



Board of Trustees Policy Manual

Approved by the Board of Trustees on January 27, 2026

Luna Community College
Board Policy Manual
Revised: 1/17/2025

Introduction

This document shall be referred to as the Luna Community College Board Policy Manual. The document contains policies that govern the Board of Trustees and administration of Luna Community College. These policies and procedures have been developed to provide governance and direction for the College. They are intended to eliminate confusion and misunderstanding by staff, students and the public.

The Policy Manual shall also serve to facilitate and increase transparency and consistency which is essential to the overall health of the College. A culture of transparency and consistency is critical in establishing professionalism and shared governance among faculty, staff, students and other key stakeholders. These policies and procedures are produced with the hope of fostering high individual and group morale.

Definitions:

The following terms are used throughout this policy manual. The definitions below shall become assigned to each term unless otherwise clarified within a policy.

- Board: The Board of Trustees as a governing body of the institution
- Institution and College: Luna Community College
- President: The chief administrator of the institution or his/her designee, including interim appointments made by the Board.

Adoption of Policies and Policy Revisions
1000
Revised: 1/17/2025

Introduction

The approval and adoption of institutional policy is a responsibility of the Board. Unless otherwise indicated in a policy, the Board shall delegate the implementation and enforcement of each policy to the President. The Board recognizes the importance of inclusion in policy development, specifically among those impacted by policy adoptions and revisions. Therefore, the Board encourages policy recommendations from the institution's stakeholders. Institutional policies shall not conflict with or supersede law.

Process

The following process shall govern policy revisions and adoptions.

- Any person wishing to introduce policy changes shall draft the policy language in a format consistent with the Board Policy Manual.
- The written policy shall be supplemented with narrative that underscores the necessity and rationale for the policy.

- All changes to policy must be made in writing to the President.
- The President shall present policy changes to the Shared Governance Council and allow adequate time for Council members to solicit and present feedback from the campus community.
- The President shall introduce all policy changes to the Executive Committee of the Board, unless otherwise requested by the Board. This introduction shall include a summary of feedback as provided by the Shared Governance Council.
- The Executive Committee of the Board shall discuss the impact of policy changes on the institution, including, but not limited to, the following:
 - Implications on cost
 - Implications on staffing
 - Conflict with other institutional policies and or law
 - General feedback from the Shared Governance Council
- The Executive Committee of the Board shall forward all policy changes to the Board of Trustees along with a report and recommendation on its approval.
- The Board reserves the right to distribute proposed policy changes to the campus community for feedback prior to taking final action.
- All policy approvals shall supersede any formerly approved policies that address applicable subject matter.

History of the Institution

1100

Revised: 1/17/2025

The college derives its name from Maximiliano Luna, who was Speaker of the House of Representatives for the Territory of New Mexico in 1899. Luna was also a Captain of the Rough Riders, U.S. Voluntary Cavalry, and a First Lieutenant of the 34th U.S. Volunteer Infantry. Many of the Rough Riders, a mounted cavalry unit that fought in Cuba during the Spanish American War, were recruited in Las Vegas. In 1929, the popular training site for the New Mexico National Guard on the outskirts of Las Vegas was renamed Camp Luna after the leader who died in the Philippines in 1899.

In 1967 an Act of the Legislature of the State of New Mexico authorized the establishment of a vocational training facility at Las Vegas, New Mexico. When LCC was founded in 1969, the new board of trustees honored Captain Maximiliano Luna by naming the school, Luna Area Vocational Technical School.

In 1970, the first 5-mill levy election to fund LCC, which at the time was called Luna Vocational Technical Institute (LVTI), was held and overwhelmingly approved by the citizenry to voluntarily tax themselves in support of vocational-technical education. This provided an occupational training opportunity for the people of the following school districts: West Las

Vegas Municipal Schools, Las Vegas City Schools, Santa Rosa Consolidated Schools, and Mora Independent Schools. These school districts lie within San Miguel, Guadalupe, and Mora Counties. Later, the Springer Municipal Schools, Maxwell Municipal Schools and most recently, Wagon Mound Public Schools joined the mill levy. Since its inception, the college has continued to grow and develop its ability to meet the occupational needs throughout northeastern New Mexico.

On December 18, 2000, the Board of Directors approved the adoption of the current name, Luna Community College, to signify that the college was a comprehensive community college. LCC continues to offer a broad range of vocational, technical, and professional education programs.

Institutional Vision Mission and Guiding Principles

1200

Revised: 1/17/2025

Vision Statement

"Where future leaders aspire to create, collaborate, communicate and think critically to bring positive change to the world."

Guiding Principles

- Demonstrate integrity, excellence and resilience.
- Demonstrate collaboration, empathy and community.
- Demonstrate innovation and creativity.
- Demonstrate diversity, equity and inclusion.

Institutional Mission

Luna Community College is dedicated to providing accessible, innovative and integrated learning experiences that prepare students to compete at the forefront of their chosen fields and to lead in their communities.

Institutional Accreditation

Luna Community College is accredited to grant certificates, associate of applied science, associate of arts, and associate of science degrees by the:

Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504; telephone 800.621.7440.

Board of Trustees

1400

Revised: 3/11/2025

Composition and Terms of Office

The governing Board consists of seven members elected from single member districts under provisions of the Community College Act, Sections 21-13-1 et seq. NMSA 1978, as amended.

Qualifications of Trustees

Community college board members shall be over twenty-one years of age, qualified electors and residents of the community college district.

Any member who moves from the district in which he is elected during a term of office shall be deemed to have resigned and the vacancy created by such resignation shall be filled in the manner provided by law and this policy for filling of a vacancy on the board of a community college district.

Election of Trustees

Community college board members shall be elected for staggered terms of six years beginning on 1st Tuesday after the 1st Monday in November in odd number years.

Elections

Elections shall be held in conjunction with regular school district elections as prescribed by the Community College Act.

The community college board shall issue a resolution in English and Spanish calling for a regular community college election within the community college district on the date prescribed by the Community College Act. The resolution shall be filed with each county clerk in the community college district as prescribed by the Community College Act.

The resolution shall specify:

- The date the election will be held.
- The positions on the board to be filled.
- The date on which declarations of candidacy are to be filed.
- The date on which declarations of intent to be a write-in candidate are to be filed.
- Any questions to be submitted to the voters.
- The precincts in each county in which the election is to be held and the location of each polling place.
- The hours each polling place will be open.
- The date and time of the closing of the registration books by the county clerks as required by law.

