

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

**March 20, 2018**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, March 20, 2018 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, Ms. Liz Estrada, and Mr. Jimmy Sandoval.

The following members were not present: Mr. Bronson Moore and Ms. Teresa Stephenson.

**LIST OF ACTION ITEMS**

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Executive Session
- 4) Approval of Reconvene from Executive Session
- 5) Approval of Appointment of Interim President, based on Executive Session
- 6) Approval to Proceed with Furniture Purchase for Building A
- 7) Approval of Annual Board of Trustees Calendar of Reports
- 8) Approval of Special Meeting Date
- 9) Approval of Monthly Finance Report, February 2018
- 10) Approval of Fiscal Year 2018 Audit Contract

**APPROVAL OF AGENDA – ACTION**

**ACTION** – Ms. Estrada 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 Dr. Kennedy would report on Grad Fest and Maze of Life activities. Dr. Aaron Kennedy stated that on Wednesday, March 7<sup>th</sup>, the Enrollment Office held Grad Fest for students to finalize the necessary paperwork for graduation and order their regalia. This year's event included a career fair and a transfer fair. College and University participants came from West Texas A&M, Eastern New Mexico University, Grand Canyon University, Northern New Mexico College, and others. Representation for the career fair included The GEO Group, Dan C. Trigg Memorial, Marine Corps, and others. Dr. Kennedy stated that over 100 students attended, with 60 Application to Graduate forms collected.

Dr. Kennedy stated that this week is Safety Week at the College. The week was started with a pledge by students and staff to have a safe spring break and commit to not drinking and driving. Dr. Kennedy reported that 393 persons attended today's Maze of Life event, which provides information from area agencies on making healthy choices. Dr. Kennedy stated that this event is co-sponsored by Quay County Health Department.

Dr. Kennedy invited all to attend tomorrow's event at 2:00 p.m. where guest speaker Linda Unruh will talk about Bobby's Law, which passed this year in New Mexico legislature.

Dr. Newsom stated that this year was the 20<sup>th</sup> Annual Iron Pour and it was greatly attended. He stated that there were a lot of returning artists, as well as new ones. Dr. Newsom stated that the work from this annual workshop is fantastic. The workshop participants were pleased with the building renovations, and the layout for the spectators on Friday's pour provided great views.

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

**ACTION** – Ms. Estrada moved to approve Item V.A.1 Regular Board Meeting Minutes dated February 20, 2018 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** – 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. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

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

**ACTION** – Ms. Estrada 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, BASED ON EXECUTIVE SESSION – ACTION**

**ACTION** – Ms. Estrada moved that Ms. Natalie Gillard be appointed Interim President of the College effective April 9, 2018, continuing until a new College President is hired. 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**

A report was not presented at this time.

## **REPORTS**

### **President's**

#### **Furniture Purchase for Building A – ACTION**

Dr. Newsom reviewed the plan to purchase furniture for the commons of Building A using designated General Obligation (GO) Bond funds.

**ACTION** – Ms. Estrada moved to proceed with the purchase of the furniture for Building A as presented, contingent on the approval from the State for the use of the GO Bond funds. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

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

Dr. Newsom presented the Annual Board of Trustees Calendar of Reports for approval.

**ACTION** – Mr. Sandoval moved to approve the Annual Board of Trustees Calendar of Reports as presented. The motion was seconded by Ms. Estrada. 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, per policy, to the Board:

- University of New Mexico \$9,816.40

Dr. Newsom indicated that this is for the annual software license agreement.

- Ambitions Consulting Group \$14,383.39

Dr. Newsom indicated that this is for the purchase, installation, and maintenance of the SIRIS Platform which will complete the audit requirement for the disaster recovery plan. This platform will allow for a backup of the College's servers to the Cloud.

### Announcements in Accordance with Governmental Conduct Act

Dr. Newsom informed the Board that Ms. Gillard and Ms. Estrada will present statements for the record under this Act.

Ms. Natalie Gillard stated 'I, Natalie Gillard, am an equal shareholder with my spouse of Steel Heating, Cooling, Electrical, Inc. I will abstain or dismiss myself from all decisions that have any impact on the relationship between the College and Steel Heating, Cooling, Electrical, Inc.'

Ms. Liz Estrada stated 'At this time to avoid any perception of conflict of interest I would like to note for the record that from time to time Mesalands Community College may purchase hay from members of my family to use in academic and athletic programs. I will not be involved in these transactions or in any decisions related to transactions, and any purchases will conform to the Colleges purchase and acquisition policies.'

