

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

March 16, 2021

The Mesalands Community College Board of Trustees met in regular session on Tuesday, March 16, 2021 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
- Ms. Natalie Gillard
- Ms. Amanda Hammer
- Dr. Aaron Kennedy
- Mr. Josh McVey
- Mr. Larry Wickham
- Mr. Paul Leonard
- Dr. Manny Encinias

The following board member was not present: Mr. Jimmy Sandoval

ROLL CALL

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

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Review Annual Board of Trustees Calendar of Reports
- 4) Approval of Position Title Change
- 5) Approval of Monthly Finance Report, February 2021

- 6) Approval of Jenzabar Purchase Requisition
- 7) Approval of Uniform Guidance Policies Added to Administrative Affairs Handbook
- 8) Approval of Executive Session
- 9) Approval of Reconvene from Executive Session
- 10) Approval of Action, if needed, based on Executive Session
- 11) Approval of Foundation Property and Equipment Leases

APPROVAL OF AGENDA – ACTION

Mr. Streetman requested that Item V., Chairperson’s Reports, be moved below Item VIII., Reconvene from Executive Session.

ACTION – Ms. Estrada moved to approve the agenda as amended. Mr. Sidwell seconded the motion. A roll call vote was taken with all members voting: Mr. Sidwell, 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 if any Public Comments were received. Ms. Grap responded that there were no Public Comments at this time.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Ms. Stephenson moved to approve Item IV.A.1 Regular Board Meeting Minutes dated January 19, 2021, and dated February 26, 2021 as presented. Ms. Estrada seconded the motion. A roll call vote was taken with all members voting: Ms. Estrada, yes; Ms. Stephenson, yes; Mr. Streetman, yes; and Mr. Sidwell, yes. The motion carried.

REPORTS

President’s

Review Annual Board of Trustees Calendar of Reports

Ms. Gillard presented the Annual Board of Trustees Calendar of Reports for review and approval, and stated that there had been no changes.

ACTION – Mr. Sidwell moved to approve the Annual Board of Trustees Calendar of Reports as presented. Ms. Estrada seconded the motion. A roll call vote was taken with all members voting: Ms. Stephenson, yes; Mr. Streetman, yes; Mr. Sidwell, yes; Ms. Estrada, yes. The motion carried.

Position Title Change – Director of Public Relations to Chief Marketing Officer

Ms. Gillard asked the Board to approve a title change for Mr. Josh McVey, from Director of Public Relations to Chief Marketing Officer (CMO). This title change would better reflect the work and duties that Mr. McVey has performed, and bring it up-to-date.

ACTION – Ms. Stephenson moved to approve the title change from Director of Public Relations to Chief Marketing Officer. Mr. Sidwell seconded the motion. A roll call vote was taken with all members voting: Mr. Streetman, yes; Mr. Sidwell, yes; Ms. Estrada, yes; Ms. Stephenson, yes. The motion carried.

Academic Affairs

Wild Horse Program Update – Dr. Manny Encinias and Mr. Paul Leonard

Ms. Gillard introduced Dr. Manny Encinias, Animal Science Faculty, and Mr. Paul Leonard, Farrier Science Faculty, to the Board for an update on the Wild Horse Program.

Mr. Leonard stated that while the program is ultimately designed to assist the U.S. Forest Service in finding homes for the horses, he hopes to bring them here for the Fall 2021 semester, and incorporate them into some of our existing courses. Mr. Leonard added that the \$40,000 grant received from the U.S. Forest Service would be used for renovations to the existing corrals located directly west of our horse arena. These could include additional runs, an alley, a round-pen, and plumbing work for the water supply to prevent it from freezing in the winter.

Dr. Encinias felt this would help establish the College with another unique program, as well as recruit a new type of student and also offer future job placement opportunities.

Ms. Gillard thanked them for the update and commended them on all of their hard work. She further added that we are extremely grateful to the U.S. Forest Service for their help and assistance with this exciting new program.

New Employee Biographies

Ms. Gillard presented the biographies for two new employees; Ms. Kyeli Collins, ESC Facilitator, and Ms. Sabrea Skinner, Enrollment Secretary.

Student Affairs

Dr. Kennedy stated that he did not have any reports at this time.

