

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

June 11, 2019

The Mesalands Community College Board of Trustees met in regular session on Tuesday, June 11, 2019 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**

Recited was the Pledge of Allegiance 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 Travel Approval Process for President
- 4) Approval of Open Meetings Act
- 5) Approval of Monthly Finance Report, May 2019
- 6) Approval of Foundation Property and Equipment Leases
- 7) Approval of Tuition and Fees Rate Increases
- 8) Approval of Van Purchase Follow-Up
- 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. Estrada moved to approve the agenda as presented. Ms. Stephenson seconded the motion. 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.

There were not any public comments made.

MESALANDS MOMENTS

Dr. Groesbeck stated that the biggest thing to happen recently is the HLC visit and he thanked everyone for their hard work during the process.

Ms. Gillard reported that the College staff have received the team report, although it is not final yet. The report will now go on to the Institutional Actions Council (IAC). There will be multiple meetings in July and August with their next Board Meeting scheduled for November 7, 2019, which means Mesalands staff may not know anything until after that Board Meeting. Ms. Gillard did mention that the report was good and no sanctions were recommended.

Ms. Gillard informed the Board that she is not at liberty to make any public comments at this time and read the following statement: 'HLC advises institutions to limit the distribution of the draft reports because of the content of the report, including team recommendations, is not final and is subject to change. The team has complete discretion in updating the report based on information supplied by the institution.'

Ms. Gillard stated that under the new Standard Pathway model, the next check-up would be in six years, with the next interim report being due in 2021.

Dr. Groesbeck thanked Ms. Gillard for all the meetings she had and all her hard work. Ms. Gillard stated that everyone participated and it is a team effort. Ms. Gillard mentioned that the College has a new HLC liaison, Dr. Gigi Fansler.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Currell moved to approve Item V.A.1 Regular Board Meeting Minutes dated May 21, 2019 as presented. Ms. Estrada seconded the motion. 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

Travel Approval Process for President – **ACTION**

Dr. Groesbeck presented the Travel Approval Process for the President for approval. He indicated that this process is working out well by using a master travel and drawing down, as well as, submitting and filing all receipts. Ms. Hammer concurred that this process is working. Dr. Groesbeck requested authorization of the Travel Approval Process for the President's travel for the upcoming academic year 2019-2020.

ACTION – Mr. Sandoval moved to approve the Travel Approval Process for the President as presented and requested for the upcoming academic year. Ms. Stephenson seconded the motion. A roll call vote was taken with all members present voting yes. The motion carried.

Open Meetings Act – **ACTION**

Dr. Groesbeck presented the Open Meetings Act Resolution for approval.

He informed the Board that he and Mr. Streetman attended the training with the New Mexico Attorney General's Office and feels that the College is in compliance. He did have a couple of concerns and discussed them with the Attorney General, which include Inspection of Public Records Act and requests that include faculty/staff salaries from offshore entities.

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

Miscellaneous

Dr. Groesbeck thanked the Board for their diligence in reviewing the Capital Project request recently presented and the preliminary feedback they provided. The request was filed and HED is supportive.

Academic Affairs

HLC Team Report Update

Ms. Gillard reported on this above under Mesalands Moments.

Ms. Gillard informed the Board there would be four new faculty members coming in the fall. Of those four, two are current transitions: Ms. Donna Garcia moving from Director of Academic Affairs to Faculty, primarily Social Work; and Mr. Michael Bilopavlovich moving from IT to CIS Instructor. The other two are: Ms. Shannon DeMuth, Digital Business and Entrepreneurship; and Mr. Josh McVey who is kind of replacing Mr. John Bauler but will also be doing IT and Communications Faculty.

Ms. Gillard stated that she is writing the application to seek approval for the additional sites that the Board approved last month and working on implementing the fully on-line program.

Student Affairs

Enrollment Management Plan: Spring 2019 Persistence Report

Dr. Kennedy presented the Enrollment Management Plan: Spring 2019 Persistence Report. He briefly reviewed the Report which reflects: No-Show Calls; TLC; Early Registration Day; Mid-term Grades; Student Persistence-Related Activities; Spring 2018-2019; Charts on Career Services, Recruitment, Referrals, and Tutoring Service Hours; Social Engagement; and Recognition. Dr. Kennedy highlighted that only 50% of full-time faculty turned in the TLC reports and Dr. Groesbeck asked why the other 50%

had not. Dr. Groesbeck asked that this, as well as, early enrollment be discussed in the next Executive Team Meeting.

Dr. Groesbeck asked for clarification on TLC and the nature of advising. Dr. Kennedy responded that the Teaching, Learning, Caring (TLC) addresses incoming students with certain GPAs and how they test into pre-collegiate. Ms. Gillard stated that the nature of advising is all degree-seeking students are assigned a faculty advisory and Student Affairs staff advise all non-degree seeking students. Dr. Groesbeck shared that if the College had a central advising area that it may work better.

