

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

April 21, 2020

The Mesalands Community College Board of Trustees met in regular session on Tuesday, April 21 2020 at 5:30 p.m. via Google Meet in Tucumcari, New Mexico.

CALL TO ORDER

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

ROLL CALL

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

The following board member was not present: Mr. Craig Currell.

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Executive Session
- 4) Approval of Reconvene from Executive Session
- 5) Approval of Action, if needed, based on Executive Session
- 6) Approval of Graduation
- 7) Approval of Discussion of Personnel Handbook Revision to Public Health Paid Leave Policy
- 8) Approval of Tuition Increase
- 9) Approval of Monthly Finance Report, March 2020
- 10) Approval of Budget Adjustment Requests (BARs)
- 11) Approval of Budget
- 12) Approval of Audit Contract

Mr. Streetman announced the following items regarding virtual meetings:

- At the start of the meeting, the chair should announce the names of those members of the public body participating remotely
 - Mr. James Streetman, Board Chair
 - Ms. Teresa Stephenson, Board Vice Chair
 - Ms. Liz Estrada, Board Secretary/Clerk
 - Mr. Jimmy Sandoval, Board Member
 - Mr. Craig Currell, Absent

- Ms. Natalie Gillard, Vice President of Academic Affairs
- Ms. Amanda Hammer, Vice President of Administrative Affairs
- Dr. Aaron Kennedy, Vice President of Student Affairs
- Mr. Josh McVey, Director of Public Relations
- Ms. Connie Chavez, Executive Assistant to the President
- Mr. Larry Wickham, IT
- Mr. Chris Reynolds, IT
- All members of the public body participating remotely must identify themselves whenever they speak and must be clearly audible to the other members of the public body and to the public.
- Members of the public should be afforded remote access, via live stream or other similar technology, if possible, or call-in number for listening by phone.
- Chair should suspend discussion of the audio or video is interrupted
 - Mr. Wickham will notify the Chair should this occur
- All votes of the public body must be by roll call vote.
- The public body should produce and maintain a recording of the open session of the meeting
 - This is being recorded on this date

APPROVAL OF AGENDA – ACTION

ACTION – Ms. Estrada moved to approve the agenda as presented. Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Mr. Sandoval, yes; Ms. Estrada, yes; Ms. Stephenson, yes; and Mr. Streetman, 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.

Ms. Connie Chavez informed the Board that there were not any public comments submitted prior to the meeting, per Mr. Larry Wickham.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Ms. Stephenson moved to approve Item V.A.1 Regular Board Meeting Minutes dated March 17, 2020 as presented. Mr. Sandoval seconded the motion. A roll call vote was taken with members voting: Mr. Sandoval, yes; Ms. Estrada, yes, Ms. Stephenson, yes; and Mr. Streetman, 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). Mr. Sandoval seconded the motion. A roll call vote was taken with all members voting: Ms. Estrada, yes; Ms. Stephenson, yes; Mr. Streetman, yes; and Mr. Sandoval, yes. The motion carried.

RECONVENE FROM EXECUTIVE SESSION – ACTION

ACTION – Mr. Sandoval 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). Ms. Estrada seconded the motion. A roll call vote was taken with all members voting: Ms. Stephenson, yes; Mr. Streetman, yes; Mr. Sandoval, yes; and Ms. Estrada, yes. The motion carried.

ACTION, IF NEEDED, BASED ON EXECUTIVE SESSION – ACTION

Mr. Streetman stated there were two items:

First one is a statement from Mr. Streetman: I am going to move to non-renew and or terminate the current contract between MCC "Mesalands Community College" and Dr. John Groesbeck.

ACTION – Ms. Estrada moved to approve the above statement as presented by Mr. Streetman. Ms. Stephenson seconded the motion. A roll call vote was taken with all members voting: Mr. Streetman, yes; Mr. Sandoval, yes; Ms. Estrada, yes; and Ms. Stephenson, yes. The motion carried.

