

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

**March 11, 2013**

The Mesalands Community College Board of Trustees met in regular session on Monday, March 11, 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 Election of Board Officers
- 4) Approval of Review Annual Board of Trustees Calendar of Reports
- 5) Approval of Monthly Finance Report, February 2013
- 6) Approval of Executive Session
- 7) Approval of Reconvene from Executive Session
- 8) Approval of Action, if needed, based on Executive Session

**OATH OF OFFICE**

The Oath of Office was administered by Ms. Natalie Gillard, Vice President of Academic Affairs/Acting Co-President to:

Mr. J. Bronson Moore  
Mr. Jimmy Sandoval  
Ms. Teresa Stephenson

## **APPROVAL OF AGENDA – ACTION**

**ACTION** – Ms. Estrada moved to approve the agenda as presented. 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**

No public comments were made.

## **APPROVAL OF CONSENT AGENDA – ACTION**

**ACTION** – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated February 5, 2013 and Item V.A.2 Special Board Meeting Minutes dated February 27, 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**

### Election of Board Officers – **ACTION**

#### Chair

#### Vice-Chair

#### Secretary/Clerk

Dr. Aaron Kennedy, Vice President of Student Affairs/Acting Co-President, called for nominations for the position of Board of Trustees Chair.

Mr. Streetman recommended that the Board Officers be left intact as they are presently serving: Mr. Bronson Moore, Chair; Mr. Jimmy Sandoval, Vice-Chair; and Mr. James Streetman, Secretary/Clerk. This would allow continuity for the Board which will be crucial for the College with the current search for the next President of Mesalands Community College and the upcoming Accreditation Visit next year.

**ACTION** – Mr. Streetman moved that the appointments recommended be approved by acclamation. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

### Association of Community College Trustees (ACCT) National Legislative Summit (NLS) ACCT Diversity Committee Candidacy

Mr. Moore announced that Mr. Sandoval received a letter from Mr. J. Noah Brown, ACCT President and CEO, notifying him of the endorsement for candidacy for a seat, by the Western Regional Nominating Committee, to the ACCT Diversity Committee. Elections will take place at the Annual Congress in Seattle, WA during the ACCT Western Region Caucus and Meeting in October, 2013.

Mr. Moore added that this is an outstanding and important position for Mr. Sandoval. Mesalands Community College is fortunate in securing a position on the Committee.

Mr. Sandoval informed the Board that he is still a voting delegate with ACCT and the election will not have an impact on this.

#### ACCT NLS Update, February 2013

Mr. Jimmy Sandoval, Board Vice Chair, gave an update on the ACCT NLS Meetings he attended recently in Washington, DC. Some of the issues that Mr. Sandoval felt needed to be addressed and are very important to him are grants, Title V, Dream Act, Wind Energy, and education and jobs, to name a few.

Mr. Sandoval also had the opportunity to meet with some staff representing the Congressional Delegates, Congressman Ben Ray Lujan, Senator Tom Udall, and Senator Martin Heinrich. Some of the items addressed at the ACCT NLS were also shared with these representatives. Mr. Sandoval informed the Board that he requested assistance for the College in order to address these pressing issues.

Mr. Sandoval thanked everyone for their help and committed to campaign for Mesalands Community College.

#### Board Retreat

Mr. Moore stated that at the suggestion of Mr. Wayne Newton, Board Retreats have been held. In fact, Mr. Newton has conducted some Board Retreats for Mesalands Community College Board of Trustees and President. Information will be forthcoming.

#### Review Annual Board of Trustees Calendar of Reports – ACTION

Ms. Natalie Gillard, Vice President of Academic Affairs/Acting Co-President, and Dr. Aaron Kennedy, Vice President of Student Affairs/Acting Co-President, reviewed the Annual Board of Trustees Calendar of Reports.

Ms. Gillard directed the Board Members' attention to the changes as listed below:

- Moved 'Academic Program Reviews' from July to 'Annually' as this does need to be presented annually but because the completion sometimes varies, it is better reflected in this manner;
- Deleted 'Annual Enrollment Comparisons by Site, Delivery, and Program' in July. This is a duplicate as Dr. Kennedy already provides this information in another document;
- Deleted 'HLC/NCA Semi-Annual Assessment Report' in December and May because this has been completed and will be addressed under Reports by Academic Affairs later on the Agenda;
- Deleted 'Annual Library Strategic Plan Report' in May because the College currently does not have a Librarian and although Ms. Susan Reid has taken on the role, the College is continuing the search for one. Ms. Gillard expressed her appreciation to Ms. Susan Reid for assisting in this capacity; and
- Changed 'Deans' to 'Vice Presidents' and 'Student Services' to 'Student Affairs' where applicable.

