

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

November 19, 2013

The Mesalands Community College Board of Trustees met in regular session on Tuesday, November 19, 2013 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. James Streetman, Ms. Liz Estrada, and Ms. Teresa Stephenson.

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

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Purchase Requisitions
- 4) Approval of Mesalands Community College Board Policies: Proposed New Policy 2.9 Board of Trustees Communications Policy
- 5) Approval of Mesalands Community College Board Policies: Proposed New Policy 10.4 Guidelines and Procedures Governing Open Records Requests
- 6) Approval of Mesalands Community College Board Policies: Proposed New Policy 15.0 Mesalands Community College's Dinosaur Museum and Natural Science Laboratory
- 7) Approval of Mesalands Community College Board Policies: Review History
- 8) Approval of Mesalands Community College Board Policies: Review Foreword
- 9) Approval of Mesalands Community College Board Policies: Proposed New Section History of Board Policy Reviews
- 10) Approval of Troika Study Abroad Memorandum of Understanding – Mesalands Community College, Northeast Wisconsin Technical College, and Northwestern Michigan College
- 11) Approval of Open Source Licensing of Institutional Technology (IT) Scripts
- 12) Approval of Security Systems Update

- 13) Approval of Stampede Club By-Laws
- 14) Approval of Meeting Date Change
- 15) Approval of New Degree/Certificate Programs, Gunsmithing – Preliminary Discussion
- 16) Approval of Monthly Finance Report, October 2013
- 17) Approval of Executive Session
- 18) Approval of Reconvene from Executive Session
- 19) Approval of Action, if needed, based on Executive Session

APPROVAL OF AGENDA – ACTION

ACTION – Mr. Streetman moved to approve the agenda as presented. 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 indicated that this item was announced at the last Board to share good news with the Board. Mr. Stephen Smith, sophomore student, presented his research project at the Community College Undergraduate Research Initiative (CCURI) in Philadelphia. Mr. Smith also attended a symposium of New Mexico Experimental Program to Stimulate Competitive Research (EPSCoR) and the New Mexico Academy of Science in Albuquerque.

Mr. Smith gave a Power Point presentation on his research project showing he has tracked PH levels and water temperature data to research how the drought conditions over the past ten years, in New Mexico have impacted the oxygen and how it may affect macro invertebrates.

Mr. Smith informed the Board that he is working with the Army Corps of Engineers at Conchas in which they take samples from four points at Conchas. The samples are taken at the water surface and then every meter until they hit bottom.

Dr. Newsom indicated that Mr. Smith will also be able to track PH levels and in-flow at Gallinas Mountains.

Dr. Newsom thanked Mr. Smith for his presentation.

Mr. Smith stated that he plans on continuing his research even after he graduates. He would like to be able to publish his research.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting minutes dated October 8, 2013, and Item IV.B.1 – Contract Confirmations for Ms. Amanda Hammer, effective November 4, 2013. 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 indicated that he did not have any reports to present at this time.

REPORTS

President’s

Purchase Requisitions – **ACTION**

The following purchase requisitions were presented by Dr. Newsom for approval as they are in excess of \$7,500.00:

- Honeycutt Rodeo, Inc. \$15,500

ACTION – Mr. Streetman moved to approve the purchase requisition to Honeycutt Rodeo in the amount of \$15,500 which was for the College on-Campus Rodeo held in October 2013. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

- Tiger Direct \$11,158.67

ACTION – Ms. Estrada moved to approve the purchase requisition to Tiger Direct in the amount of \$11,158.67 to pay for computers to be used in distance education classes. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

- Ramona Munsell & Associates \$11,609
 Consulting, Inc.

ACTION – Mr. Streetman moved to approve the purchase requisition to Ramona Munsell & Associates Consulting, Inc. in the amount of \$11,609 which will pay the first quarter of the 2013-2014 Title III Part F HSI STEM Project. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

- Jenzabar, Inc. \$9,523.49

It was noted that the contact person for the College needs to reflect Jim Morgan and the invoices should indicate such.

