

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

**September 15, 2015**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, September 15, 2015 at 5:30 p.m. in Room A214.

**CALL TO ORDER**

Mr. Bronson 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. Jimmy Sandoval, and Mr. James Streetman.

The following member was not present at the start of the meeting but did arrive after the meeting was in progress: Ms. Teresa Stephenson.

The following member was not present: Ms. Liz Estrada.

**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 Job Description – Job Title: Western Arts Aide
- 5) Approval of Meeting Date Change
- 6) Approval of Purchase Requisition
- 7) Approval of Monthly Finance Report, August 2015
- 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. Sandoval moved to approve the agenda as presented. The motion was seconded by Mr. Streetman. 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. Aaron Kennedy and Ms. Kim Hanna presented an update to the Board on Good News that have occurred on Campus. These events include the following:

- Fall Stampede Days on August 12 and 13
  - ❖ Fifty-four students registered with a total of 488 credit hours
  - ❖ New and returning faculty/staff did an excellent job
  - ❖ Computers were set up for student use
- Student Orientation
  - ❖ About 100 students attended
  - ❖ A new set-up, similar to the maze of life, was introduced which featured a large number of booths to help students get a better understanding of offerings
  - ❖ A 'passport' was handed out to each student and those students that visited all booths were entered into drawings for prizes
  - ❖ A survey for assessment was conducted at the end of the event
- Welcome Back Pizza Party
  - ❖ There were about 80 attendees
  - ❖ Volleyball and other games were enjoyed in the courtyard
- 2015-2016 Rodeo Team
  - ❖ There are currently 43 student athletes, of which 13 are female, in comparison to 21 students last fall
  - ❖ The team consists of participants from 13 different states including AR, AZ, CO, CA, CT, MN, NM, NV, NY, PA, TX, WA, and WY
- Fall Enrollment
  - ❖ As of this date, September 15, 2015, main campus enrollment is 285 in headcount with 2725 credit hours as compared to the same time last fall, September 14, 2015 with main campus headcount of 219 and credit hours of 2160

Ms. Teresa Stephenson arrived at the meeting.

## APPROVAL OF CONSENT AGENDA – ACTION

**ACTION** – Mr. Sandoval moved to approve Item V.A.1 Regular Board Meeting Minutes dated August 18, 2015 as presented. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

## CHAIRPERSON'S REPORTS

Mr. Moore, Chair, indicated that he did not have any reports to present at this time under this portion of the agenda. However, he asked Mr. Sandoval to give his presentation.

Mr. Sandoval informed everyone that he and Dr. Newsom attended the Board Meeting in Logan on Monday, September 14, 2015 which was a good meeting. Some issues Mr. Sandoval discussed included accreditation, the Association of Community College Trustees (ACCT), and the Success Center. Mr. Sandoval indicated that he is pushing hard for higher education to assist students to start college classes while in high school. He added that he will be using Mesalands Community College as an example and his main focus. Mr. Sandoval stated that he and Dr. Newsom will be visiting different schools to determine if any of them want to work with Mesalands to improve education for their students.

Mr. Sandoval reported that he almost quit serving on ACCT and Mesalands Community College Board of Trustees but he decided to register and run for office again.

## REPORTS

### President's

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

Dr. Newsom presented the Review and Reaffirmation of Board Policies for approval and highlighted a few of the changes:

- Update the 'History' to be in line with the one currently in the Personnel Handbook and the Higher Learning Commission (HLC) Report
- Update 'Board Meetings Closed Sessions' to be in line with the Open Meetings Act
- Update Equal Opportunity Non-Discrimination/Non-Retaliation Statement to be in line with the Personnel Handbook with guidance from the Higher Education Department
- Update the Nepotism section
- Include 'vapor cigarettes' in the Tobacco-Free Workplace section
- Update the Drug-Free Workplace section to be in line with the Personnel Handbook
- Include new section 'Tape Recording Policy'
- Align changes with organizational changes such as 'Personnel' to 'Human Resources' and other positions
- Update the Table of Contents once all changes are made, prior to printing and distributing

Dr. Newsom reminded the Board that when they approved the Personnel Handbook at the August 18, 2015 Board Meeting, some of those changes would also be presented in the proposed changes to the Board Policies. In doing so as proposed above, the Board Policies will be in line with the Personnel Handbook.

