

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

**August 15, 2017**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, August 15, 2017 at 5:30 p.m. in Room A214.

**CALL TO ORDER**

Mr. Streetman, Vice 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. James Streetman, Mr. Jimmy Sandoval, and Ms. Teresa Stephenson.

The following members were not present: Mr. Bronson Moore and Ms. Liz Estrada.

**LIST OF ACTION ITEMS**

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Personnel Handbook 2017-2018
- 4) Approval of Financial Institution Designation
- 5) Approval of Purchase Requisition
- 6) Approval of Meeting Date Change
- 7) Approval of Research and Public Service Projects (RPSPs)
- 8) Approval of Monthly Finance Report, July 2017
- 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**

**ACTION** – Ms. Stephenson moved to approve the agenda as presented. 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 that The Allied Health Program, Nursing Assistant, and Phlebotomy will be the Good News tonight, along with information about the Emergency Medical Technician (EMT) courses that will be offered this fall.

Ms. Maria Schmitt mentioned that two former Allied Health Program students have been hired at the local hospital, as well as, some nursing assistants hired at Autumn Blessings and Quail Ridge assisted living facilities. Ms. Schmitt indicated that Mr. Matt Williams, EMT instructor, will briefly discuss the EMT and Ms. Tiffany Dominguez will address a new program being offered.

Mr. Williams stated that he is excited about the opportunity to offer EMT courses and that he has approximately ten students signed up for this class. He also reported that he has received a call from Santa Rosa asking him to extend the program to about 20-25 individuals from there who have expressed interest in taking the course. Mr. Williams indicated that this course offering is great for the EMT services.

Ms. Dominguez discussed a new program which includes resume building to help students be successful once they receive their certificates. Temporary Assistance for Needy Families (TANF) will assist individuals by paying for tuition, fees, books, uniforms, supplies, etc. Ms. Dominguez stated that they will be hosting an information session in the classroom, on campus, on Thursday.

Ms. Gillard commended Mr. Williams for the donations he received from different entities and for his recruitment of the students that will be taking the course.

Dr. Newsom stated that the EMT program is in conjunction with Santa Fe Community College which will enable students to work towards certification.

Dr. Newsom asked if the EMT students would have some type of uniform as the Allied Health Program students wore scrubs. Mr. Williams responded that they will wear black pants and shoes and have a clinical uniform shirt that will identify Mesalands Community College. It was also noted that the individuals from Santa Rosa will come to Mesalands to take the EMT courses.

Dr. Newsom congratulated and thanked everyone.

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

**ACTION** – Ms. Stephenson moved to approve Item V.A.1 Regular Board Meeting Minutes dated July 11, 2017 as presented. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

## **CHAIRPERSON’S REPORTS**

Mr. Streetman stated that he did not have anything to report from Mr. Moore.

## **REPORTS**

### **President’s**

#### **Personnel Handbook 2017- 2018 – ACTION**

Dr. Newsom presented the Personnel Handbook for 2017-2018 for approval and informed the Board that he has not yet received the full review of the Handbook back from the attorney. The changes proposed for the Personnel Handbook include:

- Delete the section under 6.2.12 which pertains to ‘Employees receiving a Boston rocking chair’
  - The cost of the chair exceeds the states’ allowable expenditures for employee gifts
  - Only service awards will be presented
- Modify section 8.12.B regarding Faculty/Administrators/Staff Members/Coaches Relationships with Students to include the word ‘unprofessional’
- Add a new section, 9.13 Administrative Leave
  - A matter last year necessitated clarifying this type of leave and including it in the Handbook
- Clarify insurance information
- Update dates

Ms. Stephenson asked for clarification on personal leave carrying forward. Ms. Hammer stated that it will carry forward for all employees instead of reverting to sick leave as has been the practice.

Dr. Newsom requested approval from the Board on the Personnel Handbook for 2017-2018 pending approval of the attorney’s review.

**ACTION** – Ms. Stephenson moved to approve the Personnel Handbook for 2017-2018 as requested. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

#### **Financial Institution Designation – ACTION**

Dr. Newsom informed the Board that the First National Bank of New Mexico requested a letter from Mesalands designating which individuals will have authority to represent Mesalands as it pertains to financial transactions. Dr. Newsom indicated that it was

decided to present a 'blanket letter' which could be given to each financial institution, if requested, that Mesalands uses for different transactions.