1 **Filling Board Vacancies**

2 All vacancies caused in any other manner than by the expiration of the term of office shall
3 be filled by appointment by the remaining members. An individual appointed by the
4 remaining members of the board to fill a vacancy in office shall serve until the next
5 community college board election, at which time candidates shall file for and be elected to
6 fill the vacant position to serve the remainder of the unexpired term.

8
9 **Duties of the Board of Trustees**

10 **1450**

11 **Revised: 3/11/2025**

12
13 **Introduction**

14 It is the duty of the Board to determine financial and educational policies of the College. The
15 Board shall provide for the management of the College and execution of these policies by
16 selecting a competent president, and, upon the president's recommendation, the board
17 shall employ other administrative personnel, instructional staff or other personnel as
18 may be needed for the operation, maintenance and administration of the College.

19
20 The Board shall have the power to fix tuition and fee rates for resident and nonresident
21 students of the community college district, to accept gifts, to accept federal aid, to
22 purchase, hold, sell and rent property and equipment and to promote the general welfare of
23 the institution for the best interest of educational service to the people of the community
24 college district.

25
26 To the extent that funds are made available by the legislature from the lottery tuition fund,
27 the Board shall award legislative lottery scholarships for qualified resident students
28 attending their respective institutions.

29
30 Other Board responsibilities may include, but are not limited to, the following:

- 31 • Conduct themselves in an ethical manner always while representing the best
32 interests of the region in which they serve.
- 33 • To adopt, review and ensure the implementation of an institutional vision and
34 mission that serves as the foundation upon which institutional direction and
35 priorities are determined.
- 36 • Review and approve the College's annual budget, budget adjustment requests,
37 annual audits, and other financial reports prescribed by oversight agencies.
- 38 • Award degrees or certificates upon completion of the approved curriculum organized
39 for each program.
- 40 • Approve and implement a comprehensive legislative strategy to include institutional
41 funding priorities, local funding elections and when appropriate, support revisions to
42 state law on matters that support the mission of the institution.

- Review and approve expenditures as outlined by the state procurement code and other purchasing policies approved by the Board.

Compensation for Board of Trustees

1455

Revised: 3/11/2025

Trustees shall be paid per diem and mileage as provided in the Per Diem and Mileage Act Chapter 10, Article 8 NMSA 1978, as amended, for non-salaried public officers. Such compensation shall be included as an item in the College's annual budget.

All travel-related reimbursements for Trustees shall occur as outlined by the College's policy on Travel Reimbursements located in the Finance and Administration Manual, Section 7, Item E.

Per Diem compensation will be issued for the following:

- Physical attendance or electronic attendance at regular, special, committee or emergency meetings called by the Chair of the Board.
- Physical or electronic attendance at trainings and development opportunities that have been approved by the Board Chair or consensus of the Board.
- Attendance at meetings called by the Higher Education Department, or other regulatory agencies, at which Trustees are representing the institution in an official capacity.

At no time, while serving a term as a Trustee, shall a Board Member receive compensation, as an employee or contractor, from the Institution.

Organization of the Board

1460

Revised: 4/15/2025

Officers of the Board

In January of years not preceded by an election, the Board of Trustees shall elect, from its membership, a Chair, Vice-Chair and Secretary. In order for a member to be elected to an officer position, a nomination must be expressed in the form of a motion. The motion must receive a second. A majority vote of the Board shall ratify the election of officers, effective immediately.

Reorganization of Officers of the Board

The officers of the Board shall hold office for a term specified within this policy manual. At any time during the calendar year at the Board's discretion, it may elect to switch any

officer(s) when the Board provides justification that the change would serve in the best interest of the College. The Board, with support from the College's governance groups, shall reorganize officers' positions to abide by Policy 1460. All reorganizations associated with the Board's officers' positions will be made official through a majority vote from the Board members.

Role of the Chair

The duties of the Chairperson of the Board shall be:

- To preside over regular, special and emergency board meetings.
- To call special or emergency meetings as required or to change the time of a regular meeting.
- To perform such other duties as may be prescribed by law or by action of the Board.
- To serve as the liaison between the Board and the president.
- To work in collaboration with the president on the preparation of board meeting notices and agendas.

The Chair may vote on all matters coming before the Board for action. The Chair may make motions, second motions, and participate in debate on all matters coming before the Board of Trustees.

Role of the Vice-Chair

The duties of the Vice-Chair shall be:

- To preside over board meetings in the absence of the Chairperson.
- To perform such other duties as the Board may prescribe.

Role of the Secretary

The Secretary shall:

- Preside over Board meetings in the absence of the Chair and Vice-Chair
- Sign, along with the Chair, officially approved minutes and other legal documents.
- Perform other duties as the Board may direct and require.

Committees of the Board

1470

Revised: 4/15/2025

Introduction

The Board may establish standing committees. When necessary, the Board may also establish interim committees to review and discuss matters coming before the Board. Referring matters to Committees assists the Board in carrying out its functions and ensures ongoing oversight as prescribed by policy.

1 **Scope of Committee Work**

2 No committee shall be composed of a quorum of the Board. Committees of the Board may
3 not take final action on any issue unless authorized by the Board to do so. This authority
4 would require a consensus of the Board. Committees act solely as advisory bodies, making
5 recommendations to the whole Board, when such matters arise for discussion and or vote
6 before a quorum of the Board.

7

8 Each committee should be chaired by a member of the Board. The President of the College
9 serves as an ex-officio, non-voting member of each committee. Additional college staff may
10 be asked to support committee work by providing feedback, documentation, supplies,
11 background information or any other reasonable assistance and resources necessary for the
12 group to complete its work.

13

14 **Committee Minutes**

15 Board committees shall keep minutes of all meetings. The minutes shall include the date,
16 time and place of the meeting, names of the members absent and in attendance, the
17 substance of proposals considered and a record of any decisions and votes which show how
18 each member voted. Minutes shall become public and made available for review as
19 prescribed by the New Mexico Inspection of Public Records Law.

20

21 **Interim Committees**

22 Interim committees may be established by the Board Chair or by a majority consensus of
23 the Board. These committees shall be tasked with researching and investigating matters that
24 will come before the Board. Upon establishment, the Board, or Board Chair, shall determine
25 a timeline by which the committee shall return its findings or recommendations. Following
26 its report and recommendations, interim committees shall no longer be required to meet.

27

28 **Standing Committees**

29 The following committees shall remain active until otherwise determined by a consensus of
30 the Board. These committees have been established to assist the Board in fulfilling its
31 statutory and policy requirements.

