



**Board Meeting Minutes**  
**402 W. Court Ave., Las Cruces, NM 88005**  
**Location: Auditorium**  
**Date: April 15, 2024**  
**6:00 pm**

I. Introduction

Presiding: Richelle Peugh-Swofford

Time: 6:03 pm

1. Call to Order

2. Roll Call

Richelle Peugh-Swofford, President	Present	X	Absent	___	Tardy	___
Kimberly Skaggs, Vice President	Present	X	Absent	___	Tardy	___
Sherri Hursey, Secretary	Present	X	Absent	___	Tardy	___
Martin Swafford, Treasurer	Present	X	Absent	___	Tardy	___
Tommy Escudero, Member	Present	X	Absent	___	Tardy	___
Ceaser Alveraz, Member	Present	X	Absent	___	Tardy	___
Ron Fitzherbert, Member	Present	___	Absent	X	Tardy	___

3. Conflict of Interest Disclosures as may be applicable.  
None

4. Acceptance of Agenda.

**Motion:** Acceptance of Agenda as Presented

1<sup>st</sup> Kimberly Skaggs

2<sup>nd</sup> Sherri Hursey

**Vote:**

Richelle Peugh-Swofford, President	Yes	___	No	___	Abstention	___
Kimberly Skaggs, Vice President	Yes	X	No	___	Abstention	___
Sherri Hursey, Secretary	Yes	X	No	___	Abstention	___
Martin Swafford, Treasurer	Yes	X	No	___	Abstention	___
Tommy Escudero, Member	Yes	X	No	___	Abstention	___
Ceaser Alverez, Member	Yes	X	No	___	Abstention	___
<del>Ron Fitzherbert, Member</del>	<del>Yes</del>	<del>___</del>	<del>No</del>	<del>___</del>	<del>Abstention</del>	<del>___</del>

Motion approved 5-0

5. Introduction of New Governing Board Members

1. Tommy Escudero

6. Accept Resignation of Ron Fitzherbert

**Motion:** to accept the resignation of Ron Fitzherbert

1<sup>st</sup> Sherri Hursey

2<sup>nd</sup> Kimberly Skaggs

**Vote:**

Richelle Peugh-Swofford, President	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Kimberly Skaggs, Vice President	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Sherri Hursey, Secretary	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Martin Swafford, Treasurer	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Tommy Escudero, Member	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Ceaser Alvarez, Member	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
<del>Ron Fitzherbert, Member</del>	<del>Yes</del>	<del><input type="checkbox"/></del>	<del>No</del>	<del><input type="checkbox"/></del>	<del>Abstention</del>	<del><input type="checkbox"/></del>

Motion approved 5-0

7. Acceptance of March 18, 2024, Meeting Minutes.

**Motion:** to accept March 18, 2024, Meeting Minutes

1<sup>st</sup> Tommy Escudero

2<sup>nd</sup> Kimberly Skaggs

**Vote:**

Richelle Peugh-Swofford, President	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Kimberly Skaggs, Vice President	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Sherri Hursey, Secretary	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Martin Swafford, Treasurer	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Tommy Escudero, Member	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Ceaser Alvarez, Member	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
<del>Ron Fitzherbert, Member</del>	<del>Yes</del>	<del><input type="checkbox"/></del>	<del>No</del>	<del><input type="checkbox"/></del>	<del>Abstention</del>	<del><input type="checkbox"/></del>

Motion approved 5-0

8. Governing Council Member Training Update

a. Members Training

9. Unfinished / Recurring Business

- Update Student Handbook
- Update Staff and Faculty Handbook
- Second Reading Building Use Policy
- First Reading Social Media Policy for Students, Staff and Faculty

**Motion:** to Table a. Update Student Handbook, b. Update Staff and Faculty Handbook, c. Second Reading Building Use Policy, d, First Reading Social Media Policy for Students, Staff and Faculty.

1<sup>st</sup> Kimberly Skaggs

2<sup>nd</sup> Sherri Hursey

**Vote:**

Richelle Peugh-Swofford, President	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Kimberly Skaggs, Vice President	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Sherri Hursey, Secretary	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Martin Swafford, Treasurer	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Tommy Escudero, Member	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Ceaser Alvarez, Member	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>

~~Ron Fitzherbert, Member~~ Yes \_\_\_ No \_\_\_ Abstention \_\_\_  
Motion approved 5-0

10. Monthly Financial Report (Presented by Chris Masters)

- a. Finance Committee Report (see Financial Reports)
- b. Financial Report
- c. BAR's Approval (if required)  
None
- d. Payroll and Accounts Payable Acceptance and Approval.

