

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

August 20, 2019

The Mesalands Community College Board of Trustees met in regular session on Tuesday, August 20, 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, and Mr. Jimmy Sandoval.

The following member was not present: Mr. Craig Currell.

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Research and Public Service Projects (RPSPs)
- 4) Approval of Bid and Requisition
- 5) Approval of Purchase Requisitions
- 6) Approval of Personnel Handbook 2019-2020
- 7) Approval of NMHED Quarterly Financial Actions Report
- 8) Approval of Monthly Finance Report, July 2019
- 9) Approval of Administrative Affairs Handbook 2019-2020
- 10) Approval of Executive Session
- 11) Approval of Reconvene from Executive Session
- 12) 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 introduced Mr. Josh McVey, new faculty member working on Internet Communication and as a Web Specialist.

Mr. McVey stated that he is enjoying being at Mesalands and everyone has been very welcoming to him. He informed the Board that he is working on the following, to name a few:

- Moodle/Distance Ed to streamline and make it easier for users to access
- Bookstore to have sales on-line
- Museum to have on-line specialty items (electronic room)
- Exchange specimens with other Museums
- Promoting work by artists/artisans that have to do with natural history
- Develop community relations
- Promote businesses and the community
- Change the landscape of businesses by campaigning
- Opportunities to do hosting for businesses in town
- Teaching a few courses

Dr. Groesbeck added that Mr. McVey has a passion for his work and he will be looking at marketing and branding Quay County, as well and has big ideas. Dr. Groesbeck stated that he is proud of hiring Josh and thanked him for stepping in.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Ms. Stephenson moved to approve Item V.A.1 Regular Board Meeting Minutes dated July 16, 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

Annual Dinosaur Museum Report

Dr. Groesbeck introduced Ms. Loni Monahan, new Museum Director. He informed the Board that the Annual Dinosaur Museum Report is changing up a bit.

Ms. Monahan reported the following to the Board:

- Museum is having a Haunted House Museum Night on Halloween
 - Staff, students, and townspeople are helping
 - Charge will be \$5 at the door, tickets will be available on-line, and attendees in costume will be \$3
- Rack cards
 - With help from Ms. Kim Hanna, new cards have been created to replace the existing cards which have not been changed for about ten years
 - Delivered cards to area hotels, restaurants, and some places in Amarillo
- Admission Pricing
 - New pricing now in effect (reflected on the rack cards)
- Revenue
 - Increased 14%
- City of Tucumcari
 - Working with City to have 'giant Dino prints' displayed from I-40 down First Street to the Museum parking lot
- Museum Day
 - September 21, 2019 – free admission to Mesalands Dinosaur Museum
 - Instituted by the Smithsonian Institute
- National Fossil Day
 - Live demos and a tent store
 - Specimen lab will be moved up to window so visitors can see what's going on
- Displays, display cases, and descriptor cards
 - Redo displays, clean cases, and replace cards
- Billboards
 - Change those on east and west end of town and acquire area for new billboard on 1600 block of First Street provided by Mr. Ronnie Sanders
- Café
 - Working on design
- Upcoming events
 - Fall Fossil Festival – October 12
 - Haunted House, Halloween

Dr. Groesbeck stated that Ms. Monahan does great work and revenue is up.

Research and Public Service Projects (RPSPs) – ACTION

Dr. Groesbeck presented the RPSPs, which is a renewal of the RPSPs. He stated that the amount of travel has increased due to the outreach training at Moriarty and the request is for \$119,070. This will be for wind technology training.

ACTION – Mr. Sandoval moved to approve the RPSPs as presented. Ms. Stephenson seconded the motion. A roll call vote was taken with all members present voting yes. The motion carried.

Dr. Groesbeck stated that this will be filed with the State and is for FY2021.

Bid Approval and Requisition – **ACTION**

Dr. Groesbeck presented a Bid Approval and Requisition for Crane Service, Inc. for \$47,291, received in the sealed bid process per state law. This is to pay costs to relocate the new Nacelle from Garden City, Kansas to the NAWRTC wind bay that was given by GE to Mesalands. Dr. Groesbeck added that this would be great for training and help promote the integrated renewable program.

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

Purchase Requisitions – **ACTION**

Dr. Groesbeck presented the following purchase requisitions for approval:

- Simutech Multimedia, Inc. \$22,260
 - For circuit training for the SCADA programs and update the current lab

- Melloy Chevrolet \$32,297
 - Follow-up on previous action taken by the Board for purchase of a 15-passenger van which has already been ordered

ACTION – Ms. Stephenson 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.