ACTION – Mr. Streetman moved to approve the purchase requisition to Jenzabar, Inc. in the amount of \$9,523.49 which is for budget training. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

- Jenzabar, Inc. \$30,035.97

It was noted that the contact person for the College needs to reflect Jim Morgan and the invoices should indicate such.

Mr. Morgan informed the Board that this included a one-time 5% increase. This enables College personnel to call Jenzabar and get preventative maintenance and assistance. These fees are for 2014 but need to pay in advance.

ACTION – Mr. Streetman moved to approve the purchase requisition to Jenzabar, Inc. in the amount of \$30,035.97 which is the maintenance cost that Jenzabar charges. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

- Pearson Education \$20,000

The Board members were informed that this is for the Bookstore to get textbooks for resale for next semester. Ms. Isabel Jones is working feverishly to get all orders placed and get the merchandise delivered. Ms. Gillard added that it is the intent to have the books prior to the beginning of the spring semester.

Mr. Streetman questioned the amounts shown on the details of the account budget as the numbers were not clear and did not balance. It was determined that this issue needs to be researched as it appears that the dollar amounts reflected do not balance.

ACTION – Ms. Estrada moved to approve the purchase requisition to Pearson Education in the amount of \$20,000 and not to exceed this amount. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

- Cengage Learning \$20,000

This is also for the Bookstore for resale of textbooks.

Mr. Streetman questioned the amounts shown on the details of this account budget as well, as the numbers were not clear and did not balance. It was determined that this issue needs to be researched as it appears that the dollar amounts reflected do not balance.

ACTION – Ms. Estrada moved to approve the purchase requisition to Cengage Learning in the amount of \$20,000 and not to exceed this amount. The motion was

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

Dr. Newsom reminded the Board that during the Board of Trustees Retreat, discussion included working with the Board Policies. The new policies being proposed below have been reviewed by the College's legal team and they helped development them,

Mesalands Community College Board Policies: Proposed New Policy 2.9 Board of Trustees Communication Policy – ACTION

Dr. Newsom presented the Mesalands Community College Board Policies: Proposed New Policy 2.9 Board of Trustees Communication Policy for approval. Dr. Newsom indicated that this policy contains guidelines that will assist the Board of Trustees in understanding how to communication effectively with each other and College staff as well as constituencies of the College. The policy also details the types of media as well as disclaimer language to be used.

It was noted that a word change is needed under page two, Disclaimer Language. The word 'my' should be 'may'.

ACTION – Mr. Streetman moved to approve the Mesalands Community College Board Policies: Proposed New Policy 2.9 Board of Trustees Communication Policy as presented with the word correction as listed above. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Mesalands Community College Board Policies: Proposed New Policy 10.4 Guidelines and Procedures Governing Open Records Requests – ACTION

Dr. Newsom presented the Mesalands Community College Board Policies: Proposed New Policy 10.4 Guidelines and Procedures Governing Open Records Requests for approval. Dr. Newsom indicated that this will help better define and clarify the procedures and process on how the College will address such requests and designates who the custodian of records will be for the College. The Policy states that all requests will be directed to the President's Office to ensure responses are handled in a timely manner. The College's legal team has reviewed this policy and confirms that it meets the laws of the state.

Mr. Streetman stated that a lot of issues were discussed at the Board Retreat. Therefore, there were not a lot of questions to be asked now.

ACTION – Mr. Streetman moved to approve the Mesalands Community College Board Policies: Proposed New Policy 10.4 Guidelines and Procedures Governing Open Records Requests as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Mesalands Community College Board Policies: Proposed New Policy 15.0 Mesalands Community College's Dinosaur Museum and Natural Science Laboratory – ACTION

Dr. Newsom presented the Mesalands Community College Board Policies: Proposed New Policy 15.0 Mesalands Community College's Dinosaur Museum and Natural Science Laboratory for approval. This is a new policy, as there is currently not a policy, which addresses the Ethical Code for Fossil Collections at the Mesalands Community College's Dinosaur Museum and Natural Science Laboratory. These guidelines are in line with the National Museum.

