

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

**July 9, 2013**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, July 9, 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 Mesalands Community College Board Policies: Proposed Revision 8.1.7 Fiscal Management
- 4) Approval of Mesalands Community College Board Policies: Proposed Revision 9.3 Noninstitutional Use of Buildings and Grounds
- 5) Approval of Purchase Requisitions
- 6) Approval of Smoke-Free Campus Policy
- 7) Approval of Monthly Finance Report, June 2013
- 8) Approval of Administrative Services Handbook 2013-2014
- 9) Approval of Personnel Handbook 2013-2014
- 10) Approval of Title Change: Coordinator of Institutional Technology to Assistant Director of Institutional Technology
- 11) Approval of Executive Session
- 12) Approval of Reconvene from Executive Session
- 13) Approval of Action, if needed, based on Executive Session
- 14) Approval of Announcement of Board Selection of New President
- 15) Approval of Board Authorization for Mr. Bronson Moore and Mr. James Streetman to Initiate Negotiation

## **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**

No public comments were made.

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

**ACTION** – Mr. Streetman moved to approve Item IV.A.1 – 7 Regular Board Meeting minutes dated June 11, 2013; Special Board Meeting minutes dated June 15, 2013; Special Board Meeting minutes dated June 17, 2013; Special Board Meeting minutes dated June 24, 2013, Special Board Meeting minutes dated June 26, 2013; Special Board Meeting minutes dated June 28, 2013; and Special Board Meeting minutes dated July 2, 2013 as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

**ACTION** – Mr. Streetman moved to approve Item IV.B.1 – 2 Contract Confirmations for Ms. Kathryn Kitcheyan, Student Affairs Specialist, effective, June 3, 2013 and Ms. Isabel Jones, Manager of College Bookstore, effective June 4, 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**

### Mesalands Community College Board Policies: Proposed Revision 8.1.7 Fiscal Management – **ACTION**

Ms. Natalie Gillard presented the Mesalands Community College Board Policies: Proposed Revision 8.1.7 Fiscal Management for approval. The specific section pertains to rewording as follows:

Delete ‘The College shall develop a Business Procedure Handbook.’

Add ‘The College shall refer to the Administrative Service Handbook.’

**ACTION** – Mr. Streetman moved to approve the Mesalands Community College Board Policies: Proposed Revision 8.1.7 Fiscal Management as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

### Mesalands Community College Board Policies: Proposed Revision 9.3 Noninstitutional Use of Buildings and Grounds – **ACTION**

Ms. Gillard presented the Mesalands Community College Board Policies: Proposed Revision 9.3 Noninstitutional Use of Buildings and Grounds for approval. The specific revision pertains to the addition of the following statement:

Add 'College facilities may not be used by employees or community members for personal parties (e.g., birthday, baby showers, bridal showers, anniversary, graduation, etc.)

Mr. Streetman inquired if this only pertained to 'personal' and did not include the Graduation celebration by the College. Ms. Gillard clarified that it was only for 'personal' events.

**ACTION** – Mr. Streetman moved to approve the Mesalands Community College Board Policies: Proposed Revision 9.3 Noninstitutional Use of Buildings and Grounds as presented. 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

#### Purchase Requisitions – **ACTION**

Ms. Gillard presented purchase requisitions for purchases through the STEM Grant for instruction, in excess of \$7,500 for approval. All purchases in excess of \$7,500 now require Board approval as of the June 11, 2013 Board of Trustees Meeting. Ms. Gillard stated that she was not seeking approval on the purchase requisition to Life Science Group, as it will be resubmitted to the Board at the meeting in August unless a Special Board Meeting is scheduled prior to that.

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

#### Science, Technology, Engineering, and Mathematics (STEM) Position Updates

Ms. Gillard reminded the Board that she had informed them at the last Board meeting that she would be presenting the job descriptions for all STEM positions. The STEM Grant provided the opportunity for the College to add a number of positions to the staff. These had inadvertently not been submitted to the Board but are now being presented. Not all positions have been filled at this time. However, those that have are indicated below beside the job descriptions:

- Project Director – Ms. Janice Aragon
- Administrative Support Specialist – Ms. Amber Ince
- Science Curriculum Specialist – Dr. Simone Klutzny
- Technology Support Specialist – Mr. Michael Bilopavlovich
- Curriculum Developer
- Distance Learning/Technical Support Specialist
- Math Success Specialist – Dr. Mark Murmer (to begin in August 2013)
- Tutor: Math-Science Learning Center – hired on a semester-by-semester basis

Ms. Gillard stated that no action is required on this agenda item. It was presented by her as a courtesy to the Board.

## **Student Affairs**

### Smoke-Free Campus Policy – **ACTION**

Dr. Kennedy presented a letter received from the Legislative Council Service regarding the Smoke-Free Campus Policy for Mesalands Community College and read the current Smoke-Free Campus Policy for Mesalands. In addition, Dr. Kennedy indicated that the Legislative Council Service is basing this on the Smoke-Free Campus policy at UNM.

Dr. Kennedy informed the Board that he had contacted them and will again after the outcome of this presentation.

**ACTION** – Mr. Sandoval moved to approve the Smoke-Free Campus Policy as presented. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

## **Administrative Services**

### Monthly Finance Report, June 2013 – **ACTION**

Ms. Gillard presented the Monthly Finance Report for June 2013 for approval. Ms. Gillard informed the Board that the budget report is not included as that will be presented with the audit. Ms. Streetman asked when the audit would be completed and Ms. Gillard indicated she hoped soon. These monthly finance reports will continue being presented to the Board.

