

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

January 19, 2016

The Mesalands Community College Board of Trustees met in regular session on Tuesday, January 19, 2016 at 5:30 p.m. in Room A214.

CALL TO ORDER

Mr. Bronson Moore, Chair, called the meeting to order at 5:30 p.m.

**PLEDGE OF ALLEGIANCE
SALUTE TO NEW MEXICO FLAG**

The Pledge of Allegiance was recited and the New Mexico Flag was saluted.

ROLL CALL

The following members were present: Mr. Bronson Moore, Mr. Jimmy Sandoval, Mr. James Streetman, and Ms. Liz Estrada.

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

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of College Audit Report June 30, 2015
- 4) Approval of National Student Clearinghouse Participation Agreement for Postsecondary Educational Institutions – Mesalands Community College
- 5) Approval of Monthly Finance Report, December 2015
- 6) Approval of Executive Session
- 7) Approval of Reconvene from Executive Session
- 8) Approval of Action, if needed, based on Executive Session

APPROVAL OF AGENDA – ACTION

Dr. Newsom requested one modification to the agenda. He requested that the agenda be amended to remove Items VIII – X Executive Session, Reconvene from Executive Session and Action, if needed, based on Executive Session. Dr. Newsom stated that an Executive Session is not needed at this time.

ACTION – Mr. Streetman moved to approve the agenda as amended. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting 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.

No public comments were made.

GOOD NEWS

Dr. Newsom reminded the Board that the College hosted the Regional Education Cooperative #6 Annual Meeting on Campus on January 15, 2016 in which there were approximately 300 K-12 educators on Campus. Dr. Newsom informed the Board that Ms. Kim Hanna had compiled a fantastic short video that was shown during the meeting. Dr. Newsom stated that the video includes pictures taken by Ms. Hanna, Mr. Andy Swapp, and Ms. Katy Marquez, work study, which highlights accomplishments within the last year.

Ms. Hanna presented the video to the Board.

Dr. Newsom thanked Ms. Hanna and stated that the turnout for the meeting exceeded his expectations. Mr. Moore stated that Ms. Hanna had done a fantastic job.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated December 15, 2015 as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

CHAIRPERSON'S REPORTS

Mr. Moore, Chair, indicated that he did not have any reports to present at this time under this portion of the agenda.

REPORTS

President's

College Audit Report June 30, 2015 – **ACTION**

Dr. Newsom presented the College Audit Report June 30, 2015 for approval and discussed some schedules that reflect the actual revenues and expenditures; deposits

and investment accounts; and findings; as well as, overspent budget. Dr. Newsom noted that seven of the eight findings have been resolved.

Ms. Hammer reported that the state has some new requirements which require a larger document than in the past in order to include all schedules and meet the requirements set by the state. Ms. Hammer informed the Board that there was one new finding in which she made an error on the actuals and she said it will be corrected.

Dr. Newsom stated that the audit was submitted on time and became public notice on December 23, 2015 and that things are now progressing on step three of the five-step process.

Mr. Streetman asked if this would be sent to HLC once everything is complete. Dr. Newsom responded that HLC already has the audit.

ACTION – Ms. Estrada moved to approve the College Audit Report June 30, 2015 as presented. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

National Student Clearinghouse Participation Agreement for Postsecondary Educational Institutions – Mesalands Community College – ACTION

Dr. Newsom presented the National Student Clearinghouse Participation Agreement for Postsecondary Educational Institutions – Mesalands Community College, for approval. Dr. Newsom informed the Board that this is a third party organization that collects student data and gathers information for different cohorts and would allow for students and colleges to access transcripts.

Dr. Newsom indicated that Mesalands should have previously been a member, but due to issues with Jenzabar and prior acceptance by a College employee without authorization to implement the agreement, he is now requesting approval by the Board to execute this agreement.

ACTION – Mr. Streetman moved to approve that Dr. Newsom be authorized to sign the National Student Clearinghouse Participation Agreement for Postsecondary Educational Institutions for Mesalands Community College as requested. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Dr. Newsom thanked Ms. Hammer, Dr. Forrest Kaatz, Mr. Jim Jones, and Mr. Jim Morgan for working through this.

Purchase Requisitions – **INFORMATION**

Dr. Newsom presented the following purchase requisition(s) as information to the Board:

- Cengage Learning \$16,000
- Pearson Longmont Elt \$15,000

Dr. Newsom indicated that these are both for spring semester textbooks for resale in the College Bookstore.

- Black Box \$7,764

Dr. Newsom stated that this is a service contract for technology and phone equipment.

- Panopto, Inc. \$13,850

Dr. Newsom stated that this is a service contract for the video curriculum delivery system.

