

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

**June 20, 2017**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, June 20, 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 Institutional Technology Disaster Recovery Plan
- 4) Approval of Open Meetings Act
- 5) Approval of Custodian of Funds Agreement
- 6) Approval of Annual Property and Equipment Leases
- 7) Approval of Meeting Date Change
- 8) Approval of Monthly Finance Report, May 2017
- 9) Approval of Executive Session
- 10) Approval of Reconvene from Executive Session
- 11) 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 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 on spring enrollment which has been submitted to the New Mexico Higher Education Department (NMHED) as the Good News portion on the agenda.

- Enrollment
  - ❖ Spring enrollment was 998 students for an increase of 18.1%
  - ❖ Credit hours were at 6,143.5 up 8.4% and up 4.11% overall
  - ❖ FTE was 409.6, up 8.4%
  - ❖ Numbers for the academic year were up 11.2%
  - ❖ There has been continued growth in eight of the last nine semesters with the highest ever in the history of the College
  - ❖ Spring enrollment has seen a 38% increase since 2013 and up a total of 21%, also since 2013
  - ❖ The budget was based on 6% growth

## APPROVAL OF CONSENT AGENDA – ACTION

**ACTION** – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated May 16, 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

No reports were presented at this time.

## REPORTS

### President's

#### Institutional Technology Disaster Recovery Plan – **ACTION**

Dr. Newsom reminded the Board that one finding was that the College did not have a fully developed plan and presented the Institutional Technology Disaster Recovery Plan for approval. Dr. Newsom indicated that Mr. Jim Jones, Mr. Jim Morgan, and the IT Team worked on a recovery system for technology in case of an emergency or disaster to prevent loss of software and data. Dr. Newsom stated that a new data center will basically be developed and be implemented over a period of time.

**ACTION** – Ms. Estrada moved to approve the Institutional Technology Disaster Recovery Plan as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Open Meetings Act – **ACTION**

Dr. Newsom presented the Open Meetings Act resolution which is updated each year and submitted for approval in order to remain in compliance with the Open Meetings Act. The changes included in the updated resolution are:

- Date of resolution to reflect June 20, 2017
- The fiscal year that is covered, 2017-2018
- Posting of meetings – deleted ‘kiosk’ as there is no longer one and notices are posted in Building ‘A’ Commons Area

**ACTION** – Mr. Streetman moved to approve the Open Meetings Act as updated and presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Communications Report 2016-2017

Ms. Kimberly Hanna, Director of Public Relations, presented and briefly reviewed the Communications Report for 2016-2017 which references sections such as ‘In the News’, ‘Marketing and Advertising’, and ‘Off the Press’. She highlighted some events/articles published in the Report which include: news report by KFDA on student housing; promoting of the wind energy technology program featured in the Albuquerque Free Press, as well as, Bloomberg News (18 million readers); international recognition of the Mesalands Dinosaur Museum; articles in the Global Citizen and The Chive showing the farrier program; articles in the Albuquerque Journal and KRQE News 13 including the ‘Hot Iron’ exhibit hosted by the Harwood Art Center with art work shown by Ms. D’Jean Jawrunner and two students at the Tucumcari Iron Pour; WalletHub.com reporting on Mesalands Community College being among the twelve best community colleges in America; Mesalands named the best community college in New Mexico as reflected in an article by KAMR/FOX 14 news; and a news release announcing the College’s new rodeo coach, Mr. Matthew Hughes.

Ms. Hanna informed the Board that the College is doing less printed material and going digital. This is cost-saving to the College and tracks events/articles better.

Mr. Moore stated that Ms. Hanna does a good job putting this Report together.

**Purchase Requisition – INFORMATION**

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

- Dept. of Finance and Authority                      \$12,800

Dr. Newsom stated that this is for the yearly loan payment for the Museum roof.

