

**MESALANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING**

June 19, 2018

The Mesalands Community College Board of Trustees met in regular session on Tuesday, June 19, 2018 at 5:30 p.m. in Room A214.

CALL TO ORDER

Mr. Streetman, Chair, called the meeting to order at 5:30 p.m.

**PLEDGE OF ALLEGIANCE
SALUTE TO NEW MEXICO FLAG**

The Pledge of Allegiance was recited and the New Mexico Flag was saluted.

ROLL CALL

The following members were present: Mr. James Streetman, Ms. Teresa Stephenson, Ms. Liz Estrada, Mr. Jimmy Sandoval, and Mr. Craig Currell.

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Open Meetings Act
- 4) Approval of Authorized Signers of Bank Accounts for the College
- 5) Approval of Annual Property and Equipment Leases
- 6) Approval of Purchase Requisitions for FY19
- 7) Approval of Monthly Finance Report, May 2018
- 8) Approval of Executive Session
- 9) Approval of Reconvene from Executive Session
- 10) Approval of Action, if needed, based on Executive Session

APPROVAL OF AGENDA – ACTION

ACTION – Ms. Stephenson moved to approve the agenda as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

COMMENTS BY THE PUBLIC ON ITEMS ON THIS AGENDA

As per Board Policy 2.3 Procedures for Addressing the Board: Any person wishing to speak to the agenda must register prior to the meeting and their comments are limited to five (5) minutes.

No public comments were made.

GOOD NEWS

Ms. Gillard shared the following Good News:

- Summer enrollment reflects that there are currently 60 students signed up from GCCF summer classes – Ms. Donna Garcia and Ms. Rose Brito met with and advised all these students
- There are 50 little campers attending Summer Adventure Camp and enjoying many fun activities
- Mr. Matt Hughes, Rodeo coach, recently married and his wife has just been hired as a second grade teacher at Tucumcari Elementary School (information received from Dr. Kennedy)

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Currell moved to approve Item V.A.1 - 6 Special Board Meeting Minutes dated May 25, 2018, Special Board Meeting Minutes dated May 30, 2018, Special Board Meeting Minutes dated May 31, 2018, Special Board Meeting Minutes dated June 1, 2018, Special Board Meeting Minutes dated June 7, 2018, and Special Board Meeting Minutes dated June 11, 2018 as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

CHAIRPERSON'S REPORTS

Mr. Streetman stated that he did not have anything to report at this time.

REPORTS

President's

Open Meetings Act – **ACTION**

Ms. Gillard stated it is time to update the Open Meetings Act and presented it for approval. She indicated that the changes shown on the Resolution are dates to reflect today's date, the date of the Resolution, and the fiscal year to show it is for 2018-2019. Ms. Gillard mentioned that upon approval, it will require Mr. Streetman's signature.

ACTION – Ms. Estrada moved to approve the Open Meetings Act with updates as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Authorized Signers of Bank Accounts for the College – **ACTION**

Ms. Gillard informed the Board that they need to determine who will be authorized to sign bank accounts for the College as Mr. Moore is currently still on as an authorized signer. It was noted that Mr. Streetman and Ms. Estrada are authorized but the Board needs to add an alternate. Ms. Stephenson volunteered to be the alternate.

ACTION – Mr. Currell moved to approve the addition of Ms. Teresa Stephenson as an alternate Board Member as Authorized Signers of Bank Accounts for the College. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Annual Property and Equipment Leases – **ACTION**

Ms. Gillard presented a listing of the Annual Property and Equipment Leases that the College has with the Mesalands Community College Foundation and requested approval of the Leases. Mr. Streetman stated that he spoke with Ms. Amanda Hammer about getting back on track with the Leases which have helped with STEM and Title V in keeping the total to around \$30,000 which the listing shows. Mr. Currell asked about the ‘Landess Campus’ property listed and the fact that the property has been sold by the Foundation.

ACTION – Mr. Currell moved to approve the Annual Property and Equipment Leases as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Purchase Requisitions for FY19 – **ACTION**

Ms. Gillard presented the following Purchase Requisitions for FY19 for approval and stated that these are being brought to the Board in order to enable the Business Office to make payments in a timely manner:

- City of Tucumcari \$19,000
Services/Utilities for 2018-2019
- City of Tucumcari \$3,000
Services/Utilities for Stampede Village for 2018-2019
- NM Gas Co. \$22,000
Services/Utilities for 2018-2019
- Plateau \$21,000
Services/Computer for 2018-2019
- Plateau \$7,000
Internet for Stampede Village 2018-2019
- Ricoh Americas Corp \$25,000
Services/Copies for 2018-2019
- Tillman Enterprises \$81,000
Services for Stampede Village for 2018-2019

- Xcel Energy \$78,000
Electricity/Utilities for 2018-2019
- Xcel Energy \$10,000
Electricity for Stampede Village for 2018-2019

Ms. Estrada asked how often payments are made to Tillman Enterprises and it was noted that payments are made monthly as are payments for other services such as utilities, etc.