32

33 Standing committees shall meet a minimum of once per month, allowing for appropriate
34 time to prepare and deliver a meeting report to the whole Board at its next scheduled
35 regular meeting, or as requested by the Chair.

36

37 The following are standing committees of the Board, and their key responsibilities:

38

39 • **Executive Committee**

- 40 ○ Consults with the President on general personnel policy planning, and
41 implementation between board meetings.

- Reviews long-range planning benchmarks for completion and analyzes environmental threats and opportunities.
- Ensures that collaboration and teamwork are maintained within the Board.
- Reviews and recommends the revision of personnel policies to protect student and employee rights and obligations.
- Ensures that approved administrative procedures for exhaustion of administrative remedies are completed prior to Board review.
- Ensures that hiring policies provide for equal opportunities to all applicants while selecting the best employee available.
- Refers outside complaints about the College and its operations to the President to research, investigate and determine the appropriate course of action.
- Periodically reviews mission statement of Board to clarify educational program and responsibilities of the College to the local and state community.

- **Audit/Finance Committee**

- Ensures that long-range financial planning occurs.
- Ensures that trustees are kept informed of financial matters.
- Ensures that the College complies with all audit requirements.
- Ensures that the annual budget is developed in a timely manner.
- Ensures that the College's investment policies meet all statutory requirements.
- Reviews and makes recommendations on tuition and fee rates for Resident and non-resident students.
- Reviews proposed budget adjustments and requests for capital expenditures.

- **Facilities Committee**

- Reviews the institution's master plan and makes recommendations to the Board on necessary revisions.
- Ensures that long-range planning occurs for land and facilities.
- Ensures that an ongoing schedule is developed for physical maintenance of college property.
- Ensures that new facilities are provided and older facilities are rehabilitated or removed as necessary.
- Explores the purchase and acquisition of property that aligns with the mission of the College.

- **Academic Affairs Committee**

- Reviews and recommends educational programs and strategic planning goals to assure alignment with accreditation requirements.
- Reviews and recommends changes to academic offerings based on workforce outlook and regional workforce needs.
- Reviews and makes recommendations on the adoption and expiration of degree and certificate offerings.

- Reviews and recommends revisions to the institution's faculty handbook.

Role of the President

1500

Revised: 11/11/2025

The President shall serve as chief executive to the Board. The duties of the President shall include:

- Prepares for each assembly of the Board by providing reports and supporting documentation to Trustees in advance of meetings.
- Provides adequate notice to the Board and public of all meetings.
- Attends all Board meetings unless otherwise excused by the Board Chair.
- Delegates the responsibility of recording minutes of each meeting as required by law, and ensures their cataloging.
- Coordinates and prepares meeting notices and agendas with the Board Chair.
- Maintains custody and control of all records, proceedings and documents of the Board.
- Coordinates Board training in conjunction with the Board Chair.

Evaluation of the President

1510

Revised: 11/11/2025

Introduction

The Board shall govern the progress of the institution by working to establish clear, measurable and realistic performance indicators against which the performance of the President shall be evaluated. These indicators shall align with the mission of the institution and current strategic plan. They shall also be agreed upon between the Board and President.

President's Self-Assessment

By March of each year, the president shall be responsible for completing a Self-Assessment that addresses progress made toward mutually agreed upon goals and performance indicators. The study shall include:

- Enrollment and completion rates.
- A summary of the institution's academic capacity to meet local, regional and statewide workforce and training needs.
- Financial position of the institution.
- Assessment of institutional challenges and opportunities.
- Assessment of institutional fundraising.

- Updates on other previously established metrics.

By April of each year, the Board shall complete a comprehensive review of the President's self-assessment. The Chair shall be responsible for compiling feedback from the Trustees and, on behalf of the Board, presenting the President with a summary of goals for the upcoming year. When necessary, the Board shall include in its summary, the expression of concerns it has with progress being made toward goal completion or with the President's performance, in general.

Deviations from the timeline above may be made when necessary and shall not imply the Board's collective approval, or endorsement of, the President's performance.

Comprehensive Evaluation of the President.

Every two years, the Board may elect to allow for a comprehensive evaluation of the President to take place. Such process shall allow for staff, faculty, and staff to evaluate the performance of the President. The Board shall create a process in which staff, faculty, staff may submit feedback against established performance indicators.

The following indicators shall be included in the evaluation:

- Adequately secures new financial resources and partnership opportunities for the institution.
- Establishes healthy relationships among the campus and regional community.
- Establishes and maintains a strong and effective communication plan that promotes transparency and inclusion.
- Empowers faculty, staff and students to contribute to the institution's success.