### Custodian of Funds Agreement – **ACTION**

Dr. Newsom stated that this is also a result of the audit and in preparation for the next audit and presented a Custodian of Funds Agreement between Mesalands Community College and Mesalands Community College Foundation for review and approval. Dr. Newsom indicated that there are a few funds (investments) that the Foundation manages and there has not been a written understanding of this activity. The Agreement states that the Foundation will manage the funds in a prudent manner and relay to the College Board. Dr. Newsom added that the Foundation has already approved this Agreement.

**ACTION** – Mr. Streetman moved to approve the Custodian of Funds Agreement as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

### Annual Property and Equipment Leases – **ACTION**

Dr. Newsom presented the Annual Property and Equipment Leases for approval and reminded the Board that these are for property/equipment owned by the Foundation and leased by the College. Dr. Newsom reported that he asked the Foundation Board of Directors to reduce the lease amounts on all leases except the rodeo stock trailer and the Wells Cargo trailer to \$1.00 per year and they have graciously agreed to approve his request on the lease amounts which total almost \$85,000 in savings to the College. Dr. Newsom indicated that the reduction of the lease amounts does not put the Foundation in jeopardy of matching grant matches.

**ACTION** – Mr. Streetman moved to approve the Annual Property and Equipment Leases as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

### State of New Mexico Corrections Department Intergovernmental Agreement

Dr. Newsom presented the State of New Mexico Corrections Intergovernmental Agreement which states that the NM Corrections Department has an agreement with Mesalands to provide academic programs to state-owned correctional facilities. The expenses will cover travel, textbooks, etc. up to an allotted amount of \$40,000.

### Meeting Date Change – **ACTION**

Dr. Newsom proposed a meeting date change for the July Board Meeting from Tuesday, July 18, 2017 to Tuesday, July 11, 2017. Dr. Newsom indicated that he has been invited to attend a meeting on July 18, 2017 with U.S. Secretary of Education, Ms. Betsy DeVos so that would require that the Board Meeting date be changed. Dr. Newsom indicated that as Chair of American Association of Community Colleges (AACC) Presidents Academy Summer Institute (PASI), he is required to attend meetings July 22-25, 2017 in New York so the Board Meeting could not be changed to that week due his travel.

**ACTION** – Mr. Streetman moved to approve the Meeting Date Change as requested from Tuesday, July 18, 2017 to Tuesday, July 11, 2017. The motion was seconded by

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

### Miscellaneous

Dr. Newsom provided updates on the following miscellaneous items:

- Construction
  - ❖ Building 'A' Commons and Library
    - Work in these areas are about 95% complete
    - Work to be completed on the fire alarm systems
  - ❖ Building 'D'
    - Still in progress
    - The new cover on the back is about 40% larger than the previous one
    - Work has been done on the new floors and cracks in the walls
    - This building is looking good and will be a really nice facility upon completion
    - It is hoped that the foundry will be completed by end of June/early July
- Housing
  - ❖ Work on this project is back on track
  - ❖ A new contract has been signed which needed a slight change regarding the payment of utilities
  - ❖ Units should be ready by August 1
  - ❖ The College should be able to access after July and start marketing of the units in order to have students in them by August 1
  - ❖ The College will not have any financial obligations until all permits/certificates are in place
- Building Trades Home/Rodeo Equine Facility
  - ❖ The fencing at the site will be installed by Pacheco Construction
  - ❖ The \$30,000 project is 100% funded by the Mesalands Foundation
- Gas Station
  - ❖ This property is owned by the Foundation
  - ❖ It has been determined that, in the best interest of the Foundation, the building will be liquidated and taken off of the property
  - ❖ The Foundation does not want to sell the land and are exploring ways to clear the lot
- Enrollment
  - ❖ Current enrollment is 347 students versus 227 last year
  - ❖ There are 20-22 Granite students forecast per week
  - ❖ Totals could reach 500 this summer
  - ❖ Credit hours are at 1,386 versus 1,149
- Budget
  - ❖ The Governor signed HB1
  - ❖ The exact appropriation that the Board of Trustees approved was sent to the state and has already been accepted by LFC and DFA
- Employee Contracts
  - ❖ Contracts have been distributed to the employees
  - ❖ All contracts must be returned by June 23, 2017

