

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

**July 17, 2018**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, July 17, 2018 at 5:30 p.m. in Room A214.

**CALL TO ORDER**

Mr. Streetman, 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. Teresa Stephenson, Ms. Liz Estrada, Mr. Jimmy Sandoval, and Mr. Craig Currell.

**LIST OF ACTION ITEMS**

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Purchase Requisitions
- 4) Approval of Monthly Finance Report, June 2018
- 5) Approval of Administrative Affairs Handbook 2018-2019
- 6) Approval of Executive Session
- 7) Approval of Reconvene from Executive Session
- 8) 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 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. Groesbeck informed the Board that there are a lot of wonderful things in process such as the importance of a nursing program which resonated very well with the Executive Team. He added that paperwork is being completed and there are two qualified nursing instructors on campus. Dr. Groesbeck mentioned that paperwork is also being completed for a registered nursing program.

Dr. Groesbeck stated that his wife arrived today and that is great news.

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

**ACTION** – Ms. Estrada moved to approve Item V.A.1 - 3 Special Board Meeting Minutes dated June 14, 2018, Regular Board Meeting Minutes dated June 19, 2018, Special Board Meeting Minutes dated June 27, 2018, and Item V.B.1-3 Contract Confirmations for Ms. Alyssa Arellano Reveles, Student Affairs Specialist, effective July 2, 2018, Mr. Dylan Germaine, Evening Coordinator, effective July 30, 2018, and Mr. Alex Sandoval, Custodian, effective July 2, 2018 as presented. The motion was seconded by Mr. Currell. 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 at this time.

## **REPORTS**

### **President's**

#### Communications Report 2017-2018

Ms. Kim Hanna presented the Communications Report for 2017-2018 which she indicated is an overview of Public Relations/Marketing and briefly reviewed information between May 2017 and April 2018. The Report includes three sections: In the News; Marketing and Advertising; and Off the Press. Ms. Hanna highlighted the following:

- some events that have occurred during that time
- articles that have been published and where they were published
- 2017 Graduation attendance
- special tribute to former Mesalands' wind energy and rodeo student, Koly Ray Spears
- going digital more as it pertains to printed materials

Dr. Groesbeck stated that he likes the picture which has a dark green background with a dinosaur coming out of it. Ms. Hanna indicated that SEMGeeks developed that.

**Purchase Requisitions – ACTION**

Dr. Groesbeck presented the following purchase requisitions for approval:

- New Mexico Public School Insurance Authority                      \$182,254  
2018-2019 Risk Coverage Ins. Premium
- Atkinson & Co., Ltd.    \$43,500  
2018-2019 Audit Contract
- Pearson Education    \$20,000  
Purchase for Resale – Books
- Cengage Learning    \$20,000  
Purchase for Resale – Books

**ACTION** – Ms. Stephenson moved to approve the above Purchase Requisitions 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. Groesbeck presented the following purchase requisitions for information to the Board:

- CCAP Auto Lease Ltd    \$8,400

Dr. Groesbeck indicated that this is for the Pacifica lease.

- Wright Express Financial    \$10,000

Ms. Hammer stated that this purchase requisition is for the fuel expenses for fleet vehicles.

- Depart of Finance and Administration                      \$12,781.92

It was noted that this is the annual loan payment to DFA for the roof at the Museum.

- Ambitions Technology Group    \$19,800

Ms. Hammer reported that this is for Disaster Recovery Cloud Retention. It was then announced by Ms. Hammer that she just realized that the vendor for this purchase requisition should actually be Cooperative Educational Services (CES) and she will make the appropriate change to reflect the correct vendor name.

**Miscellaneous**

Dr. Groesbeck discussed the cloud retention and asked what the capacity is on the cloud and Ms. Hammer stated that she did not know. Dr. Groesbeck stated that cloud based storage service guarantees that data will not be lost and is much safer.

## **Academic Affairs**

Dr. Groesbeck informed the Board that Ms. Gillard had an appointment and was not able to be at the Board Meeting.

Dr. Groesbeck stated that pushing for the nursing program works in with the College's objectives and can help grow enrollment. In addition, Dr. Groesbeck reported that work on Criterion is progressing well.

## **Student Affairs**

### Spring Enrollment Report

Dr. Kennedy presented the Spring Enrollment Report. He briefly reviewed the Report with the following information: spring headcount in 2017 was at 998 as compared to 1,100 in 2018 for an increase of 10.2%; credit hours were 6,143.5 in 2017 and 6,636 in 2018 which reflects an increase of approximately 8%; and FTE was 410 in 2017 with about an 8% increase in 2018 for a total of 442.

Dr. Kennedy stated that the numbers are great but are down on-Campus and there is a need to maintain and always increase on-Campus enrollment.

Dr. Kennedy informed the board that Student Affairs staff are working on: Focus Groups to include about 15 high schools to discuss several issues with students; Preview Days to invite all area high schools to visit Mesalands; and Counselor Sessions within a 100-mile radius in an effort to get the counselors to talk to their students.

## **Administrative Affairs**

### Monthly Finance Report, June 2018 – ACTION

Ms. Hammer presented the Monthly Finance Report for June 2018 for approval and stated that this report does not have a budget as that information is not reported until after the audit is completed.

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

### Administrative Affairs Handbook 2018-2019 – ACTION

Ms. Hammer presented the Administrative Affairs Handbook for 2018-2019 for approval. She informed the Board that the changes being proposed are shown in red and a summary page was also included.

Dr. Groesbeck questioned a change proposed which states 'Executive Cabinet must approve Travel Requests'. He stated the change should reflect that 'Executive Team reviews and recommends to the President, which then the President either approves or disapproves the travel requests'.

**ACTION** – Ms. Estrada moved that the Administrative Affairs Handbook for 2018-2019 be approved with proposed changes by Ms. Hammer and including the changes requested above by Dr. Groesbeck. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Mr. Sandoval asked if there are any cameras outside the buildings and it was noted that there are not any cameras outside the buildings on-Campus but there are cameras inside all entrances. In addition, there are cameras outside the Dinosaur Museum. Dr. Groesbeck asked about cameras at windows.

#### **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. Currell. A roll call vote was taken with all members present voting yes. The motion carried.

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

**ACTION** – Mr. Currell 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. Estrada. 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**

No correspondence was presented.

#### **INFORMATIONAL ITEMS**

Important dates were presented which are: Labor Day, College closed, September 3, 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 June 21, 2018

The Selected Professional Development Activities for June 2018 were presented.

## **ANNOUNCEMENTS**

Tuesday, August 21, 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 6:39 p.m.

[signature on original]

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James P. Streetman  
Chair

[signature on original]

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Liz Estrada  
Secretary/Clerk