

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

July 16, 2019

The Mesalands Community College Board of Trustees met in regular session on Tuesday, July 16, 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 Purchase Requisitions
- 4) Approval of Monthly Finance Report, June 2019
- 5) Approval of Executive Session
- 6) Approval of Reconvene from Executive Session
- 7) 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 announced that Student Affairs would present Mesalands Moments.

Ms. Alyssa Arellano-Reveles informed the Board that the new Student Ambassador Program will begin next month and the group have already had two meetings. She indicated that the Student Ambassadors would assist with orientation, leadership, tours, and serve as guides for new and returning students. Two Student Ambassadors spoke about the new Program. Ms. SaBrea Skinner stated that she is from the Tucumcari area and is majoring in early childhood education. She said she is excited about the Program, which gives her something to do and get out more. Ms. Romy Diaz reported that she is from El Paso and is majoring in early childhood education. She is excited about the Program, which is pushing her to get out there.

Dr. Groesbeck stated that this is a great effort for more student engagement. He added that the more students are engaged, the more likely they are to stay in school and graduate.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Ms. Estrada moved to approve Item V.A.1 Regular Board Meeting Minutes dated June 11, 2019 as presented. Mr. Currell 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

Notice to Quay County Clerk

Dr. Groesbeck introduced Ms. Ellen White, County Clerk, to give an update on the upcoming election.

Ms. White informed the Board that in 2018, the Legislature had a vision to incorporate entities and consolidate into one election in November of this year. They will all be on one ballot and the entities will share the cost of the election as opposed to several small elections, which are very costly. She stated that terms for individuals serving on college and school boards were automatically extended to November. Ms. White clarified that the College will never pay for another election unless they have a special election.

Dr. Groesbeck asked about notice requirements if a bond is needed and if it can be cycled into a regular election and not have to have a special election. Ms. White stated

that if a bond is going to expire, plan to submit it early. For instance, for the election this year, the bond question(s) and or mill levy question(s) would be due to her office by end of August and if the deadline were missed, a special election would be needed which is very costly.

Mr. Currell asked Ms. White when the filing deadline is and Ms. White responded that she had a handout that she would be sharing with the Board.

Ms. White briefly discussed ballot-on-demand, printing of ballots, same-day registration, early voting registration and deadline, to name a few. She stated that, under federal guidelines, candidates for community college positions have to file their campaign reports. Ms. White informed everyone that they could access nmvote.org to register and make certain changes.

Mr. Sandoval asked about any changes in the districts and Ms. White stated that there are not any changes and may be some after the census, depending on the analysis of the data in the census.

Mr. Streetman asked if all districts' terms were moved to November and Ms. White said that they were.

Dr. Groesbeck thanked Ms. White for the update and information presented to the Board.

Annual Strategic Plan Progress Report

Dr. Groesbeck reported that progress is ongoing with the Strategic Plan and Addendum to the Plan and are staying on schedule or ahead of schedule. Some areas that are being worked on include some type of housing alliance, revising the diesel room, repurposing a broken down compressor, piping and re-plumbing, as well as, manufacturing/digital/curriculum and nursing.

Dr. Groesbeck stated that after the visit on Campus by Beto O'Rourke he had interviews with Dallas Morning News and CNN from Washington, DC. In addition, new Museum cards are out and new billboards are either already up or will be soon.

Communications Report 2018-2019

Ms. Kim Hanna, Director of Public Relations, presented the Communications Report for 2018-2019. She highlighted the following news and marketing publications for the year:

- Announcements of Mesalands' President, Dr. Groesbeck published in multiple print articles and on local television stations
- Publication in 'Electrical Apparatus' regarding the Wind Program featuring Mr. Andy Swapp and two students which gave the program good national attention
- Upgrade in the College's Cowboy Arts Program to Cowboys Arts/Western Silversmithing and Fabrication Program
- Rodeo team qualifiers for the College National Finals Rodeo (CNFR)

- Noted men’s team ended up in third and the women’s team ended up in fifth – Coach to be commended
- Rodeo student, A.J. Kee, won a 2019 Dodge pickup truck at the CNFR
- Purchase of old armory by the College for \$1 – story covered by several Amarillo and Albuquerque television stations, as well as, Telemundo TV
- College Website Analytics and new landing pages

Ms. Hanna reported that overall, things are moving along with new billboards along I-40, expansion on social media, ads in Facebook, and many exciting activities coming up. She stated that the College rodeo is scheduled for October 11-12, 2019.

Purchase Requisitions – ACTION

Dr. Groesbeck presented the following purchase requisitions for approval:

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| ➤ New Mexico Public School Insurance Authority (NMPSIA) | \$176,514 |
| • Property and Liability Insurance | |
| ➤ City of Tucumcari | \$24,000 |
| • Water/sewer/garbage services | |
| ➤ Mesalands Community College Foundation | \$50,000 |
| • 2019-20 Property Leases | |
| ➤ New Mexico Gas Company | \$24,000 |
| • Natural gas services for 2019-20 | |
| ➤ Plateau Wireless | \$24,000 |
| • Internet service for FY20 | |
| ➤ Ricoh Americas Corp | \$28,000 |
| • Copier leases and services | |
| ➤ Xcel Energy | \$80,000 |
| • Electricity services for FY20 | |
| ➤ Tillman Enterprises | \$81,000 |
| • Stampede Village lease | |
| • New lease to include laundromat with three new washers and two new dryers | |
| ➤ Cooperative Education Services | \$73,441.62 |
| • Remaining PSC contract for A5122 GO Bond | |
| ➤ Atkinson & Co., Ltd. | \$44,500 |
| • 2019-2020 Audit Contract | |
| ➤ Pearson Education | \$20,000 |
| • Textbooks for fall 2019 | |
| ➤ Cengage Learning | \$20,000 |
| • Textbooks for fall 2019 | |
| ➤ Brady Industries of NM | \$21,600 |
| • Maintenance supplies | |