ACTION – Mr. Streetman moved to approve the Mesalands Community College Board Policies: Proposed New Policy 15.0 Mesalands Community College's Dinosaur Museum and Natural Science Laboratory as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Mesalands Community College Board Policies: Review History – **ACTION**

Dr. Newsom presented the Mesalands Community College Board Policies: Review History for approval. He informed the Board that the only change made to the 'History' portion of the Board Policies was on the third page which is the addition of:

On July 11, 2013, The Board of Trustees hired Dr. Thomas W. Newsom as the next President of Mesalands Community College

Mr. Streetman wanted the following added:

'After an extensive nationwide search'

ACTION – Ms. Estrada moved to approve the Mesalands Community College Board Policies: Review History as amended by Mr. Streetman. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Mesalands Community College Board Policies: Review Foreword – **ACTION**

Dr. Newsom presented the Mesalands Community College Board Policies: Review Foreword for approval. He indicated that it contained a date which he felt was not applicable and requested permission to remove the date.

ACTION – Mr. Streetman moved to approve the Mesalands Community College Board Policies: Review Foreword as presented and requested. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Mesalands Community College Board Policies: Proposed New Section History of Board Policy Reviews – **ACTION**

Dr. Newsom presented the Mesalands Community College Board Policies: Proposed New Section History of Board Policy Reviews for review. Although each section in the Board Policies do reflect when they have been reviewed/approved by the Board, there is not historical illustration of when the Board approved the Policies as a whole. The

Board Policies are one document that the Peer Team will pay close attention during the upcoming Accreditation Visit in March. Dr. Newsom thanked Ms. Chavez for researching the Board minutes and obtaining the dates. This section will be updated each time the Board Policies are reviewed as a whole and the dates will continue being added.

ACTION – Mr. Streetman moved to approve the Mesalands Community College Board Policies: Proposed New Section History of Board Policy Reviews as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Mesalands Community College Board Policies: Review Policy 2.3 Procedures for Addressing the Board

Dr. Newsom presented Mesalands Community College Board Policies: Review Policy 2.3 Procedures for Addressing the Board. He indicated that this did not require action since it is only being presented as an informational item to ensure that everyone is aware of the procedures. He pointed three important aspects of this Policy: individual must sign in prior to the meeting to be recognized; they must speak on items that are on the agenda; and they are limited to five (5) minutes.

Troika Study Abroad Memorandum of Understanding – Mesalands Community College, Northeast Wisconsin Technical College, and Northwestern Michigan College – ACTION

Dr. Newsom presented the Troika Study Abroad Memorandum of Understanding – Mesalands Community College, Northeast Wisconsin Technical College, and Northwestern Michigan College for approval. Dr. Newsom informed the Board that Mesalands is the lead institution on this initiative and have been involved with Troika for the last two years.

Ms. Gillard stated that this is a wonderful opportunity for Mesalands students which increases international opportunities for students to study abroad. Ms. Gillard added that she is a big promoter of this initiative.

Dr. Newsom informed the Board that two Mesalands students and an instructor had traveled to Denmark through this program. One of the students was unavailable to make a presentation to the Board but possibly may be able to do so at the December Board Meeting.

ACTION – Ms. Stephenson moved to approve the Troika Study Abroad Memorandum of Understanding – Mesalands Community College, Northeast Wisconsin Technical College, and Northwestern Michigan College as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Integrated Marketing and Communications Plan 2013-2015

Dr. Newsom indicated that this was an initiative he had engaged the Campus in and resulted in the combination of three strategies consisting of communications, admissions, and marketing.

