

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

December 13, 2016

The Mesalands Community College Board of Trustees met in regular session on Tuesday, December 13, 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 Lease Approval for Stampede Village College Housing
- 4) Approval of Lease – Mesalands Community College and Mesalands Community College Foundation, Inc.
- 5) Approval of Reaffirmation of College Mission Statement
- 6) Approval of Meeting Date Change
- 7) Approval of Monthly Finance Report, November 2016
- 8) Approval of New Mexico Higher Education Department (NMHED) Unrestricted Budget Adjustment Request (BAR)
- 9) Approval of New Mexico Higher Education Department (NMHED) Restricted Budget Adjustment Request (BAR)
- 10) Approval of Executive Session
- 11) Approval of Reconvene from Executive Session
- 12) Approval of Action, if needed, based on Executive Session

APPROVAL OF AGENDA – ACTION

Dr. Newsom requested that the agenda be amended by moving Item VII.A.2 Lease Approval for Stampede Village College Housing on the agenda after Executive Session

and eliminating Item VII.A.5 Fall Rodeo Report as this report has already been presented.

ACTION – Mr. Streetman moved to approve the agenda as amended. The motion was seconded by Mr. Sandoval. 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 there would be two items under the Good News portion of the agenda. First, a couple of students will share their experiences at Mesalands and the second being a walk-through of the ongoing construction in both the Commons Area and the Library.

Dr. Newsom gave brief bios on students Duston and Kirsten DeGeest:

- Duston moved to Tucumcari in November of last year to be closer to his grandmother and began working at the Tucumcari Cheese Factory
- Kirsten moved to Tucumcari in March and began working at the Mission Preschool and then at the Turquoise Child Development Center
- Both Duston and Kirsten wanted to obtain their high school equivalency in Arizona but that was difficult due to exam preparation requirements and the high costs involved – however, that did not change their plans of attaining their high school equivalency
- Last summer, they were excited to find they could get this done by taking the free-of-charge classes and taking the exam at the Educational Services Center (ESC) at Mesalands Community College and were successful in achieving that
- With assistance from Ms. Beth Sisneros, ESC Director, they were encouraged to start taking college classes and apply for the GED Presidential Scholarship, for which they qualified
- They met Ms. Jessica Elebario, Financial Aid Director, to discuss financial aid opportunities
- Duston is majoring in Business and Kirsten is majoring in Early Childhood Education

Duston stated that it has been a long road to get here and the experience has been great. He indicated that Ms. Sisneros, although somewhat ‘pushy’, was very passionate

about helping them achieve their goal. Duston thanked Mr. Tom Morris for his help, as well.

Kirsten informed the Board that she came from a town smaller than Tucumcari and also thanked Ms. Sisneros for her help, as well as, Ms. Elebario. Kirsten stated that so far, she loves her classes with Ms. Kim Hanna and Ms. Janet Griffiths and plans to take a lot more classes to further her education.

Dr. Newsom asked about their future plans and they indicated that they will be staying in Tucumcari and purchasing a home.

Dr. Newsom, the Board of Trustees, and those in attendance were given a tour of the construction. Dr. Newsom informed the Board of the changes that will be completed in the Commons Area and the Library to ensure more functionality for Mesalands students and a more pleasing appearance upon entrance to Building 'A'. Dr. Newsom stated that construction has come a long way and although it has been challenging for the staff, it will be really nice once completed.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated November 15, 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 thanked everyone for their concern during his recent health issues.

REPORTS

President's

College Backup Plan

Mr. Jim Jones presented the College Backup Plan along with a PowerPoint presentation outlining the Plan in place. Mr. Jones' presentation included: backup solution software purchased; systems that are being backed up; network attached storage (NAS) devices; backup methods; servers related to NAS devices; and the buildings in which they are stored.

Dr. Newsom thanked Mr. Jones and his team for bringing technology up to speed and up to date in the short time Mr. Jones has been at Mesalands.

