

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

October 20, 2015

The Mesalands Community College Board of Trustees met in regular session on Tuesday, October 20, 2015 at 5:30 p.m. in Room A214.

CALL TO ORDER

Mr. Bronson 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, 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 NMHED Capital Project Submission
- 4) Approval of IT Infrastructure
- 5) Approval of Purchase Requisition
- 6) Approval of Monthly Finance Report, September 2015
- 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

ACTION – Mr. Streetman moved to approve the agenda as presented. 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. Axel Hungerbuehler presented the Board with a summary of a presentation, '*New Crocodylomorph Fossils of the Latest Triassic of Eastern New Mexico*', which was given at the 75th Annual Meeting of the Society of Vertebrate Paleontology (SVP) in Dallas, Texas earlier this month. Dr. Hungerbuehler reported that the poster presentation on the New Mexico crocodylomorph is a cooperation with Dr. Jonathan Weinbaum from Southern Connecticut State University at New Haven, CT.

Dr. Hungerbuehler informed the Board that he worked with the following individuals on the project involving the grant application (excavation and research on the Triassic of Arizona): Dr. Weinbaum; and Dr. Jeffrey Martz from the University of Houston – Downtown. The poster presentation on the Arizona phytosaurs was in cooperation with Ms. Marissa Quattro from Southern Connecticut State University, New Haven, CT.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated September 15, 2015 and Item V.A.2 Contract Confirmations for Mr. Michael Bilopavlovich, Client Support Manager, effective September 14, 2015; Mr. Justin Keith, Maintenance/Custodian (full-time), effective October 5, 2015; and Mr. John Rush, Business Manager, effective October 5, 2015 as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Dr. Newsom reported that the three new additional employees, Mr. Bilopavlovich was previously the tech person with STEM, Mr. Keith is a new full-time maintenance/custodian employee, and Mr. Rush is from New Mexico and brings a number of years' experience to the position of Business Manager as well as previously working with IBM and as the director of finance with HED.

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

NMHED Capital Project Submission – ACTION

Dr. Newsom presented NMHED Capital Project Submission which includes GO Bond, Severance Bond, and Appropriation monies. This was previously approved by the Board and submitted to NMHED. Mr. Morgan will be presenting this to the committee

on November 13, 2015. Once approval is received, the RFP process will take place and then enable the construction to proceed.

ACTION – Ms. Estrada moved to approve the NMHED Capital Project Submission as presented. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

IT Infrastructure – ACTION

Dr. Newsom informed the Board that he had asked Mr. Jim Jones to conduct an audit of tech infrastructure in order to develop a proposal plan.

Mr. Jones indicated that the IT Infrastructure list developed addresses three main issues: implementing a backup solution which would be in compliance; replacing switches which are old/outdated and have security vulnerabilities; and expanding storage space on the cluster as it is currently running short of space. Dr. Newsom added that IT is at a critical juncture as it runs out of space.

Mr. Jones addressed a list of future items for IT Infrastructure which include: replacing the Mesalands server as it is underpowered and be able to put up a server disaster recovery; adding additional switches in building ‘A’ which are old and need to be upgraded; adding an additional switch in building ‘G’ to replace the old; installing a new switch at the Museum to eliminate security issues/vulnerabilities; acquire additional devices for backup of lecture capture and long-term storage; and redundant Sonicwall firewalls with failover capabilities. Mr. Jones stated that the concerns listed would bring technology up to an acceptable level. Mr. Morgan informed the Board that other items such as laying new fiber and cleaning the underground PVC will be additional expenses.

Dr. Newsom informed the Board that \$75,000 would be needed for the first phase of this plan and \$105,000 for future projects for a total of \$180,000 as reflected by these estimates that Mr. Jones has submitted. It was also noted that Ambitions was contacted regarding these projects and their services would be more expensive.

Dr. Newsom stated that he feels that funds for the \$75,000 for the first phase can be found in the next nine to twelve months and the additional \$105,000 could be expended in the next fiscal year. Dr. Newsom indicated that, contingent on the Board’s decision, all regulatory permission will be requested from HED to use monies from the College’s fund balance. The College currently has approximately \$3.6 million in operating funds which include funds in bank accounts, CD’s, and drawdowns from the STEM grant. Mr. Streetman stressed that some CD funds are strictly for support of the wind program and he stated that those should not be tampered with and Dr. Newsom indicated that they would not do that.

