

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

December 10, 2018

The Mesalands Community College Board of Trustees met in regular session on Monday, December 10, 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, and Mr. Craig Currell.

The following member was not present: Mr. Jimmy Sandoval.

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Reaffirmation of College Mission Statement
- 4) Approval of Addendum to the Mesalands Community College Strategic Plan: 2015-2020
- 5) Approval of Purchase Requisition
- 6) Approval of Meeting Date Change
- 7) Approval of Monthly Finance Report, November 2018
- 8) Approval of Executive Session
- 9) Approval of Reconvene from Executive Session
- 10) 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.

MESALANDS MOMENTS

Dr. Groesbeck stated that Ms. Vicki Watson with SBDC would present the Mesalands Moments.

Ms. Watson distributed copies of information that pertains to Mesalands' SBDC Performance based on SBA Benchmarks. She indicated that the benchmarks are extraordinary.

Ms. Watson reported on the following:

- Training that has taken place such as the Community Development Capacity Grant Writing webinar
- Tax program for seniors, low-income, and students which will be offered again in the spring
- Several contacts have been made in the community which in the long run helps Mesalands to grow

Ms. Watson informed the Board that the SBDC State Director recognizes that it is critical to offer on-going training for individuals in small communities like Tucumcari.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Ms. Stephenson moved to approve Item V.A.1 Regular Board Meeting Minutes dated November 13, 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 indicated that he does not have any reports at this time.

REPORTS

President's

Fall Rodeo Report

Mr. Matt Hughes, Rodeo Coach, presented the Fall Rodeo Report that included a slideshow featuring the 2018-2019 rodeo team along with some highlights of the rodeo. He stated that the program has grown and currently has 22 students representing Mesalands. Mr. Hughes reported that the last rodeo brought in \$10,600 in sponsorships and this fall rodeo garnered \$14,435 sold in ads, which shows the community getting involved. He added that it was an awesome performance.

Mr. Hughes mentioned that he keeps a goal sheet that reflects the following:

- Have 25-30 students and hit 23
- Feature a two-hour performance at the rodeos and that was reached
- Reach a goal of \$15,000 for sales

In addition, Mr. Hughes said he has his students keep a goal sheet as well and evaluate themselves.

Mr. Hughes stated that he was pleased with the photographer used at the fall rodeo and that everything was videoed. Mr. Streetman agreed about the photographer and Dr. Groesbeck asked if a drone had been used at the event and it was noted that there was.

He expressed his appreciation for all the support and said he believes they are headed in the right direction.

Dr. Groesbeck asked Mr. Hughes what could be done to help continue telling the story and help the program grow, possibly get to 50. Mr. Hughes stated that he attended 40 performances in 22 days in Oklahoma and Wyoming, during the summer, for recruiting. He would like to put an ad in the NM HS Magazine, as well as, attend the finals in July. Dr. Groesbeck thanked Mr. Hughes for everything.

Presentation and Shipping Costs Proposal

Mr. Jim Morgan gave the Board a Presentation and Shipping Costs Proposal as it pertains to the acquisition of a nacelle, which he said is an opportunity to be considered with respect to the wind center. He said after placing some calls, a nacelle has been found and the only thing Mesalands needs to do is to have it shipped. Mr. Morgan is hoping to get a local firm to take on this task. Dr. Groesbeck said this is a great information item, which will help in recruiting for the wind energy program and forthcoming offerings. Dr. Groesbeck informed the Board that the cost is within his budget authority and he will be approving the purchase requisition.

Reaffirmation of College Mission Statement – ACTION

Dr. Groesbeck said it is again time to present the Reaffirmation of the College Mission Statement. He stated that it is exactly the same as the previous one but it is important to continue reaffirming the statement.

ACTION – Ms. Estrada 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.

Addendum to the Mesalands Community College Strategic Plan: 2015-2020 –

Dr. Groesbeck presented the Addendum to the Mesalands Community College Strategic Plan for 2015-2020, which he said, has been filed with HED and HLC. This document was reviewed by the Executive Team, as well as, the Steering Committee and has been met with strong approval. He stated that this specifically outlines a two-prong strategy: 1) develop infrastructure for student support; and 2) pursue fully on-line degree programs. Dr. Groesbeck indicated that Item 2 above has been tasked out to Dr. John Bauler and he has until July 1, 2019 to have it ready.