Lease Approval – Mesalands Community College and Mesalands Community College Foundation, Inc. – ACTION

Dr. Newsom informed the Board that the Foundation closed last week on the Lease Agreement with La Placita from Wichita, Kansas. The Lease between Mesalands Community College and Mesalands Community College Foundation, Inc. is a seven-month lease with a 12-month renewal term. The lease will be for \$1.00 per year to rent. The amount on this lease will be \$1.00 for the seven-month period and future leases will be \$1.00 per year (12 months). Dr. Newsom stated that the Foundation Board has already approved this lease and he is now requesting approval by the Board of Trustees in order to add the property to the College's liability insurance.

ACTION – Mr. Streetman moved to approve the Lease Approval – Mesalands Community College and Mesalands Community College Foundation, Inc. as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Ms. Stephenson stated that Channel 13 News from Albuquerque reported on this on their 4:00 p.m. newscast.

Reaffirmation of College Mission Statement – ACTION

Dr. Newsom reported that the Reaffirmation of the College Mission Statement is presented to the Board on an annual basis. Dr. Newsom stated that it is his intention to form a committee to do an analysis on the Statement as this has not yet occurred but, will be a goal of his to complete this review. Dr. Newsom stated that there are not any changes at this time and requested approval of the Reaffirmation of the College Mission Statement as presented.

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

Purchase Requisition – INFORMATION

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

➤ Document Technologies \$8,838.57

Dr. Newsom stated that this is for the purchase of a postage machine. It was noted that a purchase versus a lease on this equipment could reflect a \$7,500 savings.

Meeting Date Change – ACTION

Dr. Newsom reported that January 17, 2017 is the opening day for the New Mexico Legislature which is the same day of the Board of Trustees meeting. In addition, Dr. Newsom needs to be in Santa Fe by 8:00 a.m. on Wednesday, January 18, 2017. Dr. Newsom informed the Board that the meeting could be changed to January 10th but that is too soon upon return from the holiday break to ensure enough time to get all materials ready for a Board Meeting. Dr. Newsom requested changing the meeting to

Tuesday, January 24, 2017 although that will place the January and February 2017 meetings fairly close to each other.

Mr. Streetman asked if a Board Meeting even needed to be held in January or if the Board could wait until February to meet. Dr. Newsom stated that he believes that meetings need to be held each month.

ACTION – Ms. Estrada moved to approve the Meeting Date Change from Tuesday, January 17, 2017 to Tuesday, January 24, 2017 as requested. 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:

- Enrollment
 - ❖ There are 869 students for the fall versus 819 last year, a growth of about 7.33%
 - ❖ Tracking well for spring, up 27 students
- Granite
 - ❖ Will be having three new-hire trainings
 - ❖ Approximately 30 students a week (three days a week) for ten weeks will be on Campus for recertification in CPR, tower climb and rescue
 - ❖ There will be 500 individuals who need to recertify in 2017 of which 300 will be sent to Tucumcari
 - ❖ Mesalands Community College's NAWRTC may become a recertification site
 - ❖ Granite received a \$5 million grant from GE
 - ❖ Granite may possibly buy property in town as housing for their employees while in Tucumcari for training/recertification
 - ❖ Granite is very engaged in a long-term commitment with Mesalands
- Construction
 - ❖ Crews will really get moving during the holiday break which begins after this Friday, December 16
 - ❖ Building 'A' should be completed on time
 - ❖ The Library should be completed before classes start
 - ❖ Work on Building 'D' is considerably behind
 - ❖ A construction meeting is scheduled for Friday
 - ❖ Discussions at the meeting will include finding a stopping point prior to the Iron Pour to allow the event to take place and then construction will resume after the Pour
 - ❖ Most of the delays have been unexpected
- New Mexico Legislative Session
 - ❖ Opening day is Tuesday, January 17, 2017
 - ❖ Dr. Newsom attended a couple of hearings in Santa Fe, regarding dual credit and the budget formula and it is anticipated that there will be additional appropriation cuts