Dr. Newsom presented the Financial Institution Designation for approval and requested that the Board of Trustees designate Dr. Thomas Newsom and Amanda Hammer to represent, assign, and grant authority regarding financial institution transactions on behalf of Mesalands Community College.

**ACTION** – Ms. Stephenson moved to approve the Financial Institution Designation as presented. 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:

- Ricoh \$30,000

Dr. Newsom informed the Board that this requisition will cover the full year charges for copiers and will allow draws for payment as needed throughout the year. This will cover the lease, maintenance agreement, and usage fees.

**ACTION** – Mr. Sandoval moved to approve the above purchase requisition 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 Requisitions – INFORMATION**

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

- Alpha Alarm \$9,600

Dr. Newsom stated that this purchase requisition is for monthly monitoring services.

- CCAP Auto Leasing \$8,400

Dr. Newsom stated that this is for the lease on the van.

- Wright Express \$10,000

Dr. Newsom stated that this is the fuel charges for College vehicles.

- ENMU \$10,568

Dr. Newsom stated that this requisition is for the library database.

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| ➤ NENMDF | \$13,650 |
| ➤ GCCF   | \$11,160 |

Dr. Newsom stated that these are for corrections department facilities for this semester.

**Meeting Date Change – ACTION**

Dr. Newsom proposed a meeting date change for the September Board Meeting from Tuesday, September 19, 2017 to Tuesday, September 12, 2017. Dr. Newsom indicated that he is a Board of Director for CNCTYC, giving two presentations at RCCA and will need to attend both conferences. Therefore, he requested that the Board meeting date be changed for September.

**ACTION** – Ms. Stephenson moved to approve the Meeting Date Change as requested from Tuesday, September 19, 2017 to Tuesday, September 12, 2017. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

**NMHED Strategic Master Plan**

Dr. Newsom presented information to the Board on the NMHED Strategic Master Plan. Dr. Newsom gave a brief update on what is happening in the state as it pertains to meetings and both Senate and House Joint Memorials that were introduced. These pertain to the structure and number of the higher education institutions in the state as it is felt, by some, that there are too many at this point. The NMHED has developed three subcommittees: Governance Structure Committee (Dr. Newsom is serving on this committee), Reorganization Financial Impact Committee; and Legislative and Constitutional Committee. The Governance Committee will make a recommendation to the state on what to do with the structure and whether it needs to remain as is, consolidate, or reduce the number of higher education institutions in the state.

Dr. Newsom stated that some of these institutions were created by the state constitution and would require that a state amendment be taken to the voters for any proposed changes.

Dr. Newsom recommended that any Board Member wanting to research media coverage on this can go to the Albuquerque Journal for information.

**Research and Public Service Projects (RPSPs) – ACTION**

Dr. Newsom presented the RPSPs for approval which he indicated are due to the state next month. The following are straightforward requests:

- Intercollegiate Rodeo – \$138,000
- Wind Training Center – \$113,000
- Mesalands Dinosaur Museum and Natural Sciences Laboratory – \$65,000

The total request will be in the amount of \$316,000.

**ACTION** – Ms. Stephenson moved to approve the RPSPs as presented. The motion was seconded by Mr. Sandoval. 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:

- EMT Program
  - ❖ Dr. Newsom stated that he is very excited for this new offering and the number of students already signed up to take the course
  - ❖ Dr. Newsom thanked the Allied Health faculty and staff, Mr. Matt Williams, and Ms. Gillard for securing this program for Mesalands
- Enrollment
  - ❖ Currently, for the fall, there are 304 students versus 276 with a goal of 921
  - ❖ Credit hours are at 2,515 versus 2,597 with a goal of 6,574
  - ❖ Enrollment days are this Wednesday and Thursday, August 16 and 17, 2017
  - ❖ On-Campus is ahead right now by 105
  - ❖ Dr. Newsom thanked everyone on Campus for the team effort with enrollment
- Construction
  - ❖ Building 'D'
    - The roof on this building/foundry is coming along
    - There is new flooring in the lobby and classroom space, as well as, a new outer door
    - All the sky lights have been/will be replaced
- Student Housing
  - ❖ One final inspection was done today with another to be done tomorrow
  - ❖ It is hoped to get a certificate of occupancy tomorrow or soon thereafter
  - ❖ No costs have been expended and will not until there are actually units being occupied by students
- Animal Science/Rodeo Facility
  - ❖ The fence and gates are up
  - ❖ Bids will soon be sought for the water and electricity
  - ❖ Mr. Blaine Rausch plans on building trades students working on the house this semester
- Other Events
  - ❖ Quay County Fair
    - Mesalands will have a booth set up at the Fair
    - Some faculty/staff will be working the booth
  - ❖ Faculty/Staff Meeting
    - Held this date, August 15, 2017
    - Two new benefit packages were presented to the faculty/staff
      - Supplemental Insurance with Aflac
      - Medical Transport Solutions (at employees' expense) – Board Members eligible to participate, and completed forms must be returned to Ms. Kacee Benford by August 25, 2017