Dr. Groesbeck stated that HLC would be coming to visit in April.

ACTION – Mr. Currell moved to approve the Addendum to the Mesalands Community College Strategic Plan: 2015-2020 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 Requisition – ACTION

Dr. Groesbeck presented the following purchase requisition for approval:

✓ Jenzabar, Inc. \$42,000

This is for the annual maintenance contract.

ACTION – Ms. Stephenson moved to approve the above Purchase Requisition as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Meeting Date Change – ACTION

The following Board Meeting Date Change was proposed:

➤ Tuesday, January 15, 2019 to Tuesday, January 8, 2019

This change is due to Legislative Session Opening Day and several meetings that Dr. Groesbeck will need to attend.

ACTION – Ms. Estrada moved to approve the Board Meeting Date change above as requested. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Miscellaneous

Dr. Groesbeck reported that he did not have any additional miscellaneous items at this time.

Academic Affairs

Student Learning Assessment Committee Annual Report 2017-2018

Ms. Gillard presented the Student Learning Assessment Committee (SLAC) Annual Report for 2017-2018. Ms. Gillard acknowledged Mr. Tom Morris, Co-Chair of SLAC for putting this document together and Ms. Kim Enriquez for ensuring the formatting of the report.

Ms. Gillard highlighted some areas such as the three levels of assessment. The Institutional Level Assessment, ACCUPLACER, which replaced COMPASS as COMPASS is no longer available, differences in placement exams, and ACT Workkeys assessment through the National Career Readiness Certificate (NCRC). The Program Level to show which programs are highlighted, and that faculty are 'closing the loop' (HLC really looks at 'closing the loop'). The Course Level Assessment to show that students are learning what they should.

Ms. Gillard said that, in summary, they continue to improve in making efforts to 'close the loop'.

Student Affairs

Dr. Groesbeck informed the Board that Dr. Kennedy was ill and asked to be excused. Dr. Groesbeck stated that Dr. Kennedy is working on finishing with the Focus Groups.

Administrative Affairs

Correspondence from Atkinson & Co., Ltd.

Ms. Hammer presented Correspondence from Atkinson & Co., Ltd. She indicated that the external auditor is required to send this but no action is required. Dr. Groesbeck asked Ms. Hammer if the College did well and she responded that she cannot disclose at this time but expects to have a response in January.

Monthly Finance Report, November 2018 – ACTION

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

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

50% Rule Certification for FY19 – ACTION

Ms. Hammer presented the 50% Rule Certification for FY19 for approval. She stated that the College has to report that they are complying with the 50% Rule. She said she has verified this, which requires Mr. Streetman’s signature, and then she will submit.

ACTION – Ms. Estrada moved to approve the 50% Rule Certification for FY19 as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

EXECUTIVE SESSION – ACTION

ACTION – Ms. Stephenson 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.

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

ACTION, IF NEEDED, BASED ON EXECUTIVE SESSION – ACTION

Mr. Streetman recommended approval of the 2018 Tucumcari Armory Purchase Resolution with the addition of the following statement:

We fully understand that approval from the State Board of Finance is a required condition for final approval and execution of the Agreement.

Mr. Streetman indicated that this Resolution has already been approved by this Board twice but needs addition of the above statement.

ACTION – Ms. Estrada moved that the 2018 Tucumcari Armory Purchase Resolution with the addition of the above statement be approved as recommended. The motion was seconded by Mr. Currell. 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: Holiday Break, College closed, December 17, 2018-January 1, 2019; Martin Luther King, Jr. Day, College closed, January 14, 2019, Legislative Session Opening Day, January 15, 2019; and Quay Day, Santa Fe, NM, January 16, 2019. It was noted that Martin Luther King, Jr. Day is actually January 21, 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 November 15, 2018
- Administrative Affairs Division Meeting minutes dated November 30, 2018

The Selected Professional Development Activities for November 2018 were presented.

ANNOUNCEMENTS

Upon approval by the Board at this meeting, Tuesday, January 8, 2019, 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