Luna Community College Shared Governance

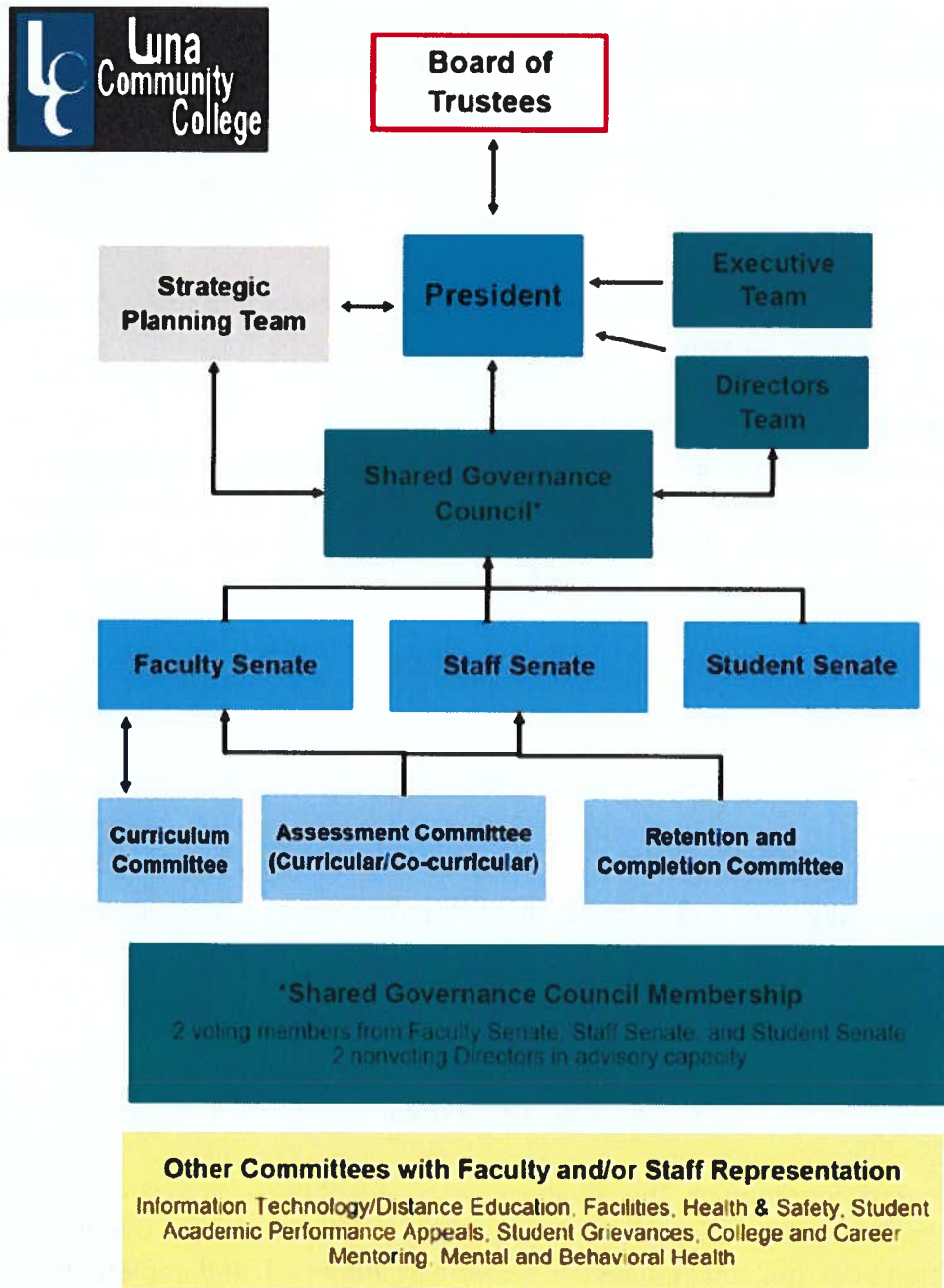
Policy 1520

Revised: 12/9/2025

Definition of Shared Governance- The collaborative model of decision making that includes the Board, the President, Administration, Faculty, Staff, and Students. It is the process by which institutional direction and policies are developed, modified, and implemented.

1 LCC Representation Structure

2



3

4

5 Policy Overview

6 This policy sets the principles adopted by the Board of Trustees to engage all LCC
 7 constituents in the process of informed decision making. All constituent groups at LCC are
 8 included as participants in this policy.

9

10

1 **Scope and Applicability**

2 Shared governance is a collaborative model of decision-making that includes the Board of
3 Trustees, President, Administration, Faculty, Staff, and Students. The purpose of shared
4 governance is to adhere to basic governance principles such as transparency,
5 responsiveness, and accountability. By presenting recommendations for consideration to
6 the Board of Trustees, with inclusion of stakeholders in shared governance, better decisions
7 can be made for the College. Timely and effective communication is foundational to the
8 shared governance process. Consequently, issues requiring governance action shall be
9 considered only when constituent groups or their designated representatives have been
10 afforded ample opportunity to address their positions on proposed actions.

11

12 **Policy Statement**

13 A. LCC is committed to the practice of Shared Governance. The President, in
14 consultation with representatives of recognized college governance groups, develops
15 processes and procedures for addressing academic and professional matters. While
16 all official College policy is the result of action by the Board of Trustees, the College's
17 governance groups working with the President through a college-wide Shared
18 Governance Council, participate in the development of policy and institutional
19 direction for consideration by the Board of Trustees.

20

21 B. Shared governance is valued at the College as an avenue for informed and
22 accountable decision making. Thus, it should be practiced college-wide as much as
23 possible at all levels, such as schools, departments, programs, and committees.

24

25 C. The Shared Governance Council will meet at least ten times per year and may not be
26 suspended.

27

28 D. Shared Governance Council members shall enjoy freedom of speech and academic
29 freedom without fear of retaliation.

30

31 **Scope of Accountability and Responsibility**

32 A. The Board of Trustees, the President, the Shared Governance Council and the
33 Governance groups are all responsible for implementing this policy.

34

35 B. Because the College recognizes the value of the shared governance process,
36 governance group participation shall be supported by supervisors by providing
37 release time, schedule accommodations, clerical support and coverage as necessary.

38

39 C. Due Process Clause

40 1. Any disagreement on the procedures developed under the leadership of the
41 President should be discussed by each governance group and the full Shared
42 Governance Council. If the disagreement cannot be resolved it should be

1 reported in writing to the Board of Trustees and discussed at a regular or
2 special Board meeting.

3 2. Should any governance group believe that the President and/or the Board of
4 Trustees is not following the approved policy or procedures, that governance
5 group should notify the Chair of the Board of Trustees in writing and present
6 its evidence at a regular Board meeting.

7 3. The president has the responsibility to ensure that procedures exist to
8 support this Policy.

9 4. The President has the authority to change the procedures for this Shared
10 Governance Policy with the guidance and approval of the Shared Governance
11 Council.
12
13

14 **Board Orientation and Training**

15 **1600**

16 **Revised: 1/27/2026**

17 **Introduction**

18 Given the magnitude and complexity of its role, the Board shall retain a high value for
19 training and development. When necessary, possible and reasonable, Trustees shall
20 participate in trainings that enhance their collective effectiveness and ability to achieve the
21 institution's goals.
22

23 No later than ninety (90) days following the swearing in of new Trustees, the President of
24 the College shall coordinate an orientation workshop for all members of the Board. The
25 orientation shall focus on understanding the Board's functions, policies, and procedures.
26 Information provided shall include:
27

- 28 • Board policy manual, other institutional policies and handbooks.
- 29 • A formal review of the legal and budgetary oversight responsibilities of the Board.
- 30 • A formal review of the institutions strategic plan, priorities and progress made
31 against each.
- 32 • A comprehensive review of the institution's enrollment and completion trends over a
33 reasonable period of time.
- 34 • Materials pertinent to meetings, and order of operations and business.
- 35 • Comprehensive review of the institution's budget and its financial strengths,
36 opportunities and challenges.
- 37 • Other information and activities as the Board or President deems useful in fulfilling
38 the role of a Board member.
39
40
41
42

Meetings of the Board

Policy Number: 1700

Revised: 1/27/2026

The Board of Trustees of Luna Community College recognize and affirm its responsibilities to the citizens of its service area and the State of New Mexico to fulfill the Mission of the College, its educational programs and its service responsibilities. The Board further affirms its responsibilities to keep the public informed concerning its decisions, actions, and policies.

