

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

September 17, 2019

The Mesalands Community College Board of Trustees met in regular session on Tuesday, September 17, 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 Review and Reaffirmation of Board Policies
- 4) Approval of Research and Public Service Project (RPSP)
- 5) Approval of Purchase Requisition
- 6) Approval of Meeting Date Change Proposals
- 7) Approval of Monthly Finance Report, August 2019
- 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. 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 informed the Board that Ms. Kim Hanna would be presenting Mesalands Moments. Ms. Hanna introduced former student, Victoria (Vicky) Harb, and current student, Beverly (Bev) Harb. She stated that both are sisters, as well as, military veterans. Ms. Hanna informed the Board that Vicky is a Mesalands graduate, a PTK Member, was on the All-State NM Academic Team, received her bachelor's degree from ENMU in Social Work and is finishing her master's degree in Social Work from ENMU. Bev is also a member of PTK and completing her degree in Criminal Justice at Mesalands. Ms. Hanna said they are hoping Bev will apply to the All-State NM Academic Team as well. Ms. Hanna mentioned that they both are perfect examples of student success at Mesalands.

Ms. Vicky Harb said she was also a work study while at Mesalands and appreciates the help received at Mesalands in setting the foundation for her to go on to ENMU. Vicky is currently working at Tucumcari Home Health Hospice.

Ms. Bev Harb said she served ten years in the military and came back to continue her education at Mesalands. She expressed her appreciation to all at Mesalands who welcomed her with open arms.

Dr. Groesbeck asked what branch of the military and both Vicky and Bev responded, Army.

Dr. Groesbeck introduced Ms. Shannon Demuth, new faculty member at Mesalands. Ms. Demuth has a master's degree in counseling and a master's degree in management, as well as, a Juris Doctor degree. Dr. Groesbeck stated that Ms. Demuth is working with the Digital Business Entrepreneurship Program in conjunction with Mr. Josh McVey on setting up a business on-line.

Ms. Demuth informed the Board that she is from Arkansas. She stated that she worked at the University of Arkansas, as well as, Adams State. In addition, she has worked in prisons, which she said was a very rewarding experience, taught college psychology, and working in mental health for quite a while. She is very excited about being at Mesalands, has been very welcomed, and everyone has been very helpful.

Dr. Groesbeck stated it is a pleasure to have Ms. Demuth who is a utility person qualified across many fronts. Ms. Demuth was also the first volunteer on the new

Strategic Plan Task Force that will be working on the next Plan as the current Plan expires next year.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Currell moved to approve Item V.A.1 Regular Board Meeting Minutes dated August 20, 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

Review and Reaffirmation of Board Policies – **ACTION**

Dr. Groesbeck presented a Review and Reaffirmation of Board Policies for approval. He informed the Board that changes include deleting the History and having as a separate document. The substantive changes include the addition of policies that the Board previously approved such as: Travel Approval Process for President, Protests and Demonstrations Policy, and Telecommuting Policy. Dr. Groesbeck requested approval of the Review and Reaffirmation of the Board Policies with changes/proposals presented.

Mr. Streetman asked about the outcome regarding a credit card for the College. Dr. Groesbeck stated that Ms. Hammer would address that during her presentation.

ACTION – Ms. Stephenson moved to approve the Review and Reaffirmation of Board Policies as presented. Ms. Estrada seconded the motion. A roll call vote was taken with all members present voting yes. The motion carried.

Research and Public Service Project (RPSP) – **ACTION**

Dr. Groesbeck presented the RPSP Request for approval. He notified the Board that the request to NMHED went out yesterday pending Board approval and if the Board chooses not to approve it at this time, it will be withdrawn. Approval was previously given for the Wind Training Center for \$119,070 and this RPSP adds a request for \$150,000 for a shared services project initial consultation to select an Enterprise Planning System (ERP) statewide. Dr. Groesbeck and Mr. Larry Wickham briefly explained the platform, process, and whether or not Jenzabar will be used, as well as, doing enrollment directly on-line, among other objectives.

Dr. Groesbeck requested approval of the augmented RPSP.

ACTION – Mr. Currell moved to approve the RPSP as presented. Ms. Stephenson seconded the motion. 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:

- Parkhill, Smith & Cooper (PSC) \$50,000

Dr. Groesbeck mentioned that this purchase requisition is to work on a master plan. He stated that Mesalands has a great relationship with PSC and PSC is a CES Vendor. Dr. Groesbeck added that this is a good time to work on a master plan since work will begin on a new Strategic Plan. Dr. Groesbeck stated that although there have been annual amendments to the master plan; he asked when the last master plan was written. Dr. Kennedy said it was in 2006.

