

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

October 8, 2013

The Mesalands Community College Board of Trustees met in regular session on Tuesday, October 8, 2013 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, and Ms. Liz Estrada.

The following member was not present: Ms. Teresa Stephenson.

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Foundation Property Rent Adjustment
- 4) Approval of General Obligation (GO) Bond Roofing Project (Purchase Requisition)
- 5) Approval of Research and Public Service Projects (RPSP's) Submission Update
- 6) Approval of Equine Gnathology for the Horse Owner Plan of Study
- 7) Approval of Monthly Finance Reports, September 2013
- 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 – 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

No public comments were made.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Streetman moved to approve Item IV.A.1 – 3 Regular Board Meeting minutes dated September 10, 2013, Board Retreat minutes dated September 27, 2013, and Board Retreat minutes dated September 28, 2013, and Item IV.B. 1 – 3 Contract Confirmations for Ms. Lupe Gutierrez, Evening College Coordinator, effective September 10, 2013, Ms. Tammy Hall, Account Specialist, effective September 30, 2013, and Ms. Amber Ince, Account Specialist, effective September 30, 2013. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

CHAIRPERSON'S REPORTS

Association of Community College Trustees (ACCT) Annual Leadership Congress (ALC) Update, October 2013

Dr. Newsom congratulated Mr. Jimmy Sandoval for being unanimously elected to represent the Western Region of the ACCT Diversity Committee.

Dr. Newsom reminded the Board that he, Mr. Sandoval, and Ms. Stephenson attended the ACCT ALC in Seattle, Washington on October 2 – 5, 2013 in which nearly 2,000 community college trustees, presidents, and national/state leaders gathered. Dr. Newsom informed the Board that Mr. Bill Gates, now co-chair of the Bill & Melinda Gates Foundation, was the keynote speaker and is very supportive of community colleges. The Congress featured over 80 educational sessions. Dr. Newsom said he personally attended several including: Reauthorization of the Higher Education Act; Risk Management of Student Loans; and Strategic Alliances when it comes to meeting Regional Workforce needs, to name a few. Dr. Newsom indicated that the ACCT ALC was one of the best professional conferences he has attended and informed the Board that many of the sessions can be found and viewed online at ACCT.org.

Dr. Newsom thanked the Board for their support and felt that the expenses incurred for this trip were well worth it and beneficial.

Mr. Sandoval agreed with Dr. Newsom regarding this conference being one of the best and that he liked what the Mayor and Governor shared with the attendees. Mr. Sandoval informed the Board that he, as well, attended several sessions regarding: students who fail tests and changing the system to help students succeed by educating them; helping students at an early age and not waiting until they are in higher grades because he feels they need assistance earlier on; and two meetings with the Association of Latino Community College Trustees. Dr. Newsom reported that the College will work with the Academic Affairs Division as well as area superintendents to help the public schools and their students.

Mr. Sandoval thanked Ms. Donna Garcia for the speech she had written for him to present at the Congress.

Mr. Sandoval stated that several people at the Congress asked who the President was for Mesalands Community College and he told them that Dr. Newsom is the College's President. Mr. Sandoval expressed his appreciation to Dr. Newsom for his responses to several issues and that he is very well informed about the College.

Mr. Moore expressed his appreciation to Mr. Wayne Newton who facilitated the recent Board Retreat for the Board. He added that Mr. Newton is very impressed with the College's President, Dr. Newsom.

REPORTS

President's

Foundation Property Rent Adjustment – **ACTION**

Dr. Newsom stated that he had looked at some property and equipment that the Foundation owns and the College rents. He added that the College can afford to pay higher rent to the Foundation. By increasing the rental amounts, it will provide revenue for the Foundation which can be used for scholarships and/or STEM grant matches. In the future, the College will have larger amounts that must be matched to the STEM Grant and this will enable the Foundation to provide those matching funds. These proposed rental increases would become effective January 1, 2014 which will allow time to work on this year's expenses.

