

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

November 12, 2019

The Mesalands Community College Board of Trustees met in regular session on Tuesday, November 12, 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 board members were present: Mr. James Streetman, Ms. Teresa Stephenson, Mr. Jimmy Sandoval, and Mr. Craig Currell.

The following board member was not present: Ms. Liz Estrada.

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of 2019-2020 Personnel Handbook Revision
- 4) Approval of New Mexico Higher Education Department (NMHED) Quarterly Financial Actions Report
- 5) Approval of Monthly Finance Report, October 2019
- 6) Approval of Executive Session
- 7) Approval of Reconvene from Executive Session
- 8) Approval of Action, if needed, based on Executive Session

APPROVAL OF AGENDA – ACTION

ACTION – Mr. Currell 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

Fall Rodeo Report

Mr. Matt Hughes, Rodeo Coach, reported that after four rodeos for the season, it ended with Mesalands' fall rodeo and it was a success with both Friday and Saturday night competitions being about two hours long and not much went wrong. He stated that the contractor was on point with everything and the contestants were on time. Coach Hughes highlighted some of the standings for Mesalands' rodeo students for the season, the number of graduating rodeo students, and briefly discussed recruiting. Coach Hughes also informed the Board that he met with the rodeo team and they have written his goals.

Dr. Groesbeck asked how the assistant rodeo coach was working out and Coach Hughes responded that all was working out well. Dr. Groesbeck informed the media that the assistant coach is Coach Hughes' wife and that it is quite standard that rodeo coaches and their spouses work together as coach and assistant coach.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Ms. Stephenson moved to approve Item V.A.1 Regular Board Meeting Minutes dated October 15, 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

12th Annual Mesalands Intercollegiate Rodeo Program

The 12th Annual Mesalands Intercollegiate Rodeo Program was given to the Board. Ms. Kim Hanna stated that it was mainly an informational item and indicated that the sponsors are about the same ones as last year.

Ms. Hanna informed the Board of the following as it pertains to Mesalands' rodeo:

- A professional photographer, Mr. Phillip Kitts with Avid Visual Imagery, took the pictures and video
- Todd, Cornerstone, set up a food truck
- Ms. Julie Williams, Mesalands' College Stores Manager, sold apparel

Ms. Hanna stated that her work-study, Makayla Carter, was very excited to see all the help and support at the rodeo. Ms. Hanna thanked all the volunteers, which included faculty, staff, and students.

2019-2020 Personnel Handbook Revision – **ACTION**

Dr. Groesbeck presented a 2019-2020 Personnel Handbook Revision that pertains to Selection of New Employees. Also included are the Mesalands Community College Administrative Procedures for Position Authorization, Search, Screening, and Selection. Dr. Groesbeck informed the Board this is to clarify the procedures in which the Board have already approved that the President is authorized to do all hires. This clarification will eliminate redundancy as well.

Dr. Groesbeck stated that upon approval, the revision would be made to the 2019-2020 Personnel Handbook. Mr. Streetman asked if the Administrative Procedures mentioned above would be included. Dr. Groesbeck stated that is a decision for the Board. Mr. Streetman stated he thinks that the Administrative Procedures should be included.

ACTION – Mr. Currell moved to approve the 2019-2020 Personnel Handbook Revision as requested and presented, as well as, including the Administrative Procedures in the Handbook as an addendum. Ms. Stephenson seconded the motion. A roll call vote was taken with all members present voting yes. The motion carried.

Miscellaneous

Dr. Groesbeck reported on the following miscellaneous items:

- Email
 - He received an email from Mr. Jerry Brown from Michigan
 - Mr. Brown along with his grandson, visited Mesalands Campus and the Museum for about four and one-half hours and he indicated that the staff were all very welcoming
 - Mr. Brown was very appreciative in spending time with Dr. Hungerbuehler and Ryan Price at the Museum
 - In closing, Mr. Brown stated that Mesalands is at the top of his grandson's list in looking at Colleges to attend
- Contractor and Campus Improvements
 - Dr. Groesbeck reminded the Board that they had already approved that he is authorized to proceed with campus site improvements. There is now a contractor in place and purchases are now being executed.
 - The parking lots will be redone

- Museum Haunted House
 - Ms. Loni Monahan along with volunteers did an excellent job
 - There were a total of 624 visitors (for both the Museum and parking lot activities) which came from Logan and Santa Rosa, to name a few
 - Mr. Currell mentioned that this event was the subject of discussion at the barber shop
 - Dr. Groesbeck said he is so proud of all the staff for all they do
- 3D Digital Renderings
 - Food grade silicon molds will be made to make and sell holiday chocolates

Academic Affairs

Ms. Gillard stated that the Nursing Board approved the Feasibility Study submitted by Mesalands. A Program Application will now need to be submitted which is due before Christmas, followed by a meeting in January with the Nursing Board.

Ms. Gillard informed the Board that a Substance Abuse Counseling Program would start in the spring and tie in with the Allied Health Program.

