

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

October 15, 2019

The Mesalands Community College Board of Trustees met in regular session on Tuesday, October 15, 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 Board Policies Revision
- 4) Approval of Proposed Board Meeting Date Changes
- 5) Approval of AimBank Cash Management Certificate of Resolution
- 6) Approval of Monthly Finance Report, September 2019
- 7) Approval of Debit/Credit Card Policy in Administrative Affairs Handbook
- 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. Stephenson moved to approve the agenda as presented. Ms. Estrada 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.

Mr. Streetman read the above statement and asked the guest, Mr. Dan Garcia, if what he wanted to comment on was on the agenda and Mr. Garcia responded that it was not. Mr. Streetman informed Mr. Garcia that he would need to get in touch with Dr. Groesbeck to see about getting something on an agenda.

MESALANDS MOMENTS

Dr. Groesbeck informed the Board that Ms. Loni Monahan would make a presentation to the Board. Ms. Monahan stated that the Museum is doing really well. She reported on the following:

- National Museum Day
 - Museum was open all day
 - A one-day total of 236 attendees this year compared to last year's two-day total of 224
- Fossil Day Festival
 - This event had a one-day total of 570 visitors this year versus last year's total of 366

Ms. Monahan reported that some inventory, specifically tee shirts that are about two to three years old, were discounted in an attempt to get them off the shelves. In addition, new tee shirts have been ordered and received. She inquired at what point can those items be given away and Dr. Groesbeck stated that they will be sold in the most cost effective way that complies with state laws, etc.

Ms. Monahan mentioned the following new events and projects:

- Haunted Museum
 - Several individuals have already volunteered to help
- Mural
 - This has been completed by Mr. Doug Quarles and guided by Mr. Craig Currell
 - It is a Torvosaurus from the Triassic period
 - Ms. Monahan requested to have the mural added to the newest map of murals
- Dino Footprints
 - These will be placed on First Street from I-40 to the Dinosaur Museum parking lot which is a little over a quarter of a mile
 - This project was cleared by the State Highway Department
 - To be completed sooner rather than later, before inclement weather

Ms. Monahan thanked Ms. Kim Hanna for the marketing and media she did for all events. Dr. Groesbeck stated that Ms. Hanna deserves a lot of credit for coordinating events for the College.

Dr. Groesbeck stated that food grade molds of fossils would be commissioned in order to make chocolates to sell at the Museum.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Ms. Estrada moved to approve Item V.A.1 Regular Board Meeting Minutes dated September 17, 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

Board Policies Revision – ACTION

Dr. Groesbeck presented a Board Policies Revision regarding the ACCUPLACER assessment to clarify that it will be a recommendation and not a requirement. He added that this is consistent in community colleges.

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

Proposed Board Meeting Date Changes – ACTION

Dr. Groesbeck presented Proposed Board Meeting Date Changes as requested by Mr. Streetman at the previous Board Meeting. Mr. Streetman stated that ever since meeting dates were changed from the second Tuesday of the month to the third Tuesday of the month, about five years ago, there have been many times that they have required being moved back to the second Tuesday.

Discussion arose again regarding availability of information for the Monthly Finance Report in time to include on the agendas and the use of Jenzabar to acquire the information. Dr. Groesbeck mentioned that Jenzabar has the capacity to do internal entries, incidental expenses, etc. electronically. Mr. Streetman reminded the Board that Jenzabar cost a lot and should be able to be used in this capacity as well.

Dr. Groesbeck asked if the Finance Reports were complete reports when the meetings were held on the second Tuesdays of the month. It was noted that prior to the change,

full reports were presented to the Board in time to include with Board Books when the meetings were held on the second Tuesdays of the month.

It was the Boards' consensus that this request for Proposed Board Meeting Date Changes be withdrawn at this time and approach again later.

ACTION

There was not any action taken at this time.