**Motion:** To Approve Payroll and Accounts Payable.

1<sup>st</sup> Ceaser Alvarez

2<sup>nd</sup> Sherrie Hursey

**Vote:**

Richelle Peugh-Swofford, President	Yes	___	No	___	Abstention	___
Kimberly Skaggs, Vice President	Yes	X	No	___	Abstention	___
Sherri Hursey, Secretary	Yes	X	No	___	Abstention	___
Martin Swafford, Treasurer	Yes	X	No	___	Abstention	___
Tommy Escudero, Member	Yes	X	No	___	Abstention	___
Ceaser Alvarez, Member	Yes	X	No	___	Abstention	___
<del>Ron Fitzherbert, Member</del>	<del>Yes</del>	<del>___</del>	<del>No</del>	<del>___</del>	<del>Abstention</del>	<del>___</del>

Motion approved 5-0

11. Monthly Administrative Report (Presented by Dr. Adam Amador)

- a. Monthly Principal's Report

\*See Report

12. New Business (Presented by Dr. Adam Amador)

- a. Contract – Tiffany Mendez

**Motion:** to Approve the Contract of Tiffany Mendez

1<sup>st</sup> Kimberly Skaggs

2<sup>nd</sup> Sherrie Hursey

**Vote:**

Richelle Peugh-Swofford, President	Yes	___	No	___	Abstention	___
Kimberly Skaggs, Vice President	Yes	X	No	___	Abstention	___
Sherri Hursey, Secretary	Yes	X	No	___	Abstention	___
Martin Swafford, Treasurer	Yes	X	No	___	Abstention	___
Tommy Escudero, Member	Yes	X	No	___	Abstention	___
Ceaser Alvarez, Member	Yes	X	No	___	Abstention	___
<del>Ron Fitzherbert, Member</del>	<del>Yes</del>	<del>___</del>	<del>No</del>	<del>___</del>	<del>Abstention</del>	<del>___</del>

Motion approved 5-0

- b. Contract – Lezlie Loera

**Motion:** to Approve the Contract of Lezlie Loera

1<sup>st</sup> Martin Peugh

2<sup>nd</sup> Kimberly Skaggs

**Vote:**

Richelle Peugh-Swofford, President	Yes	___	No	___	Abstention	___
Kimberly Skaggs, Vice President	Yes	X	No	___	Abstention	___
Sherri Hursey, Secretary	Yes	X	No	___	Abstention	___
Martin Swafford, Treasurer	Yes	X	No	___	Abstention	___

Tommy Escudero, Member	Yes	X	No__	Abstention__
Ceaser Alvarez, Member	Yes	X	No__	Abstention__
<del>Ron Fitzherbert, Member</del>	<del>Yes</del>	<del>__</del>	<del>No__</del>	<del>Abstention__</del>

Motion approved 5-0

c. Contract – Laura Garcia

**Motion:** to Approve the Contract of Laura Garcia

1<sup>st</sup> Sherrie Hursey

2<sup>nd</sup> Ceaser Alvarez

**Vote:**

Richelle Peugh-Swofford, President	Yes	__	No__	Abstention__
Kimberly Skaggs, Vice President	Yes	X	No__	Abstention__
Sherri Hursey, Secretary	Yes	X	No__	Abstention__
Martin Swafford, Treasurer	Yes	X	No__	Abstention__
Tommy Escudero, Member	Yes	X	No__	Abstention__
Ceaser Alvarez, Member	Yes	X	No__	Abstention__
<del>Ron Fitzherbert, Member</del>	<del>Yes</del>	<del>__</del>	<del>No__</del>	<del>Abstention__</del>

Motion approved 5-0

d. Idea B Application Approval – Special Education Funding

**Motion:** to Approve Idea B Application

1<sup>st</sup> Kimberly Skaggs

2<sup>nd</sup> Tommy Escudero

**Vote:**

Richelle Peugh-Swofford, President	Yes	__	No__	Abstention__
Kimberly Skaggs, Vice President	Yes	X	No__	Abstention__
Sherri Hursey, Secretary	Yes	X	No__	Abstention__
Martin Swafford, Treasurer	Yes	X	No__	Abstention__
Tommy Escudero, Member	Yes	X	No__	Abstention__
Ceaser Alvarez, Member	Yes	X	No__	Abstention__
<del>Ron Fitzherbert, Member</del>	<del>Yes</del>	<del>__</del>	<del>No__</del>	<del>Abstention__</del>

Motion approved 5-0

e. Title IV Application Approval

**Motion:** to Approve Title IV Application

1<sup>st</sup> Ceaser Alvarez

2<sup>nd</sup> Sherri Hursey

**Vote:**

Richelle Peugh-Swofford, President	Yes	__	No__	Abstention__
Kimberly Skaggs, Vice President	Yes	X	No__	Abstention__
Sherri Hursey, Secretary	Yes	X	No__	Abstention__
Martin Swafford, Treasurer	Yes	X	No__	Abstention__
Tommy Escudero, Member	Yes	X	No__	Abstention__
Ceaser Alvarez, Member	Yes	X	No__	Abstention__
<del>Ron Fitzherbert, Member</del>	<del>Yes</del>	<del>__</del>	<del>No__</del>	<del>Abstention__</del>

