

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

**October 14, 2014**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, October 14, 2014 at 5:30 p.m. in Room G606.

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ROLL CALL**

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

The following member was not present: Ms. Liz Estrada.

**LIST OF ACTION ITEMS**

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Purchase Requisition
- 4) Approval of Research and Public Service Project (RPSP) Approvals
- 5) Approval of Facility Rental for Equine Gnathology Class
- 6) Approval of Jenzabar Shared Services Agreement
- 7) Approval of Memorandum of Understanding (MOU) Mesalands Community College and University of Massachusetts Lowell
- 8) Approval of Housing Study
- 9) Approval of Fee Amendment
- 10) Approval of Monthly Finance Report, September 2014
- 11) Approval of Policy for Overpayment of Wages
- 12) Approval of Document Archiving
- 13) Approval of Executive Session
- 14) Approval of Reconvene from Executive Session
- 15) Approval of Action, if needed, based on Executive Session

## **APPROVAL OF AGENDA – ACTION**

Dr. Newsom requested that the agenda be amended as follows:

- Move Item VII.A.6 to VII.A.1 to allow the Jenzabar Shared Services Agreement to be addressed first;
- Delete Item VIII Executive Session, Item IX Reconvene from Executive Session, and Item X Action, if needed, based on Executive Session

**ACTION** – Mr. Streetman moved to approve the agenda as amended. The motion was seconded by Ms. Stephenson. 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 informed the Board that the last couple of weeks have been good for Mesalands.

Dr. Newsom indicated that there has been a concerted effort to have educators/counselors on Campus and thanked the marketing committee, Ms. Kimberly Hanna, Ms. Donna Garcia, and Ms. Amber McClure for their help. The event focused on dual enrollment programs and it is his hope that another luncheon will be held in the future. A survey will be conducted to receive suggestions.

Dr. Newsom presented a Power Point highlighting the Educator's Luncheon held on Campus on September 26, 2014 in which superintendents, principals, counselors, and anyone else who might benefit were invited to attend. There were a total of 13 educators in attendance as well as Ms. Teresa Stephenson. In addition to the lunch, there were tours of the Campus, the Museum and the wind center/turbine; an iron pour demonstration; spur and bit making information; student speakers; and gift bags were presented to the attendees.

He reported that it was surprising to find that many of the educators were unaware of what Mesalands has to offer and the programs that are available. However, it was a really positive event and he received good feedback from the attendees.

Ms. Stephenson stated that the luncheon went very well and she heard good comments. She added that she previously worked with one of the attendees and was impressed with the students.

Ms. Gillard reiterated what Ms. Stephenson stated and that an attendee mentioned that it was a great event. Ms. Amanda Hammer indicated that they were very impressed and surprised at what Mesalands offers and amazed at the facilities.

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

**ACTION** – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated September 16, 2014 as presented. The motion was seconded by Ms. Stephenson. 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**

#### Jenzabar Shared Services Agreement – **ACTION**

Dr. Newsom reminded the Board that discussions had occurred in the past regarding Jenzabar providing technical director services to Mesalands and presented a Jenzabar Shared Services Agreement for approval.

Mr. Gus Ortiz, Program Manager, for Jenzabar presented information to the Board regarding Mesalands' request for assistance. Mr. Ortiz briefly reviewed the following:

- During the first phase
  - ❖ Provide an interim IT manager who will be on-site one to two weeks per month
  - ❖ Assess and identify critical issues for quick action
  - ❖ Nationwide recruiting
  - ❖ Begin remote server management services
  - ❖ Begin remote database administrative services (up to 100 hours in contract term)
- During the second phase
  - ❖ Employee will be a Mesalands Community College employee, Jenzabar will pay the salary
  - ❖ Jenzabar will continue delivery of remote server management services
  - ❖ Jenzabar will continue delivery of remote database services
  - ❖ Employee will have Jenzabar specific training
  - ❖ Employee will attend the Jenzabar conference, paid by Jenzabar

Mr. Ortiz indicated that the total budget would be \$125,000 for both the first and second year which does include a salary of \$60,000, benefits of \$20,000, and \$11,000 for recruiting/training.

Mr. Moore asked Mr. Ortiz how long he had been with Jenzabar and Mr. Ortiz replied that he has been with Jenzabar for 14 years and 10 with colleges. Mr. Ortiz stated that Jenzabar wants their clients to have the best experiences with their software.