Ms. Kimberly Hanna, Director of Public Relations, presented the Integrated Marketing and Communications Plan 2013-2015 for review. The Plan consists of goals and strategies to assist in supporting the College's mission and goals by enhancing public awareness of the College's programs. Ms. Hanna added that the effectiveness of recruiting will be monitored and a Marketing Committee has already been created and had their first meeting. The Committee consists of: Dr. Newsom, Ms. Hanna, Ms. Gillard, Dr. Kennedy, Ms. Gretchen Gürtler, Ms. Amanda Hammer, Mr. Jim Morgan, Mr. Matt Garcia, Mr. Tim Abbott, and Ms. Amber McClure. Ms. Hanna plans on presenting an update on this at a Board Meeting next fall.

Ms. Stephenson asked if Grady was in the College's service area. Dr. Newsom replied that the College is not. However, Mesalands can service that area as long as it is program specific and their service area representative doesn't offer that program or if it is specifically requested.

Dr. Newsom stated that Ms. Hanna had done a fantastic job in setting the base for this. The goals and strategies will be assigned in an effort to grow enrollment in the future.

Ms. Hanna presented an article published in ProRodeo which featured a story about the recent bronc riding school held in Tucumcari, New Mexico on October 18 – 20, 2013. Students were able to attend free-of-charge which was also a great recruiting opportunity. Dr. Newsom added that Todd Helton, former Colorado Rockies hitter, also attended the school.

Ms. Hanna also presented articles published in the New Mexico Stockman which featured two stories. The first being the history of the National Intercollegiate Rodeo Association (NIRA) which included College rodeo history for the Bidegain family. Three generations of the Bidegain Family college rodeoed. Phillip B in the 1940's, and Phil H. and Laurie in the 1970's. The second article announced the hiring of Mesalands Community College's Rodeo Coaches: Mr. Tim Abbott, Interim Rodeo Coach, from Midland, Texas; and Ms. Staci Stanbrough, Assistant Rodeo Coach/Animal Science Faculty, from Capitan, New Mexico.

Annual Financial Aid Award Report

Ms. Amanda Hammer, new Director of Business and Auxiliary Services and former Director of Financial Aid, presented the Annual Financial Aid Award Report. The Report reflects that \$1,407,869 was awarded to 335 students in 2012-2013. The total amount awarded is broken down on the report by federal, state, institutional, and third party awards.

It was noted that there will be some proposed changes during the Legislation Session and next semester there will be a gap in funding. The impact on Mesalands Community College may be small.

Open Source Licensing of Institutional Technology (IT) Scripts – **ACTION**

Dr. Newsom presented the Open Source Licensing of Institutional Technology (IT) Scripts for approval. Mr. Wickham informed the Board that by acquiring an MIT license, it will allow the ability to go forward and work with Jenzabar on crowdsourcing and it indemnifies the College.

Ms. Stephenson asked if it is 'like an at-risk thing' and Mr. Wickham said yes. Dr. Newsom stated that it will not allow anyone to have any of the College's information and will allow Mr. Wickham to share the computer process.

Mr. Streetman asked if the College needs approval from Jenzabar and if this would create a liability issue with Jenzabar and it was noted that there will not be a liability issue and that in fact Jenzabar encourages customers to write scripts and they support it.

ACTION – Mr. Streetman moved to approve the Open Source Licensing of Institutional Technology (IT) Scripts as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Security Systems Update – **ACTION**

Dr. Newsom presented the Security Systems Update for approval. He reminded the Board that this was an issue that was also discussed at the Board Retreat. A multi-stage security audit outlining three phases include: first phase, identifying the current system; second phase, have a security audit conducted; and third phase, move forward. Homeland Security has agreed to conduct a security audit after the first of the year, free of charge. Building 'A' and the Mesalands Community College Dinosaur Museum and Natural Science Laboratory's security systems are on an analog system which is not as modern. There will be a number of cameras installed. The new system being proposed is a digital system which will provide the ability to monitor over the internet, from home, and it will record images digitally.

