

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

**November 17, 2020**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, November 17, 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. Tom Sidwell
- Mr. Jimmy Sandoval
- Ms. Jessica Gonzales
- Ms. Amanda Hammer
- Ms. Natalie Gillard
- Dr. Aaron Kennedy
- Mr. Josh McVey
- Mr. Larry Wickham
- Mr. Sean Garretson
- Ms. Melissa Walker

**ROLL CALL**

The following Board Members were present: Mr. James Streetman, Ms. Teresa Stephenson, Ms. Liz Estrada, Mr. Jimmy Sandoval, and Mr. Tom Sidwell.

**LIST OF ACTION ITEMS**

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Master Plan Update and Review of Findings
- 4) Approval of Monthly Finance Report, October 2020
- 5) Approval of NMHED Quarterly Financial Statements
- 6) Approval of Restricted Funds Budget Adjustment Request
- 7) Approval of Executive Session
- 8) Approval of Reconvene from Executive Session
- 9) Approval of Action, if needed, based on Executive Session

Mr. Streetman reminded everyone to announce their name first anytime they speak in order to ensure that individuals listening or watching the Board Meeting will know who is speaking.

## **APPROVAL OF AGENDA – ACTION**

**ACTION** – Ms. Estrada moved to approve the agenda as presented. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Sidwell, yes; 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, there were not any Public Comments received at this time.

## **APPROVAL OF CONSENT AGENDA – ACTION**

**ACTION** – Mr. Sidwell moved to approve Item IV.A.1 Regular Board Meeting Minutes dated October 20, 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; Mr. Streetman, yes; and Mr. Sidwell, yes. The motion carried.

## **CHAIRPERSON'S REPORTS**

Mr. Streetman reported that there have been a total of 45 applications received for the position of President, of which 30 are complete applications, 13 are waiting to be completed, and one was withdrawn. Mr. Streetman informed everyone that the opening will be running through December 30, due to COVID and the College only being open two weeks in December.

Ms. Gillard mentioned that the College is still at 25% capacity for employees and will continue to do so with those who can work from home being encouraged to do so. In compliance with the Governor's orders, particularly for higher education, all face-to-face classes will be finished this week or completed online.

## **REPORTS**

### **President's**

#### **Master Plan Update and Review of Findings – ACTION**

Ms. Gillard announced that Ms. Melissa Walker, PSC, and Mr. Sean Garretson, Pegasus, will give a presentation to the Board regarding the Master Plan Update and Review of Findings. Ms. Gillard stated that some on Campus have seen parts of the report and she believes it is a good report.

Ms. Walker, PSC, stated that Mr. Garretson, Pegasus, will present the findings that have been studied so far.

Mr. Garretson told the Board that he lives in Austin, Texas and it has been a pleasure working with College staff who have provided information in a timely way. He showed a PowerPoint presentation and briefly discussed some areas within the report. Those areas included; challenges and opportunities in working with Economic Development; looking at student housing/housing market analysis/possible partnering with a downtown business; decline in population in both Quay County and Tucumcari; overall job growth as it pertains to lower income levels and higher poverty levels; industries with growth such as renewable energy, agriculture, and tourism industries; graduates and occupations; and workforce development at the state level for assistance; to name a few. Discussion followed.

Mr. Garretson thanked the Board for their time. Ms. Gillard and the Board thanked Mr. Garretson for his presentation.

Ms. Gillard thanked Dr. Manny Encinias for helping to create the Western Meats Program. There are currently 78 students registered with 35 of those being dual students that Dr. Encinias did a wonderful job in recruiting. In addition to Dr. Encinias, Ms. Gillard thanked Mr. McVey, Ms. Hammer, Mr. Wickham, and all who helped with this.

Ms. Gillard informed the Board that she had a virtual meeting with SBDC Deputy Director along with other SBDC staff. She stated that they were very complimentary of Ms. Vicki Watson and all she has done with the local businesses and they want to reassure the Board and the community that SBDC is not going anywhere. Ms. Gillard added that Ms. Watson does work hard, thanked her and asked others to thank her as well.

