

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

**September 10, 2013**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, September 10, 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 Review and Reaffirmation of Board Policies
- 4) Approval of Science, Technology, Engineering, and Mathematics(STEM) Endowment
- 5) Approval of Meeting Date Change
- 6) Approval of Possible Dates for Board Retreat
- 7) Approval of Monthly Finance Reports, July 2013 and August 2013
- 8) Approval of Executive Session
- 9) Approval of Reconvene from Executive Session
- 10) 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**

No public comments were made.

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

**ACTION** – Mr. Streetman moved to approve Item IV.A.1 Regular Board Meeting minutes dated August 13, 2013 and Item IV.B. 1 – 2 Contract Confirmations for Mr. Dean Garcia, Director of Personnel, effective August 26, 2013 and Ms. Amanda Tafoya, Secretary, effective September 5, 2013. 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. Moore indicated that he did not have any reports at this time. He stated that he has been hearing good news about Dr. Newsom.

## **REPORTS**

### **President's**

Dr. Thomas Newsom, President, thanked everyone for attending the Board Meeting.

### **Review and Reaffirmation of Board Policies – ACTION**

Dr. Newsom informed the Board that the Review and Reaffirmation of Board Policies are being presented as an annual item for the Board. The two changes being reviewed are basically:

- Addressing Section 2.2 Board Meetings, based on new Legislation as it pertains to the 72 hour advance notice and publication of Board meetings/agendas and posting of such notices to include the College Website, emergency meetings, and the timeline for posting draft minutes on the College Website as well as posting of Board approved minutes.
- Changes on Section 2.8 President Emeritus, to the Board's previous resolution naming a president to receive that status. On March 8, 2011, the Board named Dr. Phillip O. Barry as President Emeritus. The proposed change contains the guidelines required for Emerita/Emeritus status. The proposed change does leave a statement signified by an asterisk which denotes the fact that Dr. Phillip O. Barry was given that title on March 8, 2011.

Mr. Streetman asked for a couple of grammatical errors that needed to be addressed. They were word changes contained in the 'Purpose' section to change 'committee' to 'committed' and in the 'Nomination/Recommendation 1.' section to change 'of' to 'or'.

**ACTION** – Mr. Streetman moved to approve the Review and Reaffirmation of Board Policies as presented with the above two corrections. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

### Art in Public Places (AIPP) Sculpture Photos

Dr. Newsom presented some AIPP Sculpture Photos and gave the Board an update on the status of the art sculpture. He reminded the Board that per New Mexico State Statute, 1% must be set aside for art on Campus from the funds for the North American Wind Research and Training Center. Upon selection of a committee, an artist, who is from Minnesota, was commissioned for the art.

Although the installation is behind schedule due to some health issues of the artist, it is anticipated that installation may begin in mid-to-late October. The College has completed some initial work needed on Campus for the installation. Some equipment will be needed once the installation begins, but the College either has that equipment or can provide it to the artist.

Once more specific dates are announced, Dr. Newsom and Dr. Kennedy will be working on announcing it as a community-wide event and give everyone an opportunity to see the art sculpture.

### Science, Technology, Engineering, and Mathematics (STEM) Endowment – ACTION

Dr. Newsom presented information on the STEM Endowment in which College personnel had to move forward to meet deadlines to issue a check in the amount of \$35,000 to the Foundation for matching funds for the STEM Endowment. These funds cannot be used for ten years.

Dr. Newsom reminded the Board that he had previously spoken with the Board of Trustees and received approval to waive board approval for issuance of this check due to the deadline in place.

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

### Mesalands Community College featured in American Profile

Dr. Newsom informed the Board that a Mesalands student has been featured in the American Profile publication featuring unconventional academic programs.

Ms. Kimberly Hanna, Director of Public Relations, stated that Sandra Creamer was featured on the cover of this publication and in an article within the publication which is distributed nationally. Ms. Hanna indicated that Ms. Creamer is continuing on at Mesalands this fall in pursuit of a Farrier Science degree.

### Organizational Charts

Dr. Newsom presented the organizational charts as an information item for the Board. He indicated that he has been working on these charts to address the structure and organization of each division. The four divisions will be: President's Division; Academic Affairs Division; Student Affairs Division; and Administrative Affairs Division. The Administrative Affairs Division will be led by the Director of Business and Auxiliary

Services which is a Board approved position yet to be filled. There are not any new positions on the organizational charts that have not been approved by the Board.