The second item Mr. Streetman presented is: Reappointment to the Foundation Board from the College Board to have Mr. Streetman and Ms. Estrada appointed to represent Mesalands Community College Board on the Mesalands Community College Foundation Board, for the foreseeable future.

ACTION – Ms. Stephenson moved to approve the reappointment of the above College Board Members to the Foundation Board as requested. Mr. Sandoval seconded the motion. A roll call vote was taken with all members voting: Mr. Sandoval, yes; Ms. Estrada, yes; Ms. Stephenson, yes; and Mr. Streetman, yes. The motion carried.

APPOINTMENT OF INTERM PRESIDENT, BASED ON EXECUTIVE SESSION – ACTION

Mr. Streetman reported that the Board has been discussing this with Ms. Natalie Gillard and asked if she is agreeable to this appointment with a 10% bump in salary. Ms. Gillard stated that she is agreeable to this and stated that she believes the 10% salary increase is equivalent to the last time. Mr. Streetman asked the Board if there was

anything else. Ms. Estrada stated that this salary increase would be paid during the term that Ms. Gillard serves in this capacity.

ACTION – Ms. Estrada moved to approve the Appointment of Ms. Natalie Gillard to Interim President with a 10% salary increase to be paid during the term that Ms. Gillard serves in this capacity. Mr. Sandoval seconded the motion. A roll call vote was taken with members voting: Mr. Sandoval, yes; Ms. Estrada, yes; Ms. Stephenson, yes; and Mr. Streetman, yes. The motion carried.

CHAIRPERSON'S REPORTS

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

REPORTS

President's

Graduation – **ACTION**

Ms. Gillard stated that Graduation is currently scheduled for May 8, 2020 but due to the COVID epidemic, she is hoping at this time that Graduation either be cancelled and/or postponed, or have a virtual graduation as another alternative. Mr. Streetman inquired if the College is prepared to have a virtual graduation now or later in the summer. Ms. Gillard indicated that a postponement would allow enough time to do a nice job with a virtual graduation. It was the Boards consensus that Graduation be postponed.

ACTION – Ms. Estrada moved to approve that Graduation for 2020 be postponed in order to allow sufficient time to prepare for a virtual graduation in the future. Mr. Sandoval seconded the motion. A roll call vote was taken with all members voting: Mr. Sandoval, yes; Ms. Estrada, yes; Ms. Stephenson, yes; and Mr. Streetman, yes. The motion carried.

Discussion on Personnel Handbook Revision to Public Health Paid Leave Policy – **ACTION**

Ms. Gillard presented a 'draft' Personnel Handbook Revision to Public Health Paid Leave Policy. She informed the Board that is 'draft' policy is due to the Public Health outbreak and could eventually adopt this policy or a similar one because of the nature of what is being experienced. Discussion followed including whether this was already in the budget through June 30, continuation of salaries, and reimbursement by federal funds, to name a few. Ms. Gillard stated that she does not know the answers to all the questions and will have to verify before giving any answers.

Mr. Streetman recommended that the Board table this until the May 2020 or June 2020 Board Meeting in order to get more information and see where the College stands.

ACTION – Mr. Sandoval moved that the Board table the Discussion on Personnel Handbook Revision to Public Health Paid Leave Policy until the May 2020 or June 2020

Board Meeting. Ms. Stephenson seconded the motion. A roll call vote was taken with all members voting: Ms. Estrada, yes; Ms. Stephenson, yes; Mr. Streetman, yes; and Mr. Sandoval, yes. The motion carried.

Academic Affairs

Update on Monitoring Report to Higher Learning Commission Submitted March 31, 2020.

Ms. Gillard reported that she has good news regarding the Monitoring Report to the Higher Learning Commission Submitted March 31, 2020. The report detailed the new process for students, college community, and employees to present concerns or complaints. Ms. Gillard stated that she provided the language and Mr. Larry Wickham made the information available on the College's website under the Consumer Information link.. Ms. Gillard informed the Board that no further action is needed on this interim monitoring report.

Ms. Gillard added that an Interim Report is due June 1, 2021.