➤ Travel

- ❖ Dr. Newsom's travel includes the following meetings in September:
  - CNCTYC
  - RCCA
  - Governor's Summit, Albuquerque, NM

## **Academic Affairs**

### Annual Community Education Report 2016-2017

Ms. Donna Garcia presented the Annual Community Education Report for 2016-2017 along with a PowerPoint presentation with the theme 'Playdough to Plato' to highlight the classes offered and pictures of students' participation in some classes.

Ms. Garcia stated that flyer advertisements inform individuals about what offerings will be available through community education. In addition, although great amounts of revenue are not generated, headcount is and community members are exposed to the College. Ms. Garcia reported that a total of 24 courses were offered with a total of 14 courses making with a total of 129 students.

Dr. Newsom noted that the Alco building was also used to accommodate some of the classes/students.

## **Student Affairs**

### Annual Enrollment Report

Dr. Kennedy presented the Annual Enrollment Report which reflects: duplicated headcount of 2,158 for about a 12% increase; credit hours of 13,821 for about 6% increase; and FTE of 1,068 which is about a 4.5% increase.

### Historical Enrollment Statistics

Dr. Kennedy presented the Historical Enrollment Statistics. This report starts with data from 1995-96 and includes data through spring 2017.

### Enrollment Plan: Recruiting, Enrollment, Tracking, Persistence, and Completion 2017

Dr. Kennedy presented the Enrollment Plan: Recruiting, Enrollment, Tracking, Persistence, and Completion 2017. He informed the Board that the two previous reports he presented are contained within this Report. Dr. Kennedy briefly reviewed the Enrollment Plan which reflects: Enrollment Report by Delivery; Daily Enrollment Comparison with Goals; Credit Hour Comparisons by Discipline Report; Persistence Rates Fall-to-Fall Retention Rates and Fall to Spring Retention Rates; Persistence Newsletter (distributed to all employees); and Completion Rates, to name a few.

Dr. Kennedy stated that this is a very interesting report and all is going very well.

## **Administrative Affairs**

### **Monthly Finance Report, July 2017 – ACTION**

Ms. Hammer presented the Monthly Finance Report for July 2017 for approval.

**ACTION** – Ms. Stephenson moved to approve the Monthly Finance Report for July 2017 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**

Dr. Newsom stated that he did not believe an Executive Session is needed at this time unless any Board Member felt a need to have an Executive Session. It was the Boards consensus that an Executive Session is not needed at this time.

### **ACTION**

No action was taken at this time.

### **RECONVENE FROM EXECUTIVE SESSION – ACTION**

### **ACTION**

No action was taken at this time.

### **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 letter to Dr. Newsom from Quay County 4-H was presented.

### **INFORMATIONAL ITEMS**

Important dates were presented which are: Labor Day, College closed, September 4, 2017.

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 June 26, 2017

The Selected Professional Development Activities for July 2017 were presented.

The Fossil Friends Bare Bones was presented.

## **ANNOUNCEMENTS**

Upon Board approval tonight for the September Board Meeting Date Change, Tuesday, September 12, 2017, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m., Room A214.

Ms. Stephenson stated that her family, visiting from Alamogordo, enjoyed a recent afternoon visit to the Dinosaur Museum.

## **ADJOURN**

Mr. Streetman stated that there was no further business and the meeting was adjourned. The meeting adjourned at 6:41 p.m.

[signature on original]

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J. Bronson Moore  
Chair

[signature on original]

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Liz Estrada  
Secretary/Clerk