Dr. Newsom requested Board approval that the College be allowed to spend up to \$75,000 using a bar adjustment from the fund balance, with the understanding that all necessary state approvals will be sought.

ACTION – Mr. Streetman moved to approve Dr. Newsom’s request as stated above. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yet. The motion carried.

Annual Dinosaur Museum Report 2014-2015

Mr. Gretchen Gurtler, Director, presented the Annual Dinosaur Museum Report for 2014-2015.

Ms. Gurtler discussed the following:

- Demographics have changed some and although numbers are down a little, sales are up
- A presentation by a Mesalands’ student at a CCURI conference in Washington, DC that was attended by Senator Martin Heinrich, as well as, Mesalands staff, Ms. Gillard, Dr. Bauler, and Dr. Kaatz
- Ms. Gurtler and Dr. Hungerbuehler are both teaching and making presentations at different conferences, as well as, working with The American Meteorological Society
- Student research is going really well
- Trying to get funding for the camera trap projects
- Articles about the Museum and/or faculty/student research presentations have been featured in publications such as ZEIT ONLINE (in a way, the NY Times of Germany) and KOB
- School tours have not yet been scheduled and they are trying to accommodate larger groups
- Have had some billboard issues and will do things a little different
- The Museum received a lot of recognition and all-in-all, doing really well

Dr. Newsom informed the Board that he continues to be amazed at the amount of visitors the Museum gets. The total attendance for 2014-2015 was 12,243 which includes visitors from all 50 states and Puerto Rico, as well as, from 42 foreign countries.

Dr. Newsom stated, on a side note, he feels the chances of getting the \$65,000 request are very good. He added that he, Mr. Morgan, and Ms. Hammer presented that to HED and HED was receptive to the presentation.

Purchase Requisition – **ACTION**

Dr. Newsom presented the following purchase requisition for approval:

- Xcel Energy \$60,000

Dr. Newsom indicated that this is for estimated electricity costs for the rest of the fiscal year.

ACTION – Ms. Estrada moved to approve the following purchase requisition as presented and requested by Dr. Newsom:

- Xcel Energy \$60,000

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

Dr. Newsom presented the following purchase requisition(s) as information to the Board:

- Higher Learning Commission (HLC) \$10,000

Dr. Newsom indicated that this is to defer costs of the HLC visit that is scheduled for November 2015 and the Persistence and Completion Academy costs for the year.

Miscellaneous

Dr. Newsom provided updates on the following miscellaneous items:

- Enrollment
 - ❖ The current fall-over-fall enrollment is 787 students versus 701 last year for an increase of 86 students, 6%, with a goal of 822
 - ❖ NAWRTC is the unofficial, official training site for Granite interns
 - Fifteen interns will be training in November
 - Mr. Morgan is credited with setting-up the relationship with Granite
 - ❖ Registered credit hours are 6163 versus 5174 last year, 11.4% increase, with a forecast of 6210 total versus 5595 last year, year-over-year
 - ❖ October 23, 2015 is the last day to withdraw
 - ❖ Main campus count is 303 which does include approximately 90 THS dual enrollment students
 - Three THS students will graduate with their associates degrees in the spring, one week before they graduate from high school
 - Ms. Garcia and Ms. Amber McClure are credited with leading this effort
- Construction
 - ❖ Wind Center
 - A door was relocated from the main lecture hall to allow for direct entry into Mr. Jones' office and carpet will be installed in his office
 - ❖ Building G
 - Remediation in the Board Room and President's Office is complete and sheetrock is up
 - A trench was dug along the exterior north wall in order to accommodate a water seal, as there was not originally a moisture barrier, to prevent the water/moisture from coming up from underneath
 - The paneling will be replaced
 - Work will resume on November 2nd and 3rd to complete the project
 - It is hoped that those rooms will be available and in use again in November

