

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

**March 15, 2016**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, March 15, 2016 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, 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 Board Retreat
- 4) Approval of Review of Annual Board of Trustees Calendar of Reports
- 5) Approval of Articulation Agreement – Mesalands Community College and Franklin University
- 6) Approval of Meeting Date Change
- 7) Approval of Monthly Finance Report, February 2016
- 8) Approval of Budget Adjustment Request (BAR)
- 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**

Dr. Newsom requested that the agenda be amended by deleting Items VIII.A, IX, and X as an Executive Session is not needed at this time.

**ACTION** – Mr. Streetman moved to approve the agenda as amended. 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 congratulated Ms. D’Jean Jawrunner, Mr. Joel Kiser, and Mr. Robert Moreau for the amazing Iron Pour. Dr. Newsom informed the Board that there were 47 participants plus a number of high school art students. Ms. D’Jean Jawrunner indicated that 6500 pounds of iron was poured in approximately five and one-half hours which is the largest one-day pour in the United States. In addition, individual tiles were sold at a cost of \$20 which raised \$400-\$500 for the Hot Metal Club.

Dr. Newsom reported that the attendance at the Iron Pour has increased each year and it appears that some more interest has been sparked by some attendees this year which may result in larger attendance/participation for next year’s Iron Pour.

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

**ACTION** – Ms. Stephenson moved to approve Item V.A.1 Regular Board Meeting Minutes dated February 16, 2016 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**

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

### **REPORTS**

#### **President’s**

#### Board Retreat – **ACTION**

#### Meeting Date Change – **ACTION**

Dr. Newsom announced that both of these items are somewhat related as it coincides with the approval of the budget. Dr. Newsom requested that the Board schedule a Board Retreat and change the April Board Meeting Date to April 20, 2016. The Board Retreat will be for presentation and review of the budget which will be straightforward

and flat due to revenue shortfalls. The reason for the Board Meeting date change is that Dr. Newsom will be returning on April 19, 2016 from attending the Annual Higher Learning Commission (HLC) Conference.

**ACTION** – Mr. Streetman moved to approve the scheduling of a Board Retreat the afternoon of Wednesday, April 20, 2016 and the Meeting Date Change from Tuesday, April 19, 2016 to Wednesday, April 20, 2016. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Dr. Newsom informed the Board that once he determines how much time it may take to review the budget, he will finalize a time for the Board Retreat on the afternoon of April 20, 2016.

Review Annual Board of Trustees Calendar of Reports – **ACTION**

Dr. Newsom presented the Annual Board of Trustees Calendar of Reports for approval. Dr. Newsom reviewed the proposed changes/updates to the Calendar.

**ACTION** – Ms. Estrada moved that the Review of the Annual Board of Trustees Calendar of Reports be approved as presented and requested. The motion was seconded Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

Articulation Agreement – Mesalands Community College and Franklin University – **ACTION**

Dr. Newsom presented the Articulation Agreement between Mesalands Community College and Franklin University for approval. Dr. Newsom reported that Mesalands has had this agreement in place for about 13 years and it is time to once again renew the agreement. Dr. Newsom added that this is the same exact agreement and it has afforded several Mesalands' employees to take advantage and secure their bachelor's degrees through Franklin.

Dr. Newsom requested that the Board authorize Dr. Newsom to execute the Articulation Agreement between Mesalands Community College and Franklin University.

**ACTION** – Mr. Streetman moved to authorize Dr. Newsom to execute the Articulation Agreement between Mesalands Community College and Franklin University. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

Mesalands Spring Rodeo Weekend

Dr. Newsom presented a flyer with information on the Mesalands Spring Rodeo Weekend which will be held on Friday and Saturday, April 22 – 23, 2016 at the Quay County Arena. Dr. Newsom asked if the Board Members had received their complimentary tickets mailed recently and if they need additional tickets, please let him know.

### Mesalands Foundation Inc. Fundraiser

Dr. Newsom presented the Mesalands Foundation, Inc. Fundraiser flyer for the event to be held on Friday, April 29, 2016. Tickets are on sale for \$50 each with special pricing for tables of six or eight and sponsorship packages, as well as, discounts to Mesalands faculty and staff. Dr. Newsom indicated that the Foundation Board will meet tomorrow and get an update on ticket sales.

The Fundraiser will feature a shrimp boil and a dinner theater to be held at the NAWRTC.