- ❖ Dr. Newsom met with Senator Harden in person for a two-hour meeting to discuss development of a strategy on how to approach the Legislature
- Higher Learning Commission (HLC)
 - ❖ The visit to the Clayton facility is still scheduled for December 15-16, 2016
 - ❖ All requested information has been submitted to HLC regarding this visit
 - ❖ Ms. Gillard will be there during the visit
- Annual Evaluation
 - ❖ Dr. Newsom informed the Board that they received envelopes containing materials for his annual evaluation
 - ❖ Each envelope also contains a list of his accomplishments
- Training
 - ❖ Active shooter/lockdown training is scheduled for Wednesday, January 14, 2016 at 1:00 p.m. and will be held at the NAWRTC
 - ❖ Training will be conducted by officers from the Albuquerque Police Department
 - ❖ Personnel from the Tucumcari Public Schools will be attending
- Holiday Break
 - ❖ Dr. Newsom informed the Board that during the break, he can be reached either by phone or email

Academic Affairs

Student Learning Assessment Committee (SLAC) Annual Report 2015-2016

Mr. Tom Morris, Director of Career Services, Persistence, and Student Success, presented the SLAC Annual Report for 2015-2016. Mr. Morris stated that the major goal of SLAC is the College's attempt to document what the faculty are teaching in the classroom. He briefly discussed the contents of the Report which includes the three levels of assessment being institutional, general education competency, and the program level. These levels detail measuring assessment at an institutional level, as well as, faculty as lead instructors assessing the program objectives. Mr. Morris stated that all faculty, regular and adjunct, are required to assess whether students learn the course objectives. Mr. Morris informed the Board that Ms. Staci Stanbrough, Mr. Paul Leonard, and Mr. Blaine Rausch do a really nice job, as do other faculty members.

Student Affairs

No reports were presented.

Administrative Affairs

Monthly Finance Report, November 2016 – ACTION

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

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

NMHED Unrestricted BAR – ACTION

NMHED Restricted BAR – ACTION

Dr. Newsom reported that the BARs reflect the appropriation cuts received during the special session. These need to be submitted to the state to show that the College has included them.

Ms. Hammer presented the NMHED Unrestricted BAR and the Restricted BAR for approval.

ACTION – Mr. Streetman moved to approve the NMHED Unrestricted BAR and the NMHED Restricted Bar as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Lease Approval for Stampede Village College Housing – ACTION

Dr. Newsom presented information/documents regarding the Lease Approval for Stampede Village College Housing for approval. Information presented include: the Master Lease Agreement (two-year lease) which is between Mesalands Community College and Tillman Enterprises, Inc.; the Housing License Agreement between the College and the student; financial information; a Student Housing Handbook; and floor plans.

The documents contain rules and regulations which the College can impose and requirements which students will have to meet and abide by in order to reside in the student housing, as well as, expectations and furnishings in the units.

Dr. Newsom reported that Mr. Tillman, landlord, has completed renovations in some units in preparation of leasing the units for student housing. Mr. Tillman is eager for the College to approve and sign in order to allow him to acquire additional funding to complete all the units.

Dr. Newsom informed the Board that the documents have been reviewed by the College's attorney.

Dr. Newsom stated that this will be called 'Stampede Village' and Ms. Hanna will work on logos and get marketing materials prepared. In addition, Ms. Elebario will be brought up to speed to get student loans for housing.

EXECUTIVE SESSION – ACTION

ACTION – Ms. Stephenson 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 – Mr. Streetman moved to authorize Dr. Newsom to enter into a Master Lease Agreement with Tillman Enterprises, Inc. for student housing. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

NEW BUSINESS

No new business was conducted.

CORRESPONDENCE

A thank you card to Mesalands Community College from CYFD Staff was presented.

A thank you card to Dr. Newsom from 'Intro to Social Welfare Class' was presented.

INFORMATIONAL ITEMS

Important dates were presented which are: Holiday Break, College closed, December 19-30, 2016; Martin Luther King, Jr. Day, College closed, January 16, 2017; and Legislative Session Opening Day, January 17, 2017, 12 noon.

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 November 17, 2016
- Administrative Affairs Division Meeting minutes dated November 22, 2016

The Selected Professional Development Activities for November 2016 were presented.

The Hot Iron Art Show Flyer was presented.

ANNOUNCEMENTS

Upon approval by the Board, this date, the next Mesalands Community College Board of Trustees Regular Board Meeting will be on Tuesday, January 24, 2017, 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 7:39 p.m.

[signature on original]

Bronson Moore
Chair

[signature on original]

James Streetman
Secretary/Clerk