Ms. Stephenson asked if the proposed system is similar to what the Tukumcari Public Schools has. Mr. Morgan stated that he did not know.

Dr. Newsom informed the Board that the bid presented is less than \$7,500. However, he wanted to present it to the Board so that in the future as funds, become available, it is the desire to install more security cameras if the Board feels this is the proper system to use. Some internal labor will be used for some of the installations.

Mr. Moore stated that the bid was approximately \$7,200 and asked if it may exceed that amount. Mr. Jim Morgan stated that it would not exceed that amount.

ACTION – Mr. Streetman moved to approve the Security System and the purchase of the system. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Stampede Club By-Laws – ACTION

Dr. Newsom presented the Stampede Club By-Laws for approval. He informed the Board that he has shared these with Mr. Tim Abbott and he is in favor of the By-Laws. The formation, coined as ‘Stampede Club’ was Dr. Newsom’s idea of developing a Booster Club for the Rodeo Team. The By-Laws mirror the policies for the Fossil Friends. Some small fundraising efforts will be done in support of this.

If approved, these will also require approval by the Mesalands Community College Foundation and will be based on Foundation Policies. In addition, the Foundation will need to amend their By-Laws.

Mr. Streetman asked for the following word change in Article IX: Dissolution:
‘may be’ needs to read ‘will be’

ACTION – Mr. Streetman moved to approve the Stampede Club By-Laws as amended by him. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

GCCF Graduation

Dr. Newsom presented the program for the GCCF Graduation at the Santa Rosa GEO facility that Ms. Gillard attended. There were 58 students who graduated and of those 58, 25 are Mesalands students. Students received a GED, a certificate, or an associate’s degree. Dr. Newsom informed the Board that the weaving instructor, Mr. Silver Chavez currently has a waiting list for his class.

Meeting Date Changes – ACTION

Dr. Newsom presented the following proposed Meeting Date Changes:

- Tuesday, December 10, 2013 to Wednesday, December 11, 2013
The original change was to Monday, December 9, 2013. However, Dr. Newsom just received notification this date that the LFC Meeting he needs to attend, and the reason for the new meeting date change had been rescheduled.

ACTION – Ms. Estrada moved to approve the Meeting Date Change from Tuesday, December 10, 2013 to Wednesday, December 11, 2013. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members voting yes. The motion carried.

- Tuesday, April 8, 2014 to Tuesday, April 22, 2013
Dr. Newsom indicated the reason for the meeting date change request is that he will be attending AACC meetings in Washington, DC and Higher Learning Commission meetings in Chicago, IL.

ACTION – Mr. Streetman moved to approve the Meeting Date Change from Tuesday, April 8, 2014 to Tuesday, April 22, 2013. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

October 2013 On-Campus Rodeo Update

Dr. Newsom presented the October 2013 On-Campus Rodeo Update. The first ever 'Stampede Week' included the following events:

- Monday, October 7 – Branding Day
- Tuesday, October 8 – Chili cook-off
 - ❖ 24 entries
 - ❖ 88 attendees
 - ❖ winning chili, elk chili, made by a Student Affairs work study
- Wednesday, October 9 – Concert held at the North American Wind Research and Training Center (NAWRTC) bay
 - ❖ 105 attendees

- Thursday, October 10 – Meet the Stampede
 - ❖ 115 attendees
 - ❖ Rodeo Team was introduced
 - ❖ Rodeo Team Cards (100 sets) were handed out and autographed by the Rodeo Team members
 - ❖ The mechanical bull was set-up
 - ❖ Popcorn and sno cones were served
- Friday and Saturday, October 11 and 12 – Rodeo
 - ❖ over 825 people through the gates

The following events were also held during the same week:

- Saturday, October 5 – Museum Day
 - ❖ 144 visitors
 - ❖ Majority from out of town with some from New Zealand, United Kingdom and Iowa, to name a few
- Saturday, October 12 – National Fossil Day
 - ❖ 129 visitors

Dr. Newsom said everyone worked together and engaged the community. All in all, it was a great week with over 1400 people crossing the threshold.