If a meeting of the Board is recorded, the webcasts and an electronic copy of any minutes approved at the meeting shall be posted on the College website within one week of the meeting's conclusion and shall be publicly available for at least one year following the date of the meeting unless the state records retention schedule provides otherwise.

In order to fulfill its commitment to the public and comply with the Open Meetings Act, Sections 10-15-1 to 10-15-4, NMSA 1978, the following definitions and procedures have been adopted to ensure compliance with law, organization order and public transparency.

Definitions

Meetings – A gathering that includes a quorum of the Board for the purposes of discussing, and/or reaching consensus on, matters relating to their supervision or oversight for the College.

Quorum – The gathering of four Trustees or one more than half the number of members holding office at the time of the gathering.

Types of Meetings

Policy Number: 1800

Revised: 9/9/2025

Regular Meetings

It is required that the Board meet no less than once quarterly each calendar year. The date or place of a regular meeting may be changed by action of the Board at any previous meeting. If the date or place of any regular meeting is changed, the public shall be informed of the change by notice as required by law.

A schedule for regular meetings shall be determined by a consensus of the Board. The date of a regular meeting may be changed by action of the Board provided that every member and the public are notified in advance.

1 It has been determined that regular meetings be held on the second Tuesday of every
2 month.

3
4 Meetings of the Governing Board shall be held in a place or places determined by the Board
5 members.

6 7 8 **Emergency Meetings**

9 An emergency meeting may be called by the Board Chair or a consensus of the Board only in
10 the event of unforeseen circumstances that, if not addressed immediately by the Board, will
11 likely result in injury or damage to persons or property or substantial financial loss to the
12 College. The Board will avoid emergency meetings whenever possible.

13
14 Notice to the Public of emergency meetings of the Board will specify the date, time, place,
15 and subject matter thereof and will be posted on Luna's website as soon as possible and as
16 may be practicable under the circumstances.

17
18 Within ten (10) days of taking action on an emergency matter, the Board of Trustees shall
19 report to the New Mexico Attorney General's Office the action taken and the circumstances
20 creating the emergency.

21 22 **Special Meetings**

23 When necessary, the Chair, or a consensus of the Board, may call a Special Meeting.

24 25 **Work Sessions**

26 The Board may schedule Work Sessions to exchange in a dialogue about matters pertaining
27 to their oversight responsibilities. Work Sessions may also be coordinated for the purposes
28 of training and/or orienting Board members. Meeting notices must include an agenda
29 however no official board action shall take place in a work session.

30 31 **Informal Gatherings**

32 Occasionally it will be necessary for board members to attend functions as a group.
33 Examples include networking functions, community and college gatherings or other similar
34 events. For the purposes of this section, informal meetings include such gatherings
35 where no meeting or discussion is called to order and no college business is discussed or
36 acted upon.

37 Informal gatherings are not to be considered board meetings and therefore do not require
38 that public notice be provided. However, a notice of potential quorum may be issued when
39 possible.

1 **Closed Meetings**

2 Meetings of the Board may be closed, according to the procedures set out below, only if the
3 matter to be considered falls within one of the enumerated exceptions defined in § 10-15-
4 1(H) of the Open Meetings Act.

5

6 **Closing an Open Meeting**

7 Closing of a meeting shall be by a majority vote of a quorum of the Board during the open
8 meeting, with the vote of each member being recorded.

9

10 The motion shall state: (1) the authority for the closure (the statutory provision); and (2) the
11 subject to be discussed with reasonable specificity.

12

13 The matter to be discussed must have been included on the agenda, except for emergency
14 matters. The agenda shall state the specific provision of the law authorizing the closed
15 meeting and shall state the subject to be discussed with reasonable specificity.

16

17 **Action**

18 Any final action taken as a result of discussions in a closed meeting, if not noticed for the
19 meeting during which closed session was held, shall be made by a vote of the Board of
20 Trustees at an open public meeting, with the exceptions allowed under § 10-15-1(H)30

21

22 Items subject to a closed meeting discussion are limited to the following:

23

24 1. Meetings pertaining to issuance, suspension, renewal or revocation of a license,
25 except that a hearing at which evidence is offered or rebutted shall be open. All final
26 actions on the issuance, suspension, renewal or revocation of a license shall be taken
27 at an open meeting.

28

29 2. Limited personnel matters; provided that for purposes of the Open Meetings Act,
30 "limited personnel matters" means the discussion of hiring, promotion, demotion,
31 dismissal, assignment or resignation of or the investigation or consideration of
32 complaints or charges against any individual public employee; provided further that
33 this paragraph is not to be construed as to exempt final actions on personnel from
34 being taken at open public meetings, nor does it preclude an aggrieved public
35 employee from demanding a public hearing. Judicial candidates interviewed by any
36 commission shall have the right to demand an open interview.

37

38 3. Deliberations by a public body in connection with an administrative adjudicatory
39 proceeding. For purposes of this paragraph, "administrative adjudicatory
40 proceeding" means a proceeding brought by or against a person before a public body
41 in which individual legal rights, duties or privileges are required by law to be
42 determined by the public body after an opportunity for a trial-type hearing. Except

as otherwise provided in this section, the actual administrative adjudicatory proceeding at which evidence is offered or rebutted and any final action taken as a result of the proceeding shall occur in an open meeting.

4. The discussion of personally identifiable information about any individual student, unless the student or the student's parent or guardian requests otherwise.

5. Meetings for the discussion of bargaining strategy preliminary to collective bargaining negotiations between the policymaking body and a bargaining unit representing the employees of that policymaking body and collective bargaining sessions at which the policymaking body and the representatives of the collective bargaining unit are present.

6. That portion of meetings at which a decision concerning purchases in an amount exceeding two thousand five hundred dollars (\$2,500) that can be made only from one source is discussed and that portion of meetings at which the contents of competitive sealed proposals solicited pursuant to the Procurement Code are discussed during the contract negotiation process. The actual approval of purchase of the item or final action regarding the selection of a contractor shall be made in an open meeting.

7. Meetings subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant.

8. Meetings for the discussion of the purchase, acquisition or disposal of real property or water rights by the public body.

