

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

August 12, 2014

The Mesalands Community College Board of Trustees met in regular session on Tuesday, August 12, 2014 at 5:30 p.m. in Room G606.

CALL TO ORDER

Mr. Jimmy Sandoval, Vice-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. Jimmy Sandoval, Mr. James Streetman, and Ms. Teresa Stephenson.

The following members were not present: Mr. Bronson Moore and Ms. Liz Estrada.

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Mesalands Community College Rodeo Talent Grant
- 4) Approval of Purchase Requisitions
- 5) Approval of Meeting Date Change
- 6) Approval of The 8 Keys to Veterans' Success
- 7) Approval of Training Agreement with University of Texas at Arlington
- 8) Approval of Completion Goals
- 9) Approval of 2013-14 Unrestricted Budget Adjustment Requests (BARs)
- 10) Approval of Severance Tax Bond Grant Agreement
- 11) Approval of Monthly Finance Report, July 2014
- 12) Approval of June 30, 2013 Audited Financial Statements
- 13) Approval of 2014-2015 Administrative Affairs Handbook
- 14) Approval of 2014-2015 Personnel Handbook
- 15) Approval of Executive Session
- 16) Approval of Reconvene from Executive Session
- 17) 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. 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

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 informed the Board that Mr. Vincent Grap has been a student at Mesalands Community College and a volunteer at the Dinosaur Museum since he was eight years old. Mr. Grap left at the age of 13 to attend New Mexico Military Institute (NMMI) but returned to volunteer at the Museum whenever he had time off and breaks from the Institute. Dr. Newsom added that Mr. Grap will be leaving this week to attend the New Mexico Institute of Mining Technology (New Mexico Tech) to pursue a Bachelor's degree in electrical engineering.

Mr. Grap thanked Dr. Newsom for the introduction and the Board for having him. Mr. Grap shared a presentation which includes pictures of dino digs he has participated in and classroom projects, as well as his research project. Mr. Grap expressed his gratitude for the opportunity to be at Mesalands and learn. He stated that this has been a great influence on him and has certainly helped him, yet he is excited about going to NM Tech.

Mr. Sandoval thanked Mr. Grap for coming to Mesalands. He stated that it makes the Board and staff feel good to help him out.

Dr. Newsom stated that Ms. Angela Martinez de Griego earned her Associate of Applied Science in Business Administration from Mesalands. She transferred to NM Highlands University and earned her Bachelors of Arts degree in Elementary Education with a minor in Teaching English to Speakers of Other Languages (TESOL)/Bilingual Education. Dr. Newsom informed the Board that Ms. Martinez de Griego has been employed by the Department of Defense Education Activity (DODEA), was stationed in South Korea for eight years, and is now living in Naples, Italy.

Ms. Martinez de Griego informed the Board that she was a Tucumcari graduate and as Dr. Newsom stated, also a Mesalands graduate. She stated that she was very fortunate to be able to attend Mesalands Community College. She mentioned that she is excited that her daughter now attends Mesalands as well, which is a huge benefit. Ms. Martinez de Griego thanked the Board.

Mr. Sandoval thanked her for sending her daughter to Mesalands Community College. Dr. Newsom thanked both Mr. Grap and Ms. Martinez de Griego for attending the Board Meeting and for their presentations.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated July 8, 2014 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

Mr. Sandoval, Vice Chair, indicated that he did not have any reports to present at this time under this portion of the agenda.

REPORTS

President’s

Dr. Newsom informed the Board that this had been a full day beginning with the All Faculty/Staff Meeting and capping off the day with the Board Meeting. Several important updates were presented at the All Faculty/Staff Meeting which included events happening on Campus and some upcoming events as well as a presentation by a New Mexico Educational Retirement Board (NMERB) representative. Dr. Newsom stated that the employees were provided breakfast and lunch hosted by the Foundation and sundaes were enjoyed in the afternoon.

Mesalands Community College Rodeo Talent Grant – **ACTION**

Dr. Newsom presented the Mesalands Community College Rodeo Talent Grant that is currently in place. Dr. Newsom stated that through recruiting efforts, it was determined that the current document has caused some confusion. Therefore, he requested the following changes to the document:

- Name change from ‘Mesalands Community College Rodeo Talent Grant’ to ‘Rodeo Stampede Scholarship’
- Limit on number of semesters from six to eight
 - ❖ This is to afford students who want to return to Mesalands Community College and still have NIRA eligibility, the ability to have the extra two semesters to be eligible for this award without being penalized
- Change ‘grant’ to ‘scholarship’ throughout the document

Ms. Stephenson inquired if this is in line with other schools. Dr. Newsom responded that it is and this would be rare but could arise in some situations.

