March 10, 2026 @10:00am
LCC Student Success Center Board Room

I. Meeting called to order at 10:01 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 and Trustee Andrea Sandy.

Not Present: Trustee Rolando Medrano, Trustee Rosalie Ortega and Trustee Richard Vigil

Also Present: Dr. Carol Linder – President, Dr. Gerald Shields – Interim Executive Director of Finance/CFO, Dr. Henrietta Romero – VPISS, Michael Montoya – AVPSS, Ryan Trujillo – Exec Admin Assist VPISS/AVPSS, Crystal Western Ford – SGC/Luna Strong Coordinator, Jeff Gamblin – IT Director, Keira Lewis – Network/System Administrator, Raymond Baca – Information Representative, Justin Garcia – Procurement Director, Dr Billie Matthews – Faculty/Humanities, Amy Hufnal – Community Theatre, Adam Luna – Custodian, Anthony Lujan – Custodian, Kevin Williams – Adjunct Instructor (via live-stream), Linda Salazar – Learning Resource Center Manager (via live-stream), Leslieann Garcia – Executive Admin/Recorder.

III. Pledge of Allegiance – Adam Luna led the Pledge of Allegiance.

Madam Chair Dr. Phyllis Martinez asked for Boards consensus on a brief recess to take place after Shared Governance Report allowing time for a luncheon – Consensus reached by all Trustees.

IV. Approval of the Agenda

Trustee Secretary Mark Dominguez moved to approve the agenda with the following changes: **Move Item VI Public Comment to Item XIII and XII Executive Director of Finance /Chief Financial Officer – Dr Gerald Shields to Item VI** on the agenda and Vice Chair Louise Portillos seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the agenda with changes.
– Motion Carried 4-0.

V. Approval of the Minutes: Board of Trustees Special Session – February 4, 2026 & Regular Meeting – February 10, 2026

Vice Chair Louise Portillos moved to approve the Minutes for February 4, 2026 Special Session and Secretary Mark Dominguez seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the Minutes for February 4, 2026 Special Session as presented. - Motion Carried 4-0.

Vice Chair Louise Portillos moved to approve the Minutes for February 10, 2026 Regular Meeting and Secretary Mark Dominguez seconded. Madam Chair Dr Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve the Minutes for February 10, 2026 Regular Meeting as presented. -Motion Carried 4-0.

VI. Executive Director of Finance/Chief Financial Officer – Dr. Gerald Shields

a. CFO Updates: Dr. Gerald Shields provided the board with Chief Financial Officer's Monthly Report for February 2026 and reviewed the following topics:

- Fund Balance and Cash Management
- Operational Fund Balances
- Community First Bank holdings
- Southwest Capital Bank holdings
- Cash and Credit Card Deposits and transactions
- FY26 Unrestricted Budget to Actuals
- FY26 Budget to Actuals Summary
- FY26 Budget Status Report
- FY26 Unrestricted Budget
- FY26 Restricted Budget Status Report

Trustee Richard Vigil Arrived @ 10:24 am

- Reserve Expenditures
- Overbudget Cost Centers
- Student Accounts Receivables
- Accounts Payable
- Procurement Department Report
- Payroll Overview
- FY24 Audit Update
- FY24 Accounting & Audit Readiness Support - hand out
- Staffing Update

b. Discussion/Action: Protiviti Contract Extension

Discussion: Request for an increase in funding to the original auditing services contract - Protiviti Global Business Consulting to ensure the uninterrupted and successful completion of these pivotal tasks, we are requesting an additional \$75,000 allocation to the current contract, which currently stands at \$200,000. This adjustment would elevate the total revised contract value to \$275,000.

Vice Chair Louise Portillos moved to approve Allocation of \$100K adjustment for Protiviti Contract Extension and Trustee Andrea Sandy seconded. Madam Chair, Dr. Phyllis Martinez called for a roll call.

All Trustees present voted as follows:

Madam Chair Dr Phyllis Martinez – No
Madam Vice Chair Louise Portillos – Yes
Secretary Mark Dominguez – No
Trustee Andrea Sandy – Yes
Trustee Richard Vigil – No
Trustee Rolando Medrano – Absent
Trustee Rosalie Ortega – Absent

Action: Motion Not Carried 2-3

Trustee Richard Vigil moved to approve Allocation of \$75k for Protiviti Contract Extension as presented and Secretary Mark Dominguez seconded. Madam Chair Dr. Phyllis Martinez Called for a roll call.