Dr. Groesbeck stated that Ms. Hammer would have directives on when to process a Budget Adjustment Request (BAR) and submit.

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

Meeting Date Change Proposals – **ACTION**

Dr. Groesbeck presented the following Meeting Date Change Proposals for approval:

- Tuesday, November 19, 2019 to Tuesday, November 12, 2019
- Tuesday, December 17, 2019 to Tuesday, December 10, 2019

The changes are due to the holidays and scheduling and if approved, notifications to the public will be made accordingly.

Mr. Streetman mentioned that Board Meetings have required changing from the third Tuesday several times since changing from the second Tuesday of the month. He added that Board Meetings had been the second Tuesday of the month for 20+ years and with Jenzabar in place, there should not be any issues. Discussion followed regarding availability of information on the Monthly Finance Report in time to include on the agendas by moving it back to the second Tuesday of the month.

Mr. Streetman suggested that the Board think about going back to the second Tuesday of the month for Board Meetings and asked that this be an agenda item on the next Board Agenda in October 2019.

ACTION – Ms. Estrada moved to approve the Meeting Date Change Proposals 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 reported that the nacelle was scheduled to arrive this date but due to high winds in the Garden City, Kansas area, it was postponed until tomorrow, September 18, 2019, weather permitting. A one-inch plate was prepared at the wind bay to place the nacelle on when delivered.

Academic Affairs

Dr. Groesbeck informed the Board that Ms. Gillard is going to meetings in Albuquerque tomorrow and some NMICC meetings this afternoon in Albuquerque.

The filing of a request to HLC for adding additional locations has been addressed.

Dr. Groesbeck stated that some internal reorganizing has been done on campus. He thanked Ms. Gillard and Academic Affairs for their help. A new unit, Academic Services, was created in Academic Affairs to address specific areas such as entering all grades by faculty and applying for graduation in addition to reorganization of other sections within Academic Affairs.

Student Affairs will now primarily be in charge of completing admission process, evaluating transcripts, registration support, marketing, career services, recruiting, student activities and housing.

Dr. Groesbeck expressed his appreciation of the flexibility of these two vice-presidents to work on these changes.

Student Affairs

Dr. Kennedy informed the Board of the following:

- Constitution Day
 - This event was held on-campus today
 - This is a mandatory event held each year on September 17
 - Pizza and sodas were served to those attending
- Recruiting
 - Mr. Matt Garcia is out recruiting and won't be back until October 3
 - He usually brings, on average, 1,300 prospects back with him
- Enrollment
 - Currently enrollment is up
- Recruiting, Persistence, and Completion
 - Dr. Kennedy said these are areas that all campus staff are involved and there are several ways of reaching out to students

Administrative Affairs

Ms. Hammer informed the Board that she heard back from Wells Fargo and they have linked all sites into one with a phenomenal rate at .34 per transaction, which will not go

into effect until October. Ms. Hammer added that she would take that part out of the Administrative Affairs Handbook since it has not been published.

Monthly Finance Report, August 2019 – **ACTION**

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

ACTION – Mr. Sandoval moved to approve the Monthly Finance Report for August 2019 as presented. Mr. Currell 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 – 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

There was not any action was taken at this time.

NEW BUSINESS

No new business presented.

CORRESPONDENCE

No correspondence presented.

INFORMATIONAL ITEMS

Presented were the following:

- Important dates
 - 12th Annual Mesalands Community College Grand Canyon Region Rodeo, October 11-12, 2019

- Fossil Day Festival (Mesalands Dinosaur Museum), October 12, 2019
- Election Day, November 5, 2019
- Student Fall Break, no classes, November 25-26, 2019
- Thanksgiving Break, College closed, November 27-29, 2019
- Holiday Break, College closed, December 16, 2019 – January 1, 2020
- Board of Trustees 12-month calendar
- Board of Trustees Annual Calendar of Reports
- Division Meeting Minutes
 - Student Affairs Division Meeting dated August 14, 2019
 - Academic Affairs Division Meeting dated August 26, 2019
- Selected Professional Development Activities for August 2019

ANNOUNCEMENTS

Tuesday, October 15, 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 6:44 p.m.

[signature on original]

James P. Streetman
Chair

[signature on original]

Liz Estrada
Secretary/Clerk