Administrative Affairs

Monthly Finance Report, February 2021 – **ACTION**

Ms. Hammer presented the Monthly Finance Report for February 2021.

ACTION – Ms. Estrada moved to approve the Monthly Finance Report for February 2021 as presented. Mr. Sidwell seconded the motion. A roll call vote was taken with all members voting: Mr. Sidwell, yes; Ms. Estrada, yes; Ms. Stephenson, yes; and Mr. Streetman, yes. The motion carried.

Purchase Requisition – **ACTION**

Ms. Hammer presented the following purchase requisition for approval:

- Jenzabar \$39,196
 - Annual Maintenance Fee

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

Addition of Uniform Guidance Policies to Administrative Affairs Handbook

Ms. Hammer presented the Uniform Guidance Policies for review due to findings from the last College audit. Upon approval, these would be added to the Administrative Affairs Handbook as a separate section in order to be continuously reviewed.

Mr. Streetman suggested the lawyers review the policies before adding them to the Handbook. Ms. Hammer added that she had planned to prepare them for the lawyers.

ACTION – Ms. Estrada moved to table the motion to approve the Uniform Guidance Policies for the Administrative Affairs Handbook to allow time for the lawyers to review them. Ms. Stephenson seconded the motion. A roll call vote was taken with all members voting: Mr. Streetman, yes; Mr. Sidwell, yes; Ms. Estrada, yes; and Ms. Stephenson. The motion carried.

Ms. Hammer informed the Board members that the 15-passenger van has been purchased, insured, and licensed. Therefore, it is ready to be used for travel.

EXECUTIVE SESSION – ACTION

ACTION – Mr. Sidwell 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. 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. Sidwell, yes. The motion carried.

RECONVENE FROM EXECUTIVE SESSION – ACTION

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

ACTION, IF NEEDED BASED ON EXECUTIVE SESSION

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

CHAIRPERSON'S REPORTS

Presidential Candidates

Mr. Streetman presented a list of names that the Presidential Screening Committee is turning over to the Board of Trustees: Dr. Melanie Jones Owen of Hanford, CA; Dr. Anthony R. Petroy of Overland Park, KS; Dr. Randy Smith of Holdenville, OK; Dr. Gregory South of Terra Bella, CA; Dr. Gregory Todd Busch of Oro Valley, AZ; Dr. Todd Ecklund of Pueblo, CO; Dr. Richard Fleming of Prince Frederick, Maryland; and Dr. Laura McCullough of Hurricane, West Virginia.

Mr. Streetman stated that information would be forwarded to Mr. Josh McVey, Chief Marketing Officer, to post a short biography on each candidate on the College website. He added these were not necessarily finalists and the Board of Trustees would review the candidates, decide on those that best fit the College, and bring them to the campus.

UNFINISHED BUSINESS

Foundation Property and Equipment Leases

Mr. Streetman stated that the Foundation Property and Equipment Leases needed to be reinstated with a minor adjustment. The leases should be retroactive from July 1, 2020 to June 30, 2021, for a total of \$63,050.

Ms. Hammer added that the Board would also need to approve a purchase requisition for that amount either at this time or at next month's meeting.

Mr. Sidwell moved to approve the Foundation Property and Equipment Leases, and a purchase requisition in the amount of \$63,050. 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. Sidwell. The motion carried.

NEW BUSINESS

No new business was presented.

CORRESPONDENCE

No correspondence was presented.

INFORMATIONAL ITEMS

Presented were the following:

- Important Dates
 - Spring Break, College closed, March 22 – 26, 2021
 - Spring Holiday, College closed, April 2, 2021
- Board of Trustees 12-month calendar
- Board of Trustees Annual Calendar of Reports

Mr. Streetman asked for clarification on the Spring Holiday on April 2, 2021. Ms. Gillard explained that it replaced Good Friday, and sometimes fell within the week of Spring Break.

ANNOUNCEMENTS

Tuesday, April 20, 2021 Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m.

ADJOURN

Mr. Streetman stated there was no further business and that the meeting was adjourned. The meeting adjourned at 6:38 p.m.

James P. Streetman
Chair

Liz Estrada
Secretary/Clerk