He informed the Board that Mr. Clint Harden said he had spoken with someone who had been to Cheyenne and he indicated that this was one of the best rodeos he has ever attended. He will be writing a letter to Santa Fe stating what a great economic impact it had on Tucumcari.

Dr. Newsom presented Team Cards to each Board Member.

Dr. Newsom stated that Breast Cancer Awareness Week was held on October 21 – 25, 2013 with events ongoing all week.

Native American Heritage Week was held November 11 – 15, 2013 as well. This included the following:

- Tuesday, November 12 – Crown Dancers from the White Mountain Apache Tribe performing at the NAWRTC bay
 - ❖ Over 400 students attended from Tukumcari and Logan schools
 - ❖ Approximately 100 adults attended
 - ❖ Small performance also presented at the donor dinner

- Wednesday, November 13 - Presentation on Navajo Code Talkers
 - ❖ Held at the NAWRTC Lecture Hall

Organizational Chart Update

Dr. Newsom presented the Organizational Chart Update as an informational item and informed the Board that the organizational charts continue to be modified.

The Director of Business and Auxiliary Services will be in charge of the business operations on Campus as well as the Bookstore and the Museum.

The Director of Financial Aid has been moved out of Student Affairs and Ms. Hammer will train the person who takes over the Director of Financial Aid position.

The facilities and maintenance have been moved and will now be handled by Mr. Jim Morgan. A Campus/Facilities Master Plan will be addressed and work will begin on getting the GO bond.

Dr. Newsom presented a revised purchase requisition approval track sheet. This is for informational purposes only and is in alignment with the organizational charts. Mr. Moore asked what the numbers reflected. Dr. Newsom stated that those are account numbers for posting expenses to the right accounts.

Board Retreat Follow-Up

Dr. Newsom presented the following Board Retreat Follow-Up:

- He and Mr. Moore have commenced their monthly meetings
- The annual calendar of reports is being reviewed
- He hopes to have an update on student housing in January
- He hopes to have an archiving schedule in January
- A list of individuals and meetings/conferences/etc. that Dr. Newsom has either met or attended was presented to the Board. This list includes a list of meetings yet to be scheduled. Dr. Newsom asked that the Board members to review this list and if anyone feels that he should reach out to someone that is not on the list, please let him know.

New Degree/Certificate Programs

Gunsmithing – Preliminary Discussion – **ACTION**

Dr. Newsom presented the New Degree/Certificate Programs, Gunsmithing – Preliminary Discussion to the Board for approval. Dr. Newsom indicated that he, Ms. Gillard, and others have been looking at programs that will complement existing

programs offered at the College. Some maybe longer range programs that may take capital and will be brought to the Board at a later time. One program they would like to pursue and need to do a lot of legwork/research on but want to be sure that the Board desires such a program, is Gunsmithing. Dr. Newsom stated that Mr. Matt Garcia, Recruiter, has asked what types of programs individuals may want to see offered. The overwhelming response has been for this, Gunsmithing.

Dr. Newsom indicated that he believes it is a viable program and he needs to know if the Board would consider. If the Board agrees, a prospectus, syllabi, outcomes, etc. will be brought to the Board once research has been completed on this type of program as well as checking with the College's attorney Dr. Newsom mentioned maybe having it without fire able guns, involvement of law enforcement or certified/licensed gunsmiths, and offering in a very closed environment. This could add value to the College. However, there is a perception of issues with firearms on College campuses.

Mr. Streetman stated that $\frac{3}{4}$ don't require ammunition and if this could be detached. He also said that the instructor would play a big part.

Mr. Moore stated that one of the top Gunsmithing programs is in Trinidad, Colorado and he thinks it out to be pursued but without ammunition. Another aspect would be to have it on another building off main Campus.