Motion approved 5-0

f. Resolution on Signature or Authority for Century Bank:

- i. Alma d’Arte Governing Board President / Chair
- ii. “President” “Chair”

**Motion:** to Approve the Resolution of Signature or Authority

1<sup>st</sup> Kimberly Skaggs

2<sup>nd</sup> Sherri Hursey

**Vote:**

Richelle Peugh-Swofford, President	Yes	___	No	___	Abstention	___
Kimberly Skaggs, Vice President	Yes	X	No	___	Abstention	___
Sherri Hursey, Secretary	Yes	X	No	___	Abstention	___
Martin Swafford, Treasurer	Yes	X	No	___	Abstention	___
Tommy Escudero, Member	Yes	X	No	___	Abstention	___
Ceaser Alvarez, Member	Yes	X	No	___	Abstention	___
<del>Ron Fitzherbert, Member</del>	<del>Yes</del>	<del>___</del>	<del>No</del>	<del>___</del>	<del>Abstention</del>	<del>___</del>

Motion approved 5-0

g. Resolution for P-Card Authorization Century Bank

i. \$25,000.00 Limit

ii. Follow New Mexico Procurement Code on Approved Purchases / Use

iii. Controls

1. Purchase Order

2. Authorized Signer(s)

3. Check Out Procedure

**Motion:** to Approve Resolution for P-Card Authorization Century Bank

1<sup>st</sup> Kimberly Skaggs

2<sup>nd</sup> Sherri Hursey

**Vote:**

Richelle Peugh-Swofford, President	Yes	___	No	___	Abstention	___
Kimberly Skaggs, Vice President	Yes	X	No	___	Abstention	___
Sherri Hursey, Secretary	Yes	X	No	___	Abstention	___
Martin Swafford, Treasurer	Yes	X	No	___	Abstention	___
Tommy Escudero, Member	Yes	X	No	___	Abstention	___
Ceaser Alvarez, Member	Yes	X	No	___	Abstention	___
<del>Ron Fitzherbert, Member</del>	<del>Yes</del>	<del>___</del>	<del>No</del>	<del>___</del>	<del>Abstention</del>	<del>___</del>

Motion approved 5-0

h. Resolution For P-Card – Sams Club

i. \$10,000 Limit

ii. Follow New Mexico Procurement Code on Approved Purchases / Use

iii. Controls

1. Purchase Order

2. Authorized Signer(s)

3. Check Out Procedure

**Motion:** to Approve Resolution For P-Card for Sam's Club

1<sup>st</sup> Sherri Hursey

2<sup>nd</sup> Martin Swafford

**Vote:**

Richelle Peugh-Swofford, President	Yes	___	No	___	Abstention	___
Kimberly Skaggs, Vice President	Yes	X	No	___	Abstention	___
Sherri Hursey, Secretary	Yes	X	No	___	Abstention	___
Martin Swafford, Treasurer	Yes	X	No	___	Abstention	___
Tommy Escudero, Member	Yes	X	No	___	Abstention	___
Ceaser Alvarez, Member	Yes	X	No	___	Abstention	___
<del>Ron Fitzherbert, Member</del>	<del>Yes</del>	<del>___</del>	<del>No</del>	<del>___</del>	<del>Abstention</del>	<del>___</del>

Motion approved 5-0

13. Future Business / Next Meeting Agenda Items for Discussion or Revision

14. Next Bord Meeting: May 20, 2024

15. Adjourn

Time: 6:53pm

**Motion:**

1<sup>st</sup> Sherri Hursey

2<sup>nd</sup> Kimberly Skaggs

**Vote:**

Richelle Peugh-Swafford, President	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Kimberly Skaggs, Vice President	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Sherri Hursey, Secretary	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Martin Swafford, Treasurer	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Tommy Escudero, Member	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Ceaser Alvarez, Member	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Ron Fitzherbert, Member	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>

Motion approved 5-0

\_\_\_\_\_  
Richelle Peugh-Swafford or Designee

\_\_\_\_\_  
Date

**GOVERNING COUNCIL POLICY: BYLAWS**

**ARTICLE III – MEETINGS;** (G) Conduct of Business; pg. 5

- 4. Tie Votes -- In the case of any tie vote by the GC membership, either by quorum attendance at the meeting or by the number of permanent members, the President shall cast the deciding vote. Otherwise, the President shall not vote.