

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

January 13, 2015

The Mesalands Community College Board of Trustees met in regular session on Tuesday, January 13, 2015 at 5:30 p.m. in Room G606.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

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

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of College Audit Report June 30, 2014
- 4) Approval of Rodeo Handbook
- 5) Approval of Articulation Agreement – Mesalands Community College and Southern New Hampshire University (SNHU)
- 6) Approval of Educational Alliance Participant Agreement - Mesalands Community College and Grand Canyon University
- 7) Approval of Consensual Relations 8.12
- 8) Approval to Authorize Request for Proposal (RFP) for Legal Services
- 9) Approval of Housing Project
- 10) Approval of Special Meeting to Discuss Academic Program Length
- 11) Approval of Any Necessary Action from Work Session
- 12) Approval of Jenzabar Services Contract
- 13) Approval of Ambitions Group Contract
- 14) Approval of Purchase Requisitions
- 15) Approval of Monthly Finance Report, December 2014
- 16) Approval of Restricted Budget Adjustment Requests (BARs)
- 17) Approval of Executive Session
- 18) Approval of Reconvene from Executive Session
- 19) Approval of Action, if needed, based on Executive Session

APPROVAL OF AGENDA – ACTION

ACTION – Mr. Streetman moved to approve the agenda as presented. The motion was seconded by Ms. Stephenson. 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 everyone was just returning from break and students are not due back on Campus until next week. Therefore, there were not any presentations by faculty or students for this portion.

However, Dr. Newsom announced that he had some good news to share with the Board. He announced that Dr. Axel Hungerbuehler has been invited to lecture in New Haven, CT at Southern Connecticut State University (SCSU) sometime in March. His lecture will feature his latest publication on the skull anatomy of *Machaeropsopus lottorum*. Dr. Newsom stated that the Department of Geology and Geophysics at SCSU has graciously offered to pay all of Dr. Hungerbuehler's travel expenses. Dr. Newsom mentioned that Dr. Hungerbuehler is currently working with Dr. Jonathan Weinbaum, faculty member at SCSU, on another Triassic research project.

Dr. Newsom added that Dr. Hungerbuehler just returned from Germany where he is doing collaborative work with a university there.

Mr. Moore expressed his appreciation for Dr. Hungerbuehler and Ms. Gretchen Gurtler for getting Mesalands Community College and the Dinosaur Museum on the map.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated December 10, 2014 as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

CHAIRPERSON'S REPORTS

Mr. Moore, Chair, indicated that he did not have any reports to present at this time under this portion of the agenda.

REPORTS

President's

College Audit Report June 30, 2014 – ACTION

Dr. Newsom announced that he is very happy to present the College Audit Report June 30, 2014 and stated that this report was submitted to the state of New Mexico two days before the submission deadline and to the U.S. Department of Education ahead of the deadline, as well. Dr. Newsom indicated that there were some audit findings which are being addressed and the College is in strong financial condition.

Dr. Newsom congratulated Ms. Amanda Hammer, Ms. Natalie Gillard, Ms. Tammy Hall, Mr. Ray Shafer, Ms. Amber Ince, and Dr. James Zeman for their contribution and hard work on the audit and Ms. Hammer for leading the effort. Mr. Moore, on behalf of the Board, expressed appreciation and congratulated everyone for the hours dedicated to completing this.

ACTION – Mr. Streetman moved to approve the College Audit Report June 30, 2014 as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Mesalands Community College Strategic Goals and Initiatives for 2015-2020

Dr. Newsom presented the Mesalands Community College Strategic Goals and Initiatives for 2015-2020 as information and for review at this time. Dr. Newsom stated that this was presented at the work session, prior to this meeting.

Dr. Newsom thanked the Strategic Plan Committee members and co-chairs, Dr. Forrest Kaatz and Mr. Streetman. Dr. Newsom indicated that he welcomes any feedback and/or comments from all faculty/staff and Board Members which are due by Thursday, January 15, 2015.

Dr. Newsom reported that he intends to bring a final Strategic Plan to the Board in February for approval.

Rodeo Handbook – ACTION

Dr. Newsom presented the Rodeo Handbook for approval and reviewed the major modifications/changes that are recommended which pertain to Section III Policy on Drug and Alcohol Misuse and Abuse. He reported that both coaches have reviewed and provided feedback. Dr. Newsom stated this has been vetted by legal counsel as well.

Some minor additions/changes regarding where spurs cannot be worn; inclusion of 'illegal drugs' under the Horse Stall Agreement as it relates to what is not allowed at arena/stalls; and correcting some typographical errors were requested. Dr. Newsom assured the Board of Trustees that these would be addressed prior to distributing the Rodeo Handbook.