- ❖ Contract renewals will be brought to the Board of Trustees at the July Board Meeting
- Rodeo
  - ❖ Two students qualified for the College National Finals Rodeo (CNFR)
  - ❖ Blue Wilcox, bull rider, finished eighth in the nation
  - ❖ Bareback rider Scott Bevins finished 21<sup>st</sup>
  - ❖ Rebecca Darrup, NM All-State recipient, attended the CNFR as an intern for Mesalands Public Relations
  - ❖ Coach Matt Hughes and Assistant Coach Staci Stanbrough also attended the CNFR
  - ❖ Mesalands men's team finished 42<sup>nd</sup> over all
- New Mexico Higher Education Department (NMHED)
  - ❖ Mesalands will be hosting the NMHED regional summer hearings on Wednesday, June 28, 2017
  - ❖ NMHED will be hearing presentations from regional higher education colleges/universities for projects
  - ❖ Mesalands will have their presentation at 8:30 a.m.
  - ❖ Dr. Newsom indicated that there will be some individuals who may never have been on Campus or it may have been a long time since their last visit(s)
- Travel
  - ❖ Dr. Newsom will be attending the Rural Community College Alliance (RCCA) Meetings, the AACC PASI, and the New Mexico Independent Community College (NMICC) Summer Meetings

## **Academic Affairs**

No reports were presented.

Dr. Newsom stated that Ms. Gillard and Mr. Tom Morris are attending Higher Learning Commission (HLC) Seminars in preparation for the visit.

## **Student Affairs**

### Enrollment Management Plan: Spring 2017 Persistence Report

Dr. Kennedy presented the Enrollment Management Plan: Spring 2017 Persistence Report. He briefly reviewed the Report which reflects: No-Show Calls; Teaching, Learning, Caring (TLC); Early Registration Day; Midterm Grades; Student Success Committee Persistence-Related Activities for Spring 2016-2017; Charts on Career Services, Recruitment, Referrals, and Tutoring Service Hours; Social Engagement; Recognition; and Graduation. Dr. Kennedy stated that beginning with student orientation, there have been great activities offered to great students.

Dr. Newsom stated that the Student Success Committee has done a lot to help a small group of individuals and create a culture of student success.

Dr. Newsom stated that this is the third year of the assessment cycle and thanked Dr. Kennedy for the good work on this report. Dr. Newsom also asked Dr. Kennedy if he could give a presentation at a future Board Meeting regarding the assessment cycle.

### **Administrative Affairs**

#### **Monthly Finance Report, May 2017 – ACTION**

Dr. Newsom presented the Monthly Finance Report for May 2017 for approval.

**ACTION** – Ms. Estrada moved to approve the Monthly Finance Report for May 2017 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** – 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), 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 Mr. Streetman. 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 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.

#### **CORRESPONDENCE**

A thank you letter to Dr. Thomas Newsom from Dr. Walter G. Bumphus, President and CEO, AACC, was presented.

An appointment letter to Dr. Thomas Newsom from Dr. Walter G. Bumphus, President and CEO, AACC, was presented.

## **INFORMATIONAL ITEMS**

Important dates were presented which are: Independence Day, College closed, July 4, 2017.

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 May 19, 2017
- Academic Affairs Division Meeting minutes dated May 26, 2017
- Administrative Affairs Division Meeting Minutes dated May 31, 2017

The Selected Professional Development Activities for May 2017 were presented.

## **ANNOUNCEMENTS**

Upon Board approval tonight for the July Board Meeting Date Change, Tuesday, July 11, 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 6:45 p.m.

[signature on original]

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J. Bronson Moore  
Chair

[signature on original]

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Liz Estrada  
Secretary/Clerk