

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

August 18, 2020

The Mesalands Community College Board of Trustees met in regular session on Tuesday, August 18, 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.

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

- Mr. James Streetman
- Ms. Teresa Stephenson
- Ms. Liz Estrada
- Mr. Jimmy Sandoval
- Ms. Natalie Gillard, Interim President/Vice President of Academic Affairs
- Dr. Aaron Kennedy, Vice President of Student Affairs
- Ms. Amanda Hammer, Vice President of Administrative Affairs
- Ms. Connie Chavez, Administrative Assistant to the President
- Mr. Jim Morgan, Director of Wind Energy Center and Physical Plant
- Ms. Loni Monahan, Director of Dinosaur Museum
- Mr. Larry Wickham, Director of IT
- Mr. Josh McVey, Director of Public Relations
- Mr. Chris Reynolds, IT Support

ROLL CALL

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

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Renewable Equipment Allocation by NM Appropriation D 3432
- 4) Approval of Server Upgrade
- 5) Approval of Monthly Finance Report, July 2020
- 6) Approval of NMHED Quarterly Financial Actions Report
- 7) Approval of Purchase Requisition
- 8) Approval of Administrative Affairs Handbook
- 9) Approval of Virtual Credit Card

- 10) Approval to Waive Fees for the Fall 2020 Semester
- 11) Approval of Executive Session
- 12) Approval of Reconvene from Executive Session
- 13) Approval of Action, if needed, based on Executive Session

APPROVAL OF AGENDA – ACTION

ACTION – Ms. Estrada 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 according to Larry, none were received.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Sandoval moved to approve Item IV.A.1 Regular Board Meeting Minutes dated July 21, 2020, Item IV.A.2 Special Board Minutes dated July 29, 2020, and Item IV.A.3 Special Board Meeting Minutes dated August 11, 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.

CHAIRPERSON'S REPORTS

Mr. Streetman indicated he did not have anything at this point to present.

REPORTS

President's

Ms. Gillard stated that there are a number of items to present to the Board under the President's Reports. The first being the Annual Dinosaur Museum Report presented by Ms. Loni Monahan, Museum Director.

Annual Dinosaur Museum Report

Ms. Loni Monahan presented the Annual Dinosaur Museum Report and highlighted several areas of the report. The Financials reflect comparisons for each FY year starting with 2017-2018 and ending with the current year. Areas discussed included: new Point of Sale (POS) system; an Executive Summary; List of Activities such as

exhibits, displays, and student research presentations; and field activities. Also highlighted were: admission pricing increases; community outreach; billboard promotions, dinosaur footprints, and mural; organization of additional materials from Shanks Donation; and future program changes/exhibits such as a donation from the Mesalands Foundation to acquire a significant Petrified Wood Collection, to name a few.

Ms. Monahan stated that she is thrilled that she and Axel have been able to accomplish so much.

Ms. Gillard added that they have done many good things as the Report shows.

Renewable Equipment Allocation by NM Appropriation D3432 – ACTION

Ms. Gillard stated that Mr. Jim Morgan would provide information on the Renewable Equipment Allocation by NM Appropriation D3432.

Mr. Morgan informed the Board that through this Appropriation, the College was awarded \$350,000 to plan, design, construct, purchase, install and equip improvements, including a micro grid controller, storage battery array, transformers, solar panels and generators. He stated that so far, the only expenditure made out of those funds is \$56,589 for transportation of the nacelle to Mesalands and the nacelle has offered great training and is used all the time.

Mr. Morgan stated that he is worried that if the College does not use the funds, they will lose them. His hopes are that the Board will agree so the process can begin and allow the ordering to start.

Mr. Morgan reported that solar will overtake wind and is less expensive than wind.

Mr. Streetman stated that the state has been a little slow to respond and the state can take funds away so the College cannot wait. He added that the end result is that Mesalands can offer something that no one else can offer.

ACTION – Ms. Estrada moved to approve the Renewable Equipment Allocation by NM Appropriation D3432 as requested and presented. Ms. Stephenson 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.

Update on CARES – Institutional Portion of Funding

Ms. Gillard stated that Ms. Hammer would provide an update on CARES as it pertains to the College's share of the Institutional Portion of the Funding.