Dr. Newsom stated that upon Board approval, the policy will be distributed and go into effect January 20, 2015 which is the first day of the semester classes.

ACTION – Mr. Streetman moved to approve the Rodeo Handbook as presented with recommended modifications. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Articulation Agreement – Mesalands Community College and Southern New Hampshire University (SNHU) – ACTION

Dr. Newsom presented the Articulation Agreement – Mesalands Community College and Southern New Hampshire University (SNHU) for approval. Dr. Newsom reported that SNHU will accept up to 90 credits from Mesalands Community College for grades of ‘C’ or better, offer a 10% discount for graduates and employees/immediate family, and classes will primarily be on-line classes. Tuition at SNHU will be less expensive than that at Franklin University. Dr. Newsom stated that this will spell out a path for students to get a bachelor’s degree. Dr. Newsom reported that Ms. Gillard is working on specific degree plans.

Dr. Newsom informed the Board that he would like to disclose that he has a personal relationship with SNHU which is not related to this agreement. He indicated that he is teaching a class at SNHU at the graduate level and has assisted with course curriculum development.

ACTION – Mr. Streetman moved to approve the Articulation Agreement – Mesalands Community College and SNHU as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Educational Alliance Participant Agreement – Mesalands Community College and Grand Canyon University – ACTION

Dr. Newsom presented the Educational Alliance Participant Agreement – Mesalands Community College and Grand Canyon University for approval. Dr. Newsom informed the Board that this is only a participant agreement but Grand Canyon University will also offer a 10% discount for graduates and employees/dependents to the graduate program. Dr. Newsom stated that a representative for Grand Canyon University in Albuquerque will be on Campus in February to give a presentation on the program.

ACTION – Ms. Stephenson moved to approve the Educational Alliance Participant Agreement – Mesalands Community College and Grand Canyon University as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Dr. Newsom informed the Board that he will continue to look for these types of opportunities for Mesalands students.

Consensual Relations 8.12 – ACTION

Dr. Newsom presented the Consensual Relations 8.12 proposed policy. Dr. Newsom stated that it is important to continually look at policies in both the Personnel and Administrative Affairs Handbooks to ensure that policies are more specific and in the best interest of the students. Dr. Newsom indicated that if this is approved by the Board of Trustees, it will become the new policy on Consensual Relations.

Ms. Stephenson inquired about third and fifth paragraphs under section B.1. being repetitive. It was noted that these are duplicated. Therefore, one of them will be deleted.

ACTION – Ms. Stephenson moved to approve Consensual Relations 8.12 as presented and with above correction. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Authorize Request for Proposal (RFP) for Legal Services – ACTION

Dr. Newsom indicated that he did not have an exhibit to present at this time for this agenda item but under New Mexico State Statutes, the College is required to have an RFP for Legal Services. Therefore, Dr. Newsom requested that the Board authorize him to prepare and distribute an RFP for Legal Services then bring a recommendation to the Board for approval.

ACTION – Mr. Streetman moved to approve Dr. Newsom’s request to Authorize Request for Proposal (RFP) for Legal Services. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Housing Project – ACTION

Dr. Newsom presented information and a preliminary drawing on the Housing Project. He reminded the Board that a few months ago, he came to the Board and received approval to engage PSC to conduct a feasibility study to re-task one bay in Building ‘C’ into possible housing. The study has revealed that the structural integrity of the building is great. Dr. Newsom indicated that he is expecting more drawings, a cost-build analysis, etc. from PSC by Friday.

Dr. Newsom indicated that he is seeing some support for this project and there are also a couple of outside parties that he has had discussions with, regarding possible housing. Dr. Newsom informed the Board that he had presented this to the College community at the All Faculty/Staff Meeting on Monday, January 12, 2015 and received some questions from several individuals. Ms. Stephenson inquired what types of questions were brought up. It was noted that questions included: parking; security, kitchen/cafeteria, laundry, etc. Dr. Newsom stated that there is definitely sufficient parking on Campus to accommodate this project.

Dr. Newsom stated that he is very excited about this project which will change the culture of the institution by having a student housing complex on Campus.

Dr. Newsom requested approval of a motion to give him the authority to go to the Legislature and solicit funding in the amount determined by PSC for this Housing Project.

ACTION – Mr. Streetman moved to approve Dr. Newsom’s request to go to the Legislature and solicit funding in the amount determined by PSC for this Housing Project. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Special Meeting to Discuss Academic Program Length – **ACTION**

Dr. Newsom informed the Board that Ms. Gillard has been working with the faculty on the assessment of the length of programs. Ms. Gillard received guidance from the accrediting team and NMHED for the need to reduce the number of credit hours to be between 60-63 credit hours.