Student Affairs

Dr. Kennedy stated he does not have any reports at this time. He congratulated Ms. Gillard.

Administrative Affairs

Tuition Increase – ACTION

Ms. Hammer presented a Tuition Increase Proposal for the 2020-2021 year to the Board. The proposed increases are: 5% for in-state (\$3 per credit hour) and 5.45% increase for out-of-state (\$6 per credit hour). These are for tuition only; no fees are included in these increases.

It was noted that dual enrollment students are not charged for tuition, some other colleges are still pursuing increases, and some are not at this time.

Mr. Streetman stated that this a 'catch 22' but feels that increase on an incremental basis are better than a large increase at one time.

ACTION – Mr. Sandoval moved to approve the Tuitions Increases as presented and requested. Ms. Estrada seconded the motion. A roll call vote was taken with member voting: Ms. Stephenson, yes; Mr. Streetman, yes; Mr. Sandoval; yes, and Ms. Estrada, yes. The motion carried.

Monthly Finance Report, March 2020 – ACTION

Ms. Hammer presented the Monthly Finance Report for March 2020.

ACTION – Ms. Estrada moved to approve the Monthly Finance Report for March 2020 as presented. Mr. Sandoval seconded the motion. A roll call vote was taken with all

members voting: Mr. Streetman, yes; Mr. Sandoval, yes; Ms. Estrada, yes; and Ms. Stephenson, yes. The motion carried.

Budget Adjustment Requests (BARs) – ACTION

Ms. Hammer presented both Unrestricted and Restricted BARs for approval. She briefly reviewed the BARs.

ACTION – Mr. Sandoval moved to approve the Unrestricted and Restricted BARs as presented and requested. Ms. Stephenson seconded the motion. A roll call vote was taken with all members voting: Mr. Sandoval, yes; Ms. Estrada, yes; Ms. Stephenson, yes; and Mr. Streetman, yes. The motion carried.

Budget Approval – ACTION

Ms. Hammer presented the Proposed Budget for 2020-2021 and reviewed expenditures and revenues, as well as, highlighting the Budget Approval Form, which lists the Unrestricted and Restricted Expenditures and totals.

ACTION – Mr. Sandoval moved to approve the Proposed Budget for 2020-2021. Ms. Estrada seconded the motion. A roll call vote was taken with all members voting: Mr. Sandoval, yes; Ms. Estrada, yes; Ms. Stephenson, yes; and Mr. Streetman, yes. The motion carried.

Audit Contract – ACTION

Ms. Hammer presented the Audit Contract between Mesalands Community College and Atkinson & Co., Ltd, which indicated a total compensation of \$45,847. She informed the Board that this is year number two of a multi-year contract with Atkinson. Ms. Hammer stated that she is very pleased with this company.

ACTION – Ms. Estrada moved to approve the Audit Contract between Mesalands Community College and Atkinson & Co., Ltd. Mr. Sandoval seconded the motion. A roll call vote was taken with all members voting: Ms. Estrada – yes; Ms. Stephenson, yes; Mr. Streetman, yes; and Mr. Sandoval, yes. The motion carried

NEW BUSINESS

No new business presented.

CORRESPONDENCE

No correspondence was presented.

INFORMATIONAL ITEMS

Presented were the following:

- Important dates
 - Mesalands Community College Graduation, May 8, 2020 Postponed

- Board of Trustees 12-month calendar
- Board of Trustees Annual Calendar of Reports

Mr. Streetman indicated that although this shows Graduation May 8, 2020, it has been postponed at this time as reference and voted on earlier in the meeting.

ANNOUNCEMENTS

Tuesday, May 19, 2020, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m. Mr. Streetman reported that the May 19, 2020 Board Meeting may be held the same way as this but it is just unknown at this time.

ADJOURN

Mr. Streetman stated that there was no further business and the meeting adjourned. The meeting adjourned at 6:28 p.m.

[signature on original]

James P. Streetman
Chair

[signature on original]

Liz Estrada
Secretary/Clerk