Ms. Hammer informed the Board that she has been in contact with the Department of Education regarding uploading the agreement and is actively working on it. Ms. Gillard mentioned that it is a 50/50 split and the College did receive funding for the students. Ms. Gillard stated that there are two certifications and as Interim President, she did sign

them and the College has one year to expend the funds. Mr. Streetman asked if the College was going to lose or just needs to keep pursuing it and both Ms. Gillard and Ms. Hammer responded that the College would not lose and keep pursuing it. It was also noted that some of the funds could be used for COVID related expenses such as supplies and equipment.

Ms. Gillard stated that this is a good segue into the next item

Server Upgrade – **ACTION**

Mr. Larry Wickham reported that the current server has been on campus since 2012 and should have been upgraded between three and five years from then but it has not been and he indicated that COVID changed how things are done. Mr. Streetman stated that the College could not experience a hardware failure. Mr. Wickham informed the Board that he would like to pursue replacing with CARES funding in an effort to hopefully better help the faculty and students with a hyper converged solution. Mr. Wickham requested spending \$40,000 to bring the system back up to par and more reliable. Mr. Streetman asked if \$40,000 was going to be enough or just a start. Mr. Wickham responded that \$40,000 would be enough for the next few years.

Mr. Streetman stated that the Server needs to be kept up to date and running and Mr. Sandoval added that it is needed. Mr. Streetman asked if the Board was agreeable to allowing Mr. Wickham to proceed with at least \$40,000 and if more is needed, the Board would need to reconvene on this item.

ACTION – Mr. Sandoval moved to approve Mr. Streetman's request as stated above with allowing Mr. Wickham to proceed with at least \$40,000. 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.

Academic Affairs

Ms. Gillard reported that there is a lot to say about Academic Affairs. The faculty, as well as, staff are making adjustments in accommodating and being flexible with students and adapting well with COVID.

Ms. Gillard informed the Board that out-of-state students are required to self-quarantine for 14 days and are housed at Stampede Village with one student per unit for 13 students. She added that the semester officially starts and they will ensure students are treated right.

Ms. Gillard stated that rental agreement for Stampede Village was sent to the attorney for review due to COVID-19 restrictions. Ms. Gillard reported that NMHED gave the 'green light' on the College's Reopening Plan and it will be updated as needed.

Student Affairs

Historical Enrollment Statistics

Dr. Kennedy presented the Historical Enrollment Statistics, which include information from the summer of 1995 through the spring of 2020.

Annual Enrollment Report

Dr. Kennedy presented the Annual Enrollment Report, which is a combined report for summer 2019, fall 2019, and spring 2020. The FTE dropped 15%, duplicated headcount dropped 19%, and credit hours dropped 18%.

Enrollment Management Plan Update

Dr. Kennedy presented the Enrollment Management Plan Update. The Plan Update includes: enrollment report by delivery location; daily enrollment comparison with goals; the above Statistics and Annual Enrollment Report; fall-to-fall retention and fall-to-spring retention which show annual comparisons and NMICC averages; and completion/graduation rates, to name a few.

Administrative Affairs

Monthly Finance Report, July 2020 – ACTION

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

ACTION – Ms. Estrada moved to approve the Monthly Finance Report for July 2020 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.

NMHED Quarterly Financial Actions Report – ACTION

Ms. Hammer presented the NMHED Quarterly Financial Actions Report for approval.

ACTION – Mr. Sandoval moved to approve the NMHED Quarterly Financial Actions Report 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 Requisition – ACTION

Ms. Hammer presented the following purchase requisition for approval:

- Brady Industries of NM \$21,600
 - To purchase custodial supplies for the entire fiscal year

ACTION – Ms. Stephenson moved to approve the above purchase requisition as presented. Ms. Estrada 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.

Administrative Affairs Handbook 2020-2021

Ms. Hammer presented the Administrative Affairs Handbook for 2020-2021, which includes only printed pages with changes. Ms. Hammer reported that changes include the following:

- Year
- Titles
- Budget Transfers between areas require approval of the Board of Trustees and NMHED
- Tuition and fees being published on the website under Tuition and Fees
- College closure due to inclement weather to be approved by President or Vice President of Academic Affairs and then to Director of Public Relations
- Correct title for Mr. Morgan to Director of Wind Energy Center and Physical Plant
- Clarify IT stands for Institutional Technology
- Internal telephone system to be handled by IT through a work order or support email

Mr. Streetman inquired if the changes had been sent to legal for review. Ms. Hammer stated that there were not very many changes and that the Personnel Handbook is usually forwarded to legal. She stated that she can forward to legal but wanted clarification about bringing the Handbook back for approval if legal has changes and if not, could she publish it. Mr. Streetman agreed.