Dr. Newsom informed the Board that these have been approved/vetted by legal counsel

**ACTION** – Mr. Streetman moved to approve the Review and Reaffirmation of Board Policies 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 Training Proposal and Agreement with the Evolv Fitness

Dr. Newsom presented the Mesalands Community College Training Proposal and Agreement with the Evolv Fitness as information to the Board. This training proposal and agreement has been signed and will allow the College to offer training to Presbyterian Health Services/Dan C. Trigg Memorial Hospital, through Mesalands Community College classes. These will be offered at a cost of \$100 per week for 12 weeks.

Mesalands Community College Memorandum of Agreement for Alamo Navajo School Board, Inc.

Dr. Newsom presented the Mesalands Community College Memorandum of Agreement for Alamo Navajo School Board, Inc. as information to the Board. Dr. Newsom stated that this is a standard memorandum of agreement used by schools in the state of New Mexico. This agreement will permit the College to have dual enrollment services available to Alamo Navajo School.

Job Description – Job Title: Western Arts Aide – ACTION

Dr. Newsom presented the Job Description – Job Title: Western Arts Aide for approval. He informed the Board that since farrier and silversmithing have been separated and silversmithing has a greater number of students, this position needs to be created and approved. Dr. Newsom indicated that Mr. Gary Loveland, who is currently the farrier aide, agreed to move to this new position, if approved by the Board. Dr. Newsom reported that the farrier aide position will not be filled until enrollment deems it necessary.

**ACTION** – Ms. Stephenson moved to approve the Job Description – Job Title: Western Arts Aide as presented. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes.

Meeting Date Changes – ACTION

Dr. Newsom informed the Board that the current scheduled meeting date of November 10, 2015 needs to be changed. He stated that the reason for the meeting date change request is that he will be attending a conference at that time in which he has been appointed to the American Association of Community Colleges (AACC) Commission on Leadership and Professional Development. Dr. Newsom proposed the following as potential meeting dates:

- November 4, 5, or 6, 2015 which are a Wednesday, Thursday, Friday
- November 9, 2015 which is a Monday
- November 10, 2015 – leave as currently scheduled with Dr. Newsom either calling in or skyping for the meeting

It was the consensus of the Board to reschedule the November Board Meeting to Monday, November 9, 2015.

**ACTION** – Mr. Streetman moved to approve the Meeting Date Change from Tuesday, November 10, 2015 to Monday, November 9, 2015 as proposed and agreed by the Board. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

**Purchase Requisition – ACTION**

Dr. Newsom presented the following purchase requisition for approval:

- Mesalands Community College Foundation \$66,000.00

Dr. Newsom indicated that this is the total annual amount for the properties leased from the Foundation, with the exception of the stock trailer and the cargo trailer. Dr. Newsom stated that this is in line with the lease amounts that the Board approved in June 2015.

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

- Mesalands Community College Foundation \$66,000.00

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

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

- Honeycutt Rodeo, Inc. \$16,000.00

Dr. Newsom indicated that this is for the production costs by Honeycutt for the Mesalands Community College Fall Rodeo scheduled for October 9-10, 2015.

**Miscellaneous**

Dr. Newsom provided updates on the following miscellaneous items:

- Congratulations
  - ❖ To Ms. D’Jean Jawrunner who has been selected as the New Mexico Art Educator of the year to be honored on November 7, 2015 in Taos and Dr. Newsom plans on attending the event
  - ❖ To Dr. Forrest Kaatz who is featured in the August 31, 2015 Community College Week publication for his presentation, ‘Mathematical Methods in Cluster Science’, in Spain at a math conference
  - ❖ To Mr. Gregg Howard who has been appointed by the faculty senate to be their representative in the President’s Cabinet (this position was formerly held by Mr. Tom Morris)
- Fall Enrollment
  - ❖ Overall enrollment is 710 students versus 682 last year with a goal of 822
  - ❖ Credit hours are 5675 versus 5600 last year with a forecast of 6000 total