Dr. Newsom requested permission to pursue researching such a program and in the future, come back with a viable program/plan that will require action by the Board.

ACTION – Mr. Streetman moved to approve New Degree/Certificate Programs, Gunsmithing – Preliminary Discussion to include permission to pursue with caution. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Higher Learning Commission (HLC) Reaffirmation

Dr. Newsom indicated that the HLC Reaffirmation visit is scheduled for March 17 – 19, 2014. He has had discussions with HLC regarding the Team. He thanked Ms. Gillard and Mr. Morris for their work. The Criteria are either in draft form or in progress and Mr. Morris is working diligently on the writing. Dr. Newsom informed the Board that he had spoken with someone out-of-state and received some insight which he will share with Ms. Gillard and Mr. Morris. He hopes to present an item to the Board in December for action to hire a consultant to review the College's submittal and help in preparation for the visit.

Mr. Moore asked if it would be another ten years. Ms. Gillard said HLC is changing but College personnel will probably not be notified until maybe August. Dr. Newsom stated that they now have a different process. HLC doesn't conduct exit conferences after the visit before they leave the Campus but rather a few months later.

Miscellaneous

Dr. Newsom provided updates on the following miscellaneous items:

- On schedule with the GO bond
 - ❖ presented the latest proposed project schedule
 - ❖ bids to be ready December 4
 - ❖ pre-bid meeting on December 13
 - ❖ bids due to Mesalands Community College on January 7
 - ❖ bids presented to Board of Trustees for approval
 - ❖ other roofing issues can be addressed with repairs
 - ❖ GO Bond drawdown is \$1 million
 - ❖ very pleased with the architectural firm so far
 - ❖ projects should not create much interruption for classes
- October 15 auto accident in College leased vehicle
 - ❖ received information from insurance provider
 - ❖ vehicle is totaled, not repairable and working with the leasing agent and salvage company
 - ❖ will let the process be completed before looking at another lease
 - ❖ not sure the College needs three vehicles but probably need a van
- Audit
 - ❖ the audit is underway and in the hands of the auditor now
 - ❖ will do audit January 16 – 17
 - ❖ audit will be complete by the end of January 2014
 - ❖ a letter was written to the State Auditor indicating that the audit will be late
- Turbine
 - ❖ had inspection – two issues
 - ❖ oil sampling – not received
 - ❖ thermographic heat inspection
- Tuition and fees
 - ❖ hope to have a report in January
- Legislative Session – January
 - ❖ will be a budget session
- RPSP's
 - ❖ Funding to continue for wind, \$71,000; Rodeo, \$55,000; and Museum, \$50,000 upon approval
- Next GO Bond
 - ❖ Currently on the list for the next GO Bond in the amount of \$650,000, if approved by the Legislature
- Huff post Live
 - ❖ Dr. Newsom distributed copies of a Huff post Live article on 'Community Colleges, an Educational Bargain' and indicated he felt the Board may like to read
- Dialogue Unveiling
 - ❖ Dr. Newsom thanked the Board Members that were in attendance
 - ❖ 50 attendees

- Quay County Legislative Reception
 - ❖ Dr. Newsom informed the Board that he attended this event on Monday, November 18. Representative Dennis Roch and Senator Pat Woods as well as a number of institutional leaders such as school/hospital/city were in attendance. Dr. Newsom shared a list of priorities that he outlined for the College which include increasing enrollment.

Academic Affairs

External Evaluation Report (STEM)

Ms. Natalie Gillard, Vice President of Academic Affairs, introduced Ms. Janice Aragon, STEM Project Director. Ms. Aragon presented and briefly reviewed the External Evaluation Report (STEM). She indicated that on August 5 – 6, 2013, Dr. Jessica Kimmell, was on Campus to conduct an exit evaluation. The purpose of the Report is to evaluate how well the STEM department has achieved its stated goals, performance measures, and objectives. The Report also contains information pertaining to the project overview for year 2, 2012-2013 and recommendations as well as annual performance projected outcomes and actual outcomes. Ms. Aragon informed the Board that one recommendation by the evaluator was to lower the fifth year goals but that will not be handled in that manner. Instead, Ms. Aragon suggested waiting another year and possibly revising the baseline. Overall, the comments by the evaluator were nice.

