

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

November 9, 2015

The Mesalands Community College Board of Trustees met in regular session on Monday, November 9, 2015 at 5:30 p.m. in Room A214.

CALL TO ORDER

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

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

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

ROLL CALL

The following members were present: Mr. Bronson Moore, Mr. 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 Student Success Standing Committee
- 4) Approval of Purchase Requisition
- 5) Approval of Monthly Finance Report, October 2015
- 6) Approval of NMHED Quarterly Financial Statements
- 7) Approval of NMHED BARs
- 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 to move Item VII.C.1 Annual Enrollment Management Report 2014-2015 to the beginning of the agenda before Good News.

ACTION – Ms. Estrada 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.

Student Affairs

Annual Enrollment Management Report 2014-2015

Ms. Amber McClure, Director of Enrollment Management presented the Annual Enrollment Management Report for 2014-2015. Ms. McClure informed the Board that this report is published out of the Student Affairs Enrollment Office and is a summary of data indicators achieved throughout the year. Ms. McClure referenced pages in the report that are a synopsis of the entire document. Those pages identify the following: Missions/Goals; Strategic Priorities; Indicators; Performance Measures/Data Sources; and Performance Data. The Performance Measures include National, State, and Institutional measures.

Ms. McClure reported that she is excited about the enrollment growth and reviewed other statistics throughout the report including participation and percentages of Mesalands' students regarding employment and persistence, as well as, graduation numbers, to name a few. Ms. McClure thanked efforts by all of Student Affairs and Cabinet.

GOOD NEWS

Dr. Newsom informed the Board that he attended the New Mexico Art Education Association (NMAEA) Banquet in Taos, New Mexico on Saturday, November 7 in which Ms. D'Jean Jawrunner was named the 2016 New Mexico Higher Education Art Educator of the Year by the NMAEA and was recognized at the event. Dr. Newsom stated that Ms. Jawrunner was unable to be here tonight.

Dr. Newsom reported that Ms. Jawrunner earned her Associate's Degree in Business from the University of Cincinnati, her Bachelor of Arts Degree from the University of North Carolina, and a Master of Fine Arts Degree from East Carolina University. Dr. Newsom stated that Ms. Jawrunner has been the Fine Arts Faculty at Mesalands for the past 18 years and has represented Mesalands and New Mexico well. She is currently preparing for the 18th Annual Iron Pour at Mesalands.

Dr. Newsom congratulated Ms. Jawrunner and indicated that he asked the City if they can issue a Proclamation designating this selection.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated October 20, 2015 as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

CHAIRPERSON'S REPORTS

Mr. Moore, Chair, reported that he felt the meeting with the Higher Learning Commission (HLC) held on Monday, November 2 was a good meeting. Mr. Moore asked if Dr. Newsom would like to discuss the meeting. Dr. Newsom concurred with Mr. Moore in that it was a good meeting and thanked/congratulated all College staff. Dr. Newsom informed the Board that the HLC Team Members appreciated the hospitality and felt that the open, honest sessions went really well.

Dr. Newsom announced that the first draft of the report should be received on about December 22, 2015 and he will be allowed to respond to factual errors. The full Commission will then review it at their February meeting and they will adjudicate the visit and respond sometime after that meeting.

Dr. Newsom informed the Board that he felt the information was presented well and the HLC Team were on Campus for one-and-a-half days.

REPORTS

President's

Student Success Standing Committee – **ACTION**

Dr. Newsom presented the Student Success Standing Committee for review and approval. He informed the Board that this is a newly created committee which is represented by a large group of members from around Campus and is overseen by Mr. Tom Morris. Dr. Newsom stated that this committee is charged with identifying at-risk students and anticipating their needs in order to help those students be successful.

Dr. Newsom indicated that creating standing committees require Board approval.

ACTION – Mr. Streetman moved to approve the Student Success Standing Committee as requested. The motion was seconded by Ms. Stephenson. 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:

- NENM Detention Facility \$33,270

Dr. Newsom indicated that this is for facility use for fall 2015.

Mr. Streetman asked why the requisition was for \$33,270 instead of \$28,500 which is the total on the two invoices. Ms. Hammer stated that the requisition was prepared with a larger amount but will probably be less. Dr. Newsom informed the Board that if they approve the \$33,270 but the total due is \$28,500, the College will only pay the lesser amount.

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

- NENM Detention Facility \$33,270

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

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

- The GEO Group, Inc. \$16,000

Dr. Newsom indicated that this is also for facility use for fall 2015.

- Lewis Brisbois Bisgaard & Smith LLP \$9,538

Dr. Newsom stated that this is the new name for the law firm Beall & Biehler and the amount being invoiced is for legal services over a number of months while the firm was making changes.

Miscellaneous

Dr. Newsom provided updates on the following miscellaneous items:

- Enrollment (A data upgrade was done last Thursday, therefore, these numbers are as of Thursday morning, November 5)
 - ❖ The fall enrollment is 793 students versus 721 last year for an increase of 72 students, 69.5%
 - ❖ The credit hours are 6153 versus 5196 last year for an increase of 957, 18.5%
 - ❖ The goal/forecast for the end of the semester is 822 for total enrollment, 6%
 - ❖ There are still some CPR classes as well as Granite interns who will be attending training which will add to these numbers
 - ❖ An adjunct instructor from Amarillo, who will be offering mental health classes as part of the Allied Health Program, has been hired
 - ❖ Total enrollment growth is tracking to our 6% goal. With a 6% increase in the Spring our total duplicated enrollment for the year will exceed 2,000 students
- Higher Learning Commission (HLC)
 - ❖ A letter was received indicating approval of the notification change which decreases the number of credits from 60-63 credits, which was part of the reaffirmation visit to allow Mesalands to get more in line for associates degrees and will be implemented in the spring
- Building Project
 - ❖ Mr. Jim Morgan and Mr. Brian Griggs will be making a presentation to NMHED for the building project
 - ❖ This is the first step, which if approved by NMHED will allow the College to do the RFP's (Board approved previously) for the approximate \$2 million project

