

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

**February 5, 2013**

The Mesalands Community College Board of Trustees were given a tour by Ms. Janice Aragon at 5:00 p.m. on Tuesday, February 5, 2013 of the Science Laboratories located on Campus in Building "A". The tour included the Biology Lab, Room 111, the Math-Science Learning Center, Room 110, and the Physical Lab Upgrade, Room 120. Dr. Philip Kaatz, Faculty, Mathematics and Physical Science; and Dr. Forrest Kaatz, Math Success Specialist and Adjunct Faculty were both on hand to discuss the components of the labs and answer questions.

The Mesalands Community College Board of Trustees met in regular session on Tuesday, February 5, 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. 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 Meeting Date Change
- 4) Approval of Mesalands Community College and Joshua Link, Ambitions Consulting Group Consulting Agreement

**APPROVAL OF AGENDA – ACTION**

Mr. Moore requested that the agenda be amended to include Executive Session for discussion of personnel matters which would be Item VI.C.3.

**ACTION** – Mr. Streetman moved to approve to amend the agenda with the addition of Executive Session for discussion of personnel matters, Item VI.C.3, as presented. The

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

**ACTION** – Ms. Stephenson moved to approve the agenda as amended. The motion was seconded by Mr. Streetman. 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** – Mr. Streetman moved to approve Items IV.A.1 Regular Board Meeting minutes dated January 8, 2013; Item IV.A.2 Special Board Meeting Minutes dated January 18, 2013; and Item IV.A.3 Board Work Session minutes dated January 25, 2013 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**

### March 5, 2013 Mesalands Community College Board of Trustees Election, Section 1-22-12 – Conduct of Elections

Mr. Moore stated, the College was informed by the County Clerk's Office, regarding the Board Members that are up for election on March 5, 2013 are running uncontested. Those Board Members up for election are Ms. Stephenson, Mr. Sandoval, and Mr. Moore. Therefore, according to Section 1-22-12 – Conduct of Elections, the County Clerk has the authority to conduct the election. Mr. Moore added that this will save the College a substantial amount of money.

### Meeting Date Change – ACTION

Mr. Moore requested that the meeting in April be changed from Tuesday, April 9, 2013 to April 16, 2013. This is due to Spring Break in which the College will be closed and the Higher Learning Commissions' Annual Conference.

**ACTION** – Mr. Streetman moved to approve the Meeting Date Change from Tuesday, April 5, 2013 to Tuesday, April 16, 2013. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

## **REPORTS**

### **Academic Affairs**

#### Academic Program Review for Dual Enrollment 2011-2012

Ms. Gillard, Vice President of Academic Affairs, presented the Academic Program Review for Dual Enrollment 2011-2012. She indicated that this is the first review for dual enrollment. This document consists of three parts which are the Analytical Profile,

the Internal Program Evaluation Summary, and the Consultant Program Evaluation Summary.

A few items highlighted by Ms. Gillard included: the history of dual enrollment which reflects that high school students have been being served since 1997; the enrollment comparative analysis over a five-year period; student satisfaction survey results which show an overall rating of 4.20; the degree status of faculty and staff which indicates that all possess at least a master's degree and above; the program revenue and expenses in which the revenue exceeded the expenses, as a result, generating a net profit for this program; and the internal program evaluation, as well as the consultant program evaluation.

Ms. Gillard added that Ms. Lou Ann Seabourn, Consultant, from Amarillo College was very complimentary in her closing statements of Ms. Donna Garcia who oversees the dual enrollment program for the College.

Ms. Stephenson inquired about the two 'N/A' ratings given by the consultant on the Consultant Program Evaluation. Ms. Gillard indicated that this is due to the fact that Student/Employer and Faculty Evaluations are not provided to the consultant. Therefore, she was unable to provide a rating on those two program aspects.

#### Mesalands Community College Science, Technology, Engineering, and Math (STEM) Math-Science Learning Center Tutor Guidelines

Ms. Gillard presented the Mesalands Community College STEM Math-Science Learning Center Tutor Guidelines. She commended Ms. Janice Aragon, STEM Project Director, and Ms. Amber Ince, Administrative Assistant, for developing this well written document. In addition, this document can serve as a great guide to be used in other areas, such as for work studies, as it covers several important issues. Some components included in the guidelines include confidentiality, dress code, and chain of command.

#### **Student Affairs**

##### Mesalands Community College and Joshua Link Ambitions Consulting Group Consulting Agreement – ACTION

Dr. Aaron Kennedy, Vice President of Student Affairs, presented Consulting Agreement for Mesalands Community College and Joshua Link Ambitions Consulting Group for approval. He stated that the Board recommended that this document be reviewed by the College attorney and this is the end result after review.

**ACTION** – Mr. Streetman moved to approve the Consulting Agreement for Mesalands Community College and Joshua Link Ambitions Consulting Group as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

## **Administrative Services**

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

#### **Monthly Finance Report, January 2013 - ACTION**

No report was submitted.

Ms. Alex Villanueva, Interim Business Manager, reported that due to complications with 1098T's and 1099's, the NMHED Quarterly Financial Statements and the Monthly Finance Report for January 2013 were not prepared. She added that the conversion between SONIS and EX did not go over correctly and all fees, scholarships, grants, etc. had to be calculated and she pulled everyone on Campus that was available to assist with this task.

Mr. Streetman asked when the NMHED Quarterly Financial Statements were due. Ms. Villanueva indicated that they are due the end of February. Consequently, a special Board Meeting will need to be held in order to present this to the Board for approval.

Mr. Streetman inquired if the Monthly Finance Report for January 2013 will also be available at the special meeting to be held. Ms. Villanueva stated it would be presented.

#### **Executive Session**

##### **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). 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. 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**

Mr. Streetman stated that no business was conducted and no action was taken at this point.

## **NEW BUSINESS**

No new business was conducted.

## **INFORMATIONAL ITEMS**

Important dates were presented which are: Association of Community College Trustees (ACCT) National Legislative Summit (NLS), Washington, DC, February 10 – 14, 2013; STEM Open House, Building A, Wednesday, February 27, 2013, 6:00 – 8:00 p.m.; and New Mexico Legislative Session ends, March 16, 2013.

Mr. Moore stated that Mr. Sandoval will be attending the ACCT NLS in Washington next week.

The following minutes were presented:

- Student Affairs Division Meeting minutes dated January 18, 2013

A report was not submitted for the Selected Professional Development Activities for January 2013.

An appreciation letter from Ken Raven, student, to Ms. Natalie Gillard was presented. A news article on an International Rodeo Student was presented.

## **ANNOUNCEMENTS**

Tuesday, March 12, 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 6:30 p.m.

[signature on original]

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J. Bronson Moore  
Chair

[signature on original]

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James Streetman  
Secretary/Clerk