Discussion followed including:

- Whether the bookkeeping can be done in the system and it was noted that it can with the software already purchased
- The employee will be responsible for all IT functions
- Jenzabar will offer support to maintain the networks
- Jenzabar will help with the implementation of specific module not yet activated
- What the status of the employee would be, whether a Jenzabar or Mesalands employee and response indicated that the interim IT manager will be a Jenzabar employee but once the new individual is hired, it will be different and that individual will receive training

Dr. Newsom informed the Board that Jenzabar will hire the individual who will be accountable to Mesalands and Jenzabar will provide help as needed. Dr. Newsom indicated that he estimated training could cost anywhere from \$10,000 - \$15,000. Therefore, paying a premium to get support from a large company such as Jenzabar could be a good turn on investment.

Mr. Streetman commented that he will be happy with this as he is not happy right now at all and the College can't keep software that is not working as it should. Mr. Moore stated that this has been a disaster until recently.

Mr. Streetman asked Mr. Ortiz what would happen if someone is hired and they are unable to get along with that person hired. Mr. Ortiz responded that they will go back to the beginning, Phase I, and start the recruiting process once again. Mr. Streetman added that this area promotes a challenge for young couples.

Mr. Sandoval asked if the College will be protected through the entire process and Mr. Ortiz indicated that the College will be protected.

Dr. Newsom stated that there have been some challenges in the IT department outside of Jenzabar and the Jenzabar Shared Services Agreement will fill that void.

Dr. Newsom indicated that this will be a large commitment for Mesalands but he believes it will be a big step in moving in the right direction.

Dr. Newsom requested approval of the Jenzabar Shared Services Agreement as presented, contingent on a few legal/contractual items to be worked through that were received from Ms. Gianna Mendoza, legal counsel. He stated that they are not problematic. Dr. Newsom added that extra due diligence was done as it pertains to this agreement and whether it can be deemed as a sole provider. The attorneys agree that this is a case for sole provider as the provider is responsible for 90% of software and in that case, bids will not need to be submitted.

**ACTION** – Ms. Stephenson moved to approve the Jenzabar Shared Services Agreement as presented contingent upon Dr. Newsom’s request. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

Purchase Requisition – **ACTION**

Dr. Newsom presented the following purchase requisition for approval:

- Honeycutt Rodeo, Inc. \$16,000.00

Dr. Newsom indicated that this is the stock contractor for the Rodeo that has been used in the past that College personnel are very pleased with and Honeycutt staff have done a fantastic job. He apologized for not presenting this purchase requisition to the Board at an earlier meeting.

Dr. Newsom informed the Board that Honeycutt Rodeo, Inc. has been engaged to do the spring rodeo in April and the purchase requisition for that has been earmarked for presentation to the Board prior to the rodeo. Dr. Newsom stated that Honeycutt are a pro-rodeo PRCA contractor and the only college they provide services for is Mesalands Community College. They provide all services including the announcers and judges. Dr. Newsom stated that he felt the stock they provided for the College rodeo was well above those he saw at nationals when he went to Casper. Mr. Streetman stated that the judges prefer to provide their services to the Mesalands rodeo.

**ACTION** – Mr. Streetman moved to approve the above purchase requisition as presented and requested by Dr. Newsom. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

New Mexico Magazine Articles, March 2014 Issue

Ms. Gretchen Gurtler, Director of Mesalands Community College’s Dinosaur Museum and Natural Science Laboratory, presented the New Mexico Magazine Articles in the March 2014 Issue which feature the Dinosaur Museum as well as an interview of Ms. Gurtler . Ms. Gurtler reminded the Board that she serves on the Tourism Board and this magazine is distributed widely at no cost to the College.

Dr. Newsom indicated that the Museum received really nice coverage.

Annual Dinosaur Museum Report 2013-2014

Ms. Gurtler presented and briefly reviewed the Annual Dinosaur Museum Report for 2013-2014. The report includes information on collections, list of activities, classes, and attendance, as well as admission/sales.

Ms. Gurtler stated that she changed the attendance report to reflect attendance from educators and college students in an effort to see who the target audience is.

