

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

November 7, 2017

The Mesalands Community College Board of Trustees met in regular session on Tuesday, November 7, 2017 at 5:30 p.m. in Room A214.

CALL TO ORDER

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

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

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

ROLL CALL

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

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Purchase Requisition
- 4) Approval of Monthly Finance Report, October 2017
- 5) Approval of NMHED Quarterly Financial Actions Report
- 6) Approval of Executive Session
- 7) Approval of Reconvene from Executive Session
- 8) Approval of Action, if needed, based on Executive Session

APPROVAL OF AGENDA – ACTION

Dr. Newsom stated that an Executive Session will not be needed at this time and can be deleted from the agenda.

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 although there were some challenges during construction, a final punch list will be reviewed on Thursday and noted that there are many changes and renovations in Building 'D'. Dr. Newsom informed the Board that a number of furnaces and other equipment has been donated to Mesalands from the Keen Foundry out of Houston, Texas.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated October 17, 2017 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 stated that he did not have anything to report at this time.

REPORTS

President's

Annual Dinosaur Museum Report 2016-2017

Ms. Gretchen Gurtler, Director of Dinosaur Museum and Natural Science Laboratory, presented the Annual Dinosaur Museum Report for 2016-2017 which she said reflects that there are not many changes from last year's report and discussed the following:

- Attendance numbers are down a little
- Some researchers visited the Museum
- Museum Day Live
- Ongoing Museum exhibits and new display cases for others
- Student research focusing on areas which include water, ice, and paleontology
- Research presentations given by students and upcoming presentations
- Scholarships received for student travel
- Ongoing research with the Army Corps of Engineers, USGS, and NM Academy of Science, to name a few
- College's Strategic Plan
- Museum Shop sales/financials

Purchase Requisition – **ACTION**

Dr. Newsom presented the following purchase requisition for approval:

- NENM Detention Facility \$20,000

Dr. Newsom indicated that this is for fall 2017 facility use.

ACTION – Mr. Streetman moved to approve the above purchase requisition as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried

Purchase Requisition – **INFORMATION**

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

- The GEO Group, Inc.
Guadalupe County Correctional Facility \$18,000

Dr. Newsom stated that this purchase requisition is also for fall 2017 facility use.

Miscellaneous

Dr. Newsom provided updates on the following miscellaneous items:

- Enrollment
 - ❖ Fall headcount is 994 versus 847 last year for an increase of 147
 - ❖ There are still one or two more sections of Granite which could result in reaching the 1,000 mark
 - ❖ Registered credits are at 6,025 versus 6,041, down 16
 - ❖ Increases are seen in FTE
- Audit
 - ❖ The audit went well
 - ❖ Submitted on time
 - ❖ Findings reflected one less finding and one repeat finding
 - ❖ Once approved by the State Auditor, it will be presented to the Board
 - ❖ The exit interview was held and Mr. Moore, as well as, Mr. Streetman attended – Mr. Moore indicated it went well and Mr. Streetman stated that there were not any surprises
- Construction
 - ❖ Working on the RFP for the next project
 - ❖ Hopefully that can be brought to the Board at the December Board Meeting
 - ❖ That project will include work to address parking lots, signage, wayfinding, and grounds
- National Park Service
 - ❖ A meeting (first phase) is scheduled for this Thursday, November 9, to tour Five-Mile Park
 - ❖ The Park may be a potential site to receive grant monies
 - ❖ Mesalands will support the project and participate but not have any financial commitment
 - ❖ There will be a lot of community involvement

- EMSI
 - ❖ This company does economic impact studies
 - ❖ Paperwork was submitted on behalf of Mesalands by NMICC
 - ❖ NMICC has funds available and will pay for the study
- HLC – Artistic Silversmithing
 - ❖ Ms. Gillard completed the revised resubmission to HLC to change from a certificate to an associate’s degree
- Mesalands’ Staffing Changes
 - ❖ The Foundation is moving forward to get a Foundation Coordinator/part-time help for the Business Office
 - ❖ Ms. Diane Grap, formerly working in Academic Affairs/Student Affairs has been reassigned to the new position and will transition into that between now and November 20, 2017
 - ❖ Two positions have been posted which include an Academic Affairs Coordinator and a Student Affairs Specialist. The Academic Affairs Coordinator is a reclassification from the previous position. Neither is a new position so they do not require Board approval.
 - ❖ Ms. Lupe Gutierrez recently moved to the Business Office
 - ❖ This is forecast to have a neutral impact on the budget
- Travel
 - ❖ Dr. Newsom will be out of the office to attend conferences in Washington, DC for Presidents of Minority Serving Community Colleges hosted by the U.S. Department of Education and American Association of Community Colleges (AACC) Commission Meetings