Dr. Newsom indicated that this does require Board approval and will be on the February 17, 2015 agenda to address degree requirements for credit hour modifications. Therefore, a special meeting will not need to be scheduled.

ACTION – No action needed at this time for Special Meeting to Discuss Academic Program Length.

Any Necessary Action from Work Session – **ACTION**

Dr. Newsom indicated that the work session had been very productive.

ACTION – No Action Necessary from Work Session.

Jenzabar Services Contract – **ACTION**

Ambitions Group Contract – **ACTION**

Dr. Newsom reported that work is still ongoing on the Jenzabar Services Contract. Some issues arose which required the College to engage in ‘pay as you go/a la carte’ services. The hourly fee for services with Jenzabar will be \$190. Dr. Newsom stated that once the shared services agreement is in place, these will not be used.

Dr. Newsom mentioned that the same applies with the Ambitions Group Contract as it pertains to requiring the College to engage in ‘pay as you go/a la carte’ services. The hourly fee for services with Ambitions is \$127.50.

Dr. Newsom requested approval for both the Jenzabar Services Contract and Ambitions Group Contract based on the above and indicated they are related services.

ACTION – Mr. Streetman moved to approve the Jenzabar Services Contract and the Ambitions Group Contract as presented and requested by Dr. Newsom. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Purchase Requisitions – ACTION

Dr. Newsom presented the following purchase requisitions for approval:

- University of New Mexico \$7,953.90

Dr. Newsom indicated that this is for the collaborative license agreement (annual service) for all Microsoft products.

- CDW-G \$15,109.00

Dr. Newsom stated that this purchase requisition is to purchase computers for only the Clayton GEO facility at this time. Dr. Newsom reminded the Board that they had previously approved that the College enter into lease agreements to replace computers at GEO in Santa Rosa and Clayton. However, leasing was not an option any longer.

- Panopto \$13,850.00

Dr. Newsom informed the Board that this is for software and licenses to compliment the lecture capture system purchased. These will be purchased through STEM.

- Lenovo \$9,399.00

Dr. Newsom stated that this purchase requisition is for the server and will also be purchased through STEM.

Dr. Newsom noted that the above purchase requisitions were presented to the IT Committee and approved for purchase.

- Glendo Corporation \$11,400.00

Dr. Newsom indicated that this is for the purchase of six silversmithing stations to be used at Portales High School for classes that will be taught there by Mr. Eddy Mardis. Dr. Newsom pointed out that in meeting with the Superintendent at Portales Schools; they have elected to purchase an additional six stations for those classes. There will be three classes on their schedule and also be offering a night class for adults. Dr. Newsom stated that there may be 15 to 20 students enrolled in the night class and there may be upwards of 70 students enrolled in Mesalands Community College classes.

ACTION – Mr. Streetman moved to approve the following purchase requisitions as presented and requested by Dr. Newsom:

- University of New Mexico \$7,953.90
- CDW-G \$15,109.00
- Panopto \$13,850.00
- Lenovo \$9,399.00
- Glendo Corporation \$11,400.00

The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Miscellaneous

Dr. Newsom provided updates on the following miscellaneous items:

- Upcoming Events
 - ❖ January 14 – 15, Registration Days
 - Dr. Newsom reported that enrollment trends continue to increase.
 - As of this morning, spring enrollment is at 314 compared to last year at 147.
 - Dr. Newsom stated that Executive Cabinet members have all done a fantastic job with enrollment.
 - ❖ January 20, First Day of Spring Classes
 - ❖ January 21, Spring Welcome Event
 - ❖ February 13, Rodeo Preview Day
 - ❖ February 17, Employee Recognition Event
 - This will be held at 3:00 p.m. to recognize employees for their years of service.
 - Dr. Newsom invited the Board Members to attend.
 - ❖ February 26, High School Preview Day
 - ❖ March 8 – 14, Iron Pour
 - ❖ April 16, Stampede Fiesta
 - Dr. Newsom informed the Board that the traditional Cinco de Mayo celebration will be rebranded at 'Stampede Fiesta' to coincide with the first Spring Rodeo for the College.
 - There will be special programming presented for Cinco de Mayo.
 - ❖ April 17 – 18, Spring Rodeo
 - ❖ April, Specialized Program Day and Junior Preview Day
- All Faculty/Staff Meeting
 - ❖ Dr. Newsom distributed copies of the Power Point presentation given at this meeting on January 12, 2015 to kick off the semester.
 - ❖ There were several topics covered with a lot of information shared.
- Greater Tukumcari Economic Development Corporation (GTEDC) Lease Update
 - ❖ Dr. Newsom informed the Board that this is in the final stage.
 - ❖ Mr. Pat Vanderpool will have this on the next GTEDC Meeting Agenda for their approval.
 - ❖ Dr. Newsom stated that once it is approved by GTEDC, it will be presented to Mesalands Community College Foundation for their approval, and then presented to the Board of Trustees.
- Legislative Session
 - ❖ Dr. Newsom reported that the first day of the Session is January 20, 2015.
 - ❖ Dr. Newsom stated that he does not plan on attending the first week but will attend as needed throughout the Session.
- Legislative Finance Committee (LFC) Hearing
 - ❖ Dr. Newsom mentioned that this event is scheduled for some time in February.