The Director of SBDC, who was previously on the Academic Affairs Division organizational chart, will now be on the organizational chart for the President's Division. Dr. Newsom indicated that in terms of community outreach, Ms. Vicki Watson, SBDC Director, does a fantastic job in Quay County and Tucumcari and he feels it is important that she be on the organizational chart for the President's Division.

The Intercollegiate Rodeo Coach will also answer to the President. Therefore, that position has been moved to the President's Division organizational chart.

Dr. Newsom stated that he feels the new structure of the organizational charts will better define the roles and culture on Campus to better serve students.

#### Working Ranch Cowboy Association (WRCA) Donation Update

Dr. Newsom gave a WRCA Donation Update to the Board. He stated that on June 27, 2012, the WRCA made a \$10,000 donation to the College. Although this donation was made specifically to build new stalls/pens for the Farrier/Equine Science Programs, these funds have not been spent.

Dr. Newsom met with Ms. Pat Fitzgerald who is on the WRCA Board to discuss that donation. A specific plan for new stalls/pens will be presented to the WRCA Board and Dr. Newsom has offered to attend one of their Board Meetings for that presentation.

Dr. Newsom added that the College is very appreciative of that donation and the WRCA's interest in the College. Mr. Moore stated that WRCA is a very good organization and they are sincere about their relationship with Mesalands Community College.

#### Tuition and Fees Study

Dr. Newsom indicated that he will be conducting a Tuition and Fees Study as it is the Board's prerogative to set the fees for the College. The study will include comparisons to other colleges and programs. Dr. Newsom will be making a presentation and have a discussion on this study to the Board in either the October or November 2013 Board Meeting.

#### Meeting Date Change – ACTION

Dr. Newsom stated that the Mesalands Community College Foundation may possibly have a Foundation Dinner on November 12, 2013 and he requested approval from the Board to change the date of the Regular Board Meeting on that date. Mr. Moore asked about changing it to the following week, Tuesday, November 19, 2013. After discussion, it was the consensus of the Board to move the Regular Board Meeting from November 12, 2013 to November 19, 2013.

**ACTION** – Mr. Streetman moved to approve the Meeting Date Change of November 12, 2013 to November 19, 2013 to accommodate a possible Foundation Dinner to be held on the same date. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Possible Dates for Board Retreat – **ACTION**

Dr. Newsom informed the Board that the College had reached out to Mr. Wayne Newton to see about him traveling to Tucumcari and facilitating a Board Retreat. The dates that Mr. Newton provided were: September 20 – 21, September 27 – 28, October 11 – 12, November 1 – 2, and November 8 – 9, 2013 which are all Fridays and Saturdays.

Dr. Newsom reminded the Board that October 11 – 12 is the date for the College's Rodeo.

After discussion, it was the consensus of the Board to have a Board Retreat on September 27 – 28, 2013.

**ACTION** – Mr. Streetman moved to approve September 27 – 28, 2013 for a Board Retreat. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Miscellaneous Items

Dr. Newsom provided updates on the following miscellaneous items:

- On August 30, 2013, an All Faculty/Staff Meeting was held which consisted of an overview of Dr. Newsom's philosophy, the direction to take the College, ground rules and expectations as well as student success driven culture. Ms. Gillard, Dr. Kennedy, and Ms. Hanna gave presentations on student successes. The Foundation provided refreshments for the employees after the meeting.
- It has been noted that the Foundation needs a presence on Campus as some College employees do some work that is Foundation-related. The current Personnel Office will be relocated to conference room G604 which will be in closer proximity to Dr. Newsom. It will also provide additional privacy as it allows for a separate entrance to that office. The Foundation will then be housed in the current Personnel Office.
- The 'Google Vault' project has been finished which provides archiving of all emails which is a legal requirement. This was contracted with Ambitions.
- The Higher Learning Commission (HLC) visit is upcoming and Dr. Newsom and Ms. Gillard met with Dr. Eric Martin via telephone on September 4, 2013. Dr. Newsom attended a recent Steering Committee meeting and he feels that the College is on track and working hard to get the Self-Study Report process completed to help improve the institution. In addition, Dr. Newsom hopes to get the names of the team members in order to respond and avoid any potential conflicts.
- Dr. Newsom recently received information from the New Mexico Higher Education Department (NMHED) regarding the Research and Public Service

Projects (RPSP's) and will be going to make presentations at the hearings in October. These will be for the Wind Energy Technology (WET) Program and Intercollegiate Rodeo. In the past, there have also been presentations made for the Mesalands Community College's Dinosaur Museum and Natural Science Laboratory.