Ms. Gurtler stated that the report reflects that the Museum attendance was somewhat lower during the summer months which she felt was because of the lack of billboards

during that time period. However, she indicated that if any issues with the billboards come up, she contacts Mr. Lafferty and he responds quickly to remedy the situation.

She informed the Board that all the lighting in the Museum has been replaced with LED lights which, in addition to the new reflective roof, have been beneficial to the Museum. The replacement of lighting to LED also served as an incentive to apply for some rebates.

Ms. Gurtler informed the Board that several opportunities have been offered to students as it pertains to research presentations in several places including: Albuquerque, New Mexico; Philadelphia; New York; and Mesa, AZ.

She reported that Mr. Donnie Price presented at the Community College Undergraduate Research Initiative (CCURI) National Poster Session in Washington and had the opportunity to meet with Senator Martin Heinrich. Mr. Price was among 43 students, nationwide, that were invited to present. Ms. Gurtler thanked Dr. Newsom for sending letters/invitations to Senators and Representatives regarding this presentation.

Ms. Gurtler stated that funding has been received from Experimental Program to Stimulate Competitive Research (EPSCoR), National Science Foundation (NSF), and Science, Technology, Engineering and Math (STEM) to also assist in professional development for the faculty. She expressed her appreciation to the administration for allowing leave time so that faculty can attend professional development activities.

Ms. Gurtler informed the Board that Dr. Axel Hungerbuehler has had two publications and the Museum has had several visiting researchers.

Ms. Gurtler stated that the attendance at the summer field classes have remained pretty steady.

Mr. Sandoval stated that he likes the Annual Report that was presented.

#### Research and Public Service Project (RPSP) Approvals – ACTION

Dr. Newsom presented the following RPSP's:

- Mesalands Community College's Dinosaur Museum and Natural Science Laboratory - \$60,000
- Intercollegiate Rodeo Program - \$144,500
- North American Wind Research and Training Center (NAWRTC) – \$120,700

Dr. Newsom stated that the New Mexico Higher Education Department (NMHED) has already passed these on to the Legislative Finance Committee (LFC) and LFC will then pass on to the Legislatures who will determine which ones to award. It is his intent to meet with some legislators in Santa Fe if the amounts differ from what was requested. The funding for the Museum will be mainly to acquire some new Museum grade storage/shelving for fossils.

Dr. Newsom indicated that these have already been submitted. Therefore, he is requesting that if approval is granted, that it indicate it is retroactive.

**ACTION** – Mr. Streetman moved to approve the above RPSP's as presented and requested they be retroactive. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Facility Rental for Equine Gnathology Class – **ACTION**

Dr. Newsom presented an MOU between Mesalands Community College and Mr. Wayne Needham for Facility Rental for an Equine Gnathology Class and requested approval.

Dr. Newsom informed the Board that there is a need to expand this program but the College is not in a position at this time to take on the liability and expenses that would be incurred with this class. Therefore, Mr. Needham will offer the Equine Gnathology Class and rent facility space from the College to conduct the class. Mr. Needham will incur the liability and all related costs for equipment and pay the College a \$250 per week rental fee.

Ms. Stephenson asked if there would be a certificate awarded for the completion of this class. Dr. Newsom clarified that the students will not receive college credit, but will receive the knowledge associated with equine gnathology.

Dr. Newsom stated that this has been reviewed by the College's attorney and it is the consensus that this is a good approach to get the class/program off the ground. If it does well and the College gets to a point of being able to take on the liability and expense, it could possibly be under the umbrella of the College.

**ACTION** – Ms. Stephenson moved to approve the MOU between Mesalands Community College and Mr. Wayne Needham for Facility Rental for an Equine Gnathology Class as presented. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

Memorandum of Understanding (MOU) Mesalands Community College and University of Massachusetts Lowell (UMass Lowell) – **ACTION**

Dr. Newsom presented the Memorandum of Understanding (MOU) Mesalands Community College and University of Massachusetts Lowell for approval. He informed the Board that UMass Lowell had discovered that Mesalands Community College has a wind turbine which although they have a wind energy program, they do not have a turbine. They would like to engage the College's turbine for research projects on a per project basis. Dr. Newsom stated that this is not a binding agreement only an MOU and separate agreements will be presented to the Board for approval as they are developed.