ACTION – Ms. Stephenson moved to approve the changes to the Mesalands Community College Rodeo Talent Grant as requested by Dr. Newsom. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

ACTION – Ms. Stephenson moved to approve the following purchase requisitions as presented and requested by Dr. Newsom:

➤ Ramona Munsell & Associates Consulting, Inc.	\$11,608.00
➤ Ramona Munsell & Associates Consulting, Inc.	\$34,920.00
➤ Cengage Learning	\$20,000.00
➤ Pearson Education	\$30,000.00
➤ WWRC, Inc.	\$95,710.72
➤ Dr. Jessica Kimmel	\$7,500.00

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

Meeting Date Change – ACTION

Dr. Newsom informed the Board that he has been invited by Southern New Hampshire University to attend a meeting to assist with advising on developing a curriculum for a higher education program. He stated that this is a compliment to Mesalands Community College to be listed as an institution who assisted in the development of this curriculum. Therefore, Dr. Newsom requested a Meeting Date Change for the September Board of Trustees Meeting from Tuesday, September 9, 2014 to Tuesday, September 16, 2014.

ACTION – Mr. Streetman moved to approve the Meeting Date Change from Tuesday, September 9, 2014 to Tuesday, September 16, 2014 as requested. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

The 8 Keys to Veterans' Success – ACTION

Dr. Newsom presented The 8 Keys to Veterans' Success. He informed the Board that the U.S. Department of Education has a number of programs that are related to assisting Veterans through the Principles of Excellence which would require Mesalands Community College to enter into a Memorandum of Understanding (MOU) with the Department of Defense. He reported that, at this time, the College is not ready/prepared to do so but are supportive of The 8 Keys to Veterans' Success. He added that this is a great step towards that assistance in making Mesalands a Veteran recognized friendly institution and be able to deliver services in the short term yet not commit a lot of resources. Dr. Newsom requested that the Board approve this which will allow him to submit the letter to the U.S. Department of Education affirming the College's support.

ACTION – Mr. Streetman moved to approve The 8 Keys to Veterans' Success as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Training Agreement with University of Texas at Arlington – ACTION

Dr. Newsom reported that Mesalands personnel has been contacted by the University of Texas at Arlington (UTA) to inquire about their interest in entering into a Cooperative

Agreement/MOU to offer Occupational Safety and Health Administration (OSHA) Training. UTA is one of only a few institutions that can offer OSHA Certification. If accepted, Mesalands Community College, will be the only educational institution in the state to offer OSHA Training. Dr. Newsom indicated that Dr. John Bauler is certified in OSHA.

ACTION – Ms. Stephenson moved to approve the Training Agreement with University of Texas at Arlington as presented. The motion was seconded by Mr. Streetman. 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:

- Association of Community College Trustees (ACCT) Annual Leadership Congress (ALC), October 22 – 25, 2014, Chicago, IL
 - ❖ Dr. Newsom indicated that he will be attending and asked if any Board Members would be interested in attending as well
 - ❖ Mr. Sandoval stated that he will attend the ACCT ALC
 - ❖ Ms. Stephenson informed Dr. Newsom that she would check her calendar and be in touch
 - ❖ Dr. Newsom mentioned that the deadline for early registration is August 15 and Ms. Connie Chavez has already started the paperwork required to submit the registrations
- Training Initiatives started
 - ❖ September 2, The Campus Sexual Violence Elimination (SaVE) Act
 - This is compliant with the Jeanne Clery Act
 - All faculty and staff, as well as, students will receive this training
 - ❖ Anti-discrimination/Sexual Harassment
 - ❖ American with Disabilities (ADA)
 - ❖ September 17, Leadership Training
 - Approximately 12 individuals, including Dr. Newsom and the Vice-Presidents, in various leadership roles on Campus, will attend this one-day training in Amarillo, Texas
 - ❖ Customer Service
 - ❖ Veteran friendly Campus
 - Assistance in preparation for a larger Veteran population
 - ❖ Jenzabar assessment report follow-up
 - ❖ New Mexico Educational Retirement Board (NMERB) – One-hour long presentation given at August 12, 2014 All Faculty/Staff Meeting
 - ❖ New Mexico Public Schools Insurance Authority (NMPSIA)
 - Ms. Kacee Benford, Director of Personnel, will try to schedule a presentation by this organization as well as presentations from other benefit providers
- Council for Resource Development (CRD) Presidents Fundraising Academy (PFA)
 - ❖ Dr. Newsom distributed a brochure regarding this Academy scheduled for September 28 – 30, 2014 in Newport Beach, CA which he will be attending

