

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

**November 11, 2014**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, November 11, 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, Ms. Liz Estrada, and Ms. Teresa Stephenson.

**LIST OF ACTION ITEMS**

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Purchase Requisitions
- 4) Approval of Travel Policy
- 5) Approval of Tuition Reimbursement Policy
- 6) Approval of Monthly Finance Report, October 2014
- 7) Approval of New Mexico Higher Education Department (NMHED) Quarterly Finance Statements
- 8) Approval of Executive Session
- 9) Approval of Reconvene from Executive Session
- 10) Approval of Action, if needed, based on Executive Session

**APPROVAL OF AGENDA – ACTION**

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

- Not include Item VIII. Executive Session, Item IX Reconvene from Executive Session, and X Action, if needed, based on Executive Session as 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 reported that he would like to publicly recognize Veterans Day today. He stated that he is grateful for the many sacrifices of all Veterans and asked that they be recognized today.

Dr. Newsom informed the Board that Mesalands Community College has entered into an agreement with Portales Municipal Schools. Mr. Eddy Mardis and Mr. Gary Loveland delivered a Silversmithing class in which twenty-six students participated.

Ms. Gillard added that the class was taught during the week of October 27, 2013 at Portales High School with instruction in FAS108 and ART108. She expressed her appreciation to Mr. Mardis for charging forward with new programs.

Mr. Mardis indicated that the program began five years ago and has since been built upon and expanded to include engraving and spur making. He stated it is hoped that maybe next semester, work can begin on a two-year associate's degree. Mr. Mardis mentioned that Silversmithing offers a huge opportunity for self-employment in engraving as there is a big demand in this area.

Mr. Mardis stated that the students at Portales High School loved the program and expressed their excitement and enjoyment with it. The students stayed engaged in their work and remained on task. He stated that he was also impressed with the Superintendent at Portales.

Mr. Mardis commented that the development of this program could possibly appeal to some high school high-risk students and help keep them in class which could in turn improve graduation rates. It was noted that there may be a possibility of having a dual credit class next semester.

Dr. Newsom informed the Board that he spoke with Mr. Cain, Superintendent, and Mr. Cain stated that they are very excited about this opportunity for their students. The offering of this program has created a 'buzz' in their town and enthusiasm about possibly offering the class for adults/non high school students as a night class.

Board Members were able to see a bracelet that Mr. Mardis is working on (in early stages) and Mr. Streetman stated that the detail is very good.

Dr. Newsom, Mr. Moore, and the Board thanked Mr. Mardis for attending the meeting and presenting this information.

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

**ACTION** – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated October 14, 2014; Item V.B.1 Contract Confirmation for Ms. Davina R. Montañó-McDaniel as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Dr. Newsom informed the Board that Ms. Montañó-McDaniel is the new STEM Math Success Specialist and he feels she brings a new fresh perspective to Mesalands. Although Ms. Montañó-McDaniel has been in Georgia, he stated, it is great to bring back a Tucumcari High School graduate to work at the College.

## **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 Operations Assessment

Dr. Newsom indicated that although staff has faced some challenging and exciting times with Jenzabar, solid work has been done on Campus. Mr. Jim Strickulis was introduced to present information on Jenzabar and what will be done going forward.

Mr. Jim Strickulis, Regional Sales Manager, stated that he had met with Executive Cabinet and some users earlier this date.

Mr. Strickulis provided a PowerPoint presentation addressing the Assessment Purpose and Methodology and informed the Board that Ms. Sharon Robinson, Account Manager, and Ms. Annie Blair, Dedicated Account Manager are also working with Mesalands. The presentation included some operational information such as: their headquarters being based in Boston, MA; Jenzabar is the only major provider; 349+ Jenzabar EX Systems have been sold since 1996; and the Jenzabar Foundation awards millions of dollars to institutions of higher education as well as student scholarships.

