

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

October 9, 2018

The Mesalands Community College Board of Trustees met in regular session on Tuesday, October 9, 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 Board of Trustees Annual Calendar of Reports Update
- 4) Approval of 2018-2019 Personnel Handbook
- 5) Approval of Monthly Finance Report, September 2018
- 6) Approval of NMHED Quarterly Financial Certification Report
- 7) Approval of Executive Session
- 8) Approval of Reconvene from Executive Session
- 9) Approval of Action, if needed, based on Executive Session

APPROVAL OF AGENDA – ACTION

ACTION – Ms. Estrada moved to approve the agenda as presented. The motion was seconded by Ms. Stephenson. 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's Great News include:

- Rodeo
 - he expressed his appreciation for the hard work by all in getting the rodeo ready
 - he feels this will be a wonderful experience for the community
- Racino
 - he stated he attended the recent meeting
 - mentioned the support for the Racino by individuals who had the opportunity to express how they feel so deeply about Tucumcari and how unique it is
- Programs
 - programs are up and running
 - changing students' lives on a daily basis and he is grateful to be here at Mesalands.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Ms. Stephenson moved to approve Item V.A.1 Regular Board Meeting Minutes dated September 11, 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.

CHAIRPERSON'S REPORTS

Mr. Streetman stated that Mr. Wayne Newton will be here on October 26-27, 2018 for the Board Retreat.

REPORTS

President's

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

Dr. Groesbeck presented the Board of Trustees Annual Calendar of Reports Update. The update reflects the addition of the Research and Public Service Projects (RPSPs) in order to trigger a reminder in the Presidents' Office that August each year is the

deadline to present the RPSPs to the NMHED. Mr. Streetman asked when they are due to NMHED and it was noted that they are due by the middle of September.

ACTION – Mr. Currell moved to approve the Board of Trustees Annual Calendar of Reports Update as presented and requested. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

2018-2019 Personnel Handbook – **ACTION**

Ms. Hammer presented the 2018-2019 Personnel Handbook for approval. She informed the Board that the changes were tracked in order for the Board to see what is being proposed for approval. These changes include: a few grammatical and formatting issues that were revised; updated years; revised organizational charts for the President's Division and the Administrative Affairs Division; updated holiday chart; corrected maximum credit hours for Post-Associate and Doctoral Degrees.

Dr. Groesbeck stated that the Personnel Handbook is always a work in progress.

ACTION – Ms. Estrada moved to approve the 2018-2019 Personnel Handbook with recommended changes. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Search for Business and IT – **INFORMATION**

Dr. Groesbeck mentioned that there have been two open positions for a long time as it pertains to Business and IT. Business, CIS, and Computer Science are all in the College catalog and Dr. Groesbeck would like to create a focus or emphasis in a business track by teaching digital business and entrepreneurship. Dr. Groesbeck explained several aspects of his outlook on this. He stated that the open positions are open authorized positions and there is a job description which will be on the College Website shortly.

Miscellaneous

Dr. Groesbeck reported on the following miscellaneous items:

- RPSPs Presentation
 - Meeting held this date in Santa Fe at 4:20 p.m.
 - Dr. Groesbeck attended the presentation via teleconference
 - Mr. Andy Swapp attended in person to present the \$95,000 RPSP to NMHED
 - Focus is to see how Mesalands' leverage of the wind program can increase the scope to include more renewable energy
 - Invited by the Secretary to join in the federal program
- Northern New Mexico College
 - President Bailey will be coming to Mesalands in March 2019 to meet with Dr. Groesbeck and discuss the possibility of establishing a four-year degree in electromechanical engineering

- ENMU Roswell
 - Dr. Groesbeck has reached out to President Powell to look at other forms of collaboration and discuss an aviation program
- Village of Logan
 - Dr. Groesbeck has a meeting next week with the Village Administrator and incoming City Manager to discuss several issues
- Conchas Dam (student Brandon reached out on this project)
 - Possible access to some shared space with Boy Scouts for dock area and building to look into maybe offering kayaking, sailing, and/or canoeing classes, etc.
- American West English Language Institute
 - To offer foreign students the opportunity to learn about the culture, etc.
 - Include field trips
 - Ms. Amber McClure is certified in running ESL Programs

Academic Affairs

Annual Community Education Report 2017-2018

Ms. Donna Garcia, Director of Academic Affairs, presented the Annual Community Education Report for 2017-2018 along with a PowerPoint presentation. The PowerPoint presentation highlighted things such as: the postcards distributed with community education class offerings; the number/name of classes offered for both regular and supplemental community education; the number of classes that actually made; and the amount of headcount garnered from each class. Ms. Garcia reported that the year total for all three semesters reflected 21 classes offered, 17 classes made, and 101 for headcount in regular community education classes, as well as, 14 classes offered with 9 classes made in the supplemental classes. She also mentioned a total of 1,302 students. Ms. Garcia expressed her appreciation for the opportunity for her to serve the community through community education offerings.

Student Affairs

Dr. Kennedy reported on the following activities for this week, being Stampede Week:

- Monday, October 8 – Branding Day
- Tuesday, October 9 – Bowling Night
- Wednesday, October 10 – Family Feud in the Great Room (Rodeo students versus others)
- Thursday, October 11 – Movie Night (House with a Clock in the Walls)
- Friday-Saturday, October 12-13 – Rodeo

Dr. Kennedy stated that Student Affairs are working on a lot of things including getting the kitchen certified, lunchtime activities, focus groups, student government projects, and outdoor activities.

Administrative Affairs

Monthly Finance Report, September 2018 – ACTION

Ms. Hammer presented the Monthly Finance Report for September 2018 for approval.

ACTION – Mr. Sandoval moved to approve the Monthly Finance Report for September 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.

NMHED Quarterly Financial Certification Report – ACTION

Ms. Hammer presented the NMHED Quarterly Financial Certification Report for approval. She indicated that she is presenting this early.

ACTION – Ms. Estrada moved to approve the NMHED Quarterly Financial Certification Report 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 – Mr. Currell 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 Ms. Stephenson. 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. 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 stated that no action was taken in Executive Session and no action is needed at this time.

NEW BUSINESS

No new business was conducted.

CORRESPONDENCE

No correspondence was presented.

INFORMATIONAL ITEMS

Important dates were presented which are: 11th Annual Mesalands Community College Rodeo, October 12-13, 2018; Board Training Workshop, October 26-27, 2018; Student Fall Break, no classes, November 19-20, 2018; Thanksgiving Break, College closed, November 21-23, 2018; and Holiday Break, College closed, December 17, 2018-January 1, 2019.

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 September 20, 2018

The Selected Professional Development Activities for September 2018 were presented.

ANNOUNCEMENTS

Tuesday, November 13, 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 6:52 p.m.

[signature on original]

James P. Streetman
Chair

[signature on original]

Liz Estrada
Secretary/Clerk