Dr. Newsom indicated that the Foundation Board had already approved these rent increases and he is not requesting approval by the Board of Trustees.

ACTION – Mr. Streetman moved to approve the Foundation Property Rent Adjustment as presented. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

Purchase Requisition Format

Dr. Newsom presented Purchase Requisition Format charts for approvals. Department directors will be able to approve purchases up to \$749.99, Vice Presidents will approve up to \$1,999.99 and anything between \$2,000 and \$7,500 will require approval by Dr. Newsom. All requested purchases in excess of \$7,500 will require Board Approval as recently approved by the Board. Requisitions should not be entered until they have received appropriate approvals. Dr. Newsom added that this will get the College in-line with Board Policies.

Dr. Newsom informed the Board that as the new President, he needs to know where the College spends its funds. This will enable him to be engaged/involved and have a better understanding of the College's resources. The process for travel will not have any limits. All travel requests will be approved by Dr. Newsom. In doing so, it will also

ensure that Dr. Newsom knows who is travelling, for what purpose, and when the travel is scheduled to occur. Dr. Newsom will be sending out a memo to all employees outlining this new format to include timelines to ensure approvals in a timely manner.

General Obligation (GO) Bond Roofing Project – ACTION

Dr. Newsom presented a Board pre-approved cost analysis from Parkhill, Smith and Cooper (PSC) in the amount of \$1 million, regarding roofing and HVAC replacement. In light of recent rainstorms, PSC was asked to identify priorities in order to address new developments with roofing issues. The total of the project was initially \$1.7 million and a request has been presented to the State for the additional \$700,000. If approved, this would be brought back to the Board for approval.

A project schedule from PSC was also presented. This schedule reflects a project kickoff meeting which occurred on Campus yesterday, Monday, October 8, 2013. The schedule reflects bid opening to occur in January 2014 and a substantial completion date of April 2014.

Dr. Newsom requested approval for a purchase requisition to PSC in the amount of \$10,593.33 which is for professional services for July 2013.

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

Cabinet Structure

Dr. Newsom presented the Cabinet Structure which has been updated and now consists of three distinct groups.

The first is the Executive Cabinet which consists of the President, Vice Presidents, and the Director of Business and Auxiliary Services (TBD). This group will meet on a weekly basis and will mainly discuss the day-to-day operations of the College.

The next group is the Cabinet which consists of the Executive Cabinet and some Division Directors. They will meet on a bi-weekly basis, have standing agendas, and each member will contribute agenda items for each meeting.

The third group is the Executive Committee which consists of the Executive Cabinet and Cabinet as well as other Directors. This group will meet on a monthly basis on the second Wednesday of the month which will be the day after Board Meetings. It is the intent to keep these individuals informed and include them as part of the College's management teams.

Wind Turbine Insurance

Dr. Newsom informed the Board that College personnel had been notified in August that the insurance provider needed to come and inspect the wind turbine. The inspection and visit were very good resulting in only a couple of recommendations to the College.

One being conducting thermographic inspections of electrical equipment annually and to have transformer dielectric fluids sampled and analyzed annually. Dr. Newsom added that the inspector was quite impressed. Dr. Newsom congratulated Mr. Jim Morgan, Ms. Natalie Gillard, and their team for their contribution to this successful inspection.

Annual Audit beginning week of October 21, 2013

Dr. Newsom stated that the annual audit is scheduled to begin on-Campus the week of October 21st with some off-site work scheduled to begin the week prior to that. Dr. Newsom thanked Ms. Gillard for working with the Business Office to get everything ready and get done on time. Once the audit is finalized, it will be presented to the Board.

Building Trades Program

Dr. Newsom informed the Board that the Building Trades Program has not actually been in place for a number of semesters but Ms. Gillard and Personnel have been asked to post the position for a Building Trades Program faculty. Dr. Newsom said it is anticipated to have a faculty member on Campus and get the program back up by the January semester. This could enable the College to offer opportunities to work with high schools for dual enrollment for the College. Ms. Gillard stated that the College will be required to hire a licensed contractor, which will be reflected in the job description.

