

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

**December 12, 2017**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, December 12, 2017 at 5:30 p.m. in Room A214.

**CALL TO ORDER**

Mr. Moore, Chair, called the meeting to order at 5:30 p.m.

**PLEDGE OF ALLEGIANCE  
SALUTE TO NEW MEXICO FLAG**

The Pledge of Allegiance was recited and the New Mexico Flag was saluted.

**ROLL CALL**

The following members were present: Mr. Bronson Moore, Ms. Liz Estrada, Mr. Jimmy Sandoval, and Ms. Teresa Stephenson.

The following member was not present: Mr. James Streetman.

**LIST OF ACTION ITEMS**

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Reaffirmation of College Mission Statement
- 4) Approval of Purchase Requisition
- 5) Approval of Monthly Finance Report, November 2017
- 6) Approval of the 2017-2018 Restricted BAR
- 7) Approval of Executive Session
- 8) Approval of Reconvene from Executive Session
- 9) Approval of Action, if needed, based on Executive Session

**APPROVAL OF AGENDA – ACTION**

Dr. Newsom stated that an Executive Session will not be needed at this time and can be deleted from the agenda.

**ACTION** – Ms. Stephenson moved to approve the agenda as amended. The motion was seconded by Ms. Estrada. 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.

No public comments were made.

## **GOOD NEWS**

Dr. Newsom informed the Board that Ms. Kim Hanna will be reporting on one of the College's program as part of the Good News.

Ms. Hanna reported on and presented a PowerPoint on the Allied Health Pinning Ceremony held last week to recognize graduates of the Allied Health and Phlebotomy Programs. There were five students who completed the nursing program, 10 in phlebotomy, and nine students in the emergency medical technician program. Ms. Hanna stated that Ms. Jeanne Morales and Ms. Shannon Sommers, Allied Health faculty, and Ms. Maria Schmitt, Skill-Up Network Pathway (SUN PATH) Program and Online Coordinator were in attendance, as well as, 82 attendees.

Ms. Hanna indicated that four students in the Temporary Assistance for Needy Families (TANIF) Program received support. She recognized Ms. Perla Villegas and Ms. Michelle Sanchez and stated that they will both continue on at Mesalands.

Ms. Hanna mentioned that the Allied Health Program has been very positive.

Ms. Gillard thanked Dr. Newsom and the Board for being able to bring these programs to the community and hopes this continues to be a success into the future. Ms. Gillard stated that the grant coordinator will be leaving to pursue full-time employment and Dr. Newsom added that it is being decided whether this position will be divided among current staff or hire a replacement.

## **APPROVAL OF CONSENT AGENDA – ACTION**

Dr. Newsom mentioned that there are two new hires (one new hire and one hybrid hire) on the agenda. Ms. Deidra Vargas is the new hire as the Student Affairs Specialist and Ms. Diane Grap has been reassigned and will now be an Administrative Assistant for the Vice President of Academic Affairs/Foundation Coordinator.

**ACTION** – Ms. Estrada moved to approve Item V.A.1 Regular Board Meeting Minutes dated November 7, 2017 and Item V.B.1 Contract Confirmations for Ms. Diedra Vargas, Student Affairs Specialist, effective November 30, 2017 and Ms. Diane Grap, VP Administrative Assistant/Foundation Coordinator, effective November 20, 2017 as presented. The motion was seconded by Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.



- ❖ Headcount continues to grow
- ❖ Spring enrollment is at 156 versus 154
- ❖ The goal is 1,058 versus 998 for about 6% growth
- ❖ Registered credits for spring is 1,557 versus 1,670, same day last year
- ❖ Early registration for spring is way up from last year
- Audit
  - ❖ The state is in the final stages of releasing the audit
  - ❖ The audit will be presented to the Board at the January meeting
- Construction
  - ❖ Had the final walk-through on December 7
  - ❖ The substantial completion has been certified
  - ❖ The project completion was considerably behind schedule but the College now has a fantastic facility/building
  - ❖ Plans are in the works for the 20<sup>th</sup> Annual Iron Pour coming up – Ms. Hanna is working with New Mexico Magazine who will do a story narrative to feature the facility improvements
  - ❖ Final touches to the project will be completing fiber optics for the campus and should take about 30-50 days to finish
  - ❖ Work will begin on a ‘Notice to Proceed’ on the new project for the furniture purchase
- Campus Events
  - ❖ 2017 Legislative Forum
    - Held on December 4, 2017 at the North American Wind Research and Training Center (NAWRTC)
    - Hosted by the Eastern New Mexico Council of Governments as the kick-off for the Legislative Session
  - ❖ We Care Committee
    - An angel tree was set up with 33 angels which were adopted by faculty/staff to purchase gifts for children
    - The gifts will be donated to the CYFD on behalf of Mesalands faculty/staff
    - Dr. Newsom thanked the team for putting this together
- College Banners
  - ❖ Three new banners have been placed on the boulevard, giving the College a little more visibility
  - ❖ Dr. Newsom thanked the city for installing the banners
  - ❖ More banners may be purchased for the Dinosaur Museum to help link the Museum to the College
- Emergency Fund Program
  - ❖ Provided by the U.S. Department of Education
  - ❖ Two students have been awarded assistance
  - ❖ Each student may receive up to \$500 over the life of the program
  - ❖ Mesalands received \$3,500 this semester and will receive the same amount next semester
- Stampede Village
  - ❖ Marketing is actively ongoing
  - ❖ Tours have been conducted