Notice Requirements

Policy Number: 1900

Revised: 9/9/2025

In accordance with the Open Meetings Act, reasonable notice (72 Hours) shall be given to the public announcing the date, time, place, and subject matter of each meeting. Meeting notices shall include broadcast stations licensed by the federal communications commission and newspapers of general circulation that have provided a written request for such notice.

Meeting notices shall include an agenda containing a list of specific items of business to be discussed or transacted at the meeting or information on how the public may obtain a copy of such an agenda.

1 Meeting notices shall also be posted on the LCC Website. The Board shall follow the State's
2 requirements for posting of meetings under the Open Meetings Act.

3
4
5 **Reconvening a Meeting**
6 **Policy Number: 1950**
7 **Revised: 9/9/2025**
8

9 When necessary, the Board may recess and reconvene a meeting to a day following that
10 stated in the meeting notice. In order to comply with state law, prior to recessing, the Board
11 must specify the date, time and place for continuation of the meeting.

12
13 Immediately following the recessed meeting, the Board must post notice of the date, time
14 and place for the reconvened meeting on or near the door of the place where the original
15 meeting was held, posted on the Website and at least one other location appropriate to
16 provide public notice of the continuation of the meeting.

17
18 Only matters appearing on the agenda of the original meeting may be discussed at the
19 reconvened meeting.

20
21
22 **Rules of Procedure for all Board meetings**
23 **Policy Number: 2000**
24 **Revised: 1/13/2026**
25

26 Unless otherwise determined by the Board or herein specified, all meetings shall be
27 conducted in accordance with Robert's Rules of Order, revised.

28
29 Trustee's actions deal with policy rather than day to day administration. A clear distinction
30 must be maintained between the Trustees function of policy making and the President's
31 function of establishing and implementing procedures to carry out policy and assuring that
32 policy objectives are attained.

33
34 **Prerequisites to Transact Business**

35 In order to transact business, which is binding to the College, the Board shall meet in official
36 session, keep minutes, and have a quorum of members present. All motions, duly seconded,
37 require a majority of those voting.

Board Agenda
Policy Number: 2100
Revised: 1/13/2026

Except for emergency matters, a public body shall take action only on items appearing on the agenda.

The President and Board Chair shall be responsible for preparing final agendas. The Board Chair shall be responsible for coordinating with Trustees to have items placed on the agenda, as appropriate.

Meeting agendas shall be made public no less than 72 hours prior to the start of the meeting. Matters may not be added to the agenda within 72 hours of the scheduled meeting nor may matters be removed but may be tabled during the open meeting. Posting locations include at the entrance of the meeting location and the LCC Website.

Order of Business

The normal order of business on the agenda of regular board meetings shall be as follows:

1. Call to Order and Establish Quorum
2. Roll Call
3. Pledge of Allegiance
4. Adoption of Agenda
5. Approval of Minutes
6. Public Comments
7. Other Special Presentations
8. Board of trustees Updates
9. President's Report
10. Vice President of Instruction and Student Services Report
11. Executive Director of Finance/CFO Report
12. Executive Session (flexible in positioning)
 - 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.
13. Announcement of Next Meeting
14. Adjournment

Remote Participation

Policy Number: 2200

Revised: 9/9/2025

A member of the Board of Trustees may participate in a regular, special, or emergency meeting of the Board by means of a conference telephone or other similar communications equipment when it is otherwise difficult or impossible for the member to attend the meeting in person. Each member participating remotely must be identified when speaking, all participants must be able to hear each other at the same time, and members of the public attending the meeting must be able to hear any member of the Board who speaks during the meeting. The minutes of any meeting at which there is remote participation shall identify any Trustees who were not physically present but who participated remotely.

Public Participation at Board Meetings

Policy Number: 2300

Revised: 9/9/2025

Public Comment

To ensure business of the College will be conducted in an orderly and deliberative fashion, the Board sets forth the following procedures for citizens desiring to appear before it.

Interested persons may communicate their concerns to the Board at a meeting if certain procedures are followed. These procedures are intended to preserve the constitutionally guaranteed rights of free speech and petition, and to avoid unfair discrimination among viewers seeking expression.

Persons wishing to address the Board during the Public Comment section of the agenda may do so through the following process.

- Individuals must sign-in on the Public Comment Sign-in Sheet which shall be provided to the public on the day of the meeting. The Public Comment Sign-in Sheet will be collected by the Board Chair at the start of the meeting, thus closing opportunities for individuals to request that they be heard.
- Only individuals officially recognized by the Chair of the Board shall be allowed to speak. All presentations shall be limited to three minutes.
- Order and decorum will be maintained at all times. The use of profanity, obscenity, and/or other offensive language shall be sufficient cause for the Board Chair to withdraw a citizen's permission to address the Board.
- A complaint against the personal action of an identifiable employee shall not be an allowable agenda item.

1 The Board shall not be required to respond to individuals who speak during public
2 comment. Matters may also be referred to the President of the College as appropriate, and
3 as necessary for administrative action and/or remedy.

4

5 **Placing an Item on the Agenda (General Public)**

6 A person seeking to add an item to an agenda at a Board meeting shall submit the LCC
7 Agenda Item Submission Form on the College Website by the end of business 10 days prior
8 to the Board of Directors meeting.

9

10 The Form must be submitted to the Executive Administrative Assistant to the President who
11 will notify requestor at least five days prior to the meeting date.

12

13 The President may determine that the matter be referred to a committee prior to being
14 discussed by the entire Board. Under these circumstances, the President shall notify the
15 requestor at least 48 hours prior to the committee meeting date. All administrative
16 remedies shall be exhausted prior to an item being placed on the agenda.

17

18

19

Minutes of the Board

20

Policy Number: 2400

21

Revised: 11/11/2025

22

23 Minutes of the Board shall be taken at all meetings where a quorum is present. Meetings
24 shall include the following.

25

- Date, time and place of meeting

26

- Members present/absent

27

- Items on the agenda

28

- Record of all transactions and how each member voted

29

- Discussion pertinent to matters considered by the Board

30

31 Board members shall request inclusion of statements or data which they deem vital to an
32 adequate understanding of the minutes. Line-draft minutes shall be prepared within ten
33 working days after the meeting and shall be approved, amended or disapproved at the next
34 meeting where a quorum is present. Minutes shall not become official until approved by the
35 Board.

36

37 If the meeting was recorded by video or otherwise, the recording may be used to prepare
38 the draft minutes, however, only the minutes approved by the Board shall constitute the
39 official record of Board business. Video Recordings available for 6 months following a
40 meeting. All minutes shall be maintained by the Office of the President and made available
41 on the College's website.