ACTION – Ms. Stephenson moved to approve the Administrative Affairs Handbook for 2020-2021 after forwarding to legal for review and if there are not any changes from legal, Ms. Hammer can publish it. 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.

Virtual Credit Card – **ACTION**

Ms. Hammer informed the Board that she and Ms. Gillard both reviewed the Virtual Credit Card. In May 2019, Ms. Hammer looked into and opened a special account at First National Bank of New Mexico to have a debit card. Ms. Hammer stated that the card has been used by several employees. She added that she and Ms. Hall review the account to verify the debit card transactions.

Ms. Hammer mentioned that having a Virtual Credit Card would require a \$600 annual fee and add two to three additional steps, which would require extra work for her. Mr. Streetman asked if everyone knows that there is a debit card available for use and Ms. Hammer responded that everyone does know about the debit card.

Mr. Streetman asked Mr. Wickham if the debit card would work and Mr. Wickham stated that he is concerned with all employees using the same card number. Ms. Gillard

mentioned that the debit card is used like a credit card and there is protection for a debit card like a credit card. She added that the logical choice is to use the debit card.

Ms. Hammer informed the Board that she has used her personal credit card and will again to register the brand new pickup and is reimbursed before her credit card bill comes in.

Ms. Hammer indicated that she has a staff of four people with limited access and by adding more stages of work, it becomes worrisome to her. Ms. Gillard asked Ms. Estrada for her opinion. Ms. Estrada responded that if the College is not having a problem with the debit card, continue using it.

Mr. Streetman suggested passing on this at this particular time and continue using the debit card and if problems arise, the College will have another option. He added that no one should have to use his or her personal credit card for College purchases.

ACTION – Ms. Estrada moved that the College pass on a Virtual Credit Card at this particular time and continue using the debit card and if problems arise, the College has another option. 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.

Approval to Waive Fees for the Fall 2020 Semester – **ACTION**

Ms. Hammer presented a request for Approval to Waive Fees for the Fall 2020 Semester and not charge students the Student Activity Fees, Outdoor Student Activity Fees, and Late Enrollment Fees for this semester. She stated that she billed all charges except these and feels this is a reasonable request on behalf of all students.

ACTION – Ms. Estrada moved to approve to Waive Fees for the Fall 2020 Semester for the fees requested by Ms. Hammer above. 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.

EXECUTIVE SESSION – ACTION

ACTION – Ms. Stephenson 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). 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.

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). 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.

ACTION, IF NEEDED BASED ON EXECUTIVE SESSION

ACTION – Ms. Estrada moved that the Board appoint Mr. Tom Sidwell as the replacement to fill the vacancy left by Mr. Craig Currell. 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.

ACTION – Ms. Estrada moved that the Board appoint Mr. Jim Streetman as Chair of the Presidential Search Committee. 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.

NEW BUSINESS

No new business presented.

CORRESPONDENCE

No correspondence was presented.

INFORMATIONAL ITEMS

Presented were the following:

- Important date
 - Labor Day Observed, College closed, September 7, 2020
- Board of Trustees 12-month calendar
- Board of Trustees Annual Calendar of Reports
- Selected Professional Development Activities for July 2020

ANNOUNCEMENTS

Tuesday, September 15, 2020, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m.

Mr. Streetman announced that the Board would be calling for a special meeting in order to get Mr. Sidwell sworn in, get him a computer, and get him set up.

Mr. Streetman stated that Mr. Sidwell, JX Ranch, raises beef and he belongs to the New Mexico Cattleman's Association. Mr. Streetman added that Mr. Sidwell will be a really good asset to the Board.

Mr. McVey asked Mr. Streetman if he could do a press release about Mr. Sidwell's appointment or if he needs to wait until he is sworn in. 'Mr. Streetman informed Mr. McVey that he can do a press release because basically Mr. Sidwell had been appointed and voted in and Mr. Streetman will call him to inform him of such.'

ADJOURN

Mr. Streetman stated that there was no further business and the meeting adjourned. The meeting adjourned at 7:12 p.m.

[signature on original]

James P. Streetman
Chair

[signature on original]

Liz Estrada
Secretary/Clerk