

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

**October 20, 2020**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, October 20, 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. Liz Estrada
- Mr. Jimmy Sandoval
- Mr. Tom Sidwell
- Ms. Connie Chavez
- Ms. Natalie Gillard
- Ms. Amanda Hammer
- Dr. Aaron Kennedy
- Mr. Larry Wickham
- Mr. Josh McVey
- Dr. Manny Encinias
- Institutional Computing

**ROLL CALL**

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

The following board member was not present: Ms. Teresa Stephenson.

**LIST OF ACTION ITEMS**

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of President Appointment of MCC Foundation Board Member
- 4) Approval of NMHED Research and Public Service Projects (RPSPs)
- 5) Approval of Request for Proposals for Energy Performance Contracting Services for Mesalands Community College
- 6) Approval of Monthly Finance Report, September 2020
- 7) Approval of Executive Session

- 8) Approval of Reconvene from Executive Session
- 9) Approval of Action, if needed, based on Executive Session

### **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; 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, he did not receive any Public Comments.

Mr. Streetman asked that any time a Board Member makes a motion, seconds a motion, or votes, they need to state their name first. This will let those listening know who is speaking.

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

**ACTION** – Mr. Sandoval moved to approve Item IV.A.1 Regular Board Meeting Minutes dated September 15, 2020 as presented. Ms. Estrada seconded the motion. A roll call vote was taken with members voting: Mr. Sandoval, yes; Ms. Estrada, yes; Mr. Streetman, yes; and Mr. Sidwell, yes. The motion carried.

### **CHAIRPERSON’S REPORTS**

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

### **REPORTS**

#### **President’s**

#### Announcement of Employee Retirement (Ms. Beth Sisneros)

Ms. Gillard informed the Board that at the end of the month, Ms. Beth Sisneros would be retiring from the College after 18 years of service. Ms. Gillard stated that Ms. Sisneros has been an exemplary employee and many will miss her. She thanked Ms. Sisneros for all her service and all she has done for the College. Ms. Gillard added that Ms. Sisneros began overseeing the Success Center and ending as the Director of the Educational Services Center.

Mr. Streetman stated that he is going to miss her terrible. Mr. Sandoval concurred with Mr. Streetman and mentioned that Ms. Sisneros was the one who helped him with his speeches and in getting Title V.

President Appointment of MCC Foundation Board Member – **ACTION**

Ms. Gillard reported that due to the resignation, she would like to recommend Mr. Josh McVey, Director of Public Relations, as the new Board Member and requested action from the Board. Mr. Streetman noted that with Beth retiring from the College and leaving the Foundation as the College representative, is why the Foundation needs a College representative.

**ACTION** – Mr. Sidwell moved to approve the Presidents Appointment of Mr. Josh McVey as a MCC Foundation Board Member. Mr. Sandoval seconded the motion. A roll call vote was taken with members voting: Ms. Estrada, yes; Mr. Streetman, yes; Mr. Sidwell, yes; and Mr. Sandoval, yes. The motion carried.

Update on Agreement with Carson National Forest

Ms. Gillard pointed out that each Board Member had a copy of the Participating Agreement between Mesalands Community College and the U.S. Department of Agriculture Forest Service Carson National Forest. She stated that the purpose of this is for Mesalands to care for wild horses, their training, and ultimately their adoption in order to meet the goals of the Wild Horse and Burro Act. She added that this is a result of that Act, as Mr. Sidwell inquired about previously. Ms. Gillard reported that the agreement was signed on September 17, 2020 and the Department will provide the College \$30,000 to carry out the duties for the program.

Mr. Sidwell asked Ms. Gillard if the College has insurance to cover anything beyond what the State Statute requires as it pertains to liability insurance that would provide for any lawsuits that may arise. Ms. Gillard responded that she believes the College will but will verify that and asked Ms. Hammer in which she responded it only has liability insurance. Ms. Gillard confirmed that she would verify or task someone with checking into this to see if the College needs to pick up any additional liability insurance. Mr. Sidwell stated he recommends that the College do so.

NMHED Research and Public Service Projects (RPSPs) – **ACTION**

Ms. Gillard presented the NMHED RPSPs that the College applied for funding for the Wind Training Center, \$106,600 and Enterprise Planning System (ERP), \$150,000. She thanked Mr. Jim Morgan for working on both and Mr. Larry Wickham for working on the ERP. She stated that HED allows for the submission to them and then bring to the Board because of time limits. Ms. Gillard requested approval of the NMHED RPSPs.