42

Voting
Policy Numbers: 2500
Revised: 9/9/2025

Authority

Members of the Governing Board shall have authority only when acting as a Board in regular or special sessions. All members present, at a meeting where a quorum has been established, may state, second and vote on a motion. This includes the board member presiding over the meeting. Except for emergency matters, a public body shall take action only on items appearing on the agenda.

Taking official action on an item shall require the following:

- The Board Chair shall call for a motion on any items listed as an action item on the agenda. With the exception of emergency items, only matters listed as action items on the agenda may be voted on.
- Motions must be stated by a Board member and recorded for the minutes.
- A motion must receive a second by a different Board member.
- Following the second to a motion, the Chair shall entertain discussion on the motion.
- If necessary, a motion may be amended. The amended motion must be restated and receive a second from a different Board member.
- Following discussion on the motion, the chair shall call for a vote. Voting on Board action items shall be by voice except when a roll call vote is requested by a board member.
- A member voting against a motion may state his / her reasons which shall be recorded in the minutes, if he/she so requests at the time of voting.
- The minutes shall record the name of the person making the motion, the name of the person seconding it, and the vote with dissenting members being noted.

Public Access
Policy Number: 2600
Revised: 9/9/2025

All meetings at which the Board plans to formulate policy, discuss college business, or take any action within the authority or delegated authority of the Board shall be open to the public at all times except as otherwise provided in the constitution of the state of New Mexico or the provisions of the Open Meetings Act.

1 **Board Member Statements to the Media**

2 **Policy Number: 2700**

3 **Revised: 10/14/2025**

4
5 Individual Board members may not speak on behalf of the Board. This policy does not
6 reduce the right of individual Board member to speak publicly about college matters in their
7 capacity as citizens.

8
9 Board members shall remain aware that, over the course of service, they will receive
10 information that may be confidential, as allowable by law and or policy. Such matters
11 include personnel-related issues and those subject to attorney- client privilege.

12
13 Any public statements about College business made by the Board will be made by the chair
14 or a representative designated by the Board. Statements shall include announcements
15 and/or responses to the media.

16
17 Before giving any public comment, individual Board members must specifically state that
18 they are speaking as individuals and not on behalf of the Board or College. The President is
19 permitted to make public statements about College business in the course of official duties.

20
21 **Board Travel**

22 **Policy Number: 2800**

23 **Revised: 10/14/2025**

24
25 **Introduction**

26 Board members may attend regional, state, or national conferences and workshops to
27 ensure professional development and awareness in addressing issues that impact higher
28 education, specifically those that have a direct impact on LCC. It may also be necessary, or of
29 sincere importance, that trustees attend relevant state agency or legislative meetings
30 regarding policy of the College. As part of its commitment to the financial health of the
31 institution, all travel must be reasonable and taken only when adequate budget exists and
32 does not interrupt the operations of the College.

33
34 Following board-related travel, participating trustees shall provide the Board with a
35 summary of the event and any follow-up action necessary by the Board or administration.

36
37 **In-state Travel**

38 In-state travel for physical attendance at trainings and development opportunities must be
39 approved by the Board Chair or consensus of the Board.

40
41 Trustees shall be paid per diem and mileage as provided in the Per Diem and Mileage Act

Chapter 10, Article 8 NMSA 1978, as amended, for non-salaried public officers. Such compensation shall be included as an item in the College's annual budget.

All travel-related reimbursements for Trustees shall occur as outlined by the College's policy on Travel Reimbursements located in the Finance and Administration Manual, Section 7, Item E.

Out-of-state Travel

Out-of-state travel for physical attendance at trainings and development opportunities must be approved by a consensus of the Board.

Trustees shall be paid per diem and mileage as provided in the Per Diem and Mileage Act Chapter 10, Article 8 NMSA 1978, as amended, for non-salaried public officers. Such compensation shall be included as an item in the College's annual budget.

All travel-related reimbursements for Trustees shall occur as outlined by the College's policy on Travel Reimbursements located in the Finance and Administration Manual, Section 7, Item E.

Ethics and Conflict of Interest

Policy Number: 2900

Revised: 1/13/2026

Introduction

Trustees shall not vote or otherwise participate in any action, matter, discussion or other business in which they may have a personal interest, either directly or indirectly, in which it may appear that he/she has a personal interest, both directly or indirectly. It is the intent of the Board of Trustees to avoid the appearance of impropriety.

In order to assure ethical conduct and eliminate the risk of behaving in a manner that poses conflict between a transaction and the role of a trustee, the Board has adopted the following principles and limitations which are consistent with the NM Governmental Conduct Act.

Each year, Trustees shall sign a document indicating that they have received, understand and accept the conditions of, the policy titled, Ethics and Conflict of Interest revised.

Code of Ethics

- Trustees shall treat their position as a public trust. Board members shall use the powers and resources of their position only to advance the public interest and not to obtain personal benefits or pursue private interests.
- Trustees shall conduct themselves in a manner that justifies the confidence placed in them by the people at all times maintaining the integrity and discharging ethically the high responsibilities of public service.
- Full disclosure of real or potential conflicts of interest shall be a guiding principle for determining appropriate conduct. At all times, reasonable efforts shall be made to avoid undue influence and abuse of office in public service.
- No board member may request or receive, and no person may offer a member, any money, thing of value or promise thereof that is conditioned upon or given in exchange for promised performance of an official act. Any person who knowingly and willfully violates the provisions of this subsection is guilty of a fourth-degree felony and shall be sentenced pursuant to the provisions of Section 31-18-15 NMSA 1978.
- Additionally, Trustees shall:
 - Devote time, thought, and study to the duties and responsibilities of membership for the purpose of rendering effective and accountable service.
 - Work with fellow Board members in a spirit of harmony and cooperation, and respect diversity in spite of differences of opinion that arise during vigorous debates of issues.
 - Distinguish between personal opinion or personal positions and the official position taken by the Board and uphold the decisions made by a majority of the Board.
 - Collaborate with other Board members to address any possible or apparent violations of this code through an open, respectful and diligent process.

Prohibited Political Activities

Board members shall be prohibited from:

- Directly or indirectly coercing or attempting to coerce another public officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for a political purpose.
- Threatening to deny a promotion or pay increase to an employee who does or does not vote for certain candidates, requiring an employee to contribute a percentage of the employee's pay to a political fund, influencing a subordinate employee to purchase a ticket to a political fundraising dinner or similar event, advising an employee to take part in political activity or similar activities.
- Violating the duty not to use property belonging to a state agency or local government agency, or allow its use, for other than authorized purposes.