Mr. Streetman inquired if the 'Leases' listed in June were Foundation Leases. It was noted that those are the Foundation Leases.

**ACTION** – Mr. Streetman moved to approve the Review of the Annual Board of Trustees Calendar of Reports as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

## **REPORTS**

### **Academic Affairs**

#### Update on Higher Learning Commission (HLC) Academy for Assessment of Student Learning

Ms. Gillard presented an Update on Higher Learning Commission Academy for Assessment of Student Learning reflected in the Certificate received. This is formal notification that the College completed this requirement which is in lieu of the Progress Report that was due to HLC.

Ms. Gillard applauded the assessment team for their hard work.

#### Science, Technology, Engineering, and Mathematics (STEM) Open House Update

Ms. Janice Aragon, STEM Project Director, presented a slideshow Update on the STEM Open House held on Wednesday, February 27, 2013 and thanked everyone who was able to attend. There were a total of 104 in attendance which included Board of Trustees, staff, community members, and Congressman Lujan's Field Representative, Mr. Ron Wilmot. The Open House included several stops along the way which featured: Solar Energy Devices by Mr. Robert Hockaday; Life Science Laboratory with Dr. Simone Klutzny and Ms. Gretchen Gürtler; and the Math Science Learning Center with Dr. Forrest Kaatz; as well as the Physical Science Laboratory and the Math Elite Classrooms.

Ms. Aragon also presented the main goals that the STEM Program will be addressing in year two of the Grant term. These include piloting courses from year one and identifying new courses, as well as summer bridge courses and enrichment workshops, to name a few.

Ms. Aragon is scheduled to travel to Washington, DC at the end of the month and will be meeting with the same Congressional Delegates that Mr. Sandoval met with last month.

### **Student Affairs**

#### New Mexico All-State Academic Team Recognition, Julie Keck and Megan Williamson

Dr. Kennedy introduced Ms. Beth Sisneros, PTK Advisor and Ms. Sisneros introduced the two New Mexico All-State Academic Team Recognition Recipients, Julie Keck and

Megan Williamson. Ms. Sisneros pointed out that these students are selected based on their outstanding academic performance and service to the College and community. Ms. Keck and Ms. Williamson were recognized on February 20, 2013 at the State Capitol and received a medallion, a \$2,500 scholarship, and a certificate which Ms. Sisneros presented to them.

## **Administrative Services**

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

Ms. Alex Villanueva, Interim Business Manager, presented the Monthly Finance Report for February 2013 for approval.

Mr. Streetman raised the following questions: what will the new renewal rate on CD's be; what is the outstanding balance to Jenzabar; and what is the status on a module for the Foundation as it pertains to entering in Jenzabar. It was mentioned that the CD renewal rates will be very low; there are not any outstanding invoices due to Jenzabar as of now, but there are some issues that need to be addressed which will involve fees/invoices; and assigning someone, possibly Ms. Tammy Hall, to work with the module for the Foundation in Jenzabar.

Ms. Gillard stated that she was not included in the Jenzabar process so it is difficult for her to fully address any questions. However, the concerns will be dealt with to ensure they are put into place.

**ACTION** – Ms. Estrada moved to approve the Monthly Finance Report for February 2013 as presented. The motion was seconded by Mr. Streetman. 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). The motion was seconded by Ms. Stephenson. 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**

Letters and Certificates of Congratulations to Ms. Beth Sisneros and Ms. Janet Griffiths from New Mexico State Senate on behalf of Senator Pete Campos were presented.

A congratulatory letter from Congressman Ben Ray Lujan on Mesalands STEM Open House was presented.

Important dates were presented which are: 15<sup>th</sup> Annual Iron Pour, March 11 -16, 2013; New Mexico Legislative Session ends, March 16, 2013; Spring Holiday/Break, College Closed, March 29, April 1 – 5, 2013; and The Higher Learning Commission, 2013 NCA HLC Annual Conference, Chicago, IL, April 5 – 9, 2013.

The Board of Trustees 12-month calendar was presented.

The following minutes were presented:

- Student Affairs Division Meeting minutes dated February 22, 2013

The Selected Professional Development Activities for January and February 2013 were presented.

## **ANNOUNCEMENTS**

Tuesday, April 16, 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 6:55 p.m.

[signature on original]

---

J. Bronson Moore  
Chair

[signature on original]

---

James Streetman  
Secretary/Clerk