**ACTION** – Mr. Streetman moved to approve the Monthly Finance Report for June 2013 as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

### Administrative Services Handbook 2013-2014 – **ACTION**

Ms. Gillard presented the Administrative Services Handbook 2013-2014 for approval. She indicated that the specific change pertained to the addition of a section on the 'Bidding Process and the reference to Appendix AA' (which had been added in the 2012-2013 Administrative Services Handbook.) Mr. Streetman thanked Ms. Gillard for the inclusion of this section in the Handbook. Ms. Gillard also thanked Ms. Connie Chavez for her assistance in updating this Handbook.

**ACTION** – Ms. Estrada moved to approve the Administrative Services Handbook 2013-2014 as presented. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

### Personnel Handbook 2013-14 – **ACTION**

Ms. Carolyn Chavez, Director of Personnel, presented the Personnel Handbook 2013-2014 for approval. She informed the Board that the changes included: date changes from 2012-2013 to 2013-2014; and Non-Renewal of Contract, Section 3.6.4. The

change on 3.6.4 relates to the date of written notification if an employee's contract is not to be recommended for renewal as it pertains to faculty members. The change proposed would reflect a new notification date of March 1 instead of May 1.

Mr. Streetman asked about the inclusion of 'Information Technology' on the Administrative Services Division organizational chart. He stated that he felt that should be listed under Mr. Jim Morgan and not Administrative Services. It was agreed that 'Information Technology' will be deleted from the Administrative Services Division organizational chart and it would be included on the organizational chart for the President's Division. Therefore, the organizational chart for the President's Office will be revised to add/include 'Informational Technology' below the 'NAWRTC'.

**ACTION** – Mr. Streetman moved to approve the Personnel Handbook for 2013-2014 as amended to include the revisions to the Administrative Services Division and President's Office organizational charts as indicated above. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Ms. Gillard informed the Board that the College will be securing the services of Mr. Ricky Foley, LLC from Albuquerque, New Mexico to do the background checks on all new hires. She indicated that this is a good investment for the College. Ms. Gillard stated that Ms. Carolyn Chavez will be directed to utilize this firm as stated for all new hires.

Title Change: Coordinator of Institutional Technology to Assistant Director of Institutional Technology – **ACTION**

Ms. Gillard presented the Title Change: Coordinator of Institutional Technology to Assistant Director of Institutional Technology for Mr. Larry Wickham. It was noted that the previous title should actually have reflected 'Coordinator of Institutional Computing.' It was noted that Mr. Wickham will report to Mr. Jim Morgan.

**ACTION** – Mr. Streetman moved to approve the Title Change: Coordinator of Institutional Technology to Assistant Director of Institutional Technology for Mr. Wickham as presented. The motion was seconded by Ms. Stephenson. 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). 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. The motion was seconded by Ms. Estrada. 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 announced that everyone would now see who the new President is going to be. The candidate was present via Skype.

### Announcement of Board Selection of New President – **ACTION**

**ACTION** – Mr. Streetman stated and moved ‘Dr. Newsom, it is my pleasure to announce that you are the next President of Mesalands Community College’ pending negotiations and the outcome of the background checks.

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

Dr. Newsom stated that this is the culmination of his career move for himself and his family and thanked the College, students, and community for the welcome that was shown to him and his wife when they visited the College. Dr. Newsom indicated that he is already pleased and proud of Mesalands and thanked the Board for the faith in him and hopes to live up to the Boards expectations. He added that the College is destined for greatness and he wants to move the College in the right direction. He thanked the Board very much for their decision.

Mr. Streetman informed Dr. Newsom that they would meet back in about an hour via a telephone conference call.

### Board Authorization for Mr. Bronson Moore and Mr. James Streetman to Initiate Negotiation – **ACTION**

Mr. Moore indicated that the Board needs to take action on this authorization.

**ACTION** – Ms. Estrada moved to approve Board Authorization for Mr. Bronson Moore and Mr. James Streetman to Initiate Negotiation. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

## **NEW BUSINESS**

No new business was conducted.

## **CORRESPONDENCE AND INFORMATIONAL ITEMS**

Important dates were presented which are: College closed, August 12, 2013; and Labor Day Holiday, College Closed, September 2, 2013. Mr. Streetman asked why the

College will be closed on August 12, 2013. Ms. Gillard indicated that the decision was made some time back, by Dr. David Gallatin, to allow the staff to be off on the Monday after enrollment days the previous week. This has continued to stay in place as the spring enrollment days are typically followed by a holiday on the following Monday.

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 June 20, 2013
- Academic Affairs Division Meeting minutes dated June 10, 2013

The Selected Professional Development Activities for June 2013 were presented.

## **ANNOUNCEMENTS**

Tuesday, August 13, 2013, Mesalands Community College Board of Trustees Regular Board Meeting, 6:40 p.m., Room G606.

Ms. Laurie Bidegain asked the Board when Dr. Newsom is supposed to start. Mr. Streetman stated that would be part of the negotiations that would be discussed by himself and Mr. Moore;

Ms. Bidegain also asked when the public will be informed. Mr. Streetman stated that it would be announced at the meeting scheduled for 5:30 p.m. on Thursday, July 11, 2013.

## **ADJOURNMENT**

Mr. Moore stated that there was no further business and the meeting was adjourned. The meeting adjourned at 6:40 p.m.

[signature on original]

---

J. Bronson Moore  
Chair

[signature on original]

---

James Streetman  
Secretary/Clerk