### Miscellaneous

Dr. Newsom provided updates on the following miscellaneous items:

- Enrollment
  - ❖ Current enrollment is 755 versus 840 last year for a loss of 85
  - ❖ Enrollment for students from Granite, Clovis Community College, and Mental Health classes could raise enrollment by approximately 75 and enrollment should be flat at 840 this semester
  - ❖ Enrollment is trending lower with dual as Texico did not have any dual math
  - ❖ Tucumcari High School dual enrollment will probably be down next year as their senior class will be smaller
  - ❖ Main-Campus is at 356 total versus 306 last year for a 15% increase
  - ❖ Registered credits are at 2750 versus 2635 for a 5% increase
- Auditing Firm
  - ❖ Mesalands will have to change to another auditing firm as the current firm can no longer be used due to regulations
  - ❖ Dr. Newsom informed the Board that he requested an exception to allow Mesalands to carry the current firm for one more year but the request was denied
  - ❖ The Board will need to approve/award an RFP for a new auditing firm at the April 20 Board Meeting but the State wants it in by April 15
- HLC
  - ❖ Dr. Newsom reported that he received a letter from HLC indicating that Mesalands is 'Officially off Notice'
  - ❖ HLC has assigned Dr. Barbara Johnson as the new liaison for Mesalands Community College
  - ❖ Ms. Gillard is in the process of scheduling a face-to-face meeting with Dr. Johnson while in Chicago for the annual HLC Conference
  - ❖ The next Comprehensive Visit is scheduled for 2018-2019
  - ❖ The next Reaffirmation Visit will be in 2024-2025
  - ❖ Mesalands is now on 'Standard Pathway's'
- Department of Education Program Review
  - ❖ The Program Review on Campus was held January 11 – 14 , 2016
  - ❖ There are three areas that need to be corrected
    - Official IRS tax transcripts needed for two students
    - Consumer information for federal work study award letters indicating amount of award eligibility needs to be submitted for one student

- Mesalands has not reported student loan data – Mesalands’ reporting would be zero as Mesalands does not provide student loans but Mesalands is still required to report that
  - Dr. Newsom stated that he is scheduled to meet with Ms. Jessica Elebario and Ms. Hammer to work on the report/response which is due on April 4, 2016
- STEM
    - ❖ Dr. Newsom announced that the report from the evaluator of the STEM grant was received today and will be shared with the Board at the next Board Meeting
  - Facilities
    - ❖ Dr. Newsom reminded the Board that they approved PSC as the architect to work on the \$1.2 million project for Mesalands
    - ❖ The site evaluation has been completed by PSC
    - ❖ PSC is working on the first phase for a drawing cost scale model
    - ❖ PSC will work on an RFP for construction and will manage that for the College
    - ❖ Once PSC has completed, a proposal will be presented to the Board for approval
  - Safety
    - ❖ Dr. Newsom stated that he met again with Ms. Kacee Benford and Dr. John Bauler regarding safety
    - ❖ Things are still moving forward working towards ensuring a safe work environment to include OSHA standards
    - ❖ Meetings will be scheduled with departments in late April and/or early May to discuss safety issues/concerns
  - Budget
    - ❖ Dr. Newsom informed the Board that he received the final information from the state regarding the budget which indicates a \$40,000 reduction for this year and a \$150,300 appropriation decrease for next year
    - ❖ There will be a balanced budget this year with a deficit because of the reduction and there are three months left in this fiscal year
    - ❖ Dr. Newsom stated that he may present another BAR to the Board in April with an aggressive amount but if it is not all needed, it will revert back to the fund balance.
  - Upcoming Events
    - ❖ Safety Week – March 21-24, 2016
      - Held week before Spring Break to encourage students to be safe
    - ❖ Maze of Life – March 22, 2016
      - Several booths set up for both Mesalands and area high school students
    - ❖ Senator Heinrich Visit to Mesalands – March 24, 2016
      - Visit arranged through the City but initial request/contact made with Senator Heinrich during Dr. Newsom’s and Mr. Sandoval’s visit to his office in Washington, DC