- ❖ Almost 75 students from Tucumcari High School (THS) are taking dual classes on-Campus/in-class which could help them receive their associates degree at the same time they graduate from THS
- Construction
  - ❖ The RFP's have not been issued yet but it is hoped that additional items will be presented to the Board in October in order to submit them to the state
  - ❖ It has been revealed that mold is in the walls in the new board room, G606, and Dr. Newsom's office but there are no airborne issues
    - A team was out this date to inspect and they have recommended not to do paneling again
    - An insurance claim has been filed which will cover the repairs less the College's \$5,000 deductible plus costs for loss prevention
    - It is hoped to be able to use those rooms once again in about three to five months
- Higher Learning Commission Update
  - ❖ The focus report is due October 5, 2015
  - ❖ A 'draft' copy of the report was distributed to the Board
  - ❖ The Focus Visit is scheduled for Monday and Tuesday, November 2-3, 2015
- Budget
  - ❖ Ms. Hammer is about to finish the actuals and will be providing the trial balance to the auditor this week
  - ❖ Dr. Newsom thanked Ms. Hammer and her team for their work
- Safety
  - ❖ Dr. Newsom and Dr. John Bauler are working on a project to reinvigorate Campus workplace safety
  - ❖ Dr. Bauler presented a 'draft' proposal to Dr. Newsom
  - ❖ Training to address safety protocol will be coordinated with Ms. Kacee Benford
- Logan School Board Meeting
  - ❖ Dr. Newsom reiterated he and Mr. Sandoval's attendance at this meeting on Monday, September 14, 2015
  - ❖ This was a good meeting and Dr. Newsom stated that he hopes to continue building on the great relationship the College already has with Logan Schools
- Upcoming Events
  - ❖ September 17, 2015 – Railroad Board Meeting at wind center
    - Ms. Vicki Watson is on this board
    - Dr. Newsom and Ms. Gurtler will attend
    - Dr. Newsom will see about ideas to pursue a partnership with this board
  - ❖ September 17, 2015 – NM Division of Vocational Rehabilitation (DVR) monthly meeting
    - To be held in the SBDC resource room
  - ❖ Constitution Day Celebration

## **Academic Affairs**

No reports were presented.

## **Student Affairs**

No reports were presented.

## **Administrative Affairs**

### **Monthly Finance Report, August 2015 – ACTION**

Ms. Amanda Hammer presented the Monthly Finance Report for August 2015 for approval.

**ACTION** – Mr. Streetman moved to approve the Monthly Finance Report for August 2015 as presented. The motion was seconded by Mr. Sandoval. 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), 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 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 Mr. Sandoval. 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**

An appointment letter to Dr. Newsom from the American Association of Community Colleges (AACC) was presented.

A thank you card to Dr. Newsom from Ms. Molly Evetts, Golden Rattler Luncheon was presented.

A thank you letter from St. Anne's Catholic Church was presented.

A thank you card to Ms. Kimberly Hanna from Tucumcari Mainstreet 'Fired Up', Gail Houser was presented.

A thank you letter to Ms. Kim Hanna from Nara Visa Cowboy Gathering, Ms. Renee Rinestine was presented.

A thank you card to Mesalands Community College from Mr. and Mrs. Mark McCain, Meagan McCain Memorial was presented.

## **INFORMATIONAL ITEMS**

Important dates were presented which are: Stampede Week, October 5-9, 2015 and 8<sup>th</sup> Annual Mesalands Community College Rodeo, October 9-10, 2015.

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 20, 2015
- Academic Affairs Division Meeting minutes dated September 4, 2015
- Administrative Affairs Division Meeting minutes dated August 20, 2015

The Selected Professional Development Activities for August 2015 were presented.

## **ANNOUNCEMENTS**

Tuesday, October 20, 2015, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m., Room A214.

## **ADJOURNMENT**

Mr. Moore stated that there was no further business and the meeting was adjourned. The meeting adjourned at 6:36 p.m.

[signature on original]

[signature on original]

---

J. Bronson Moore  
Chair

---

James Streetman  
Secretary/Clerk