ACTION – Ms. Estrada moved to approve the above Purchase Requisitions for FY19 as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

2018 Veterans Resource Center Summit, May 31, 2018

Mr. Gillard presented information on the 2018 Veterans Resource Center Summit which she attended on May 31, 2018 in Ruidoso, New Mexico. She informed the Board that there were representatives from all New Mexico colleges and she met both the Cabinet Secretary and Deputy Secretary for NM Veteran’s. She indicated that they are excellent representatives and are both Vets, with her being the first Hispanic female pilot in the United States. Ms. Gillard reported that it is their goal to have some form of Veteran Resource Center at all campuses in New Mexico and she was tasked with developing a plan of action on how Mesalands can have something on Campus. She mentioned that Mr. Andy Swapp has graciously accepted to help with this effort. Ms. Gillard shared the Vision and Goals that the Veterans Resource Center currently have.

Miscellaneous

Ms. Gillard provided updates on the following miscellaneous items:

- Enrollment
 - ❖ Overall, this is picking up although many Mesalands’ students get away for the summer
 - ❖ Have 60 students from GCCF and a number of students from NENMDF
 - ❖ Still working on spring numbers for these facilities
 - ❖ Confident that numbers for enrollment will be up in the fall
 - ❖ New President may be able to help with getting Campus enrollment back up
- Off-Campus
 - ❖ Ms. Gillard will be out a couple of days this week but can be reached by telephone, if needed

Academic Affairs

No reports were presented at this time.

Student Affairs

Enrollment Management Plan: Spring 2018 Persistence Report

Dr. Kennedy presented the Enrollment Management Plan: Spring 2018 Persistence Report. He stated that, for Mr. Currell's information, this Report is presented every spring and fall and a Persistence Newsletter is sent to all employees weekly.

Dr. Kennedy presented the Enrollment Management Plan: Spring 2018 Persistence Report. He briefly reviewed the Report which reflects: No-Show Calls; Teaching, Learning, Caring (TLC); Early Registration Day; Midterm Grades; Student Success Committee Persistence-Related Activities for Spring 2017-2018; Charts on Career Services, Recruitment, Referrals, and Tutoring Service Hours; Social Engagement; Recognition; and Graduation. He stated that Graduation for 2018 was outstanding and a stellar year and that Ms. Angel Kitcheyan's last day will be June 22, 2018. Dr. Kennedy added that five applications have been received for the next Student Affairs Specialist.

Administrative Affairs

Monthly Finance Report, May 2018 – ACTION

Ms. Gillard stated that Ms. Hammer is not present at the meeting so Ms. Gillard presented the Monthly Finance Report for May 2018 for approval.

ACTION – Ms. Estrada moved to approve the Monthly Finance Report for May 2018 as presented. The motion was seconded by Mr. Currell. A roll call vote was taken with all members present voting yes. The motion carried.

EXECUTIVE SESSION – ACTION

ACTION – Ms. Estrada moved that the Board enter into Executive Session for limited personnel matters as allowed for in NMSA 1978, Section 10-15-1 (H) (2), for litigation as allowed for in NMSA 1978, Section 10-15-1 (H) (7), and for real property and water rights as allowed for in NMSA 1978, Section 10-15-1 (H) (8). The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

RECONVENE FROM EXECUTIVE SESSION – ACTION

ACTION – Ms. Stephenson moved that the Board Reconvene from Executive Session which was limited to discussions as stipulated above for limited personnel matters as allowed for in NMSA 1978, Section 10-15-1 (H) (2), for litigation as allowed for in NMSA 1978, Section 10-15-1 (H) (7), and for real property and water rights as allowed for in NMSA 1978, Section 10-15-1 (H) (8). The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

ACTION, IF NEEDED, BASED ON EXECUTIVE SESSION – ACTION

Mr. Streetman stated that no action was taken in Executive Session and no action is needed at this time.

ACTION – No action was taken at this time.

NEW BUSINESS

No new business was conducted.

CORRESPONDENCE

A thank you letter to Ms. Natalie Gillard, Interim President, from Ms. Lou Briscoe, President, Altrusa International of Tucumcari was presented.

A thank you letter to Mesalands Community College Board of Trustees from Ms. Lou Briscoe, President, Altrusa International of Tucumcari was presented.

INFORMATIONAL ITEMS

Important dates were presented which are: Independence Day, College closed, July 4, 2018.

The Board of Trustees 12-month calendar was presented.

The Board of Trustees Annual Calendar of Reports was presented.

The following minutes were presented:

- Student Affairs Division Meeting minutes dated May 17, 2018
- Academic Affairs Division Meeting minutes dated June 7, 2018
- Administrative Affairs Division Meeting minutes dated May 31, 2018

The Selected Professional Development Activities for May 2018 were presented.

The Fossil Friends Bare Bones Newsletter was presented.

ANNOUNCEMENTS

Tuesday, July 17, 2018, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m., Room A214.

ADJOURN

Mr. Streetman stated that there was no further business and the meeting was adjourned. The meeting adjourned at 6:38 p.m.

[signature on original]

James P. Streetman
Chair

[signature on original]

Liz Estrada
Secretary/Clerk