**ACTION** – Mr. Streetman moved to approve the MOU between Mesalands Community College and the University of Massachusetts Lowell as presented. The motion was



seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

Housing Study – **ACTION**

Dr. Newsom reported that he is looking at possible student housing on Campus in an effort to maximize the College's resources. He indicated that space in Building 'C' is being underutilized as instructional space and that will make it difficult to secure funding in the future for new space.

Dr. Newsom informed the Board that he has been in contact with Mr. Brian Griggs, Parkhill Smith and Cooper (PSC), to see about possibly converting one of the bays in Building 'C' into student housing. If the building can be modified into a two-story building, it is believed that it can accommodate 24-30 beds, apartment style with two-bedrooms, kitchen, and living/den area. The cost to convert the building could be \$1 - \$1.5 million. A preliminary study has been done and the structural engineer is confident that windows can be cut in the exterior walls with staircase shafts possibly mounted on the outside.

The Housing Study provided by PSC is a fee-based proposal in the amount of \$19,340. Dr. Newsom stated that PSC is very engaged in this unique and exciting project and are ready to begin as soon as the proposal is approved. Once approved, work will begin on a feasibility study which will focus on the engineering structure of the building and renderings/drawings will be provided.

Dr. Newsom stated that he has had discussions with some legislators and some of them have expressed their support for this type of project.

Mr. Moore stated that Mesalands is losing students due to not having student housing.

Mr. Sandoval stated that he feels that there would not be a problem filling the units. Dr. Newsom agreed and stated that if the units are filled and more are needed, it could be an incentive to convert the other side of Building 'C' for additional student housing. Potentially, the College could approach the State to see about funding or try to acquire private/public partnerships for the additional modification/conversion.

Dr. Newsom requested approval of the Housing Study to conduct a feasibility study and approve expenditures up to \$19,340.

**ACTION** – Ms. Stephenson moved to approve the Housing Study and approval for expenditures up to \$19,340 as requested and presented. The motion also includes that Dr. Newsom will ensure that state policy is reviewed to confirm whether or not quotes need to be acquired. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.



Fee Amendment – ACTION

Dr. Newsom informed the Board that the College was awarded an additional \$140,000 appropriated by the State Legislature to complete and augment the roofing/HVAC. This project will not need to go to bid as PSC will continue their work in order to expend these funds. The work will include completion of skylights in Building ‘A’, roof drains that are still leaking, and HVAC replacements in the farrier building.

**ACTION** – Ms. Stephenson moved to approve the Fee Amendment as presented. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

Prison Computer Replacement

Dr. Newsom presented information pertaining to Prison Computer Replacement at both the Santa Rosa and Clayton, New Mexico facilities. He informed the Board that those computers have been there since 2008 and are in need of upgrading/replacing. Dr. Newsom stated that purchase of that equipment could cost between \$40,000 and \$50,000 or the College can enter into a lease which would cost the College \$1,200 per month for 25 computers.

Dr. Newsom informed the Board that the Executive Cabinet members have looked into this and feel it is feasible. The replacement of computers will reduce repair time as well as time for an employee to transport the equipment. Dr. Newsom stated that this is an estimate provided by Mr. Jim Morgan. Dr. Newsom said he and Ms. Gillard will check enrollment to ensure that the numbers of computers will be sufficient for those facilities.

Miscellaneous

Dr. Newsom provided updates on the following miscellaneous items:

- Auditor
  - ❖ The auditor is scheduled to begin field work on the 2014 audit on Monday, October 20, 2014 and will be on Campus for two weeks
  - ❖ Dr. Newsom thanked Ms. Hammer, Dr. Zeman, and the staff for getting the information ready for the audit
  - ❖ The exit interview will be held at the end of those two weeks
  - ❖ Mr. Brent Woodard, auditor, has stated that the audit will be completed and submitted by the November 15, 2014 deadline
- Spring rodeo funding
  - ❖ The City Commission approved the Lodger’s Tax in the amount of \$20,000 to be allocated to the College’s spring rodeo scheduled for April 2015
- Continuing Education Class Schedule
  - ❖ The schedule will be distributed next week
  - ❖ Offerings include basic computer skill classes
  - ❖ A package to enroll in all three classes is being offered for \$299 and includes the textbooks
  - ❖ This very conservative package has been offered to the community and the students will receive grades as these are ‘for credit’ classes