- Alarms
 - ❖ Alpha Alarm is on Campus working on fire alarms in buildings 'E' and 'G' (first phase) and should be completed this week
- Panopto
 - ❖ The installation of Panopto (lecture capture) is complete
- Higher Learning Commission Update
 - ❖ The Focus Visit is scheduled for Monday and Tuesday, November 2-3, 2015
 - ❖ Dr. Newsom has had numerous conversations with Dr. Young, site chair
 - ❖ The Board of Trustees and Dr. Newsom will have lunch with the team on Monday, November 2, at the wind center
 - ❖ An exit interview will be held on Tuesday, November 3, at 11:00 am
 - ❖ The substantive change reduction in hours has been approved by the staff which now goes to the IAC who will meet on October 26, 2015 and then the College will receive written notification of their decision about two weeks after that meeting – the reduction in hours from 74 to 61-62 was a recommendation by the site team
- Phi Theta Kappa (PTK)
 - ❖ Seven new members were inducted on Monday, October 19, 2015
 - ❖ Three of those students are THS dual enrollment students
 - This is the first year that high school students were able to apply for membership with PTK
 - ❖ The formal PTK Induction will be held in the Spring and the Board will be invited
- Meetings
 - ❖ Dr. Newsom attended the Complete College America (CCA) Conference in Denver, CO last Monday and Tuesday, October 12 and 13
 - ❖ Dr. Newsom and Mr. Sandoval attended the Association of Community College Trustees (ACCT) Annual Leadership Congress (ALC) in San Diego, CA last week
 - ❖ All meetings went really well
 - ❖ Dr. Newsom has been appointed to a Commission with American Association of Community Colleges (AACC) and will be attending a conference in Virginia
- Upcoming Events
 - ❖ October 19, 2015 – Auditors arrived on Campus and the audit should be completed next Tuesday or Wednesday, October 27 or 28 with an exit interview scheduled for Friday, October 30
 - ❖ October 23, 2015 – Last day to withdraw from classes
 - ❖ October 30, 2015 – Halloween activities
 - Costume contest, 3:00 p.m.
 - Hispanic Heritage Club 'Amistad' haunted house, 7:00 – 10:00 p.m.
 - Dance, 9:00 pm – 12:00 am
 - ❖ November 6, 2015 – Clovis elementary students will visit Mesalands' Campus and the Dinosaur Museum
 - ❖ November 10, 2015 – Early registration
 - ❖ January 15, 2016 –Regional Education Cooperative Annual Meeting

- Mesalands will host this event in which 300 junior high and high school educators may attend
- A luncheon will be held at the NAWRTC
- Updated Board Policies that were approved by the Board in September were distributed to the Board
- Rodeo team cards were presented to the Board

Mr. Streetman asked if the company working on the alarm systems is Alpha out of Albuquerque and it was noted that it is the same company. Mr. Streetman stated that this company is selling off contracts so to beware of this.

Academic Affairs

Community Education Annual Report

Ms. Donna Garcia, Director of Academic Affairs, presented the Community Education Annual Report along with a PowerPoint presentation which highlighted the following: how the College advertises community education offerings; the number of courses offered for summer adventure camp, fall and spring semesters; the number of courses that made; and the number of students in each.

Ms. Stephenson asked how age is determined for summer adventure camp. Ms. Garcia responded that it varies on the course being offered.

Ms. Garcia stated that Community Education classes do not generate great amounts of revenue but do give the College the headcount for the classes.

Dr. Newsom thanked Ms. Garcia for the presentation.

Student Affairs

No reports were presented.

Administrative Affairs

Monthly Finance Report, September 2015 – ACTION

Ms. Amanda Hammer presented the Monthly Finance Report for September 2015 for approval.

ACTION – Mr. Sandoval moved to approve the Monthly Finance Report for September 2015 as presented. The motion was seconded by Ms. Estrada. 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). 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 – Ms. Stephenson 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 – No action was taken at this time.

NEW BUSINESS

No new business was conducted.

CORRESPONDENCE

A thank you letter to Dr. Newsom from Dr. Garrey Carruthers, President, NMSU, was presented.

INFORMATIONAL ITEMS

Important dates were presented which are: Higher Learning Commission (HLC) Focus Visit, November 2-3, 2015; Student Fall Break, no classes, November 23-25, 2015; and Thanksgiving Break, College closed, November 26-27, 2015.

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 October 1, 2015
- Academic Affairs Division Meeting minutes dated September 25, 2015
- Administrative Affairs Division Meeting minutes dated September 17, 2015

The Selected Professional Development Activities for September 2015 were presented.

The Mesalands Community College Fall Rodeo Program was presented. Dr. Newsom reported that the rodeo was very successful and thanked Mr. Tim Abbott and Ms. Hanna for selling ads for the program.

ANNOUNCEMENTS

Monday, November 9, 2015, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m., Room A214.

ADJOURN

Mr. Moore stated that there was no further business and the meeting was adjourned. The meeting adjourned at 7:26 p.m.

[signature on original]

J. Bronson Moore
Chair

[signature on original]

James Streetman
Secretary/Clerk