Miscellaneous

Dr. Newsom provided updates on the following miscellaneous items:

- Enrollment
 - ❖ As of today, enrollment is at 444 total versus 395 last year for a 12.4% increase
 - ❖ The on-Campus registered are 252 versus 228 last year for an increase of 11%
 - ❖ The registered credits are 3547 versus 3245 last year for an increase of 9%
 - ❖ The forecast for enrollment is 903 total students which will be 6%
 - ❖ Enrollment is tracking very well for duplicated enrollment over 2,000
- Legislative Update
 - ❖ Dr. Newsom will be attending the Quay Day breakfast in Santa Fe which is sponsored by Mesalands Community College and Xcel and NMHED Secretary Dr. Damron and her spouse will also be attending as Dr. Newsom's guests
 - ❖ Mr. Pat Vanderpool noted that, as of last week, 35 RSVPs were received for the event
 - ❖ Dr. Newsom is tracking 22 bills that either directly or indirectly impact the College
 - ❖ Other events being held in Santa Fe include: Clayton-Union County Legislative Luncheon; Santa Fe Chamber Legislative Reception; Governor's Prayer Breakfast; and All-State Community College Day (two Mesalands students will be at this event)
 - ❖ Appropriations for funding are down – HED's recommendation is \$134,000 and LFC's recommendation is \$103,000

- ❖ SB122 was filed yesterday – GO for \$2 million for Mesalands for wayfinding/signage, parking lots, and landscaping improvements
- ❖ A request will be presented for Severance Bonds in the amount of \$115,000 to be used for the second phase of IT infrastructure
- Facilities
 - ❖ The RFP which was published for the \$2 million for GO/Severance/Special Appropriations is due January 26, 2016 and 30 requests have been received with nine of those placing a bid
- Workplace Safety
 - ❖ A policy will be proposed to be adopted by the Board as part of the Board Policies
 - ❖ The policy will be OSHA compliant
 - ❖ The policy will address a safe work environment
- Recognition
 - ❖ Mesalands has been named the 33rd fastest growing community college for campuses with 2,500 students or less and 44th overall out of 1,600+ community colleges in the US
- Service to Students
 - ❖ Email addresses for students have now been converted from '.net' to '.edu'
- Regional Education Cooperative #6 Annual Meeting
 - ❖ As highlighted in 'Good News', there were approximately 300 educators on Campus for this meeting
 - ❖ One of the best events the College has hosted in bringing an outside group to Campus
 - ❖ The response from attendees was amazing and a fantastic turnout
 - ❖ The Mesalands Community College Foundation provided breakfast
 - ❖ The National Guard provided lunch
 - ❖ The event will pay dividends in the future as teachers attending will be excited to send students to Mesalands now that they have visited the Campus
 - ❖ Dr. Newsom congratulated all those who contributed and assisted with the event
- Foundation
 - ❖ The Foundation Board has closed on two property acquisitions
 - ❖ One property donated by Ross Landess Family is located on Rock Island which has some acreage with water rights and a house which the building trades students may be able to work on
 - ❖ The other property is approximately three acres, adjacent to the turbine and formerly belonged to Lem Chesher
- Resignation
 - ❖ Mr. John Rush, Business Manager, has resigned to take a position at Clovis Community College as the Chief Financial Officer
- Department of Education
 - ❖ A review was held last week on Campus
 - ❖ There are two issues that need to be corrected at Mesalands
 - ❖ Indications from the exit interview are very positive for financial aid at Mesalands

- Upcoming Dates
 - ❖ Student Orientation – January 20, 2016, 3:00 pm
 - ❖ Welcome Back – January 20, 2016, 5:00 pm (pizza will be served)
 - ❖ Annual Iron Pour – March 6-12, 2016
 - ❖ Spring Rodeo – April 22-23, 2016
 - ❖ Foundation Fundraising Event – April 29, 2016

Academic Affairs

No reports were presented.

Student Affairs

Enrollment Management Plan: Fall 2015 Persistence Report

Dr. Kennedy presented the Enrollment Management Plan: Fall 2015 Persistence Report for review. This report includes information regarding No Show Calls; 10-day, 10% TRAC Calls; Teaching, Learning, Caring (TLC); Early Registration Day; Midterm Grades; Student Referrals; Tutoring Hours; Social Engagement; and Recognition.

Dr. Kennedy stated that enrollment and persistence are up and this report is compiled each semester.

Administrative Affairs

Monthly Finance Report, December 2015 – ACTION

Ms. Amanda Hammer presented the Monthly Finance Report for December 2015 for approval.

ACTION – Ms. Estrada moved to approve the Monthly Finance Report for December 2015 as presented. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

NEW BUSINESS

No new business was conducted.

INFORMATIONAL ITEMS

Important dates were presented which are: Martin Luther King, Jr. Day – College closed, January 18, 2016; Legislative Session Opening Day, January 19, 2016, 12:00 noon; New Student Orientation, January 20, 2016; Legislative Session Ends, February 18, 2016, 12:00 noon; 18th Annual Iron Pour, March 6 – 12, 2016; Spring Holiday, College Closed, March 25, 2016; Spring Break, College Closed, March 28 – April 1, 2016; Mesalands Community College Spring Rodeo, April 22 – 23, 2016; and TENTATIVE Mesalands Community College's Foundation Fundraiser, April 29, 2016.

The Board of Trustees 12-month calendar was presented.

The Board of Trustees Annual Calendar of Reports was presented.

The following minutes were presented:

- Student Affairs Division Meeting minutes dated December 15, 2015
- Administrative Affairs Division Meeting minutes dated December 17, 2015

The Selected Professional Development Activities for December 2015 were presented.

ANNOUNCEMENTS

Tuesday, February 16, 2016, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m., Room A214.

ADJOURN

Mr. Moore stated that there was no further business and the meeting was adjourned. The meeting adjourned at 6:12 p.m.

[signature on original]

J. Bronson Moore
Chair

[signature on original]

James Streetman
Secretary/Clerk