

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

**December 11, 2012**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, December 11, 2012 at 5:30 p.m. in Room G606.

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ROLL CALL**

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

The following member was not present: Ms. Teresa Stephenson.

**LIST OF ACTION ITEMS**

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Review and Reaffirmation of College Mission Statement
- 4) Approval of Board of Trustees Election
- 5) Approval of Meeting Date Change
- 6) Approval of Director of Business and Auxiliary Services Job Description
- 7) Approval of Veteran's Preference
- 8) Approval of Distance Education Director Job Description
- 9) Approval of Equine Science Semi-Permanent Stalls
- 10) Approval of Monthly Finance Reports, October 2012 and November 2012
- 11) Approval of Executive Session
- 12) Approval of Reconvene from Executive Session
- 13) 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 Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

## COMMENTS BY THE PUBLIC ON ITEMS ON THIS AGENDA

No public comments were made.

## APPROVAL OF CONSENT AGENDA – ACTION

**ACTION** – Ms. Estrada moved to approve Item IV.A.1 Regular Board Meeting minutes dated November 13, 2012 as presented. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

## CHAIRPERSON'S REPORTS

### Review and Reaffirmation of College Mission Statement – **ACTION**

Dr. Kennedy stated that this is the annual Review and Reaffirmation of the College Mission Statement and read the Statement.

**ACTION** – Mr. Sandoval moved to approve the Review and Reaffirmation of the College Mission Statement as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

### Board of Trustees Election – **ACTION**

#### Resolution Authorizing and Directing Election Procedures

Mr. Moore requested a motion on the Resolution Authorizing and Directing Election Procedures.

**ACTION** – Mr. Streetman moved to approve the Resolution Authorizing and Directing Election Procedures as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

### Resolution and Proclamation of Regular Community College Election

Mr. Moore informed the Board that he and Mr. Sandoval were up for election. However, when Mr. Peabody resigned his position and Ms. Stephenson was appointed, it was only until the next election which will be the one with Mr. Sandoval and Mr. Moore. Therefore, the Resolution was amended to include District 3 for election.

**ACTION** – Mr. Streetman moved to approve the Resolution and Proclamation of Regular Community College Election as amended to include the District for Ms. Stephenson. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

### Meeting Date Change – **ACTION**

Mr. Moore requested that the meeting in February be changed from Tuesday, February 12, 2013 to February 5, 2013. This is due to some Board Members attending the ACCT NLS in Washington during that week.

**ACTION** – Mr. Streetman moved to approve the Meeting Date Change from Tuesday, February 12, 2013 to Tuesday, February 5, 2013. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

#### Posting of Board Minutes on College Website

Ms. Kimberly Hanna, Director of Public Relations, informed the Board that she had met with Mr. Moore, Ms. Gillard and Ms. Chavez regarding Posting of Board Minutes on the College Website. She indicated that several calls have been received regarding viewing Board minutes and this will enable a caller to be directed to the Website to view the minutes. These will be posted, first in 'draft' form and then in 'approved' form once they have been approved by the Board of Trustees. They will be posted on the College Website under "About Mesalands" and "Faculty/Staff." Ms. Hanna added that she will be responsible for updating these on the Website.

### **REPORTS**

#### **Academic Affairs**

#### Director of Business and Auxiliary Service Job Description – **ACTION**

Ms. Natalie Gillard, Vice President of Academic Affairs, presented the Director of Business and Auxiliary Service Job Description for approval. She reminded the Board that this had been presented at the last Board Meeting. However, Mr. Streetman inquired about addressing 'Veteran's Preference'. Ms. Gillard stated that the next item on the agenda will address that inquiry.

#### Veteran's Preference - **ACTION**

Ms. Gillard stated that this will be a Board Policy in which the College would give preference to 'qualified' veterans. She read the proposed policy which includes the definition and the process.

It was noted that in order to ensure that the correct forms/documentation that are required and are received, Mr. Jim Morgan will consult with the Director of Personnel to discuss those forms.

**ACTION** – Mr. Streetman moved to approve both the Director of Business and Auxiliary Service Job Description and the Veteran's Preference as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

#### Distance Education Director Job Description – **ACTION**

Ms. Gillard presented the Distance Education Director Job Description for approval. She indicated that the individual in this position will be responsible for internet based courses and any form of distance education courses. This will be a requirement for accreditation if the College were to ever offer an online degree.

**ACTION** – Mr. Streetman moved to approve the Distance Education Director Job Description as presented. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

#### Artistic Silversmithing Open House Update

Ms. Hanna reported that on November 28<sup>th</sup> the Artistic Silversmithing Open House was held and presented some pictures. This was an event to promote the program and hopefully increase enrollment in the program. There were 80 attendees, including three Board Members, to view the displays of silversmithing as well as demonstrations.

Ms. Gillard stated that Ms. Hanna did a wonderful job. Mr. Moore concurred and added that Ms. Hanna always does a good job.

### **Student Affairs**

#### Stampede Coloring Book

Dr. Kennedy presented the Stampede Coloring Book, of which he is very proud. He informed the Board that this was premiered at the 'Lighting of the Courtyard' where Santa handed them out to the children and they were distributed at the Train Depot after the Parade of Lights. In addition, Dr. Kennedy indicated that these are given to children who come to the College with their parents when enrolling for classes and will be taken to doctors and dentists offices.

#### Equine Science Semi-Permanent Stalls – **ACTION**

Ms. Robin Alden informed the Board that she was representing the Foundation who met last week and are requesting approval of the Equine Science Semi-Permanent Stalls. She indicated that the Foundation has already been asked for the funding.

**ACTION** – Mr. Streetman moved to approve the Equine Science Semi-Permanent Stalls as requested. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

### **Administrative Services**

#### Monthly Finance Reports, October 2012 and November 2012 - **ACTION**

Ms. Alex Villanueva, Interim Business Manager, presented the Monthly Finance Reports for October 2012 and November 2012 for approval.

**ACTION** – Mr. Streetman moved to approve the Monthly Finance Reports for October 2012 and November 2012 as presented. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

#### Check Registers for July, August, and September 2012

Ms. Villanueva presented information pertaining to Check Registers for July, August, and September 2012. She indicated that the reasons for missing checks were due to the transition and 'Go Live' dates with Jenzabar.

### **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 Executive Session for pending 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** – Ms. Estrada moved that the Board Reconvene from Executive Session. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

### **ACTION, IF NEEDED, BASED ON EXECUTIVE SESSION – ACTION**

**ACTION** – Mr. Streetman moved that Vice President Kennedy and Vice President Gillard receive a 20% salary increase effective November 1, 2012. This will only be until a new President is hired. This is due to their serving as Acting Co-Presidents. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

### **NEW BUSINESS**

No new business was conducted.

### **INFORMATIONAL ITEMS**

Important dates were presented which are: Administrative Holiday Breakfast, 7:00 – 8:30 am, December 13, 2012; College closed, Holiday Break, December 17, 2012 – January 2, 2013; and College closed, Martin Luther King Day Holiday, January 21, 2013.

The following minutes were presented:

- Student Affairs Division Meeting minutes dated December 6, 2012
- Academic Affairs Division Meeting minutes dated November 27, 2012

The Selected Professional Development Activities for November 2012 were presented.

### **ANNOUNCEMENTS**

Tuesday, January 8, 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 7:20 p.m.

[signature on original]

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J. Bronson Moore  
Chair

[signature on original]

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James Streetman  
Secretary/Clerk