In addition, Mr. Strickulis’ presentation also touched on the following:

- The purpose of the operational assessment which involves evaluating Mesalands Community College’s processes and usage of technology
- Some major findings consisting of: fast-track implementation that was exceptionally challenging; evidence of a great sense of energy and desire to fix the challenges; a strategic use of technology still being a major concern;

knowledge gaps; data integrity concerns; and turnover at the leadership level/offices

- Positive outcomes indicated staff being open to the changes necessary; and strong IT/IR/Retention departments
- Areas for improvement consist of acknowledging the issues but letting go; that turnover is inevitable but training should be on-going; misconceptions of product capabilities from the initial implementation need to be combatted; uneven staffing and workloads; and no 'IT Centric' manager over all IT in the last few years
- Recommendations include an on-going and immediate culture shift to training; and considering a restart and retraining type project with Jenzabar

Mr. Strickulis informed the Board that Mesalands owns all the software needed. Therefore, there are no software modules that need to be budgeted for as it pertains to purchase of those. Mr. Strickulis stated that it has been determined that approximately 644 hours of consulting time will be needed in order to continue overall assistance. Mr. Streetman questioned what the cost would be for this and Mr. Strickulis responded that it would be at a cost of \$100,000 - \$125,000 which includes travel. Dr. Newsom stated that he will not be bringing a recommendation to the Board for this at this stage.

Dr. Newsom indicated that he, Mr. Strickulis, and Mr. Gus Ortiz will work together on this. Dr. Newsom stated that he has tasked the module managers to take assessment, determine priorities, and meet within the next week in an effort to provide training immediately with no cost to the College. He wants a specific plan in place to address and reintroduce Jenzabar to the Campus. Dr. Newsom commented that at this time, it is really unknown what Jenzabar can do. College staff needs to know at what point they want Jenzabar to be fully implemented so everyone needs to work collaboratively with Jenzabar whose intention it is to be on a path to get Mesalands on track. Dr. Newsom stressed that Mesalands staff have to make it work.

Mr. Streetman informed Mr. Strickulis that the Board did not have a say with this. He told Mr. Strickulis that he does not want any other school to ever get in this position and doesn't understand why Jenzabar let it happen. Mr. Streetman asked Mr. Strickulis to talk to Jenzabar about this. Mr. Strickulis responded that he would.

Dr. Newsom stated that College staff will be working on this over the next few weeks collectively to ensure that it is successful. Staff needs to understand that the past challenge of fighting fires needs to be replaced with the understanding that information and documents needed to formulate a solid strategy are now in hand. Dr. Newsom added that Jenzabar wants the same for Mesalands, a success story for all

#### Association of Community College Trustees (ACCT) Annual Leadership Congress (ALC) Update, October 2014

Dr. Newsom reminded the Board that he and Mr. Sandoval attended the ACCT ALC which was a very good conference. He indicated some items addressed during the conference included: discussions regarding helping students with remediation needs; a focus on the Reauthorization of Higher Education Act which will affect financial aid; and

Gainful Employment Legislation. Dr. Newsom stated that there appeared to be less people in attendance, possibly due to travel restrictions.

Mr. Sandoval informed the Board that he also attended different meetings while attending the ACCT ALC in which some discussions included housing and trustee involvement with the community. Mr. Sandoval indicated that he was nominated for Chair-Elect but lost by one vote.

Mr. Sandoval stated that he along with Ms. Gillard and Ms. Donna Garcia visited with some staff at area schools to discuss education. He mentioned that he would like to meet with staff at other schools now in an effort to work together to assist in getting students ready for college. He indicated that he would also like to speak with someone from the Navajo nation that is scheduled to be on Campus next week and asked Ms. Gillard for her assistance.

Mr. Sandoval reported that he feels Mesalands, while the smallest in the state, continues moving forward and expressed his concern about assistance from other community entities and individuals. Mr. Sandoval stated that as long as Mesalands is able, they will continue helping.

Mr. Sandoval thanked Ms. Gillard, Ms. Beth Sisneros, Ms. Kim Hanna, and Ms. Garcia for helping him prepare speeches, etc. for these meetings. Mr. Sandoval also thanked the Board for giving him the opportunity to attend conferences.

Purchase Requisitions – **ACTION**

Dr. Newsom presented the following purchase requisition for approval:

- WWRC, Inc. \$61,333.18

Dr. Newsom indicated that this is payment application #7 for the roofing work which is in the final stages. There will be one more payment application presented to the Board for approval.