1 Conflict of Interest

- 2 • A Trustee shall not sell, offer to sell, coerce the sale of or be a party to a transaction
3 to sell goods, services, construction or items of tangible personal property directly or
4 indirectly through the trustees' family or a business in which the trustee has a
5 substantial interest, to an employee of LCC. A trustee shall not receive a commission
6 or shall not profit from the sale or a transaction to sell goods, services, construction
7 or items of tangible personal property to an LCC employee. The provisions of this
8 subsection shall not apply if the LCC employee initiates the sale. It is not a violation
9 of this subsection if a trustee, in good faith, is not aware that the employee to whom
10 the goods, services, construction or items of tangible personal property are being
11 sold is an employee of LCC.
- 12 • A trustee shall not sell, offer to sell, coerce the sale of or be a party to a transaction
13 to sell goods, services, construction or items of tangible personal property, directly or
14 indirectly through the trustee's family or a business in which the trustee has a
15 substantial interest, to a person employed by the College.
- 16 • A trustee shall not receive a commission or profit from the sale or a transaction to
17 sell goods, services, construction or items of tangible personal property to a person
18 who is employed by the College.
- 19 • A trustee shall not accept, from a person employed by the College, an offer of
20 employment or an offer of a contract in which the trustee provides goods, services,
21 construction, items of tangible personal property or other things of value.

23 Personal Financial Interest Prohibited

- 24 • It is unlawful for a trustee to take an official act for the primary purpose of directly
25 enhancing their financial interest or financial position. Any person who knowingly
26 and willfully violates the provisions of this subsection is guilty of a fourth-degree
27 felony and shall be sentenced pursuant to the provisions of Section 31-18-15 NMSA
28 1978.
- 29 • A trustee shall be disqualified from engaging in any official act directly affecting the
30 financial interest, except a trustee shall not be disqualified from engaging in an
31 official act if the financial benefit of the financial interest to them is proportionately
32 less than the benefit to the general public.
- 33 • No trustee, during the term for which elected, shall acquire a financial interest when
34 they believe or should have reason to believe that the new financial interest will be
35 directly affected by the trustee's official act.
- 36 • It is unlawful for a trustee to take an official act for the primary purpose of directly
37 enhancing their financial interest or financial position. Any person who knowingly
38 and willfully violates the provisions of this subsection is guilty of a fourth-degree
39 felony and shall be sentenced pursuant to the provisions of Section 31-18-15 NMSA
40 1978.

1 **Contracts Involving Board Members**

- 2 • LCC shall not enter into a contract with a trustee, with the family of the trustee, or
3 with a business in which the trustee or their family of has a substantial interest
4 unless the trustee has disclosed through public notice their substantial interest and
5 unless the contract is awarded pursuant to a competitive process.
6 • Unless a trustee has disclosed their substantial interest through public notice and
7 unless a contract is awarded pursuant to a competitive process, LCC shall not enter
8 into a contract with a trustee, with the family of the trustee or with a business in
9 which the trustee or their family o has a substantial interest.

10

11 **Confidential information**

12 No trustee shall use or disclose confidential information acquired by virtue of their position
13 for personal or another's private gain.

14

15 **Censure**

16 Violation of any part of this Code may constitute grounds for formal censure. The purpose
17 of the censure process is to place a Board member on notice of misconduct and to provide
18 the Board member with an opportunity to correct the misconduct. The Board may censure
19 any Board member at a regular or special meeting open to the public following a good-faith
20 determination by the Board that the member has engaged in conduct that is contrary to
21 rules and regulations applicable to the Board or that impedes the orderly business of Board
22 operations. Grounds for censure include, but are not limited to, persistent disruptive
23 conduct at meetings, violations or abuses of the Board's bylaws or rules, violations of the
24 Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse
25 of the censure or removal process.

26

27 The Board shall use the following procedure when censuring a Board member:

- 28 • A motion to censure a Board member may be initiated by (3) Board members. The
29 motion shall be delivered to the Board Chair any other officer of the Board where the
30 Chair is the subject of the motion. The motion shall be in writing and provide the
31 specific facts and grounds for the proposed censure including the date and specific
32 conduct relied upon for the motion. The motion shall not be conclusionary, e.g. "for
33 alleged violations of the Code of Conduct" but shall be a factual statement that
34 describes conduct only and is not intended to embarrass or humiliate the board
35 member.
36 • The motion shall be included on the agenda of the next regular or special Board
37 meeting scheduled at least thirty (30) days following the delivery of the proposed
38 censure motion.
39 • The Board member subject to censure shall be given a minimum of thirty (30) days
40 prior written notice of any meeting at which the motion to censure will be
41 considered. The notice shall provide the specific facts and grounds for the proposed
42 censure as specified above.

- 1 • The Board member subject to censure shall be given a reasonable opportunity to be
2 heard at the meeting, either orally or in writing, prior to the Board's vote on a
3 motion of censure.
- 4 • The Board shall decide by a majority vote of those present and voting whether or not
5 the Board member should be censured. The Board member who is the subject of the
6 censure motion shall not be counted as part of the majority present and voting and
7 shall not be allowed to vote. For the purpose of censure motions, abstentions shall
8 not be counted as votes.
- 9 • In no event shall a motion to censure a board member be heard within sixty (60)
10 days of the next scheduled Board election.

11
12 Nothing in this code is meant to limit the application of any laws relating to conflicts of
13 interest or other conduct referred to in this Code and such laws may have applicable
14 criminal and civil sanctions.

15
16
17 **Consultation with Legal Counsel**
18 **Policy Number: 3000**
19 **Revised: 1/13/2026**
20

21 Both the Board Chair and President may communicate directly with Legal Counsel.

22
23 Any matters requiring a legal opinion may be raised by a trustee. Such requests or inquiries
24 may be made in the following manners:

- 25 • A request made by the consensus of the Board during an official meeting.
- 26 • A request made by a Board members about a matter that involves the Board or that
27 holds the potential for litigation against the College. These requests must be made in
28 writing by the trustee(s) to the Board Chair. Upon receipt, the Board Chair or
29 President shall submit the same to the legal counsel of the College for the
30 appropriate answer which answer shall be made in writing and transmitted through
31 the President to the Board.

32
33
34
35
36 Revised: _____ Review Required: _____ Board Secretary Sig. _____