Administrative Affairs

Monthly Finance Report, May 2019 – ACTION

Ms. Hammer presented the Monthly Finance Report for May 2019 for approval.

ACTION – Ms. Estrada moved to approve the Monthly Finance Report for May 2019 as presented. Mr. Currell seconded the motion. A roll call vote was taken with all members present voting yes. The motion carried.

Foundation Property and Equipment Leases – ACTION

Ms. Hammer presented the Foundation Property and Equipment Leases for approval.

ACTION – Ms. Stephenson moved to approve the Foundation Property and Equipment Leases as presented. Ms. Estrada seconded the motion. A roll call vote was taken with all members present voting yes. The motion carried.

Tuition and Fees Rate Increases – ACTION

Ms. Hammer presented the Tuition and Fees Rate Increases for approval. Ms. Hammer highlighted the following changes:

- In-State Tuition, increase of \$2 for a new rate of \$60
- Out-of-State Tuition, increase of \$6 for a new rate of \$110
- Transcript fees, increase from \$4 to \$5
- Bronze, increase price per pound to \$15
- Aluminum, price of \$10
- Farrier, reflects current price
- All other prices remain basically the same

Mr. Streetman questioned if the increases, as a whole, are adequate to cover everything. Ms. Hammer replied that she believes doing smaller increase increments in tuition on a regular basis is the way to do it.

Ms. Stephenson asked if there is a limit on how far students can travel to shoe horses as she and Dr. Groesbeck wondered if there should be a mileage fee for travel. Ms. Gillard stated that they do not travel as much as before as people do bring their horses to the College.

Mr. Currell asked if the College furnishes the first rodeo vest for students. Ms. Hammer said they are included in the fees.

ACTION – Mr. Currell moved to approve the Tuition and Fees Rate Increases as presented. Ms. Estrada seconded the motion. A roll call vote was taken with all members present voting yes. The motion carried.

Van Purchase Follow-Up – ACTION

Ms. Hammer presented a revised quote for the Van Purchase. She mentioned that the quote is for a 2019 white Chevrolet Van and includes trailer tow package, trailer brake controller, Bluetooth, and back-up camera, to name a few. The total quote is for \$32,297. Ms. Hammer proposed the College purchase the van outright in July to have ready for student travel in the fall. Mr. Streetman asked if it was heated and cooled and Ms. Hammer said yes.

Discussion followed regarding how the van would be paid for besides the fund balance. Ms. Hammer stated that internal services by charging departments as they use the van.

ACTION – Mr. Sandoval moved to approve the Van Purchase Follow-Up as presented. Ms. Estrada seconded the motion. 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). Mr. Currell seconded the motion. 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). Ms. Estrada seconded the motion. 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 stated that after discussion, an extension for Dr. Groesbeck to his two-year contract, making it a three-year contract effective July 1, 2019 be approved.

ACTION – Ms. Estrada moved that the Board approve an extension on Dr. Groesbeck's two-year contract, making it a three-year contract effective July 1, 2019 and that the Board is pleased with his performance and authorize Mr. Streetman to negotiate the terms of Dr. Groesbeck's contract. Mr. Currell seconded the motion. A roll call vote was taken with all members present voting yes. The motion carried.

Dr. Groesbeck thanked the Board and said he enjoys working at Mesalands and likes the environment. He stated that the College faculty and staff are very congenial and

willing to try new things. Dr. Groesbeck mentioned being very productive like Mesalands stop being the best kept secret in New Mexico.

NEW BUSINESS

Mr. Sandoval asked what happened to Cinco-de Mayo. Dr. Groesbeck stated that he could not answer to what happened when the College stopped doing that but could talk about the one this year. He stated that the timing for the one this year just did not work with the HLC Team Visit and Graduation already scheduled. Dr. Groesbeck informed the Board that he would love to do Cinco de Mayo and need to figure out a way to do this again, possibly wrapping it with Graduation. Another suggestion was moving it to April. Discussion followed.

Mr. Streetman asked why the College is not doing a drone-training program. Dr. Groesbeck mentioned several instances that would be beneficial with this low cost way to see things with a drone such as checking the turbine and College property, etc.

CORRESPONDENCE

No correspondence presented.

INFORMATIONAL ITEMS

Presented were the following:

- Important date
 - Independence Day, College closed, July 4, 2019
- Board of Trustees 12-month calendar
- Board of Trustees Annual Calendar of Reports
- Selected Professional Development Activities for May 2019

ANNOUNCEMENTS

Tuesday, July 16, 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 adjourned. The meeting adjourned at 7:02 p.m.

James P. Streetman
Chair

Liz Estrada
Secretary/Clerk