Student Affairs

Annual Enrollment Management Report

Dr. Newsom presented the Annual Enrollment Management Report for Dr. Kennedy and he apologized that the presentation of this report was delayed by a month as the need arose to go back and do some historical research.

Dr. Newsom briefly reviewed the Report which includes: benchmarks (met seven); actual headcount and enrollment; decline in full-time enrollment (initiatives in place to improve full-time enrollment; number of SBCD clients served; graduation rates; and academic honors through the Vice President's List and the President's Citation.

Dr. Newsom informed the Board that the funding formula will have a portion dedicated to completion.

Dr. Newsom thanked Ms. Gillard, Ms. Amber McClure, Dr. Forrest Kaatz, and Ms. Hammer for their work on this Report.

Administrative Services

Monthly Finance Report, October 2013 – ACTION

Dr. Newsom presented the Monthly Finance Report for October 2013 for approval. He indicated that from this point forward, Ms. Hammer will probably be presenting this Report to the Board.

ACTION – Mr. Streetman moved to approve the Monthly Finance Report for October 2013 as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

EXECUTIVE SESSION – ACTION

ACTION – Ms. Estrada moved that the Board enter into Executive Session for limited personnel matters as allowed for in NMSA 1978, Section 10-15-1 (H) (2) and for litigation as allowed for in NMSA 1978, Section 10-15-1 (H) (7). The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

RECONVENE FROM EXECUTIVE SESSION – ACTION

ACTION – Mr. Streetman moved that the Board Reconvene from Executive Session. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

ACTION, IF NEEDED, BASED ON EXECUTIVE SESSION – ACTION

No action was taken.

NEW BUSINESS

No new business was conducted.

CORRESPONDENCE AND INFORMATIONAL ITEMS

Dr. Newsom presented the following correspondence received:

- A thank you card to Mesalands Community College from The Altrusa Decorations Committee (cash party which was a big success);
- A thank you card to Mesalands Community College from Diamondback Boosters (grill for homecoming bonfire event); and
- A thank you card to Mesalands Community College from Quay County Health Council (5K Fun Run Walk/Run with approximately 300 people participating).

Important dates were presented which are: Student Fall Break, no classes, November 25 – 27, 2013; Thanksgiving Break, College closed, November 28 – 29, 2013; Mesalands Community College and KTNM/KQAY – 2013 Christmas Story and Lighting of the Courtyard, 6:00 pm, December 5, 2013, Great Room; and Holiday Break, College closed, December 16, 2013 – January 2, 2014.

Ms. Hanna has been working with the radio station on the event scheduled for December 5. Ms. Beth Sisneros and helpers organized the Thanksgiving Dinner which fed students, faculty, staff, and families.

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 17, 2013
- Academic Affairs Division Meeting minutes dated October 28, 2013

The Selected Professional Development Activities for October 2013 were presented. Dr. Newsom expressed his pleasure in staff participating in professional development activities to improve themselves which in turn improves the College.

ANNOUNCEMENTS

Dr. Newsom informed the Board that the Administrative Holiday Breakfast is scheduled for Thursday, December 12 at 7:00 am and all the Board are invited. He as well as Executive Cabinet members will begin cooking at about 6:00 a.m.

Tuesday, December 10, 2013, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m., Room G606.

ADJOURNMENT

Mr. Moore stated that there was no further business and the meeting was adjourned. The meeting adjourned at 8:15 p.m.

[signature on original]

[signature on original]

J. Bronson Moore
Chair

James Streetman
Secretary/Clerk