### Special Meeting Request – ACTION

Dr. Newsom requested a special meeting to be held on Thursday, April 5, 2018. Dr. Newsom stated that the meeting will include a presentation of the 2018-19 Budget, with request for approval. The budget request will include a two percent compensation increase for employees. Dr. Newsom thanked the State for their work to include the compensation increase.

**ACTION** – Ms. Estrada moved to approve the request for a special meeting to be held on Thursday, April 5, 2018. 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:

- Enrollment
  - ❖ Spring headcount is at 1,045 versus 924 last year, which is a 13% increase, day-to-day, and five percent increase from end of semester– end of semester head count last year was 998
    - 1,058 total headcount is needed to reach the six percent goal

- ❖ Registered credits are at 6,517 versus 6,081, up 436 registered credits – end of semester projections indicate a seven percent growth
- ❖ Extension of gratitude to entire campus for their efforts towards enrollment
- ❖ Headcount has again exceeded 1,000 this semester
- ❖ Continued growth allows some offset to the appropriation decreases from the State, and allows the College to become less dependent on State funding
- Site Visit
  - ❖ The day visit to Grants on February 21, 2018 by Ms. Gillard went well
    - The report, once it is received, will be shared with the Board
- U.S. Department of Education
  - ❖ The visit by the Department to Mesalands' Financial Aid Office as an HSI institution on March 13-15, 2018 was successful
  - ❖ Recommendations from the Department on how to improve the Colleges' Financial Aid office were submitted and the exit conference went well
- Upcoming Dates
  - ❖ March 26 – April 2, 2018
    - Spring Break
  - ❖ April 3, 2018
    - Phi Theta Kappa (PTK) Induction
    - Invitations will be sent to the Board Members
  - ❖ May 11, 2018
    - Graduation
      - The graduation speaker will be Ms. Nasha Torrez, Dean of Students from the University of New Mexico

## **Academic Affairs**

### Mesalands Community College Accreditation Plan 2017-2019

Ms. Natalie Gillard stated that there have been changes in the process of accreditation for the College. The first is a change in the document itself. It is now called an Assurance Argument. The second is the removal of the Peak System, which no longer exists. The College is now on a Standard Pathway system, that includes two check-ups over the ten-year period of accreditation. Additionally, all supporting evidence will now be uploaded online with links.

Ms. Gillard stated that a steering committee to guide the process has been appointed. The committee members of this committee will chair each of the five criterion committees. These committee members have also been appointed.

Dr. Newsom stated that the steering committee will meet after spring break, to ensure we get an early start on the process. Dr. Newsom indicated that the College has a great plan for the accreditation visit, and by starting early we will have ample time to identify any opportunities or challenges.

## **Student Affairs**

No reports were presented at this time.

## **Administrative Affairs**

### Monthly Finance Report, February 2018 – **ACTION**

Dr. Newsom presented the Monthly Finance Report for February 2018 for approval.

**ACTION** – Mr. Sandoval moved to approve the Monthly Finance Report for February 2018 as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

### Discussion on 2018-2019 Budget

Dr. Newsom stated that the 2018-2019 budget will be reviewed at the special meeting on April 5, 2018, as voted on earlier in tonight's meeting.

### Audit Contract for Fiscal Year 2018 – **ACTION**

Dr. Newsom presented the Audit Contract for Fiscal Year 2018 as prepared by Atkinson & Co., Ltd. Dr. Newsom stated that this is the third year of Atkinson & Co.'s contract with the College. The College has been pleased with the work and product of the company.

**ACTION** – Ms. Estrada moved to approve the Audit Contract for Fiscal Year 2018 as presented. 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**

No correspondence was presented.

## **INFORMATIONAL ITEMS**

Important dates were presented which are: Spring Break College closed, March 26-30, 2018; Spring Holiday, College closed, April 2, 2018; and Mesalands Community College Graduation, May 11, 2018.

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 15, 2018

- Academic Affairs Division Meeting minutes dated February 23, 2018

The Selected Professional Development Activities for February 2018 were presented.

**ANNOUNCEMENTS**

Thursday, April 5, 2018, Mesalands Community College Board of Trustees Special Board Meeting, 5:30 p.m., Room A214.

Tuesday, April 17, 2018, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m., Room A214.

**ADJOURN**

Mr. Streetman stated that there was no further business and the meeting was adjourned. The meeting adjourned at 6:07 p.m.

[signature on file]

---

James Streetman  
Vice Chair

[signature on file]

---

Liz Estrada  
Secretary/Clerk