- VAR Resources, LLC \$6,641.36

Dr. Newsom indicated that this is an equipment lease for computers at the Clayton and Santa Rosa, New Mexico facilities. This is a three-year contract for a total of 50 computers, 25 at each facility.

- Interworld Highway, LLC \$64,749.38

Dr. Newsom indicated that the Board previously approved this purchase for the Lecture Capture System. However, it was found that a number of items were excluded so it was required that RFP's be submitted in order to follow procurement guidelines. The same vendor that is presented above for this purchase happens to be the same vendor that was selected earlier. Although a second vendor submitted an RFP, it was not submitted in time. Therefore, it was not opened.

- Pearson Education \$50,000.00
- Cengage Learning \$40,000.00

Dr. Newsom indicated that the two purchase requisitions for Pearson Education and Cengage Learning are estimated amounts for resale of textbooks. Therefore, there are not any supporting materials for purchases. Dr. Newsom added that these will be spring semester textbooks that need to be ordered soon.

**ACTION** – Ms. Stephenson moved to approve the following purchase requisitions as presented and requested by Dr. Newsom:

- WWRC, Inc. \$61,333.18
- VAR Resources, LLC \$6,641.36
- Interworld Highway, LLC \$64,749.38
- Pearson Education \$50,000.00
- Cengage Learning \$40,000.00

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

**Travel Policy – ACTION**

Dr. Newsom presented the Travel Policy for review and approval. He reported that some challenges have been experienced with some staff and faculty as it pertains to attending professional development activities. It has become problematic as some individuals do not have credit cards to pay expense upfront. Dr. Newsom informed the Board that the only modified changes pertain to: providing 75% of the per diem for mileage (if applicable), meals, airline, and estimated lodging to be paid prior to travel; and travel expenses being paid within three business days upon receipt of paperwork to the Business Office.

**ACTION** – Ms. Estrada moved to approve the Travel Policy as presented with modified changes. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

**Tuition Reimbursement Policy – ACTION**

Dr. Newsom presented the Tuition Benefit Policy for Employees and Their Dependents Attending Mesalands Community College for approval. Dr. Newsom stated that it is important to the institution that changes in this policy be implemented in an effort to simplify and encourage individuals to take classes. He pointed out that the major changes include: deferring billing of tuition until the course is completed with a grade of ‘C’ or better; limiting the maximum number of credit hours per semester to seven credit hours; and clarification of who qualifies and is eligible for this benefit. Dr. Newsom stated that if the Board approves this policy, it will be effective from this point forward and will not be retroactive.

Dr. Newsom stated that this policy has been vetted through legal counsel and they expressed using the term 'benefit' to ensure that there will not be any tax liability to either the employee or the College.

**ACTION** – Mr. Streetman moved to approve the Tuition Benefit Policy for Employees and Their Dependents Attending Mesalands Community College as presented with changes recommended. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

#### 7<sup>th</sup> Annual Mesalands Community College Rodeo Update

Ms. Kimberly Hanna, Director of Public Relations, presented the 7<sup>th</sup> Annual Mesalands Community College Rodeo Update. She indicated that she felt it was one of the best rodeos from beginning to end. Some changes were made as it pertained to Meet the Stampede Day which was held at the rodeo arena this year and had about 150 attendees. Ms. Hanna stated that the stands were full for the rodeo both Friday and Saturday nights and thanked everyone for supporting the rodeo team. Ms. Hanna pointed out the spread in the center of the Rodeo Program which is an overview of the students. Dr. Newsom informed the Board that it was estimated that a total of 2,000 individuals participated in the events held Thursday through Saturday. A set of team cards were also presented to each Board Member. Dr. Newsom commented that he continues to hear positive things about the rodeo and there is excitement building for the spring rodeo scheduled April 10 – 11, 2015. Dr. Newsom expressed his appreciation to the faculty/staff/families for making the rodeo such a success by giving of their time.

#### 2015 Board of Trustees Election Discussion

Dr. Newsom reported that everything is currently on track for the Board election on March 3, 2015. However, he indicated that the County Clerk's Office informed him that due to increased equipment rental and other related election costs, the election could potentially cost the College \$8,000 - \$10,000.

