

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

June 16, 2020

The Mesalands Community College Board of Trustees met in regular session on Tuesday, June 16, 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.

Due to an audio problem with the live stream of the Board Meeting, it was brought to Mr. Streetman's attention that the live stream was on about a 30-second delay. Therefore, Mr. Streetman called the Meeting to Order a second time at 5:41 p.m. on Tuesday, June 16, 2020.

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 Open Meetings Act
- 4) Approval of Rodeo Truck Purchase Request
- 5) Approval of Foundation Property and Equipment Leases
- 6) Approval of Monthly Finance Report, May 2020
- 7) Approval of Purchase Requisitions
- 8) Approval of Executive Session
- 9) Approval of Reconvene from Executive Session
- 10) Approval of Action, if needed, based on Executive Session

Mr. Streetman announced that in attendance at the meeting, are the following:

- Mr. James Streetman, Board Chair
- Ms. Teresa Stephenson, Board Vice Chair
- Ms. Liz Estrada, Board Member
- Mr. Jimmy Sandoval, Board Member
- Mr. Craig Currell, Absent
- Ms. Natalie Gillard, Interim President/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. Matt Hughes, Rodeo Coach
- Mr. Larry Wickham, IT
- Mr. Chris Reynolds, IT

APPROVAL OF AGENDA – ACTION

ACTION – Ms. Stephenson moved to approve the agenda 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.

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.

Mr. Streetman asked Ms. Connie Chavez if she received any Public Comments. She responded that she did not receive any.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Sandoval moved to approve Item IV.A.1 Regular Board Meeting Minutes dated May 19, 2020 as presented. Ms. Estrada seconded the motion. A roll call vote was taken with members voting: Ms. Estrada, yes; Ms. Stephenson, yes; and Mr. Streetman, yes; and Mr. Sandoval, yes. The motion carried.

CHAIRPERSON'S REPORTS

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

REPORTS

President's

Open Meetings Act – ACTION

Ms. Gillard presented the Open Meetings Act Resolution and requested that the Board note that there are only two changes in red on the Resolution. The changes are the date from June 11, 2019 to June 16, 2020 to reflect this date for the Resolution and the second is the change from 2019-2020 to 2020-2021 to update it for the fiscal year. Ms. Gillard requested that the Board consider adopting the Open Meetings Act Resolution.

ACTION – Ms. Estrada moved to approve the Open Meetings Act Resolution as requested and presented. Mr. Sandoval 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.

Rodeo Truck Purchase Request – ACTION

Ms. Gillard informed the Board that Mr. Matt Hughes, Rodeo Coach, provided a number of quotes on rodeo trucks and turned over the meeting to Mr. Hughes for discussion. Mr. Streetman stated that he received quotes and forwarded them to each Board Member this date.

Mr. Hughes mentioned that overall he has been using his own personal vehicle since he started at Mesalands, about three years ago and it currently has about 400,000 miles and is on its way out. He stated that about \$10,000 is paid for hauling practice stock and he does check out a college vehicle for some trips. However, he indicated that a truck large enough to serve the needs of the rodeo would require about a one-ton truck.

Discussion followed regarding quotes received from Tillery Chevrolet, McLarty Daniel, Fremont Motor Casper, Dave Smith Motors, and Chris Nichols, as well as, availability of vehicle, and pricing, to name a few. Mr. Hughes stated that Fremont Motor Casper is a corporate sponsor of college rodeos.

Mr. Streetman reported that the money is available, as he has been discussing this with Ms. Hammer. It was the Board's consensus that the best option was Chris Nikel Auto from Tulsa, Oklahoma at a price of \$53,034. Mr. Streetman asked Mr. Hughes if he had looked over that bid and if he was happy with it. Mr. Hughes responded that he had and he is happy with the quote. Ms. Hammer told the Board that they can approve a purchase order tonight and the money would still be available next fiscal year. Mr. Streetman suggested that the Board approve the quote from Chris Nikel Auto.

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

Academic Affairs

Ms. Gillard reported that as of now, fall classes will be on-line or alternative classes due to the uncertainty as to what the fall looks like at this point.

Ms. Gillard informed the Board that she and the vice-presidents would be revisiting the College reopening plan after having received some feedback from the State on the State Reopening Plan. Mr. Streetman stated that he read the email that Ms. Gillard sent with the public health order and it appears that the limit will remain at five people per room.

Mr. Streetman added that at some point, the Board would need to have an Executive Session as a separate meeting with that being the only thing on the agenda to deal with issues that cannot be discussed in public. It was decided that the Board would have a meeting on Wednesday, July 8, 2020 at 5:30 p.m. for an Executive Session only. Mr. Streetman stated that since the limit is five people per room, one of the Board Members would have to take notes at the meeting.