Research and Public Service Projects (RPSP's) Submission Update – ACTION

Dr. Newsom presented the RPSP's Submission Update as the Board had already approved the RPSP's and they were submitted to the State last week. The College has requested the following:

- Rodeo – \$150,000
Supplies and expenses to support the program
- Wind – \$200,000
Equipment related to student tools and updating of lab simulators
- Dinosaur Museum and Natural Sciences Laboratory – \$50,000
Equipment for study of PH levels in area lakes and the effect of the drought on those levels and impact to wildlife and vegetation

Dr. Newsom indicated that College personnel had been notified Friday afternoon that the RPSP's needed to be presented at 10:00 am today in Santa Fe. He thanked Dr. Kennedy for driving there to present these and informed the Board that he had received a telephone call from Dr. Kennedy indicating that the presentation went very well.

Dr. Newsom stated that although this was listed as an 'Action' item on the agenda, action was not needed since the Board had previously approved these. Mr. Streetman indicated that he wanted 'Action' taken.

ACTION – Mr. Streetman moved to approve the RPSP’s as presented. The motion was seconded by Mr. Sandoval. 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:

- Dr. Philip Kaatz is working with the New Mexico Math Association to host their annual Statewide Math Conference on Mesalands Community College Campus, May 23 – 24, 2014.
- The Mesalands Community College Foundation will soon have a permanent office on the College Campus in the main building (previously offices for the Dean of Administrative Services). This will also enable the part-time staff on Campus an area to conduct Foundation related duties.
- Enrollment reports are still a little behind; they were due to be presented to the Board in August and October. However, due to some conversion issues with staffing and Jenzabar, these have been delayed. It is hoped that they will be presented to the Board in November. The list of calendared reports that were discussed at the Board Retreat will be revised and presented to the Board in the coming months,
- An allocation of \$82,560 has been allocated by Dr. Newsom for work studies for this year. Of this, \$63,140 is Federal/State allocations and the remaining \$19,420 will be College funds. Requests for work studies were taken from departments and about 95% of those requests were filled. Work studies are a valuable asset to the daily operations of the College and it helps them support the cost of their educations and provides support to the staff.
- As mandated, a memo was sent out to all employees notifying them about their options under the Affordable Health Care Act that will go into effect on January 1, 2014. Both the Association of Community College Trustees (ACCT) and the American Association of Community Colleges (AACC) have requested, on behalf of all colleges, some guidance on adjunct faculty.
- The art installation is currently scheduled for October 28 – 30, 2013. Dr. Newsom and Dr. Kennedy are working with the State on the requirements and/or guidelines regarding a dedication when the installation is complete and operational.
- Dr. Newsom presented the Stampede Week schedule that included Branding Day on Monday. Everyone was encouraged to wear Mesalands attire and a 10% discount on apparel and gift items was offered at the Bookstore and it was noted several took advantage of this. Chili cook-off day was held today which had 13 contestants, 88 attendees and Dr. Newsom stated he was fortunate to be one of the judges. The work study in Student Affairs won the chili cook-off competition. A concert is scheduled at 7:00 p.m. on Wednesday, October 9 at the NAWRTC bay and the Rodeo will be on Friday and Saturday, October 11 and 12.
- Dr. Newsom informed the Board that response have been received from some dignitaries and school superintendents who have indicated they will be attending the Rodeo. The Governor’s Office called to send regrets that the Governor will

not be able to attend but appreciated the invitation and receiving tickets. A College staff member indicated that the NMHED Cabinet Secretary and Deputy Cabinet Secretary plan on attending the Rodeo as well. The response to letters and complimentary tickets sent out by Dr. Newsom has been great. Dr. Newsom stated that everyone is being encouraged to wear 'Stampede T-Shirts' and he gave each Board Member one. Mr. Moore thanked Dr. Newsom for the shirt.