- Monthly Lunch and Learn
  - ❖ Dr. Newsom indicated that Ms. Kacee Benford, Director of Personnel, will be launching this new program next month
  - ❖ Ms. Benford attended a conference recently and would like to share some information with employees
  - ❖ Employees who attend professional development seminars/conferences will be committed to share information with others on Campus
  - ❖ This is due to a considerable amount of money that is spent on professional development and is in the best interest of the College
- Dual Enrollment Agreement
  - ❖ An agreement between Mesalands Community College and Portales Municipal Schools has been entered into effective September 26, 2014
  - ❖ Ms. Gillard will be traveling to Portales this week to begin enrolling students in classes such as Farrier, Wind, Welding, Silversmithing, Introduction to Computers, and Introduction to Business for this semester
  - ❖ Students will receive a certificate upon graduation
  - ❖ The Clovis Community College president is supportive of Mesalands providing these services to Portales Municipal Schools
- Integrated Basic Education and Skills Training (I-BEST) Grant
  - ❖ Mesalands Community College was one of nine colleges in New Mexico to receive the I-BEST Grant
  - ❖ Dr. Newsom stated that Ms. Gillard and Ms. Beth Sisneros should be commended for submitting the grant application
  - ❖ Mesalands' award is in the amount of \$553,623 which will be given over a four-year period
  - ❖ The funds from this grant will be used to revitalize the Certified Nursing Assistant (CNA) program and start the Phlebotomy program
- Lecture Capture System
  - ❖ Some of the equipment needed is not available through the provider previously submitted so this will need to go through the RFP process
  - ❖ The purchase requisition approved by the Board in September has been delayed
  - ❖ A new purchase requisition will be resubmitted to the Board for approval in November
- IT Policy
  - ❖ Dr. Newsom and Ms. Gillard are looking at an initiative regarding an IT Policy
  - ❖ A committee will be established to consist of faculty and staff with a faculty member serving as chair
  - ❖ The committee will be tasked with developing the IT Policy, setting IT standards, and approving IT purchases
  - ❖ This is in an effort to drive the culture towards a more governance structure and a shared sense of responsibility
  - ❖ Positive feedback has been received from the faculty senate

- Preliminary enrollment
  - ❖ The summer enrollment currently stands at 284 students, 1572 credit hours, and 262 FTE for the summer enrollment
  - ❖ Dr. Newsom stated that a lot of people have worked hard on enrollment
- Rodeo
  - ❖ Dr. Newsom stated that this was a fantastic event and he is really proud of everyone who helped
  - ❖ There were 150 in attendance at 'Meet the Stampede' on Thursday, in spite of the rain
  - ❖ The estimated attendance for the three days is 2,000 which is a record breaker (this includes contestants)
  - ❖ The Men's Team won the team championship and are currently in third place in the region
  - ❖ Adriano Long won the bull riding championship
  - ❖ Edmiles Harvey won the bareback riding championship
  - ❖ The Women's Team placed fourth
  - ❖ It is anticipated that the spring rodeo will be an even bigger event
- National Fossil Day
  - ❖ This event had 221 visitors at the Museum between Friday and Saturday
  - ❖ There were 22 attendees at Dr. Axel Hungerbuehler's lecture
- Tucumcari Ranch Supply
  - ❖ This event held on Saturday, October 11 was pretty busy
- Tucumcari Railroad Days, Train Depot
  - ❖ This event was held on Saturday and Sunday, October 11 and 12 and was also busy
  - ❖ Mr. Frank Turner, Chairman, Railroad Depot Museum thanked the College for announcing their event at the rodeo
- Complimentary Tickets
  - ❖ Dr. Newsom stated that letters and complimentary tickets for the rodeo had been sent to several individuals
  - ❖ Responses sending regrets for not being able to attend were received from the Governor, Senator Udall, Senator Heinrich, and Congressman Grisham
- General Obligation (GO) Bond C
  - ❖ Dr. Newsom has given presentations to employees at the Quay County Sun and KTNM/KQAY
  - ❖ Presentations are scheduled for Dr. Newsom to meet with the Chamber of Commerce, Quay County Democratic Party, and Senior Citizens Center in Tucumcari
  - ❖ Mr. Morgan is presenting this evening to the Quay County Republican Party
  - ❖ Ms. Hanna will be presenting to Altrusa
- Upcoming Events
  - ❖ Early Registration for spring semester
    - Tuesday, November 11, 2014
  - ❖ Foundation Fundraiser
    - Friday, November 14, 2014

