

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

August 16, 2016

The Mesalands Community College Board of Trustees met in regular session on Tuesday, August 16, 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 Research and Public Service Projects (RPSPs)
- 4) Approval of Personnel Handbook 2016-2017
- 5) Approval of Meeting Date Change
- 6) Approval of Monthly Finance Report, July 2016
- 7) Approval of NMHED Quarterly Financial Certification
- 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

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 stated that tonight the Board would hear from some dual enrollment students from Tukumcari High School (THS). Dr. Newsom indicated that these students each began their college studies as freshman, going into their sophomore year of high school. These students took at least six credit hours this past summer and are currently enrolled in 15 to 18 credit hours at Mesalands Community College, while completing their high school credits. They are also highly involved in sports, clubs, and other extracurricular activities.

Dr. Newsom introduced the students and gave a brief bio on each:

- Angelina Arellano – daughter of Danny and Shannon Arellano is a junior at THS and is pursuing an Associate of Arts degree in Human Services. She plans on becoming a psychiatrist.
- Christopher Arellano – Son of David and Mellissa Arellano is a junior at THS and is pursuing an Associate of Arts degrees in Fine Arts. He plans on becoming a video game designer and developer.
- Desiree Brown – Daughter of Milton Brown and Josette Watts is a junior at THS. Desiree is pursuing an Associate of Arts degree in Medical Arts Pre-Medicine. Desiree plans on going into the medical field.
- Dwight Brown – Son of Thomas and Toni Brown is a sophomore at THS and is pursuing an Associates of Arts degree in Business Administration. Dwight plans on becoming a small business owner and making his way into politics. He also wants to pursue a career in sciences.
- Sydney Goldston – Daughter of Brandon and Jo Ellen Goldston is a junior at THS and is pursuing an Associate of Arts degree in Liberal Arts with an Option in Communications. Sydney plans to pursue a career in journalism.
- Kaycee Lease – Daughter of Randy and Susan Lease is a senior at THS and is completing an Associate of Arts degree in Medical Arts Pre-Medicine. Kaycee wants to become an anesthesiologist.

Each student was also given an opportunity to address the Board:

- Christopher stated that some activities he is involved in include: Class of 2018 President; Spanish Club member; and Secretary of the Tukumcari FCCLA chapter. Christopher expressed his appreciation for all that has been done to help him have the opportunity to experience the college experience with qualities such as organization, planning, and sacrifice, that will help him later on in life.

- Kaycee indicated that some activities she is involved with include: basketball; volleyball; cross country; Vice President of the Class of 2017; and drug awareness program. She stated that it takes a lot to be an anesthesiologist and classes she has been able to take at Mesalands have been really important and helped her mature. Kaycee added that she will be applying at UNM and expressed her appreciation for the opportunities that have been provided to her.
- Sydney informed the Board on the following: she is President of FCCLA for the NM delegation and will be pursuing an officer position on the national scale; is employed at Cornerstone Deli; and would like to be travel writer. She stated that the high school does not offer advanced opportunities that she has not already exceeded and said Mesalands does offer amazing opportunities that will also count towards her college education.
- Dwight is currently the Secretary of the Class of 2019 and President of the Robotics Club, as well as, a member of the Student Council and has a 4.0 GPA. He expressed his appreciation for Mesalands giving him skills that he would have to get later and would cost more. Dwight stated that he loves business and politics and maybe someday he can be part of the State Legislature.
- Angelina stated that she is cheer captain and likes taking charge and strive to be her best. She informed the Board that she is thankful for taking dual classes which require a lot of time and effort to get done but help her succeed.
- Desiree indicated that she is on the 2016-2017 cheer squad, a band section leader, and manager for the boys' basketball team. She expressed her appreciation for the opportunity to be part of the dual program which has given her a head start to pursue what she wants later.

Dr. Newsom stated that these students are very impressive in giving presentations to a Board of Trustees. Ms. Stephenson indicated that it is great to see how these students have grown up from the time she was principal at the elementary school. It was the Board's consensus that these students are leaders and making changes for students and the community and the Board members are very pleased that these students are taking classes at Mesalands.

Dr. Newsom informed the Board that Mesalands had over 90 high school dual enrollment students last year and three THS students received their associates from Mesalands prior to their high school graduation.