- Dr. Newsom said that a new tradition will begin with the November Board Agenda. The addition of a 'standing item' on the agenda would be to share good news that the College has experienced. It is his intent to have someone, maybe a student, attend the Board Meeting and share this with the Board and the community. Dr. Newsom stated he looks forward to having this as part of the Board Agenda as the College moves forward.
- Saturday, September 28th, was 'free admissions day' at the Mesalands Community College Dinosaur Museum and Natural Sciences Laboratory which brought in 144 visitors.
- Saturday, October 12 will be National Fossil Day and will feature a lecture.
- Within the last two weeks, Dr. Axel Hungerbuehler, Museum Curator, has had articles published in the Cambridge Journals. One was 'Cranial Anatomy of the Late Triassic Phytosaur *Machaeroprotopus*, with the description of a new species from West Texas and the other was 'The Taxonomic Status of the Phytosaurs (Archosauriformes) *Machaeroprotopus* and *Pseudopalatus* from the Late Triassic of the western United States.

Academic Affairs

Community Education Annual Report 2012-2013

Ms. Gillard informed the Board that Ms. Donna Garcia would be presenting the Community Education Annual Report 2012-2013. Ms. Garcia, Director of Academic Affairs, gave a PowerPoint presentation on this Report. The presentation included regular and supplemental community education classes that are arranged by her which included training on autism. Ms. Garcia stated that the supplemental classes are outside adventures in which the College partners with outside agencies. The Report also contained statistics on both types of community education classes. The presentation concluded with pictures of participants in some of the following activities: mural painting; Breyer Model Horse Club; computer classes; the summer lunch program, and the BBQ and awards at the end.

Mr. Sandoval and Mr. Moore thanked Ms. Garcia. Ms. Gillard thanked Ms. Garcia for a nice presentation.

Equine Gnathology for the Horse Owner Plan of Study – ACTION

Ms. Gillard presented the Equine Gnathology for the Horse Owner Plan of Study, a 16-credit certificate, and requested approval for the certificate. She introduced Mr. Wayne Needham, Program Instructor, and said he is a great instructor. Dr. Newsom informed the Board that conversations are currently under way with a local veterinarian who could

supervise the Program. If approved, the Program can be submitted to the NMHED in which the College could be eligible for Title IV Grants.

ACTION – Mr. Streetman moved to approve the Equine Gnathology for the Horse Owner Plan of Study as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Student Affairs

Dr. Newsom informed the Board that Dr. Kennedy was not available this evening, possibly enroute from Santa Fe. There were no agenda items under Student Affairs to be presented.

Administrative Services

Monthly Finance Report, September 2013 – ACTION

Dr. Newsom presented the Monthly Finance Report for September 2013 for approval. Mr. Streetman questioned the four checks to Santa Fe Community College. Ms. Gillard responded that those were to pay the College's membership dues with the New Mexico Independent Community Colleges (NMICC) and four different departments pay a portion of those fees. Dr. Newsom informed the Board that he has become very active with NMICC.

ACTION – Ms. Estrada moved to approve the Monthly Finance Report for September 2013 as presented. The motion was seconded by Mr. Sandoval. 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 litigation as allowed for in NMSA 1978, Section 10-15-1 (H) (7) and 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. 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 that the Board authorize Dr. Newsom to proceed with the sale of the Building Trades Home located on College property on West Route 66 Boulevard, Tucumcari, New Mexico and to set the reserve (minimum amount) for the sale. The motion was seconded by Mr. Sandoval. 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

Important dates were presented which are: Mesalands 6th Annual On-Campus Rodeo, Quay County Fairgrounds, October 11 – 12, 2013; Student Fall Break, no classes, November 25 – 27, 2013; and Thanksgiving Break, College closed, November 28 – 29, 2013.

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 September 20, 2013
- Academic Affairs Division Meeting minutes dated September 16, 2013

The Selected Professional Development Activities for August and September 2013 were presented.

ANNOUNCEMENTS

Tuesday, November 19, 2013, 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 7:15 p.m.

[signature on original]

J. Bronson Moore
Chair

[signature on original]

James Streetman
Secretary/Clerk