All Trustees present voted as follows:

Madam Chair Dr Phyllis Martinez – Yes
Madam Vice Chair Louise Portillos – No
Secretary Mark Dominguez – Yes
Trustee Andrea Sandy – No
Trustee Richard Vigil – Yes
Trustee Rolando Medrano – Absent
Trustee Rosalie Ortega – Absent

Action: Motion Carried 3-2

Trustee Richard Vigil moved to take a 10-minute recess and Secretary Mark Dominguez seconded. Madam Chair Dr Phyllis Martinez called for a roll call.

All Trustees present voted as follows:

Madam Chair Dr Phyllis Martinez – Yes
Madam Vice Chair Louise Portillos – No
Secretary Mark Dominguez – Yes
Trustee Andrea Sandy – No
Trustee Richard Vigil – Yes
Trustee Rolando Medrano – Absent
Trustee Rosalie Ortega – Absent

Action: Motion Carried 3-2 Board recessed at 10:49 am.

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

**All Trustees present voted unanimously to reconvene the meeting at 11:10 am.
- Motion Carried 5-0**

VII. New Personnel and Employee/Student Recognition

Dr Carol Linder reviewed the New Personnel and Employee/Student Recognition as of March 10, 2026 as follows:

- Newly hired personnel in February
- Recent Separations
- Key Vacancies to be filled
- Staff/Student Recognitions
- Department Shout Outs
- IT Support system - Team Dynamics
- New Coffee Connections

Madam Chair Dr Phyllis Martinez and Secretary Mark Dominguez gave shout outs for Legislative accomplishments through the work of Tanya Giddings, Trustee Richard Vigil, Pete Campos, Anita Gonzales, Lt. Governor Howie Morales. Secretary Mark Dominguez gave a special shout out to Justin Garcia for efforts during the Finance and Audit Committee meeting and Johnny Martinez for his work in

the CDL licensing program.

VIII. Shared Governance Report – Crystal Western Ford

Crystal Western Ford - Shared Governance Chair, reviewed the following topics from the Shared Governance Report for January 2026.

Student Senate Updates:

- Providing snacks for softball/baseball home games
- Student Government night with local high school student governments.
- Student Senate plants to hold a St. Patrick's Day Scavenger Hunt.

Faculty Senate Updates:

- Dr Billie Matthews recruitment efforts with Dual Credit sophomores at Robertson.
- Denise Fox and faculty attending dental educator conference in Florida this summer.

Staff Senate Updates:

- Meeting was held on March 9 to revise the bylaws.
- First fund raiser April 25th - indoor flea market and craft fair.

Directors Updates:

- Academic Directors various departments to better utilize advisors in order to streamline the advising process for students.

Shared Governance Council Updates:

- Work on the employee handbook and dress code policy continues
- Special shout out to Mary Frances Bibb and Student Senate for the extra time and effort put into the beautiful Valentine's Day treats and drinks.

IX. Human Resources – Kristi Safranek

a. 6 Month Recap/Update - presentation to the Board
Human Resources Director Kristi Safranek presented *Human Resources Recap-Strengthening Leadership and Workplace Stability* to the Board of Trustees with the following information:

- New Hire Summary August 2025 – February 2026
- LCC Turnover Rates
- Training & Development
- Recruitment & Selection
- Compensation & Benefits
- Health, Safety & Well being
- Performance Management
- Employee Relations
- Compliance & Risk
- Leadership Challenge Framework
- Strategic Leadership Development Initiatives
- Turnover Costs & Workforce Impact
- Linking Leadership Development to Retention
- Executive Stability: Two Year Contracts
- Expected Outcomes
- Leadership Investment

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 Wednesday, March 3, 2026 to include:

- Topographical Survey needed for Student Housing project
- 2026 Legislative Session Updates
- Department of Corrections Updates Small Business Management Certificate at Guadalupe Correctional Facility started 2nd 8 weeks
- Capital Outlay Projects Updates
- Personnel salaries, job descriptions, salaries and pay scales provided to Trustees
- Board of Trustees Action Items
- Board Retreat Planning

Secretary Mark Dominguez reviewed topics discussed during the Audit and Finance Committee meeting held on Tuesday, March 3, 2026 to include:

- Financial Summary Analysis
- Revenue & Expenditure Performance
- Reserve Balances
- Protiviti Contract Allocation Extension

Facilities Committee and Academics Committee meetings Tuesday, March 3, 2026 – No Quorum established. Due to the absence of a majority of committee members, no official business was transacted and no minutes were produced for this date.

b. Discussion: Board of Trustees Retreat – Location, Date and Topic Selection

Discussion: Trustees discussed the following areas concerning the planning of the Board of Trustees Retreat.