Academic Affairs

GCCF Graduation Program, October 23, 2017

Ms. Gillard presented the GCCF Graduation Program for October 23, 2017 and reported that students compiled the program. Ms. Gillard highlighted the following awards:

- Two Associates Degrees
- Two Certificates in the Weaving Program
- Five Publishing Specialist Program Certificates

Ms. Gillard reported that Mesalands continues to have completers in all of the off-campus facilities. She added that the students are dedicated, some are great writers, and several have made changes in their lives. She indicated that it was a great graduation.

Dr. Newsom congratulated Ms. Gillard and her team for exploring opportunities to expand programs and has received very positive feedback. It was noted that two students came to Mesalands and completed their degrees.

Student Affairs

Annual Enrollment Management Report 2016-2017

Ms. Amber McClure, Director of Enrollment Management, presented the Annual Enrollment Management Report for 2016-2017 which she indicated is a comprehensive document which contains enrollment information. She referenced sections in the Report which are snapshots of data, such as increase in enrollment from 1,933 to 2,158 for about a 12% increase and FTE from 1,024 to 1,069 for 2016-2017; program growth from 40% to 54.4%; increase in percentage of female graduates to 43.8%; and enrollment comparisons by discipline in which fine arts is seeing a lot of growth/improvement.

Dr. Newsom thanked Ms. McClure.

Administrative Affairs

Annual Financial Aid Award Report

Ms. Jessica Gonzales, Director of Financial Aid, presented the Annual Financial Aid Award Report. A total of 238 students benefitted in 2016-2017 from the total of \$1,092,834 which were awarded. The awards reflected on the report are:

- Federal, 838,681, 77%
- State, \$100,446, 9%
- Institutional, \$112,583, 10%
- Third Party, \$41,124, 4%

Monthly Finance Report, October 2017 – ACTION

Dr. Newsom informed the Board that this report does not include the Budget Summary as the Board Meeting was scheduled earlier this month. The Board will receive two of these in December.

Ms. Hammer presented the Monthly Finance Report for October 2017 for approval.

ACTION – Mr. Streetman moved to approve the Monthly Finance Report for October 2017 as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

NMHED Quarterly Financial Actions Report – ACTION

Ms. Hammer presented the NMHED Quarterly Financial Actions Report for approval which she indicated is for the first quarter of this fiscal year.

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

NEW BUSINESS

No new business was conducted.

CORRESPONDENCE

No correspondence was presented.

INFORMATIONAL ITEMS

Important dates were presented which are: Student Fall Break, no classes, November 20 – 21, 2017; Thanksgiving Break, College closed, November 22 – 24, 2017; Holiday Break, College closed, December 18, 2017 – January 1, 2018; Martin Luther King, Jr. Day, College closed, January 15, 2018; and Legislative Session Opening Day, noon, January 16, 2018.

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 19, 2017
- Administrative Affairs Division Meeting minutes dated October 31, 2017

The Selected Professional Development Activities for October 2017 were presented.

The Fossil Friends Bare Bones Newsletter was presented. Dr. Newsom thanked Ms. Kim Hanna for putting this newsletter together and stated that she does a great job. Dr. Newsom indicated that he was told by a Legislator that he really enjoys receiving the Fossil Friends Bare Bones Newsletter.

ANNOUNCEMENTS

Tuesday, December 12, 2017, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m., Room A214

ADJOURN

Mr. Moore stated that there was no further business and the meeting was adjourned. The meeting adjourned at 6:20 p.m.

[signature on original]

J. Bronson Moore
Chair

[signature on original]

Liz Estrada
Secretary/Clerk