Student Affairs

Enrollment Management Plan: Spring Persistence Report

Dr. Kennedy presented the Enrollment Management Plan: Spring 2020 Persistence Report. He briefly reviewed the Report, which reflects: No-Show Calls; TLC; Mid-term Grades; Social Engagement; Vice President's List; Student Persistence-Related Activities; spring 2020; Charts on Career Services, Recruitment, Referrals, and Tutoring Service Hours. Dr. Kennedy mentioned that there are also three students on the President's Citation.

Administrative Affairs

Foundation Property and Equipment Leases – ACTION

Ms. Hammer presented the Foundation Property and Equipment Leases for approval, which she mentioned, reflect quarterly and annual lease amounts. Mr. Streetman asked the Board, if agreeable, that they get the equipment leases approved tonight and hold on the property leases for now. The equipment leases are the Wells Cargo Trailer and the Platinum Stock Trailer, \$500 and \$4,800 annually, respectively.

ACTION – Mr. Sandoval moved to approve the equipment leases above as requested and 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.

Monthly Finance Report, May 2020 – ACTION

Ms. Hammer presented the Monthly Finance Report for May 2020. Ms. Hammer informed the Board that she received a change and made a correction on the Tax Levy on the Budget Summary.

ACTION – Mr. Sandoval moved to approve the Monthly Finance Report for May 2020 as presented. Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Ms. Estrada, yes; Ms. Stephenson, yes; Mr. Streetman, yes; and Mr. Sandoval, yes. The motion carried.

Purchase Requisitions – ACTION

Ms. Hammer presented the following purchase requisitions for approval:

- Tillman Enterprises \$81,000
 - This is for the Stampede Village Lease

- Atkinson & Co., Ltd. \$45,847
 - This is for the Audit Contract for FY20
 - The Board approved the Audit Contract in April 2020, per Ms. Hammer

Ms. Hammer stated that these need to be paid in July, especially the one to Tillman Enterprises, before the Board has their July Board Meeting.

ACTION – Ms. Estrada moved to approve the purchase requisition to Atkinson & Co., Ltd. as presented. Mr. Sandoval seconded the motion. A roll call vote was taken with members voting: Ms. Stephenson, yes; Mr. Streetman, yes; Mr. Sandoval, yes; and Ms. Estrada, yes. The motion carried.

Discussion followed regarding the purchase requisition to Tillman Enterprises as it pertains to occupants or lack of, contract length and interpretation, to name a few. Mr. Streetman stated that he hesitated to approve this as it is unknown if the apartments will be utilized. Ms. Gillard stated that it is unknown at this point, as the number of occupants has decreased dramatically. Mr. Streetman suggested talking with the gentleman and find out what alternatives the college may have and Mr. Streetman thinks it may be necessary to get the College's legal department involved to see about the legality.

ACTION – Ms. Stephenson moved to approve the purchase requisition to Tillman Enterprises with the understanding that this be discussed to determine what alternatives the College may have. Mr. Sandoval seconded the motion. A roll call vote was taken with members voting: Mr. Streetman, yes; Mr. Sandoval, yes; Ms. Estrada, yes, and Ms. Stephenson, yes. The motion carried.

EXECUTIVE SESSION – ACTION

Mr. Streetman asked if an Executive Session is even needed at this time. It was the consensus of the Board Members, as well as, Ms. Gillard that it is not needed at this time.

As discussed earlier in this meeting, the Board will have a meeting for Executive Session on Wednesday, July 8, 2020 at 5:30 p.m. It was determined that all Board Members prefer a face-to-face meeting, which will be limited to five people, which will be comprised of the Board Members.

ACTION – No action taken at this time.

RECONVENE FROM EXECUTIVE SESSION – ACTION

ACTION – No action taken at this time.

ACTION, IF NEEDED, BASED ON EXECUTIVE

ACTION – No action taken at this time.

NEW BUSINESS

No new business presented.

CORRESPONDENCE

No correspondence was presented.

INFORMATIONAL ITEMS

Presented were the following:

- Important date
 - Independence Day Observed, College closed, July 3, 2020
- Board of Trustees 12-month calendar
- Board of Trustees Annual Calendar of Reports

ANNOUNCEMENTS

Tuesday, July 21, 2020, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m. Mr. Streetman reported that the July 21, 2020 Board Meeting might be held the same way as this and he hopes it will go a little smoother.

ADJOURN

Mr. Streetman stated that there was no further business and the meeting adjourned. The meeting adjourned at 6:17 p.m.

[signature on original]

James P. Streetman
Chair

[signature on original]

Liz Estrada
Secretary/Clerk