Dr. Newsom mentioned that he is really proud of the dual enrollment students, Ms. Donna Garcia and her team for re-engaging Tucumcari High School and other high school students to the dual enrollment program.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated July 12, 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.

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, Mr. Moore thanked all College faculty and staff for the cards, calls, flowers, prayers, and condolences sent to him and Mrs. Moore on the loss of their son.

REPORTS

President's

Research and Public Service Projects (RPSPs) – ACTION

Dr. Newsom presented the following RPSPs and informed the Board that these are special line item appropriations that need to be presented to the Legislative Session, upon Board approval:

- North American Wind Research and Training Center - \$120,100
- Intercollegiate Rodeo Program - \$146,400
- Mesalands Dinosaur Museum and Natural Sciences Laboratory - \$65,000

Dr. Newsom indicated that the first two are continuing and the third is a new submission.

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

Personnel Handbook 2016-2017 – ACTION

Dr. Newsom presented the Personnel Handbook for 2016-2017 for approval. He reminded the Board that they approved the Administrative Affairs Handbook a few weeks ago. The changes proposed for the Personnel Handbook include:

- Added Student Success Committee as a standing committee
- Updated 'Conduct' section to meet mandated federal requirements
- Added language to holiday pay for hourly employees
- Clarified the Personal Leave policy from taking this leave in increments of four hours to two hours
- Clarified Bereavement Leave to include other close family relationships
- Changed wording on References for Current and Former Employees and Students to reflect who can provide references and what the process is – there are times when students need references from faculty and the current policy does not allow
- The Table of Contents will be updated to reflect correct page numbering
- Narrative on the 2015 History of the College will be added

ACTION – Ms. Estrada moved to approve the Personnel Handbook for 2016-2017 with proposed changes as indicated. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

Purchase Requisitions – INFORMATION

Dr. Newsom presented the following purchase requisition(s) as information to the Board:

- Panopto, Inc. \$13,850

Dr. Newsom indicated that this is for classroom video conferencing system.

- Pearson Longman \$19,999
- Cengage Learning \$15,000
- Cengage Learning \$10,000

Dr. Newsom indicated that these are for textbooks for resale at the Bookstore.

- Department of Finance and Administration \$12,781.92

Dr. Newsom indicated that this is for the payment on the interest-free loan for the replacement roof at the Museum.

Culture of Student Success

Dr. Newsom presented information as it pertains to the Culture of Student Success at Mesalands in which a new initiative was launched. The first focus of this project is to address the admissions process, specifically for wind energy. The program could take years to fully incorporate but success coaches will be available to assist at-risk students or students needing extra attention.

Meeting Date Change – ACTION

Dr. Newsom proposed a meeting date change for the December Board Meeting from Tuesday, December 20, 2016 to Tuesday, December 13, 2016. Dr. Newsom indicated that due to the College being closed for Holiday Break, he is requesting that this meeting date be changed.

ACTION – Ms. Stephenson moved to approve the Meeting Date Change as requested from Tuesday, December 20, 2016 to Tuesday, December 13, 2016. The motion was seconded by Ms. Estrada. 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:

- Construction
 - ❖ Bid was awarded to WWRC through CES
 - ❖ WWRC will be able to address 100% of the scope and be under budget
 - ❖ Mesalands is awaiting receipt of the Notice of Approval from NMHED in order to issue the Notice to Proceed to the contractor
 - ❖ Handouts were presented which include renovation and furniture concepts for Building 'A'
 - ❖ Construction should start in three weeks and be completed in 251 days