- Dates Selection – Possible date in June, not April, allowing for adequate planning time and organization of facilitator and presentations.
- Potential Topics 3-5 strategic priorities: Clear governance boundaries, Behavioral agreements, Conflict resolution pathway, Measurable institutional goals, developing an annual board work plan, Defined reporting cadence, OMA regulations training and board norms
- Facilitator proposal from Michael Rivera and meeting with ACCT for facilitator
- Continue discussions in April's Committee Meetings with all Trustees available to provide input. Vice Chair Portillos suggested that the Executive Committee have a special meeting for planning.

c. Discussion/Action: Agenda Format Change

Discussion: Trustees were presented with a hand-out of other New Mexico community colleges Board Agendas for comparison to LCC's Agenda and a decision was agreed upon to table until all Trustees are present and can add their input.

Vice Chair Louise Portillos moved to Table the Action Item: Agenda Format Change until all Trustees are present and Secretary Mark Dominguez seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to Table Action Item: Agenda Format Change until all Trustees are present - Motion Carried 5-0.

XI. Presidents Report – Dr Linder

a. President Updates - President Dr. Carol Linder provided the board with Presidents Monthly Report for February 2026 and reviewed the following topics:

- Legislative Session Update
 - 1.8% increase in Instruction & General funding, \$185.2
 - HED Capital Projects Bill signed by Governor
 - HB2 FY27 LFC Budget
 - \$2M Allied Health Building General Obligation:
 - \$50,000 for campus improvements
 - \$250,000 for IT infrastructure
 - 1% compensation increase
 - SB240: \$2 million for athletic fields
- Housing Update
 - Geotechnical Engineering & Topographical Survey quotes
 - Meetings with Dekker Architecture and Bohannon Huston associates
 - Timeline Revisions, sequencing and adjustments
 - Design of Utilities and flatwork
 - CID Permitting
 - HED Capital Outlay Approval Process
 - Construction to begin in September
 - Interim Housing Solutions for Fall (NMHU and Super 8 and others being explored)
 - LCC Dining Services operational budget being evaluated
- Professional Development Update
 - 124 employees reported participation in approximately 205 distinct professional development activities in 2025-2026.
- Athletics Update
 - Traveling for away games
- Wildfire Resiliency Training Center
- Comprehensive report, ongoing Construction Projects
- Government and Community Relations
 - Congressionally Directed Spending requests
- Assessment Academy Updates
 - Assessment team presentation at NMHEAR
- HLC Conference, Chicago IL
 - Trustees and Luna personnel attending March 20-24
- HED Tech Summit at NMSU Las Cruces, NM
 - Luna Personnel attending March 22-25: Justin Garcia, Michael Montoya, Tanya Giddings, Matt Griego and Dr Shields.

Trustee Richard Vigil excused himself for a short break @ 12:24 pm returning @ 12:29 pm

- LED Sign for Luna tower update
 - Purchase order complete, sign ordered awaiting delivery notification
- FEMA Update
 - 759576 obligated 9/5/25 \$81,388.30 - Currently in account payable
 - 759586 obligated 6/3/25 \$5,486.67 - Proof of payment in Dec 2025.
 - \$4,343.75 personnel time reimbursement – currently being evaluated

- Smoke and Ash claim per square footage not feasible due to insurance coverage of smoke damage remediation. Across campus and analysis of damage.
- LCC land ownership
 - Land across the street from the park.
 - Look into ownership and usage.
 - All existing surveys are for Camp Luna not LCC
 - 98 Acres passed the National Armory

Vice Chair Louise Portillos excused herself for a short break @ 12:36 pm returning @ 12:40 pm

- Kings Stadium ownership and usage – this is Land Grant, LCC has MOU to use King Stadium as needed.

b. Discussion/Action: Legal Representation Contract Extension

Discussion: Cuddy & McCarthy was selected through a competitive Request for Proposal process in the spring of 2024 to represent Luna Community College for up to four years beginning March 10, 2024. Reviewed the contract with the scope of work, terms and conditions, and rate structure. Current spending is less than \$10,000 on these services since July 1, 2025 including board training and legal representation on agreements, contracts, and employment matters.

Secretary Mark Dominguez moved to approve the Action Item: Legal Representation Contract Extension with Cuddy & McCarthy for a one-year period with 30-day termination and Vice Chair Louise Portillos seconded. Madam Cahir Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve Action Item: Legal Representation Contract Extension with Cuddy & McCarthy for a one-year period with understanding that LCC can terminate at any time
- Motion Carried 5-0.