Personnel Handbook 2019-2020 – **ACTION**

Ms. Tammy Hall, Human Resources Specialist, presented the Personnel Handbook for 2019-2020. She informed the Board that this Handbook is being updated with cleanup of title changes and wording, revised and updated organizational charts by Dr. Groesbeck, as well as, deleting the History.

Dr. Groesbeck clarified that the History will be a separate document and the most significant change addressed is adjunct contracts.

ACTION – Ms. Estrada moved to approve the Personnel Handbook for 2019-2020 as presented. Mr. Sandoval seconded the motion. A roll call vote was taken with all members voting yes. The motion carried.

Mr. Streetman mentioned that the lawyer has always approved changes to be sure that the jargon is right. Dr. Groesbeck stated that the response will be that the Board makes policy, will be held accountable, and not in conflict with any state or federal laws. Mr. Streetman was agreeable to that.

Miscellaneous

Dr. Groesbeck reported that there are other things in consideration but have not percolated to the surface yet.

Other miscellaneous items presented by Dr. Groesbeck include:

- Alco Building aka Tucumcari Business Hub
 - Ms. Vicki Watson has previously run some incubators/funding and is filling out some paperwork but this is on hold until a business wants to see about space
 - The building suffered a lightning strike and a bid of \$8,300 was received for repairs
- Golf Team
 - Dr. Groesbeck is seriously looking into a Mesalands golf team
 - Join Club Team level for the Southwest Region with Arizona and Southern Colorado schools which align better with rodeo
 - Teams consist of ten students and include both men and women
 - The cost to join would be \$400 but true cost will be the travel
 - Mr. Matt Garcia is helping Dr. Groesbeck
 - Would like to pursue and offer same scholarships as rodeo students receive
- Strategic Plan
 - A new Strategic Plan will be developed

Academic Affairs

Ms. Gillard reported to the Board that she received notification from HLC that she will share with the Board. She stated that the Institutional Actions Council (IAC) concurred with the HLC teams' finding in Mesalands maintaining accreditation. Ms. Gillard stated that it did not have to go to the Board of Trustees and there was no notice, no probation, and no sanction for Mesalands and all the history for Mesalands is available on the HLC Website.

Ms. Gillard informed the Board that the following two interim reports would have to be submitted to HLC:

- **Interim Report.** An Interim Report due by April 1, 2020 on process for reviewing and acting upon trends in student complaints.
- **Interim Report.** An Interim Report due 6/1/2021 on processes for ensuring changes are reflected in communications with stakeholders (2.B), staffing courses with qualified faculty (3.C), processes for regular program review (4.A), and processes for course and co-curricular learning outcomes assessment (4.B).

Ms. Gillard stated the next visit for reaffirmation would in 2024-2025.

Ms. Gillard mentioned that they are working on many things. She concurred with Dr. Groesbeck that Josh McVey is great and made improvements in the view and appearance in Moodle.

Ms. Gillard stated that the semester is up and running – so far, so good.

Dr. Groesbeck gave a shout-out to Mr. Tom Morris whose new title is Director of Academic Initiatives and Student Success. Mr. Morris was well received in Moriarty and Torrance County. Ms. Gillard added that Mr. Morris was instrumental in working with HLC.

Student Affairs

Historical Enrollment Statistics

Annual Enrollment Report

Enrollment Plan: Recruitment, Enrollment Tracking, Persistence and Completion 2019

Dr. Kennedy stated that the Historical Enrollment Statistics and the Annual Enrollment Report are both included in the Enrollment Plan. Dr. Kennedy briefly reviewed the Enrollment Plan which includes: an enrollment report by delivery location; daily enrollment comparison with goals; a 2.6% drop in duplicated headcount, a 1.7% drop in credit hours, and a 4.5% drop in FTE; historical enrollment statistics from summer 1995 to spring 2019; fall-to-fall/fall-to-spring persistence rates for Mesalands with a comparison to NMICC averages; and completion/graduation rates.

Dr. Kennedy also reported on the following:

- Phone Blitz
 - Thirteen Student Affairs and volunteers participated
 - Calls were made between 9:00 a.m. and 5:00 p.m. to 582 prospective students
- Mesalands Housing Alliance
 - Working with Best Western Discovery Inn
- Stampede Village Move-In Day
 - Held Friday, August 16, 2019
- Orientation Week
 - Orientation and Welcome, Tuesday, August 20
 - Picnic in the Courtyard, Wednesday, August 21
 - Meet the Armory and Movie Night, August 22
- Golf Program
 - Working on this program

Administrative Affairs

NMHED Quarterly Financial Actions Report – ACTION

Ms. Hammer presented the NMHED Quarterly Financial Actions Report, last quarter for FY19, for approval.

ACTION – Mr. Sandoval moved to approve the NMHED Quarterly Financial Actions Report as presented. Ms. Estrada seconded the motion. A roll call vote was taken with all members present voting yes. The motion carried.