- Senator Heinrich's visit on Campus will be very limited with visits to the NAWRTC and SBDC and will not allow sufficient time for the Senator to climb the wind turbine
- Dr. Newsom invited the Board for the Senator's visit
- ❖ Spring Break, College Closed – March 25-April 1, 2016
- ❖ Mesalands Campus tour for Rotary International Canadian visitors – April 9, 2016
- ❖ Stampede Fiesta – week of April 18, 2016
- ❖ Spring Rodeo – April 22-23, 2016
- ❖ Phi Theta Kappa (PTK) Induction – April 26, 2016
- ❖ Foundation Fundraiser – April 29, 2016
- ❖ ACT Work Ready Community Kick-off – May 6, 2016
- ❖ Mesalands Graduation – May 13, 2016
  - Dr. Barbara Damron, NMHED Cabinet Secretary, will be the Graduation Speaker
  - Meetings will be held at noon with Dr. Damron, and Deputy Secretary Andrew Jacobson
  - Meetings will also be held for faculty and students
  - A Campus tour will be provided
  - Dr. Damron would like to meet with the Board prior to Graduation (to be held at the Convention Center)
  - Dr. Newsom will invite Representative Roch, Senator Woods, and Senator Campos, as well as, possibly other business leaders to meet with Dr. Damron

Dr. Newsom informed the Board that he will be attending the AACC and HLC conferences in April and Ms. Gillard will also be attending the HLC conference.

## **Academic Affairs**

### SUN PATH Evaluation

Ms. Gillard presented the SUN PATH Evaluation statistical data. Ms. Gillard informed the Board that she and other College staff members attended a recent training which included staff interviews. The interviews were compiled in an overview which includes objectives for SUN PATH, such as: what should be continued; what strategies should be replicated in other parts of NM; what activities should change and/or improve; and what activities should be stopped.

Ms. Gillard briefly reviewed other information on the data sheet such as certificate and degree programs offered through the fall 2015 semester, consortium enrollment rates as percentage goals, and a snapshot of jobs that correspond to SUN PATH certificates and degrees.

### GCCF Graduation

Ms. Gillard presented the Board with a copy of the GCCF Graduation Program for Graduation held in Santa Rosa, New Mexico on February 22, 2016 and stated that Ms.

Donna Garcia represented Mesalands at the ceremony. There were 12 certificates and nine Associates degrees awarded. Ms. Gillard stated that this helps with recidivism in New Mexico.

Ms. Gillard stated that a new program has been added, 'Inside Out Dads' which helps those individuals deal with their families. Mr. Moore asked what 'ECHO' is and Ms. Gillard stated that she would find out what this acronym stands for as that is an internal program.

### **Student Affairs**

No reports were presented.

### **Administrative Affairs**

#### **Monthly Finance Report, February 2016 – ACTION**

Dr. Newsom presented the Monthly Finance Report for February 2016 for approval.

Dr. Newsom informed the Board that, according to Ms. Hammer, the Foundation leases are paid through March. Mr. Streetman stated that the payments are not reflected on the finance report. Mr. Streetman said these should be paid on the first of each month to ensure that payments are timely. Dr. Newsom stated he would again check with Ms. Hammer.

**ACTION** – Ms. Estrada moved to approve the Monthly Finance Report for February 2016 as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

#### **Budget Adjustment Request (BAR) – ACTION**

Dr. Newsom presented the BAR with modifications based on adjustment entries after the audit and will be submitting the revised budget to HED. Mr. Streetman asked if this includes the \$40,000 adjustment and Dr. Newsom responded, after review, that it does include the \$40,000 in revenues and nothing is coming out of the fund balance.

**ACTION** – Mr. Streetman moved to approve the BAR as presented and requested. 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**

No correspondence was presented.

## **INFORMATIONAL ITEMS**

Important dates were presented which are: Spring Holiday, College Closed, March 25, 2016; Spring Break, College Closed, March 28 – April 1, 2016; Mesalands Community College Spring Rodeo, April 22 – 23, 2016; Phi Theta Kappa (PTK) Induction Ceremony, April 26, 2016, 5:30 p.m.; Mesalands Community College's Foundation Fundraiser, April 29, 2016; and Mesalands Community College Graduation, May 13, 2016, 6:00 p.m.

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 February 17, 2016
- Administrative Affairs Division Meeting minutes dated February 18, 2016

The Selected Professional Development Activities for February 2016 were presented.

The Fossil Friends Bare Bones publication for spring 2016 was presented. Dr. Newsom stated that he is very proud of Ms. Kimberly Hanna and team for compiling one of the better versions of the Fossil Friends Bare Bones. Dr. Newsom informed the Board that there are three new Favorite Fossil Friends who made donations.

## **ANNOUNCEMENTS**

Wednesday, April 20, 2016, Mesalands Community College Board of Trustees Board Retreat (time to be determined) and 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 6:27 p.m.

[signature on original]

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J. Bronson Moore  
Chair

[signature on original]

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James Streetman  
Secretary/Clerk