- ❖ The goal is to have 12-15 students living there in the spring, as well as, a resident assistant
- ❖ The College has received three deposits and a number of students have submitted applications
- ❖ An open house with the Chamber will be held in January
- HLC
  - ❖ A letter was received after Mesalands submitted an update which triggered a 'non-financial indicator'
  - ❖ A report completed by Ms. Gillard has been sent to an external reviewer
  - ❖ The report is due to HLC on Friday
- Financial Aid
  - ❖ The recertification for the financial aid program with the U.S. Department will be completed this week
  - ❖ There are not any issues anticipated
- We Care Committee
  - ❖ Thursday, December 14 – 3:00 pm, Great Room
    - Tea Tasting and Ornament Exchange
    - All Board Members are invited to attend

## **Academic Affairs**

### Student Learning Assessment Committee Annual Report 2016-2017

Dr. Newsom indicated that Mr. Tom Morris usually presents this Report but had another commitment so Dr. Newsom presented the Student Learning Assessment Committee Annual Report for 2016-2017.

Dr. Newsom highlighted some areas contained in the Report such as: the Institutional Level Assessment, ACCUPLACER, which replaced COMPASS in January 2017 and is used to assess students' skills; charts reflecting the percentage of students who need remediation; the ACT National Career Readiness Certificate (NCRC) test to measure workplace skills; charts which indicate the completion rates of general education transfer classes; and the Program Level Assessment to document how well students are doing on competencies. Dr. Newsom stated that Mr. Morris is very pleased at how everyone has embraced this and they are all doing a much better job of 'closing the loop'.

Ms. Gillard stated that she is exceptionally pleased with Dr. Axel Hungerbuehler's work in providing evidence of 'closing the loop'.

Ms. Gillard reported that this report has been in place since 1996 and staff continue to make it better. She added that there have been great strides and there is always room for improvement.

Dr. Newsom mentioned that the accreditors really like this report and it is a very good report.

## **Student Affairs**

No reports were presented but Dr. Kennedy stated that it has been a phenomenal semester with great students. He stated that the parking lot was full during finals.

## **Administrative Affairs**

### Monthly Finance Report, November 2017 – ACTION

Ms. Hammer presented the Monthly Finance Report for November 2017 for approval and indicated as promised, there is also a budget summary for October 2017.

**ACTION** – Ms. Estrada moved to approve the Monthly Finance Report for November 2017 as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

### 2017-2018 Restricted BAR – ACTION

Ms. Hammer presented the 2017-2018 Restricted BAR for approval.

**ACTION** – Ms. Stephenson moved to approve the 2017-2018 Restricted BAR as presented. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

### Long-Term Debt Schedule Report to NMHED

Ms. Hammer presented the Long-Term Debt Schedule Report which is submitted to NMHED. She stated that this is for one loan with annual payments of approximately \$13,000, a balance of \$101,558.15 and a maturity date of July 15, 2025. Dr. Newsom stated that this is for the new roof on the Dinosaur Museum.

## **NEW BUSINESS**

No new business was conducted.

## **CORRESPONDENCE**

The following correspondence was presented:

- A thank you letter from Quay County Health Council
  - Mesalands was a co-sponsor of the 5K Fun Run/Walk
  - Mesalands provided water and volunteers
- A thank you card from Quay County Clerk
  - NM County Clerks attended a training held in one of the computer labs at Mesalands
  - The clerks were very thankful to Mesalands for being able to hold the training on campus
  - It was great access/exposure to the attendees, some of who had never been to Mesalands

- A thank you letter to Dr. Newsom from Tucumcari Railroad Museum Director
  - SBDC's (Ms. Vicki Watson and Ms. Barbara Hicklin) support and involvement in setting up the Tucumcari Railroad Museum
  - Ms. Watson is on their board
- A candidacy memo to Dr. Newsom from Angel M. Royal, Chief of Staff, American Association of Community Colleges (AACC)
  - Dr. Newsom indicated he is very honored that the AACC Board has recommended him to be on the slate of nominees for the 2018 AACC Board of Directors

## **INFORMATIONAL ITEMS**

Important dates were presented which are: Holiday Break, College closed, December 18, 2017 – January 1, 2018; Martin Luther King, Jr. Day, College closed, January 15, 2018; and Legislative Session Opening Day, noon, January 16, 2018.

The Board of Trustees 12-month calendar was presented.

The Board of Trustees Annual Calendar of Reports was presented.

The following minutes were presented:

- Student Affairs Division Meeting minutes dated November 15, 2017
- Administrative Affairs Division Meeting minutes dated November 28, 2017

The Selected Professional Development Activities for November 2017 were presented.

## **ANNOUNCEMENTS**

Tuesday, January 16, 2018, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m., Room A214. This date happens to be Opening Day for the Legislative Session.

## **ADJOURN**

Mr. Moore stated that there was no further business and the meeting was adjourned. The meeting adjourned at 6:17 p.m.

[signature on original]

---

J. Bronson Moore  
Chair

[signature on original]

---

Liz Estrada  
Secretary/Clerk