- New Mexico Higher Education Department (NMHED)
 - ❖ The finance recommendation from HED and LFC has been received by NMHED.
 - ❖ Dr. Garcia is no longer with NMHED.
 - ❖ Barbara Damron is the Secretary Designee
- Washington, DC
 - ❖ Dr. Newsom informed the Board that he and Mr. Sandoval will be meeting with Senators and Representatives while in DC.
 - ❖ At least two meetings have been confirmed and others are pending responses from the Representatives offices.
- Rural Community College Alliance (RCCA)
 - ❖ Dr. Newsom mentioned that RCCA will also have some events in DC

Academic Affairs

No reports were presented.

Student Affairs

Enrollment Management Plan: Fall Retention Report

Dr. Kennedy presented the Enrollment Management Plan: Fall Retention Report for review. This report includes information regarding Telephone Retention and Assistance Calls (TRAC); 10-day, 10% TRAC Calls; Teaching, Learning, Caring (TLC); Early Registration Day (November 11); Midterm Grades; Student Referrals, Tutoring Hours; Social Engagement; and Recognition.

Dr. Kennedy stated that there are some verbiage changes such as retention is now known as persistence and graduation is retention. He indicated that the College had a productive, positive semester.

Administrative Affairs

Monthly Finance Report, December 2014 – ACTION

Ms. Amanda Hammer, Director of Business and Auxiliary Services, presented the Monthly Finance Report for December 2014 for approval.

ACTION – Ms. Stephenson moved to approve the Monthly Finance Report for December 2014 as presented. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

Restricted Budget Adjustment Requests (BARs) – ACTION

Ms. Hammer presented the Restricted BARs for approval 'after the fact'. She informed the Board that this was due December 15 and has already been submitted to NMHED.

ACTION – Ms. Estrada moved to approve the Restricted BARs as presented. The motion was seconded by Ms. Stephenson. 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). The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

RECONVENE FROM EXECUTIVE SESSION – ACTION

ACTION – Mr. Streetman 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). The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

ACTION, IF NEEDED, BASED ON EXECUTIVE SESSION – ACTION

ACTION – Mr. Streetman moved to approve a title change for Ms. Kacee Benford as Director of Human Resources. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Dr. Newsom requested that Coach Tim Abbott's stipend be increased to \$500 per month retroactive to January 1, 2015. To be specified on contract 'designate funds to acquire a reliable vehicle with appropriate insurance coverage to use in normal job duties as Mesalands Community College Intercollegiate Interim Head Rodeo Coach'.

ACTION – Mr. Streetman moved to approve the increase to Coach Tim Abbott's stipend as requested by Dr. Newsom with stipulations listed above as requested. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

NEW BUSINESS

No new business was conducted.

CORRESPONDENCE AND INFORMATIONAL ITEMS

A thank you letter to Dr. Newsom from Bill J. Priest Center for Community College Education was presented. Dr. Newsom informed the Board that he had been invited to speak to students in a Community College Leadership Class and received this nice letter. Dr. Newsom added that Dr. Walter Bumphus, President, American Association of Community Colleges (AACC) was also a speaker.

Important dates were presented which are: Martin Luther King, Jr. Day, College closed, January 19, 2015; Legislative Session Opening Day, January 20, 2014, 12:00 p.m.; Employee Recognition, February 17, 2015, 3:00 – 5:00 p.m.; Mesalands Community

College Board Election, March 3, 2015; and Legislative Session Ends, March 21, 2015, 12:00 p.m.

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 December 18, 2014
- Academic Affairs Division Meeting minutes dated December 15, 2014
- Administrative Affairs Division Meeting minutes dated December 18, 2014

The Selected Professional Development Activities for December 2014 were presented.

ANNOUNCEMENTS

Tuesday, February 17, 2015, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m., Room G606.

ADJOURNMENT

Mr. Moore stated that there was no further business and the meeting was adjourned. The meeting adjourned at 7:54 p.m.

J. Bronson Moore
Chair

James Streetman
Secretary/Clerk