Monthly Finance Report, July 2019 – ACTION

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

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

Administrative Affairs Handbook 2019-2020 – **ACTION**

Ms. Hammer distributed new copies of the Administrative Affairs Handbook for 2019-2020 along with a list of changes. She reviewed the list below to the Board, which reflect her changes:

2019-2020 Administrative Affairs Handbook Changes

Page	Change
Throughout	Year changed to 2019-2020
Back Title	Added: Revised: 7/17/19
1 – 2	Budget Management – Changes to the Budgeting Process: strikethrough entries signifies deletions and underlined entries indicates new content.
4	Tuition and Fees – Inserted “an outdoor student activity fee,”
5 – 6	Delinquent Accounts – Removed wording for a collection agency as we do not have a current contract with an agency. Cashier – added “by appointment” for extended hours.
7	Debit/Credit Card Policy – added a processing fee for transactions for the payment of tuition or other course-related fees. Inter-Department Billing – Telephone, #2 – changed toll to long distance for personal calls.
8 – 12	Bidding Process – Grammatical corrections. Removed a paragraph about catalogs being in the library as the internet is used most frequently. Corrected the procedures in receiving items to match actual practices. Purchasing Process Flowchart – Vice President will be changed to Chief Procurement Officer
14 – 16	Travel Request Procedures – added “If there are travel expenses,” Inserted paragraph about presidential travel approval process per Board policy. Change from Map Quest to Google Maps for locations not listed on the Table of Distances. Corrections to process for the Addendum to Travel – must have applicable receipts attached for payment.
17	Changed Administrative Services Handbook to Administrative Affairs Handbook
20 – 21	Trip Envelope for Student Travel – added “overnight” for per diem for student travel. Vehicle Check-Out Procedures – Added the requirement for Certificate of Completion of the College’s Defensive Driving training.
25	Changed Human Resources Office to Human Resources Specialist
27	Financial Aid – strikethrough entries signifies deletions and underlined entries indicates new content.
30 – 31	Room Scheduling – removed “Director of Academic Affairs, and then to the” Added: “The Executive Assistant to the President schedules the President’s Conference Room, and all requests must go through the President’s Office.

	After Hours Access – Removed the wording for divisions and Director of Dinosaur Museum to have keys and codes for check out, and clarified reasons that will cause loss access.
31	College Closure due to Inclement Weather – will match the policy that was approved for the Personnel Handbook as there are some slight differences presented here.
34	Technology and Computer Support Services – Changed Director of Human Resources to Human Resources Specialist
43	Quantity changed to 10, and Date changed to 08/19

**Note: Some of the page numbers do not line up with the Table of Contents with the revisions being displayed. Once finalized, they will adjust back.

Ms. Stephenson asked Ms. Hammer if the title on the Purchasing Process Flowchart was going to be changed as indicated on the list of changes but not reflected on the flowchart. Ms. Hammer said yes she would make the change.

Ms. Hammer stated that hard copies of the Handbook will not be distributed as in the past, but rather be available on the College Website Intranet for employees. Mr. Streetman asked about having a page on file, signed by each employee indicating they reviewed the Handbook. Ms. Hammer said she could include the acknowledgement page. Dr. Groesbeck mentioned having an acknowledgement page signed for the Personnel Handbook as well. Ms. Gillard suggested having on-line acknowledgements.

ACTION – Ms. Estrada moved to approve the Administrative Affairs Handbook for 2019-2020 as presented with above changes by Ms. Hammer. Mr. Sandoval 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). Ms. Stephenson seconded the motion. A roll call vote was taken with all members present voting yes. The motion carried.

RECONVENE FROM EXECUTIVE SESSION – ACTION

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

Dr. Groesbeck stated that he would like to pursue discussions with another university who has an ROTC unit and see about maybe having a branch on Campus. Mr. Streetman stated that is an administrative decision.

CORRESPONDENCE

A thank you card to Dr. Groesbeck from New Mexico Senator William P. Soules was presented. Dr. Groesbeck informed the Board that the Science and Technology Committee (Legislative Education Study Committee) met on Campus and were very appreciative of the faculty's graciousness to the committee members. Mr. Streetman stated that Mr. Andy Swapp made a good impression and Dr. Groesbeck concurred.

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
 - Student Affairs Division Meeting dated July 18, 2019
 - Academic Affairs Division Meeting dated July 22, 2019
- Selected Professional Development Activities for July 2019

ANNOUNCEMENTS

Tuesday, September 27, 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 7:01 p.m.

[signature on original]

James P. Streetman
Chair

[signature on original]

Liz Estrada
Secretary/Clerk