Ms. Gillard reported that Mr. Tom Morris is doing a great job working with the Northeast New Mexico Education Consortium (NENMEC) and working with 15 dual students in wind energy courses and occupational certificates. Dr. Groesbeck added that Ms. Kristen Forrester worked with Senator Pete Campos in presenting and passing legislation for a demo project to extend programs to rural high school settings.

It was noted that several things are in the works, including but not limited to: delivery of on-line instruction with local mentors at those schools and live hands-on experience at Mesalands, which are paid by a legislative grant. 'Stuff in Trailers' to deliver programs to the south side of I-40 and working with Torrance County, Estancia, and Corona area. Working with REC9 in Moriarty and Field Core augmenting program.

Dr. Groesbeck stated that Ms. Gillard and Mr. Morris are doing great. Ms. Gillard thanked Mr. Andy Swapp for his work and stated that Mr. Swapp has a great personality and skill set and sells the program well.

Ms. Gillard informed the Board that the NENM Facility in Clayton recently had its administrators taken over by the state. Therefore, classes are not being offered now in the fall because things are not finalized but will be offered in the spring. The facility is no longer under GEO Group. Mesalands is in close collaboration with Ms. Leslie Bradley in receiving training to access direct registration.

Student Affairs

Annual Enrollment Management Report 2018-2019

Dr. Kennedy presented the Annual Enrollment Management Report for 2018-2019. He briefly highlighted a few items such as Strategic Priorities Indicators, Performance

Measures/Data Sources, and Performance Data for different areas including enrollment growth, persistence, graduation and completion; and headcount, FTE, and credit hours, which were slightly down a few percentages.

Dr. Groesbeck inquired about graduation celebrations at off-campus facilities. Ms. Gillard stated that Dr. Bauler used to attend the ones in Clayton and she attended the ones in Santa Rosa, as well as, being guest speaker at one at the Otero facility graduations. Ms. Gillard mentioned that if Mesalands receives enough notification of graduation dates/ceremonies as in the past, someone from Mesalands attends. She stated that she would try to find out when the next one is so maybe Dr. Groesbeck can speak at it. Ms. Gillard mentioned that the off-campus facility has a celebration and graduates are very appreciative.

Dr. Groesbeck reported that a fundraiser for golf was held with nine teams paying entry fees and the College showing a profit of \$550. There was also a 3-on-3 basketball tournament held.

There have been student activities held or scheduled to be held since the Board approved an outdoor activity fee. Some of those activities include:

- A visit by 15 students to the pumpkin patch in Moriarty
- Attendance by eight students to the Four Tenors Opera in Albuquerque including visits to the zoo and botanical gardens
- A two night/three day trip is planned to Ruidoso to include several activities
- A trip is planned to visit Meow Wolf in Santa Fe

Annual Financial Aid Award Report

Dr. Kennedy presented the Annual Financial Aid Award Report to the Board. The awards reflected on the report and pie chart are:

- Federal, \$1,009,638, 80%
- State, \$104,363, 8%
- Institutional, \$103,666, 8%
- Third Party, \$45,115, 4%

Dr. Kennedy stated that the report includes the fund sources for each area above.

Administrative Affairs

New Mexico Higher Education Department (NMHED) Quarterly Financial Actions Report – ACTION

Dr. Groesbeck presented the NMHED Quarterly Financial Actions Report. Upon approval, Mr. Streetman, Dr. Groesbeck, and Ms. Hammer will sign it. Ms. Hammer will then submit it to NMHED.

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

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

Dr. Groesbeck presented the Monthly Finance Report for October 2019.

ACTION – Mr. Currell moved to approve the Monthly Finance Report for October 2019 as presented. 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. Stephenson 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). 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 that no action was taken or needed at this time.

NEW BUSINESS

No new business presented.

CORRESPONDENCE

A thank you letter to Dr. John Groesbeck, Mesalands Community College from Quay County Health Council and Quay County Extension Service was presented. Dr. Groesbeck stated that Mesalands has had a longstanding relationship with them and they thanked Mesalands for their generous sponsorship.

A thank you letter to Ms. Natalie Gillard from Mr. Mark Hilliard, Wayland Baptist University was presented. Ms. Gillard stated that Mr. Hilliard is the Associate Professor of Art and Art Education. The letter expressed appreciation for all the contributions the

Mesalands fine arts faculty (D’Jean, Joel, and Yousif) have provided them including enabling them to have an iron pour and foundry program at their institution. Mr. Hilliard also mentioned that he has attended the Mesalands Iron Casting workshop for the past 11 years. The Mesalands fine arts faculty work really well as a team, including Mr. Michael Bilopavlovich for his computer skills.

INFORMATIONAL ITEMS

Presented were the following:

- Important dates
 - 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 October 17, 2019
 - Administrative Affairs Division Meeting dated October 28, 2019
- Selected Professional Development Activities for October 2019

ANNOUNCEMENTS

Tuesday, December 10, 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 7:20 p.m.

[signature on original]

James P. Streetman
Chair

[signature on original]

Liz Estrada
Secretary/Clerk