Miscellaneous

Dr. Groesbeck reported on the following miscellaneous items:

- Clayton Public Schools
 - Ms. Stacy Diller, Superintendent, is offering a modular building with two classrooms, a bathroom, and fiber optics to house a Mesalands Outreach Center in Clayton
 - Clayton is part of Mesalands' service territory
- Torrance County
 - Mr. Tom Morris gave a presentation to Torrance County officials and Ms. Teresa Salazar, Superintendent of Moriarty Schools
 - Anticipated preparation of a workforce rollout of the large wind farms in the Corona region and also in Estancia
 - Smaller area schools are in support of the effort
 - Mr. Jim Morgan and Mr. Andy Swapp are preparing bids for the project

Academic Affairs

Ms. Gillard informed the Board that Ms. Shannon Sommers, Nursing Instructor, submitted a feasibility study to the Nursing Education Advisory Committee (NEAC), and it was approved. The next steps for approval include presentation of feasibility study to the next full Nursing Board Meeting on November 7-8, 2019; and upon approval, submittal to HED, then HLC. Ms. Gillard stated that the projected date is fall of 2021.

Ms. Gillard reported that a substance abuse and addiction-counseling program is in the works with NMHU and retired Dr. Carrier for individuals at the off-campus facilities and is being modeled after a program in Texas. The pilot project will be offered at the Santa Rosa facility first, then to other off-campus facilities, and eventually to on-campus students.

Ms. Gillard stated that she would be going to Lea County Correctional Facility to meet about expanding a hybrid on-line program.

Student Affairs

Dr. Kennedy mentioned that everyone knows last week was rodeo week and Alissa did a phenomenal job. He mentioned several events that took place included: Branding Day; Bucking Board Raffle; Family Feud Showdown; Movie Night at the Odeon; and rodeo on Friday and Saturday. There were a total of 185 attendees on Friday night and 211 on Saturday. Dr. Kennedy said Matt Hughes did a beautiful job and thanked Ms. Hammer. Dr. Groesbeck added that the Bookstore sold a lot and the food truck concept was a good idea.

Dr. Kennedy spoke about how duties in Academic and Student Affairs have been separated. Student Affairs will be working with recruiting, admissions, registration, and persistence and completion. A new division of Academic Affairs (Academic Services), assigned to Dr. Forrest Kaatz and Ms. Kim Enriquez will handle grades, graduation, transcripts, degree audits, and policy enforcing. He added that faculty would work on advising.

Ms. Gillard stated that the college-wide learning goals have been revised.

Administrative Affairs

AimBank Cash Management Certificate of Resolution – **ACTION**

Ms. Hammer presented the AimBank Cash Management Certificate of Resolution for approval. She stated that FNB sold out to AimBank and AimBank requires the Certificate of Resolution, which includes Dr. Groesbeck, Ms. Tammy Hall, and Ms. Hammer to serve as administrators for the College. Dr. Groesbeck added that he is a backup in case one of the two are not available at any time.

ACTION – Mr. Sandoval moved to approve the AimBank Cash Management Certificate of Resolution as requested and presented. Ms. Estrada seconded the motion. A roll call vote was taken with all members present voting yes. The motion carried.

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

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

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

Debit/Credit Card Policy in Administrative Affairs Handbook – **ACTION**

Ms. Hammer presented the Debit/Credit Card Policy in the Administrative Affairs Handbook, which contains a change regarding deletion of debit/credit card fees.

At the last meeting, Ms. Estrada asked Mr. Streetman if this needed to be brought back for approval. Mr. Streetman agreed and requested that this change be presented to the Board as a revision to the previously approved Administrative Affairs Handbook.

ACTION – Mr. Sandoval moved to approve the deletion to the Debit/Credit Card Policy in the Administrative Affairs Handbook 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). 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). Mr. Sandoval 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 there was not any action taken at this time and there would not be any action required in the future. The discussion during Executive Session is within the boundaries of Presidential administrative action.

NEW BUSINESS

No new business presented.

CORRESPONDENCE

No correspondence presented.

INFORMATIONAL ITEMS

Presented were the following:

- Important dates
 - 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 September 19, 2019
- Selected Professional Development Activities for September 2019

ANNOUNCEMENTS

Tuesday, November 12, 2019, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m., Room A214.

Ms. Stephenson asked Ms. Chavez if Mr. Larry Wickham was contacted regarding issues that Board Members are having with accessing their emails. Ms. Chavez responded that she had and Dr. Groesbeck stated that he would share contact information for Mr. Wickham with the Board Members.

ADJOURN

Mr. Streetman stated that there was no further business and the meeting adjourned. The meeting adjourned at 6:48 p.m.

[signature on original]

James P. Streetman
Chair

[signature on original]

Liz Estrada
Secretary/Clerk