

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

**February 18, 2014**

The Mesalands Community College Board of Trustees met in regular session on Wednesday, February 18, 2014 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 Ricoh Copier Lease for President's Office
- 4) Approval of Purchase Requisitions
- 5) Approval of New Billboard Agreement
- 6) Approval of Xcel Energy Agreement
- 7) Approval of Monthly Finance Report, January 2014
- 8) Approval of New Mexico Higher Education Department (NMHED) Quarterly Financial Statements
- 9) Approval of Executive Session
- 10) Approval of Reconvene from Executive Session
- 11) 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. Newsom invited Ms. Beth Sisneros, Phi Theta Kappa (PTK) Advisor to present some information on this portion of the agenda.

Ms. Sisneros informed the Board that the College had two students that were nominated for All-State Academic Team Recognition. This event is co-sponsored by PTK, American Association of Community Colleges (AACC), and USA Today. The All-State recognitions were held at the State Capitol and each two-year Colleges nominate two students. Mesalands has chosen to open it to PTK members only. Ms. Sisneros stated that on January 29, 2014, Ms. Victoria Harb and Mr. Alfred McIntosh were recognized as Mesalands' recipients. In addition to receiving special recognition, each student received a medallion and a \$2,500 scholarship as well as an additional scholarship which four-year Colleges are offering for the first time.

Dr. Newsom announced that he was very proud to have the ceremony at the State Capitol during the Legislative Session. Included on the Program were: Dr. John Madden, President of NMACC; Dr. Kathie Winograd, President of NMICC; Dr. Jose Garcia, Secretary of Higher Education, Dr. Dan Lopez, President of CUP; and recognition of Legislators.

Dr. Newsom gave a little history on each of the recipients. Ms. Harb served seven years in the army and will be graduating in May with an Associate of Arts Degree in Human Services with an option in Social Work. In addition, she plans to pursue her Bachelor's and Master's Degrees in Social Work from Eastern New Mexico University. Mr. McIntosh served 23 years in the army. He will also be graduating in May with an Associate of Applied Science Degree in Wind Energy Technology. Mr. McIntosh plans to obtain an Associate of Arts Degree in Liberal Arts and pursue a Bachelor's Degree in Wind Energy Technology. Dr. Newsom presented a framed certificate to Ms. Harb and Mr. McIntosh was not in attendance at the meeting.

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

**ACTION** – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated January 14, 2014; and Item V.B. 1 – 5 Contract Confirmations for Mr. Thomas Allard, Wind Energy Technology (WET) Instructor, effective January 27, 2014; Ms. Jessica Elebario, Director of Financial Aid, effective February 3, 2014; Ms. Adriana Marchetti, Educational Services Center (ESC) Facilitator, effective February 10, 2014; Mr. Mark Murmer, STEM Project Director, effective February 3, 2014; and Ms. Amanda Tafoya, Secretary (full-time), effective February 3, 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.

Dr. Newsom presented some additional information on the individuals presented for Contract Confirmations. Mr. Allard is a Mesalands Community College graduate; Ms. Elebario previously worked at the College as a Recruiter and in Health/Wellness; Ms. Marchetti is a graduate of Mesalands Community College and Eastern New Mexico University; Mr. Murmer had been the Math Coordinator in the STEM Program and is now the STEM Project Director and replaces Ms. Janice Aragon; and Ms. Tafoya

moved from a part-time position to a full-time position in Academic Affairs to support Academic endeavors.

## **CHAIRPERSON'S REPORTS**

Mr. Moore indicated that he did not have any reports to present at this time. However, he requested that Mr. Jimmy Sandoval give a brief report to the Board on his trip to Washington, DC.

Mr. Sandoval reported that the meetings he attended went well although some were cut short due to the storm scheduled for DC. Mr. Sandoval added that he and Dr. Newsom will be meeting to address some of the issues discussed at those meeting.

Dr. Newsom stated that he would give his report on the DC trip further on the agenda.

## **REPORTS**

### **President's**

#### **Ricoh Copier Lease for President's Office – ACTION**

Dr. Newsom informed the Board that during the Holiday Break, a power outage occurred which affected the mother-board on the copier in the President's Office. Research was done regarding repair of the unit but it was determined that the cost outweighed the feasibility of repairing. Dr. Newsom stated that, with assistance from Mr. Larry Wickham, a new system was found that could be leased. The terms of the lease which include 36-months at \$75 per month and all toners/services as well as no limit on toners for the 36 months were a deciding factor in approaching this avenue instead. There will be an additional fee for the number of copies made, both black and white and color. Ms. Lisa Harris-Prunier, Account Executive for Ricoh, was in attendance at the Board Meeting and did confirm that there is not a limit on number of toners during the 36 months. Mr. Moore stated that this was a great deal in comparison to the costs of operating/maintaining the previous copier in the President's Office. Dr. Newsom requested approval of the Ricoh Copier Lease for the President's Office.