It was suggested possibly moving the election up to save the College money and enable election costs to be split with the Tukumcari Public Schools. Dr. Newsom stated that he has not approached the school district and does not necessarily need to have their permission as the County Clerk's Office will handle the election and bill as required. The date of the Tukumcari Public Schools election is February 3, 2015.

Dr. Newsom informed the Board that one challenge in moving the election back is having the Resolution and Proclamation presented and approved by the Board within the next week as the filing date with the County Clerk is in November. Therefore, a Special Board Meeting would need to be scheduled. Basically, all dates for the election process would need to be moved up a month.

Dr. Newsom requested the Boards' opinion on whether or not to move the election and save the College a sizable amount of money by having the election at the same time as

the public schools. Dr. Newsom stated that he does not have any background data on why the College chose to have their election on a different date.

Mr. Streetman stated that he is in a quandary because Mesalands' board terms are six-year terms and the terms for the public schools board members are four-year terms. Dr. Newsom stated that the date of the election does not affect the term. Mr. Streetman added that when the College became recognized as a community college, the board members terms changed to six-year terms and the reason for having a separate election had something to do with the six-year terms. Mr. Streetman stated that the election date can't be arbitrarily changed. Dr. Newsom indicated that the Board calls when the election will be held.

Ms. Stephenson inquired if there are any state regulations pertaining to college elections. Ms. Stephenson stated she would like to see the College save money as well as long as nothing is set by legislation. Dr. Newsom informed the Board that he will check with the Attorney General's Office for clarification.

It was also questioned if the districts for the college and the public schools are different. Mr. Streetman said that the districts are still the same.

Ms. Estrada stated some times in the past that the school board had a mud-slinging campaign/controversial election and that she recalls the College separated because of that and felt they should stay away from it.

Dr. Newsom indicated he needs some direction from the Board on whether to consolidate the election or move forward with two elections. Dr. Newsom stated that he will do some investigation and if it is decided to have a joint election, a special board meeting will be held next week, a week from today.

Ms. Gillard stated that the College may get a better voter turnout by having a joint election with the public schools. Ms. Stephenson stated that usually not many run for election.

### Miscellaneous

Dr. Newsom provided updates on the following miscellaneous items:

- Association of Community College Trustees (ACCT) National Legislative Summit (NLS)
  - ❖ The summit is scheduled for February 9 – 12, 2015 in Washington, DC
  - ❖ Registration/lodging reservations early bird deadlines are quickly approaching
  - ❖ If any Board Members plan on attending, Dr. Newsom asked that they notify Ms. Connie Chavez right away so registrations/reservations can be secured to ensure that the College can benefit from early bird fees
- Eastern New Mexico Educational Resource Center (ENMERC)
  - ❖ Dr. Newsom stated that he was invited by Mr. Johnny Cain, Superintendent, Portales Municipal Schools, to speak at this event scheduled for November 12, 2015 at the Clovis Civic Center in Clovis, New Mexico
  - ❖ Dr. Newsom expressed his appreciation to Mr. Cain for providing this opportunity for him to be on the agenda