- ❖ Dr. Newsom indicated that he has registered for this and stated that this is designed specifically for Community College Presidents
- General Obligation (GO) Bond Flyer
 - ❖ Dr. Newsom indicated that the election which includes this GO Bond is scheduled for November 4, 2014
 - ❖ Dr. Newsom informed the Board that he and Ms. Hanna will be meeting with different groups/organizations to talk about the GO Bond, which if approved by the voters, will allocate \$650,000 to Mesalands Community College
 - ❖ This is a no-tax increase Bond
 - ❖ Dr. Newsom stated that flyers/brochures/information are available to Board Members, if needed and he also asked that Board Members encourage people to 'vote'
- NMPSIA
 - ❖ Dr. Newsom distributed copies of this to the Board (for information purposes) which outlines benefits that are available to the employees
- Welcome Back Events
 - ❖ Dr. Newsom presented and briefly reviewed the 'Welcome Back Events' schedule of events taking place this week and next
 - ❖ The schedule includes Stampede Days for registering and Student Orientation, as well as, faculty and staff meetings
 - ❖ Dr. Newsom thanked everyone for the great job in setting up these events
- Stampede Week Flyer
 - ❖ Dr. Newsom announced that Stampede Week is scheduled for October 6 – 11, 2014
 - ❖ Several events will be held throughout the week leading up to the fall rodeo on Friday and Saturday, October 10 and 11
 - ❖ National Fossil Day is scheduled for Saturday, October 11
- Spring Rodeo
 - ❖ Dr. Newsom informed the Board that he had Ms. Amanda Hammer present a \$24,000 request to the Lodgers Tax Board to help support the spring rodeo
 - ❖ The request to the Lodgers Tax Board was tabled at this time to allow them additional time to look at some recalculations of funds due to the recent fire at the Hampton Inn
- Upcoming Events
 - ❖ Dr. Newsom addressed specific upcoming events that pertain to getting people on Campus and engaged
- Rodeo Preview Day last year resulted in 80% of those individuals signing letters of intent to attend Mesalands and rodeo (Dr. Newsom thanked the faculty and staff for their work on this event)
- Board of Trustees Election
 - ❖ Dr. Newsom informed the Board that he was notified today that the next Board of Trustees Election will be held on March 3, 2015

Academic Affairs

Completion Goals – ACTION

Dr. Newsom, on behalf of Ms. Gillard, presented the Completion Goals to the Board. He informed the Board that College personnel had been asked by the New Mexico Higher Education Department (NMHED) to develop some completion goals. As a result, the Completion Goals presented were developed by a committee. Dr. Newsom requested approval of these in order to submit them to NMHED.

ACTION – Ms. Stephenson moved to approve the Completion Goals as presented and requested. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

Student Affairs

Historical Enrollment Statistics

Dr. Kennedy presented the Historical Enrollment Statistics to the Board. He stated that these statistics reflect numbers back to 1995. Dr. Kennedy thanked Dr. Forrest Kaatz for recreating the document and bringing the information current to 2014. Dr. Kennedy mentioned that this ties directly into the next report, Annual Enrollment Report.

Dr. Newsom stated that these reports contain raw data.

Annual Enrollment Report

Dr. Kennedy presented the Annual Enrollment Report which reflects the Annual Headcount, Annual Credit Hours, and Annual Full-time Equivalent. He mentioned that there has been a drop in each area. However, with assistance from Ms. Kim Hanna and the Marketing Committee, who have been working hard with new initiatives, the trend is being reversed this year. Dr. Kennedy indicated the information on that is evident in the next report, Summer 2013 to Summer 2014 Comparison.

Dr. Newsom informed the Board that these reports provide an understanding of comparisons, year over year.

Summer 2013 to Summer 2014 Comparison

Dr. Kennedy presented the Summer 2013 to Summer 2014 Comparison charts. These indicate that the head count, registered credits, and average registered credits have increased. He stated that some initiatives that were implemented through the marketing plan include phone blitzes and other avenues to help increase enrollment. He added that some students are also taking more credit hours.

Dr. Newsom indicated that these comparison charts show that, through the initiatives started, the trend has reversed within the last year. The head count is up 14%, the registered credits are up 47%, and there is also an increase in the average registered credits at 31%, and an on-average 5.79 increase for students in summer enrollment.