- ❖ Rodeo Preview Day
  - February 13, 2015
- ❖ High School Preview Day
  - February 26, 2015
- ❖ Specialized Day for Juniors
  - Date - TBD

Dr. Newsom informed the Board of his travel schedule as follows:

- October 15, 2014 – Meeting with Warden Tim Hatch, Clayton, NM
- October 16 – 17, 2014 – Off Campus
- October 22 – 24, 2014 – Association of Community College Trustees (ACCT) Annual Leadership Congress (ALC), Chicago, IL (attending with Mr. Sandoval)
- October 29 – 31, 2014 – Higher Learning Commission (HLC) Workshop, Chicago, IL

### **Academic Affairs**

No reports were presented.

### **Student Affairs**

No reports were presented.

Dr. Newsom informed the Board that the Enrollment Report was due to be presented at this meeting. However, it is not ready to be submitted so it will be presented to the Board at the November Board Meeting.

### **Administrative Affairs**

#### Monthly Finance Report, September 2014 – **ACTION**

Ms. Hammer presented the Monthly Finance Report for September 2014 for approval.

**ACTION** – Mr. Streetman moved to approve the Monthly Finance Report for September 2014 as presented. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

#### Policy for Overpayment of Wages – **ACTION**

Dr. Newsom informed the Board that through human error, employee data entry error, or a timesheet entered incorrectly, an employee has been overpaid. He stated that legal counsel was contacted regarding redefining/reworking a policy to be in compliance with laws regarding withholding wages for reimbursement in connection with minimum wage laws. Dr. Newsom presented the Policy for Overpayment of Wages and requested approval of the policy. He indicated that if approved, this policy will become part of the Administrative Affairs Handbook.

**ACTION** – Mr. Streetman moved to approve the Policy for Overpayment of Wages as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

### Policy Updates

Dr. Newsom reported that work is in progress for the following Policy Updates:

- Travel Policy
  - ❖ In an effort to help employees who are unable to travel without receiving funds for lodging, etc., the language will be changed to allow the College to give travel advances to employees
- Tuition Reimbursement
  - ❖ This will apply specifically to tuition reimbursements for classes taken at Mesalands Community College
- IT Policy
  - ❖ A policy is now being developed and will be brought to the Board for approval at the November Board Meeting

### Document Archiving – **ACTION**

Dr. Newsom informed the Board that there are a number of documents that are in hard paper format in the vault area that need to be stored digitally. Dr. Newsom stated that some of the documents in the vault area received water damage but the majority of those were accounting/bookkeeping documents and not student records.

Dr. Newsom presented a sample 'Statement of Work' provided by Ricoh which outlines cost and terms. It is estimated that it will cost \$30,000 to archive documents on hand and will be processed over about a four-year period.

The state archiving policies as well as procurement processes will be researched in order for Document Archiving policies to be developed for Mesalands Community College. Dr. Newsom indicated that a proposal for Document Archiving will be presented for approval at the November Board Meeting.

**ACTION** – Dr. Newsom indicated that this item will not require Board action at this time.

### **NEW BUSINESS**

No new business was conducted.

### **CORRESPONDENCE AND INFORMATIONAL ITEMS**

Important dates were presented which are: Association of Community College Trustees (ACCT) Annual Leadership Congress (ALC), Chicago, IL, October 22 – 25, 2014; Student Fall Break, no classes, November 24-26, 2014; and Thanksgiving Break, College closed, November 27-28, 2014.

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 September 18, 2014
- Academic Affairs Division Meeting minutes dated September 25, 2014

The Selected Professional Development Activities for September 2014 were presented.

## **ANNOUNCEMENTS**

Tuesday, November 11, 2014, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m., Room G606.

Mr. Moore inquired what the dates are for the Holiday Break as they were not listed on the agenda. It was noted that the break will begin on Monday, December 22, 2014 and the College will reopen on Monday, January 5, 2015. These dates will be reflected on the next Board agenda.

## **ADJOURNMENT**

Mr. Moore stated that there was no further business and the meeting was adjourned. The meeting adjourned at 7:39 p.m.

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J. Bronson Moore  
Chair

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James Streetman  
Secretary/Clerk