- Events
 - ❖ Community dodge ball was recently held which had 25 participants (five teams with five players on each team)
 - ❖ Amistad hosted the haunted house with 105 attendees
 - ❖ Halloween dance hosted by Student Affairs with 45 attending
- Upcoming Events
 - ❖ November 10, 2015 – Early Registration
 - ❖ November 13, 2015 – Volleyball at Tucumcari Elementary School
 - ❖ November 13, 2015 – Open mic night at the Art Space, assisted by Mr. Gregg Howard, Mesalands Faculty
 - ❖ November 14, 2015 – Creative writing workshop at Art Space, assisted by Mr. Howard
 - ❖ November 26-27, 2015 – College closed for Thanksgiving break
 - ❖ December 3, 2015 – Lighting of the Courtyard
 - ❖ December 4, 2015 – Nurses/Phlebotomy Pinning Ceremony (Allied Health)
- Billboards
 - ❖ New skins will be put on the Dinosaur Museum billboard on I-40 and the Wind Energy billboard at Adrian
 - ❖ A new billboard has been leased beginning in December which is directly across from K-Mart and will feature a 'Welcome' message with the Stampede logo
- Meetings
 - ❖ Dr. Newsom will be attending meetings in Arlington, VA and Boston, MA and will be off Campus

Academic Affairs

Student Learning Assessment Committee Annual Report 2014-2015

Ms. Gillard presented the Student Learning Assessment Committee Annual Report for 2014-2015. Ms. Gillard highlighted some of the content within the report which are: the three levels of assessment which are Institutional, Program, and Classroom; results from COMPASS and CAAP tests, as well as, number of certificates awarded; annually reporting on program outcomes; and 'Closing the Loop'. The report also includes bar graphs, tables, and charts to reference the levels of assessment and information in the report.

Ms. Stephenson asked if all instructors are required to do the program assessments and Ms. Gillard responded that they are required to do so.

Dr. Newsom stated that students need to be sure they are getting the right remediation and cohorts to draw conclusions on the students' ability to succeed.

Administrative Affairs

Monthly Finance Report, October 2015 – ACTION

Ms. Amanda Hammer presented the Monthly Finance Report for October 2015 for approval, as well as, a new handout for the Budget Summary. Ms. Hammer stated that she has changed the format of this page in order to reflect the 'actuals' on the reporting.

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

New Mexico Higher Education Department (NMHED) Quarterly Financial Statements – ACTION

Ms. Hammer presented the NMHED Quarterly Financial Statements for approval. These include the Statement of Net Assets, Summary of Operating and Plant Funds, Comparison of Operating and Plant Funds, and the Cash Flow Statement.

ACTION – Mr. Streetman moved to approve the NMHED Quarterly Financial Statements 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 Unrestricted Budget Adjustment Requests (BARs) – ACTION

Ms. Hammer presented the NMHED Unrestricted BARs for approval. Ms. Hammer informed the Board that these are due to NMHED in December and May each year. She informed the Board that she is working on the ‘restricted’ BARs which will be presented to the Board next month.

ACTION – Mr. Streetman moved to approve the NMHED Unrestricted Budget Adjustment Requests (BARs) as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

EXECUTIVE SESSION – ACTION

ACTION – Mr. Streetman moved that the Board enter into Executive Session for limited personnel matters as allowed for in NMSA 1978, Section 10-15-1 (H) (2), for litigation as allowed for in NMSA 1978, Section 10-15-1 (H) (7), and for real property and water rights as allowed for in NMSA 1978, Section 10-15-1 (H) (8). The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

RECONVENE FROM EXECUTIVE SESSION – ACTION

ACTION – Ms. Estrada moved that the Board Reconvene from Executive Session which was limited to discussions as stipulated above for limited personnel matters as allowed for in NMSA 1978, Section 10-15-1 (H) (2), for litigation as allowed for in NMSA 1978, Section 10-15-1 (H) (7), and for real property and water rights as allowed for in NMSA 1978, Section 10-15-1 (H) (8). 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

ACTION – No action was taken at this time.

NEW BUSINESS

No new business was conducted.

INFORMATIONAL ITEMS

Important dates were presented which are: Student Fall Break, no classes, November 23-25, 2015; Thanksgiving Break, College closed, November 26-27, 2015; Lighting of the Courtyard, December 3, 2015, 6:00 p.m.; Nurses Pinning Ceremony, December 4, 2015, 5:30 p.m.; Holiday Break, College closed, December 21, 2015 – January 1, 2016; Martin Luther King, Jr. Day – College closed, January 18, 2018; and Legislative Session Opening Day, January 19, 2016, 12:00 noon.

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 15, 2015
- Academic Affairs Division Meeting minutes dated October 23, 2015
- Administrative Affairs Division Meeting minutes dated October 15, 2015

The Selected Professional Development Activities for October 2015 were presented.

ANNOUNCEMENTS

Tuesday, December 15, 2015, 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 6:48 p.m.

[signature on original]

J. Bronson Moore
Chair

[signature on original]

James Streetman
Secretary/Clerk