Mr. Streetman inquired what has caused this trend. Dr. Newsom responded that it is a combination of enrollment, in terms of collective strategy which has been brought back and he believes all indicators are that enrollment will continue to increase. Dr. Newsom stated that other institutions are seeing a decline but Mesalands is seeing an increase.

Administrative Affairs

2013-14 Unrestricted Budget Adjustment Requests (BARs) – ACTION

Dr. Newsom reported that the Board had approved this at the last Board Meeting but some changes were made. Therefore, he felt this needed to be brought back to the Board.

Ms. Amanda Hammer stated that there were some changes within the funds but the total revised budget in the amount of \$3,220,643 is correct and that is what was submitted to the State. Dr. Newsom requested approval by the Board.

ACTION – Mr. Streetman moved to approve the 2013-14 Unrestricted Budget Adjustment Requests (BARs) as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Severance Tax Bond Grant Agreement – ACTION

Dr. Newsom presented the Severance Tax Bond Grant Agreement for approval. He informed the Board that this was just received yesterday and therefore, is now being distributed to the Board. He stated that this does require Board approval to allow Dr. Newsom to sign on behalf of the College. The appropriation amount, from the Legislature, will be \$140,000.

ACTION – Mr. Streetman moved to approve the Severance Tax Bond Grant Agreement as presented and allow Dr. Newsom to sign on behalf of the College. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Monthly Finance Report, July 2014 – ACTION

Ms. Hammer presented the Monthly Finance Report for July 2014 for approval.

ACTION – Mr. Streetman moved to approve the Monthly Finance Report for July 2014 as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

June 30, 2013 Audited Financial Statements – ACTION

Dr. Newsom presented the June 30, 2013 Audited Financial Statements for approval. Ms. Hammer briefly reviewed portions of the document.

ACTION – Ms. Stephenson moved to approve the June 30, 2013 Audited Financial Statements as presented. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

2014-2015 Administrative Affairs Handbook – **ACTION**

Dr. Newsom presented the 2014-2015 Administrative Affairs Handbook for approval. He informed the Board that the substantive changes include: updating the organizational charts; policy changes to conform with the Affordable Care Act; dress code changes; employee contract language; vacation accrual policy; purchasing policies to reflect the Jenzabar system; and clarification of travel policies.

ACTION – Mr. Streetman moved to approve the 2014-2015 Administrative Affairs Handbook with changes requested and as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

2014-2015 Personnel Handbook – **ACTION**

Dr. Newsom presented the 2014-2015 Personnel Handbook for approval. He informed the Board that the substantive changes were very similar to the ones in the Administrative Affairs Handbook, where applicable.

ACTION – Mr. Streetman moved to approve the 2014-2015 Personnel Handbook with changes requested and as presented. The motion was seconded by Ms. Stephenson. A roll call was taken with all members present voting yes. The motion carried.

Dr. Newsom stated that both of these Handbooks have been reviewed by the College's attorney. There were some changes made by the attorney in regards to the Affordable Care Act and Veterans.

Dr. Newsom informed the Board that these have not been distributed to the employees since they need Board approval. Once these have been approved by the Board, it is his intent to have these Handbooks delivered to all the employees. Dr. Newsom added that these Handbooks are usually handed out to the employees in August, so this will be in line with what has been done in the past.

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), 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.

RECONVENE FROM EXECUTIVE SESSION – ACTION

ACTION – Mr. Streetman moved that the Board Reconvene from Executive Session and that the minutes reflect that no action was taken. Mr. Streetman further added that the Executive Session 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

Mr. Streetman stated that no action is needed at this time.

NEW BUSINESS

No new business was conducted.

CORRESPONDENCE AND INFORMATIONAL ITEMS

Important dates were presented which are: College closed, August 18, 2014; Labor Day, College closed, September 1, 2014; and 7th Annual Mesalands Community College Grand Canyon Region Rodeo, October 10 – 11, 2014.

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 July 15 2014
- Academic Affairs Division Meeting minutes dated July 17, 2014

The Selected Professional Development Activities for July 2014 were presented.

ANNOUNCEMENTS

Dr. Newsom stated that upon Board approval (earlier during this meeting) of the meeting date change for September, the Mesalands Community College Board of Trustees Regular Board Meeting will be held on Tuesday, September 16, 2014, 5:30 p.m., Room G606.

ADJOURNMENT

Mr. Sandoval stated that there was no further business and the meeting was adjourned. The meeting adjourned at 7:45 p.m.

J. Bronson Moore
Chair

James Streetman
Secretary/Clerk