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 February 2026 and reviewed the following topics:
- Transition to Blackboard Ultra from classic Version. Sunset in December 2026. Training to begin after returning from spring break on March 17 and 18.
 - Finalized agreement with NM Corrections department for Small Business Management Certificate programming at Guadalupe Correctional Facility
 - Tour of Corrections Barbering Facility, requested inventory lists.
 - Confirmed the Regional Math Convening details with NMICC and NMPED for LCC to host math faculty and administrators from across northern NM to discuss math education in NM in April 2026.
 - Commencement scheduled for Saturday, May 9, 2026 at 10 am in the MEC.
 - Selecting 2 Student Speakers for Commencement Ceremony.
 - Enrollment Report Update
 - Breakdown of enrollment by County, Mill Levy and Non-Mill Levy showing overall growth in enrollment.
 - 734 Total Enrollment, 91.42% Mill Levy and 8.58% Non-Mill Levy
 - 6.7% Enrollment Increase
 - Press Release for Dr. Christopher Smith's publication of his book, *Bank Night at the*

Movies: The 1930's Cash Giveaway Craze, in partnership with the University of Exeter Press.

- 16 students completed the Water Distribution Level 1 class. Water Distribution Level 2 instructors will be returning for the next class.
- Water Distribution Levels available at LCC depends on the need of the community and the time length requirement to achieve the next level.
- Potential plans for Waste Water Level 1 in the future.
- 4th Annual Allied Health Fair in April
- Denise Fox participated in Dental Science Exploration Event at Santa Rosa Satellite February 19th.
- Faculty Member Andrea Yee and Student nurses collaborated with local high school students to deliver group presentations on how to properly measure vital signs and blood glucose checks.
- Nursing Student Valerie Delgado was presented with a Rotary scholarship Feb 19th.

b. Discussion/Action: Request for Disposition and Public Auction of 1995 GMC Semi-Truck and 1995 STR Box Trailer

Discussion: Formal request to approve disposition and sell our 1995 GMC Semi-Truck and the accompanying 1995 STR Box Trailer via public auction. After a thorough assessment of the equipment's mechanical condition and instructional utility, it is determined that it is no longer fiscally responsible or educationally efficient to maintain these assets.

Trustee Richard Vigil moved to approve Action Item: Request for Disposition and Public Auction of 1995 GMC Semi-Truck and accompanying 1995 STR Box Trailer for auction with a proposed starting bid (reserve) of \$10,000.00, allowing the college to remove the reserve during auction if necessary and Vice Chair Louise Portillos seconded. Madam Chair Dr. Phyllis Martinez called for a roll call.

All trustees present voted unanimously to approve Action item: Request for Disposition and Public Auction of 1995 GMC Semi-Truck and 1995 STR Box Trailer - Motion Carried 5-0.

XIII. Public Comment

The following individuals addressed the Board of Trustees in Public Comment.

- Dr. Billie Matthews - Humanities Faculty introduced Amy Hufnal, producer and director of the community collaboration of "Hello Dolly Jr. – The Musical!" featuring Robertson H.S. actors, West Las Vegas H.S. actors, Highlands University adult chorus and student actors, community members, awesome musicians and members of Kiwanis International. Amy Hufnal presented the Board of Trustee with VIP Passes & Seating for the Performance debut on Friday, April 10, 2026 at 6pm in the LCC Media Education Center.

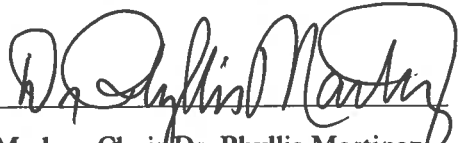
XIV. Announcement on date, time and location of next BOT Meeting(s)

- a. Board of Trustees Special Session – Tuesday, March 17, 2026 @ 10:00 am – LCC Student Success Center Board Room.
- b. Board of Trustees Special Session Budget Meeting – Tuesday, March 31, 2026 @ 10:00 am – LCC Student Success Center Board Room.
- c. Board of Trustees Regular Meeting – Tuesday, April 14, 2026 @ 10:00 am – LCC Student Success Center Board Room.
- d. Board of Trustees Retreat – topics, location and date to be determined.

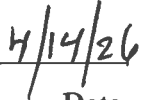
XV. Adjourn:

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

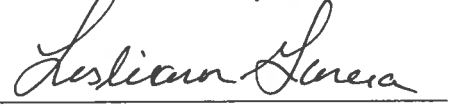
**All trustees present voted unanimously to Adjourn @ 1:21 pm.
- Motion Carried 5-0.**



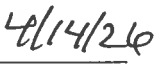
Madam Chair Dr. Phyllis Martinez



Date



Leslieann Garcia, Recorder



Date