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

Request for Proposals for Energy Performance Contracting Services for Mesalands Community College – **ACTION**

Ms. Gillard presented the Request for Proposals for Energy Performance Contracting Services for Mesalands Community College. She informed the Board that Mr. Morgan was unable to attend the meeting but gave her some points to cover in the Request. Ms. Gillard briefly reviewed some aspects of the Request such as the contract conditions and scope of the work as mentioned in the document.

Ms. Gillard requested approval by the Board unless they deem it necessary to have time to reach a conclusion.

Mr. Streetman asked if this approval was to do a study only and Ms. Gillard confirmed that it is.

**ACTION** – Mr. Sidwell moved to approve the Request for Proposals for Energy Performance Contracting Services for Mesalands Community College. Mr. Sandoval seconded the motion. A roll call vote was taken with members voting: Mr. Streetman, yes; Mr. Sidwell, yes; Mr. Sandoval, yes; and Ms. Estrada, yes. The motion carried.

**Academic Affairs**

Western Meats School

Ms. Gillard introduced Dr. Manny Encinias to give a report on the Western Meats School project of which he has been working on diligently.

Dr. Encinias thanked everyone especially Ms. Gillard for allowing him to work on this project since March. He also thanked Josh, Amanda, and Larry for the help, as well as, Ms. Gillard for her support. He informed the Board that he was asked if he was interested in coordination a five-state program in New Mexico. This is a six-week class, which starts in November and is designed for ranchers and butchers to work on marketing meat to consumers. Dr. Encinias briefly discussed what the program focuses on, how it will encourage more student enrollment, offering of a second semester for their mentorship, designing market plans, understanding all regulations, and having another unique program at Mesalands to compliment those already in place, to name a few.

Mr. Sidwell stated that this is a great opportunity and great program that will add value and help the local economy. He added that he and Mimi are already signed up. Ms. Estrada thanked Dr. Encinias for what he is doing and that this is a great program.

Dr. Encinias stated that he is honored to be part of Mesalands.

Student Learning Assessment Committee Annual Report

Ms. Gillard presented the Student Learning Assessment Annual Report to the Board. She thanked Mr. Tom Morris who is no longer with the College for doing a great job serving as co-chair of this committee.

Ms. Gillard stated that there are three levels of Assessment. The first being the Institutional Level Assessment which has several measures in place such as ACCUPLACER testing. This is shifting away from requiring students to test in certain areas and only recommending such. The next level is the Program Level Assessment. This level lists program reports and their outcomes. The third level is the Course Level Assessment. This level summarizes the results the College uses in the classroom to assess student learning.

Ms. Gillard reported that student learning outcomes assessment is an ongoing process that began in 1996, is ever changing and she believes is a good plan.

### **Student Affairs**

Dr. Kennedy stated that he did not have any reports.

### **Administrative Affairs**

#### **Monthly Finance Report, September 2020 – ACTION**

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

**ACTION** – Mr. Sandoval moved to approve the Monthly Finance Report for September 2020 as presented. Ms. Estrada seconded the motion. A roll call vote was taken with members voting: Mr. Sidwell, yes; Mr. Sandoval, yes; Ms. Estrada, 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; 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). Ms. Sidwell seconded the motion. A roll call vote was taken with members voting: Ms. Estrada, 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 he would like to change Ms. Gillard's salary, which was 10% above her base salary but is not adequate and needs to be adjusted accordingly.

**ACTION** – Ms. Estrada moved that the Board approve a one-time adjustment to Ms. Gillard's salary of \$16,759.19 to cover July 1, 2020 through October 30, 2020 and starting in November, compensate her with a \$5,000 stipend per month to continue until a President is hired. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Streetman, yes; Mr. Sidwell, yes; Mr. Sandoval, yes; and Ms. Estrada, yes. The motion carried.

## **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
- Division Meeting Minutes
  - Student Affairs – September 30, 2020

## **ANNOUNCEMENTS**

Tuesday, November 17, 2020, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m.

There were not any additional announcements from any Board Members or Mr. McVey, Mr. Wickham, and Ms. Hammer. Dr. Kennedy asked if any Board Member does not want to keep any of his enrollment reports, he would appreciate them being returned as limited copies are printed and he can recycle. Ms. Gillard informed the Board that she would continue to watch the Governor's public health orders for any changes with the rising number of cases.

**ADJOURN**

Mr. Streetman stated that there was no further business and the meeting adjourned. The meeting adjourned at 6:51 p.m.

[signature on original]

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James P. Streetman  
Chair

[signature on original]

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Liz Estrada  
Secretary/Clerk