Mr. Streetman expressed his congratulations to everybody and said job well done.

**ACTION** – No action was taken at this time.

### **Academic Affairs**

Ms. Gillard told the Board that because of the two-week lockdown through November 30, all face-to-face classes will be completed prior to the Thanksgiving break. She added that it is a big probability that the spring semester classes will be online as well, given the continuous rise in COVID cases.

## **Student Affairs**

### Annual Enrollment Management Report

Dr. Kennedy presented the Annual Enrollment Management Report. He briefly reported on the Mission Goal, Strategic Priorities, fourteen Indicators, Performance Measure/ Data Source and Performance Data. He highlighted the Institutional Data Measures for the fourteen indicators with the comparisons for 2017-2018, 2018-2019, and 2019-2020.

Dr. Kennedy discussed that completion rates for female graduates is lower than those for males. Mr. Streetman asked if those numbers were taken into consideration for Granite. Ms. Gillard responded that they are for Field Core, previously Granite. Mr. Streetman stated that the College has no control on whether they are male or female since Field Core are the ones that bring those students.

Dr. Kennedy asked the Board to please return any of the annual reports they do not wish to keep as those are recycled and help save on printing additional copies.

## **Administrative Affairs**

### Monthly Finance Report, October 2020 – ACTION

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

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

### Annual Financial Aid Award Report

Ms. Jessica Gonzales, Director of Financial Aid, presented the Annual Financial Aid Award Report. The Report reflects the following awards:

- Federal, \$944,216, 77%
- State, \$88,276, 7%
- Institutional, \$142,253, 12%
- Third Party, \$51,988, 4%

A total of 190 students benefitted in 2019-2020 from the total of \$1,226,733 which were awarded.

### NMHED Quarterly Financial Statements – ACTION

Ms. Hammer presented the NMHED Quarterly Financial Certification Report for approval and stated that, upon approval, Mr. Streetman, Ms. Gillard, and she will sign then send to NMHED. Mr. Streetman asked if this could be done digitally and Ms. Hammer responded that it can.

**ACTION** – Mr. Sandoval moved to approve the NMHED Quarterly Financial Certification Report as presented. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Sidwell, yes; Mr. Sandoval, yes; Ms. Estrada, yes; Ms. Stephenson, yes; and Mr. Streetman, yes. The motion carried.

**Restricted Funds Budget Adjustment Request – ACTION**

Ms. Hammer presented the Restricted Funds Budget Adjustment Request.

**ACTION** – Mr. Sandoval moved to approve the Restricted Funds Budget Adjustment Request as presented. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Sidwell, yes; 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. Sidwell seconded the motion. A roll call vote was taken with all members voting: Mr. Sandoval, yes; Ms. Estrada, yes; Ms. Stephenson, yes; Mr. Streetman, yes; and Mr. Sidwell, 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). Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Ms. Estrada, yes; Ms. Stephenson, yes; Mr. Streetman, yes; Mr. Sidwell, yes; and Mr. Sandoval, yes. The motion carried.

**ACTION, IF NEEDED BASED ON EXECUTIVE SESSION**

Mr. Streetman stated that no action was needed, based on Executive Session.

**NEW BUSINESS**

No new business presented.

**CORRESPONDENCE**

No correspondence was presented.

## **INFORMATIONAL ITEMS**

Presented were the following:

- Important dates
  - Student Fall Break, no classes, November 23-24, 2020
  - Thanksgiving Break, College closed, November 25-27, 2020
  - Holiday Break, College closed, December 21, 2020 – January 1, 2021
- Board of Trustees 12-month calendar
- Board of Trustees Annual Calendar of Reports

## **ANNOUNCEMENTS**

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

## **ADJOURN**

Mr. Streetman stated that there was no further business and the meeting adjourned.  
The meeting adjourned at 7:02 p.m.

---

James P. Streetman  
Chair

---

Liz Estrada  
Secretary/Clerk