- Dr. Newsom, Mr. Jim Morgan and Mr. Larry Wickham will be working to revitalize the public station, Comcast 96. The Student Information System (SIS) will also be used to help promote programs at Mesalands.
- Ms. Hanna and Dr. Kennedy are working on a marketing/admissions plan for the College. Dr. Newsom hopes to make a presentation to the Board at either the October or November Board Meeting.
- Things are moving along with the College's 6<sup>th</sup> Annual On-Campus Rodeo which is scheduled for October 11 – 12, 2013. Ms. Hanna has scheduled internal rodeo meetings and may be soliciting some assistance for concession stands, etc. from the community and/or local organizations.
- Dr. Newsom referenced the rolling schedule of reports by month/Board of Trustees Annual Calendar of Reports that are delivered to the Board. One report, Community Education Annual Report, due in September was delayed and will be presented in October. There were some reports missed in August but Dr. Newsom informed the Board that these will be caught up and plan to stay on target. There may be some additions to the Report as well.

## **Academic Affairs**

### Student Learning Assessment Committee (SLAC) Annual Report 2012-2013

Ms. Natalie Gillard, Vice President of Academic Affairs, presented and briefly reviewed the SLAC Annual Report 2012-2013. She stated that this report has been condensed and all program reports will be submitted in a separate document and available on the College Website.

Ms. Gillard commended Mr. Tom Morris for all he does which includes teaching a full load, working on assessment, and writing the Self-Study Report.

The Report includes some items such as: the committee composition which has changed and will be updated; the levels of assessment for institutional, program, and classroom; the use of pre- (COMPASS) and post- (CAAP) testing and results of where students were placed; testing averages for Mesalands Community College in comparison to the National Average; and the Program Reports and Assessing Program Assessment annually. Ms. Gillard added that Mr. Morris deserves credit as he goes through every program report and scores each one.

Ms. Sabrina Gaskill is no longer on the committee and Dr. Forrest Kaatz will be co-chairing this committee.

Ms. Stephenson inquired about comparisons on testing averages for other New Mexico schools. Ms. Gillard stated that she would follow-up on that.

Dr. Newsom thanked Mr. Morris and his committee for their hard work. He indicated that the SLAC Annual Report is a tool that can be used to improve student outcomes and curriculum on Campus.

### **Student Affairs**

Dr. Newsom informed the Board that Dr. Kennedy was not available this evening and there were not any reports for Student Affairs.

### **Administrative Services**

#### **Monthly Finance Report, July 2013 and August 2013 – ACTION**

Dr. Newsom informed the Board that these reports are being caught up and presented to the Board.

Ms. Gillard presented the Monthly Finance Report for July 2013 for approval.

**ACTION** – Ms. Estrada moved to approve the Monthly Finance Report for July 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.

Ms. Gillard presented the Monthly Finance Report for August 2013 for approval.

**ACTION** – Mr. Streetman moved to approve the Monthly Finance Report for August 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.

#### **EXECUTIVE SESSION – ACTION**

**ACTION** – Mr. Streetman moved that the Board enter into Executive Session for pending litigation as allowed for in NMSA 1978, Section 10-15-1 (H) (7). 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** – Ms. Estrada moved that the Board Reconvene from Executive Session. The motion was seconded by Mr. Streetman. 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**

Important dates were presented which are: Phi Theta Kappa (PTK) Informal Induction, Mesalands Community College, Building A, Commons, Area, 4:00 p.m., September 25, 2013; Association of Community College Trustees (ACCT) Annual Leadership Congress (ALC), Seattle, WA, October 2 – 5, 2013; and Mesalands 6<sup>th</sup> Annual On-Campus Rodeo, Quay County Fairgrounds, October 11 – 12, 2013.

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 August 16, 2013

## **ANNOUNCEMENTS**

Tuesday, October 8, 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 7:00 p.m.

[signature on original]

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J. Bronson Moore  
Chair

[signature on original]

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James Streetman  
Secretary/Clerk