- ❖ Other university/college presidents on the agenda include Dr. Steve Gamble, ENMU, and Dr. Beck Rowley, Clovis Community College as well as several area school superintendents and state lawmakers
- Higher Learning Commission (HLC) Workshop on Student Persistence and Completion
  - ❖ Dr. Newsom, Ms. Gillard, Dr. Kennedy, and Mr. Tom Morris attended
  - ❖ Great conference – Mesalands has applied to be part of the retention academy
- Lease between Mesalands Community College Foundation, Inc. and The Greater Tucumcari Economic Development Corporation (GTEDC)
  - ❖ Dr. Newsom indicated that the first 'draft' of the proposed lease for property adjacent to the cemetery has been forwarded to the Foundation Board of Directors as well as to the GTEDC Board for their review
  - ❖ Once approved by both Boards, it will be presented to the Board of Trustees
  - ❖ It is anticipated that the process is weeks away from finalizing the lease
- Audit Exit Interview
  - ❖ This was held yesterday, November 10, and it was noted that no surprises were evident in the audit
  - ❖ Mr. Brent Woodard has indicated that the audit will be submitted to the state on time to ensure an on-time audit submission
  - ❖ Dr. Newsom reported that once the state approves the audit, it will be presented to the Board
  - ❖ Dr. Newsom thanked Ms. Hammer and her team, Ms. Gillard, and a number of other people who assisted in meeting this deadline
- Foundation Fundraiser
  - ❖ Dr. Newsom reminded everyone about the fundraiser scheduled for this Friday, November 14
  - ❖ Dr. Newsom informed everyone that Mr. Streetman still has tickets if anyone needs any
  - ❖ It is anticipated that there will be 200+ in attendance
  - ❖ Dr. Newsom stated that the Foundation has already raised \$5,000+ even before any auctions have been held
- Articulation Agreements
  - ❖ Dr. Newsom informed the Board that he has had preliminary conversations with Wayland Baptist University and Southern New Hampshire University as it pertains to articulation agreements
  - ❖ These offer primarily on-line delivery which will not require that students relocate
  - ❖ It is his hope to present something to the Board within the next two months
  - ❖ Dr. Newsom indicated that he is pleased to be able to offer more possibilities for students to pursue a bachelor's degree through these unique opportunities

## **Academic Affairs**

### Student Learning Assessment Committee Annual Report 2013-2014

Ms. Gillard presented the Student Learning Assessment Committee Annual Report for 2013-2014. Ms. Gillard briefly highlighted on some of the content within the report

which contain: Committee Composition that is co-chaired by Mr. Tom Morris and Dr. Forrest Kaatz and consists of strong representation of faculty membership; the three committee objectives that were submitted by the Student Learning Assessment Committee (SLAC); the three levels of assessment which are Institutional, Program, and Classroom. Ms. Gillard also referenced stats/pass rates defined on bar graphs; CAAP exam and award results; and a summary in table form.

Ms. Gillard thanked Mr. Morris and Dr. Kaatz for their work on this report.

Dr. Newsom informed the board that the idea of remediation is a problematic topic as was addressed at the retention conference. He mentioned that math is very important for graduation and staff needs to look at new/inventive ways to deliver this to the students. The students' best interests need to be looked at in order to assist them to complete and not put up barriers for them. Dr. Newsom indicated that this is a really good report which gives great data.

Ms. Stephenson stated that she was impressed with the information provided for math. Mr. Streetman inquired if there were any particular math lacking that could be pinpointed. Dr. Newsom responded that only raw scores are provided.

## **Student Affairs**

### Annual Enrollment Management Report 2013-2014

Ms. Amber McClure, Director of Enrollment Management, presented and gave a brief summary of the Annual Enrollment Management Report for 2013-2014. Some sections reviewed include: benchmarks which originated in 2008 based on the strategic plan for that year; new strategic plan will be implemented going forward with the mission of the College in mind; percentages for students passing, student graduates employed in New Mexico, student graduates employed or transferring to four-year institutions in New Mexico, Hispanic students enrolled, and female graduates; course attrition and graduation rates as well as number of prospective students. Ms. McClure stated that faculty involvement is great and the TLC visits were impressive.

Ms. Stephenson asked how prospective students can be tracked since they are not enrolled. Ms. McClure responded that Mr. Matt Garcia, Recruiter, provides 'prospect cards' when he is out recruiting. The students complete the information on the cards and College staff sends literature to those individuals.

Ms. McClure informed the Board that Dr. Forrest Kaatz provided integral data for assembling this report.

Dr. Newsom mentioned that Ms. Hanna sent a news release, which it is hoped will be in the newspaper tomorrow, regarding enrollment increases. As of this morning, enrollment is at 735 in comparison to 690 last year at the same time. Dr. Newsom indicated that the goal is 752. In addition, it was noted that 74 students pre-registered today during early enrollment which equates to about 1,000 registered credits.