- ❖ Contractors will be working over breaks, weekends, etc. and work around the College's schedule
- ❖ Some art classes will be moved to the wind center bay during construction
- Graduation
 - ❖ Scheduled for Friday, May 5, 2017
 - ❖ Same weekend as Rawhide Days so Mesalands won't be able to have Graduation at the Convention Center
 - ❖ Contacted Tucumcari Public Schools to request use of the THS Auditorium
 - ❖ Confirmed that Mesalands Community College Graduation will be held at the THS Auditorium
- Allied Health
 - ❖ Open House was held on Thursday, August 11
 - ❖ There were 40 attendees of which some have never been on Campus
 - ❖ Demonstrations were held by students, as well as, CPR demonstration by Mr. Tom Morris
 - ❖ It is hoped that an Open House can be held once a semester, in conjunction with the Chamber of Commerce as an 'After Hours' event
- Enrollment
 - ❖ As of this morning there were 297 students (not including dual enrollment) versus 205 last year for an increase of 92
 - ❖ Credit hours are at 2,795 versus 2,582 last year which is up 213
- Printers
 - ❖ New printers are on Campus and in use which offer more functionalities
 - ❖ In-house printing can now be done as opposed to having documents, etc. printed off-site
- Van
 - ❖ A new Chrysler Pacifica van is now part of the College vehicle pool
- All Faculty/Staff Meeting
 - ❖ Held this date, August 16
 - ❖ Several topics discussed including: email and electronic security; Student Success initiative; Title IX and Campus safety; FERPA; Strategic Plan, Budget and Facilities updates; and Plans of Study
 - ❖ Due to budget decreases this year, only essential purchases are to be made
 - ❖ New procedures for travel will be discussed/addressed by the President and Vice Presidents
- Upcoming Events
 - ❖ August 16-19, 2016 – Quay County Fair (College will have a booth)
 - ❖ August 17-18, 2016 – Enrollment days
 - ❖ August 22, 2016 – First day of classes
 - ❖ August 23, 2016 – Welcome Back and Orientation (pizza will be served from 3:00-5:00 pm)
 - ❖ August 26, 2016 – Water and Natural Resources Meeting at Convention Center (Mr. Andy Swapp and Mr. Jim Morgan will be in attendance and may possibly provide College tours)
- Bookstore
 - ❖ College branded items have been restocked and are now available

- ❖ Some non-branded items are also available for sale, as well as, office supplies for businesses
- ❖ Advertising will be done in order to help the community with another source for supplies/purchases
- General Obligation (GO) Bond
 - ❖ The \$2 million bond will be on the ballot in November to be used for wayfinding, connecting space between Mesalands and THS, etc.
 - ❖ Promotions will be forthcoming
- Travel
 - ❖ Dr. Newsom informed the Board that he will be traveling to attend meetings regarding higher education and budget

Academic Affairs

No reports were presented.

Student Affairs

Enrollment Plan: Recruiting, Enrollment, Tracking, Persistence, and Completion Annual Enrollment Report Historical Enrollment Statistics

Dr. Kennedy informed the Board that the Annual Enrollment Report and Historical Enrollment Statistics are documents that are included in the Enrollment Plan: Recruiting, Enrollment, Tracking, Persistence, and Completion.

Dr. Kennedy briefly reviewed the Enrollment Plan which includes: headcount, credit hours, and annual FTE; historical statistics beginning the summer of 1995 through 2015; persistence; fall-to-fall/fall-to-spring persistence rates in comparison to the NMICC averages; bar charts (developed by Ms. Angel Kitcheyan) to enable a better comparison on student referrals.

Administrative Affairs

Monthly Finance Report, July 2016 – ACTION

Ms. Hammer presented the Monthly Finance Report for July 2016 for approval.

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

NMHED Quarterly Financial Certification – ACTION

Ms. Hammer presented the NMHED Quarterly Financial Certification for approval. She informed the Board that this the new quarterly financial certification required by NMHED.

ACTION – Ms. Stephenson moved to approve the NMHED Quarterly Financial Certification as presented. The motion was seconded by Mr. Streetman. 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), 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. 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 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 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

ACTION – No action was taken at this time.

NEW BUSINESS

No new business was conducted.

CORRESPONDENCE

A thank you card to Faculty and Staff of MCC from Mr. and Mrs. Bronson Moore was presented.

INFORMATIONAL ITEMS

Important dates were presented which are: Labor Day, College Closed, September 5, 2016; Stampede Week, October 10-14, 2016; and 9th Annual Mesalands Community College Rodeo, October 14-15, 2016.

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 21, 2016

- Academic Affairs Division Meeting minutes dated July 22, 2016
- Administrative Affairs Division Meeting minutes dated July 27, 2016

The Selected Professional Development Activities for July 2016 were presented.

The Fossil Friends Bare Bones were presented.

ANNOUNCEMENTS

Tuesday, September 20, 2016, Mesalands Community College Board of Trustees
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 7:06 p.m.

[signature on original]

J. Bronson Moore
Chair

[signature on original]

James Streetman
Secretary/Clerk