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

Miscellaneous

Dr. Groesbeck informed the Board that since nothing has happened with the Alco Building for a long time; he has decided to name it the 'Tucumcari Business Hub for Mesalands Community College' and is opening it up for rent at a low cost of .25/ square foot plus utilities. He mentioned that Mr. Steven Morgan brought a couple of individuals from Albuquerque to look at the building. He added that when the time comes, there may need to some overhead doors installed but does not have any plans to do anything at this time. Mr. Streetman asked how much of a partition would be needed at the Alco Building and Dr. Groesbeck stated that would depend on what type of business rents space. Dr. Groesbeck indicated that not any one business would have exclusive use of the bathrooms or the overhead doors.

Other miscellaneous items presented by Dr. Groesbeck include:

- Planning a visit to the Arrowhead Center at NMSU, as well as, the Dean of Agriculture, Consumer and Environmental Sciences at NMSU
- Met with NM Game and Fish Department representative to discuss a possible learning lab at Tucumcari Lake
 - Mr. Currell stated that Eastern did an extensive bird study at Tucumcari Lake
- Handbooks will be presented to the Board in August
- Presentation from PSC to redo the entry way and Student Affairs Complex
 - Dr. Groesbeck and Mr. Jim Morgan presented it at the Capital Hearing in Santa Fe and it was approved and Bonds will be sold this month
- New Bond Issue
 - Phase II will be a new Bond issue
 - GO Bonds will be in election of 2020 (per Ms. Amanda Hammer)

Academic Affairs

Ms. Gillard gave an update on the nursing program, which she stated is a lengthy process. To date, a mini-application and letter of intent from Dr. Groesbeck were submitted by her and Ms. Shannon Sommers to the NM Board of Nursing. She and Ms. Sommers will be attending a meeting in August and another one later in the year. In addition, Ms. Sommers is working on candidacy for accreditation for nursing.

Ms. Gillard informed the Board that with Dr. Groesbeck's backing and help, they are continuing to work on establishing an EMS Program on Campus.

Ms. Gillard also reported on the following:

- Mr. Josh McVey, web support and communications faculty
- Working on getting other prison sites
- Seeking approval for on-line degree programs (per the advice of the HLC team chair)

- Mr. Tom Morris is working with Moriarty schools, local government and county, and Mayor to start programming in wind which will be taught by Mr. Andy Swapp
- Dr. Groesbeck will travel to Clayton to see about a possible store-front location to have classes delivered there (Zoom, on-line with mentor coach support, hybrid, and possibly live)

Dr. Groesbeck stated that the old building trades' trailer was cleaned and has new tires to be used as the Industrial Technology Mobile Training Unit to start with offering wind classes in Torrance and Lincoln counties from Corona and up north.

Student Affairs

Spring Enrollment Report

Dr. Kennedy presented the Spring Enrollment Report which covers headcount, credit hours, and FTE and that the FTE dropped 2.2%. He stated that according to National Clearing House data, when the economy goes up, that college enrollment goes down reflecting eight years of decline. He noted that Mesalands is doing very well, growing or staying constant in-spite of decline. Dr. Kennedy stated that dropping most are 1) proprietary, 2) two-year colleges, and 3) four-year colleges.

Dr. Kennedy reported that:

- Calls are being made to every student that has not yet enrolled for fall since early enrollment did not go well
- Mr. Matt Garcia is going out to different places working on recruiting
- Ms. Kim Hanna is distributing flyers to businesses
- Ms. Rose Chavez, Registration Support and Student Success Specialist (new title) has moved her office next to the Library and she is also making calls
- Lots of exciting things going on in Student Affairs

Administrative Affairs

Monthly Finance Report, June 2019 – ACTION

Ms. Hammer presented the Monthly Finance Report for June 2019 for approval. Ms. Hammer stated that the auditors were on Campus yesterday and today and met with both her and Dr. Groesbeck.

ACTION – Mr. Sandoval moved to approve the Monthly Finance Report for June 2019 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

Mr. Streetman asked that the Board Reconvene from Executive Session and that no action was taken.

ACTION – Ms. Stephenson 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

No action was taken at this time.

NEW BUSINESS

No new business presented.

CORRESPONDENCE

No correspondence presented.

INFORMATIONAL ITEMS

Presented were the following:

- Important date
 - Labor Day, College closed, September 2, 2019
- Board of Trustees 12-month calendar
- Board of Trustees Annual Calendar of Reports
- Division Meeting Minutes
 - Academic Affairs Division Meeting dated June 20, 2019
 - Academic Affairs Division Meeting dated June 25, 2019
 - Administrative Affairs Division Meeting dated June 24, 2019
- Selected Professional Development Activities for June 2019

ANNOUNCEMENTS

Tuesday, August 20, 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 7:16 p.m.

[signature on original]

James P. Streetman
Chair

[signature on original]

Liz Estrada
Secretary/Clerk