## **Administrative Affairs**

### Monthly Finance Report, October 2014 – ACTION

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

**ACTION** – Ms. Estrada moved to approve the Monthly Finance Report for October 2014 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 Mexico Higher Education Department (NMHED) Quarterly Financial Statements – ACTION

Ms. Hammer presented the NMHED Quarterly Financial Statements for approval. She informed the Board that Dr. Zeman did a lot of the work on this report and he has done a really good job in learning the system. Ms. Estrada asked if the 'Percentage Increase (Decrease) reflected as minuses on the Comparison of Operating and Plant Funds (Unadjusted and Unaudited) Fiscal Year 2014-2015 should have been plusses. It was confirmed that yes, they should be and would then reflect an 'Ending Fund Balance' of 29.0%. It was noted that the form is actually the template provided by NMHED. However, Ms. Hammer assured the Board that she will make those corrections prior to submitting the NMHED Quarterly Financial Statements.

Dr. Newsom stated that he is proud to report that these will also be submitted on time.

**ACTION** – Mr. Streetman moved to approve the NMHED Quarterly Financial Statements with corrections as stipulated above. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

### Annual Financial Aid Award Report

Ms. Jessica Elebario, Director of Financial Aid, presented the Annual Financial Aid Award Report. The report reflects that a total of \$7,726,883 was awarded to 194 students in 2013-2014. The total amount awarded is broken down on the report as follows:

- Federal
  - ❖ Pell Grant
  - ❖ Student Equal Opportunity Grant (SEOG)
  - ❖ Federal Work Study
- State
  - ❖ State Student Incentive Grant (SSIG)
  - ❖ College Affordability Grant (CAG)
  - ❖ State Work Study
  - ❖ Legislative Lottery
  - ❖ Veterans
- Institutional
  - ❖ All Institutional Scholarships
  - ❖ Institutional Match for Work Study

- Third Party
  - ❖ Any outside scholarships including Tribal and outside Organizations

Ms. Elebario stated that the number of students that received awards is down which is due to a decrease in on-campus students. She added that off-campus and dual are not eligible.

Ms. Elebario reported that she held the following workshops and/or participated in events:

- Two scholarship workshops on Campus in which a few students from Tucumcari attended
- FAFSA event in Logan, New Mexico with 30 students in attendance and five of those are now attending Mesalands Community College
- FAFSA event in San Jon, New Mexico

Ms. Elebario informed the Board that she attended the New Mexico Association of Student Financial Aid Administrators (NMFASFAA) Annual Conference in Santa Fe, New Mexico in March 2014. She is also running for the office of treasurer in that organization. In addition, she was in Dallas for five days in May 2014 attending Federal Student Aid Training.

## **NEW BUSINESS**

No new business was conducted.

## **CORRESPONDENCE AND INFORMATIONAL ITEMS**

Important dates were presented which are: Student Fall Break, no classes, November 24-26, 2014; Thanksgiving Break, College closed, November 27-28, 2014; Lighting of the Courtyard, December 4, 2014, 6:00 p.m.; Holiday Break, College closed, December 22, 2014 – January 2, 2015; Martin Luther King, Jr. Day, College closed, January 19, 2015; Legislative Session Opening Day, January 20, 2014, 12:00 p.m.; Mesalands Community College Board Election, March 3, 2015; and Legislative Session Ends, March 21, 2015, 12:00 p.m.

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 October 16, 2014
- Academic Affairs Division Meeting minutes dated October 20, 2014
- Administrative Affairs Division Meeting minutes dated October 16, 2014

The Selected Professional Development Activities for October 2014 were presented.

**ANNOUNCEMENTS**

Tuesday, November 18, 2014, Mesalands Community College Board of Trustees Special Board Meeting, 5:30 p.m., Room G606.

Tuesday, December 9, 2014, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m., Room G606.

Mr. Sandoval also mentioned recognizing Veteran’s Day today.

Mr. Sandoval requested helping Mesalands change the view of Tucumcari.

Mr. Streetman indicated that the Business Office also has more tickets for the Foundation fundraiser.

**ADJOURNMENT**

Mr. Moore stated that there was no further business and the meeting was adjourned. The meeting adjourned at 7:48 p.m.

[signature on original]

[signature on original]

\_\_\_\_\_  
J. Bronson Moore  
Chair

\_\_\_\_\_  
James Streetman  
Secretary/Clerk