**ACTION** – Mr. Streetman moved to approve the Ricoh Copier Lease for the President's Office as requested. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

#### **Purchase Requisitions – ACTION**

The following purchase requisitions were presented by Dr. Newsom for approval:

- Ramona Munsell & Associates Consulting, Inc.                      \$11,609

**ACTION** – Mr. Streetman moved to approve the purchase requisition to Ramona Munsell & Associates Consulting, Inc. in the amount of \$11,609 as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

- Biehler & Harris \$10,377.96

Dr. Newsom asked Ms. Connie Chavez to check and see if the previous balance of \$3,255.82 has been paid. Dr. Newsom requested approval of payment in the amount of \$10,377.96 or \$7,122.14 if it is determined that the previous balance has been paid.

**ACTION** – Mr. Streetman moved to approve the purchase requisition to Biehler & Harris in the amount of \$10,377.96 or \$7,122.14 if it is determined that the previous balance has been paid. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

- Class One Technical Services \$10,487

Dr. Newsom reminded the Board that this purchase requisition was actually approved before the new requirements of Board Approval of purchases which exceed \$7,500. Dr. Newsom informed the Board that this is for the Ima Tower. Mr. Jim Morgan stated that some work had been done the previous fiscal year and the remainder is now being done. He added that the students are taken on field trips to the Tower as part of their education with the Wind Energy Program.

Dr. Newsom requested re-approval of this purchase requisition.

**ACTION** – Ms. Estrada moved to re-approve the purchase requisition to Class One Technical Services in the amount of \$10,387 as requested. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

- University of New Mexico \$8,218.96

Dr. Newsom reported that this is for the Windows Microsoft License and requested approval.

**ACTION** – Mr. Streetman moved to approve the purchase requisition to University of New Mexico as requested. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

- CDW-G \$29,826.61

Dr. Newsom indicated that this purchase requisition was to purchase 32 new computers as part of the STEM Grant.

**ACTION** – Ms. Stephenson moved to approve the purchase requisition to CDW-G in the amount of \$29,826.61 as requested. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

#### New Mexico Best Places to Work

Dr. Newsom presented information to the Board regarding New Mexico Best Places to Work which allows an opportunity for the College to participate in a survey. This free-of-charge survey, to be distributed in March, consists of 22 questions that are administered to all faculty and staff in an effort to acquire data in terms of employees' image of the

College. This tool could serve to help improve the College and move forward. If Mesalands Community College's score is high enough and selected, they will be recognized in the Albuquerque Journal as such. However, if the College is not selected, all the data that is collected will still be available for use. Dr. Newsom stated he will keep the Board posted and share the results once available.

#### New Billboard Agreement – ACTION

Dr. Newsom reported that in an effort to push the College brand towards the Texas border and advertise the Wind Program, Ms. Kim Hanna has been working on a comprehensive plan as it relates to marketing and was able to acquire a new billboard by Adrian, Texas. The agreement is for 12 months at \$200 per month for the billboard which is at a good location. A skin with Wind Energy Signage for the billboard will be purchased at a cost of \$500. Dr. Newsom added that Ms. Hanna will also be inquiring about other possible billboards. Dr. Newsom requested approval of the New Billboard Agreement.

**ACTION** – Mr. Streetman moved to approve the New Billboard Agreement as requested. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

#### Xcel Energy Agreement – ACTION

Dr. Newsom presented the Xcel Energy Agreement Joint Energy-Efficiency Plan for approval. He indicated that this is a Memorandum of Understanding (MOU) between Mesalands Community College and Xcel. This non-binding (no liability to the College) agreement enables the College to seek to be more energy efficient and the HVAC replacements currently being replaced can apply towards this initiative. An energy efficiency audit of the College buildings will be conducted by Xcel to determine what the College can qualify for in terms of possible rebates. However, the MOU must be in place prior to applying for any rebate.

Dr. Newsom stated that Xcel is a great supporter of Mesalands Community College, not only through scholarships but also with energy efficiency. He added that the College is fortunate to have such a great corporate partner.

**ACTION** – Mr. Streetman moved to approve the Xcel Energy Agreement as requested. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

#### Meeting with University of New Mexico

Dr. Newsom informed the Board that he and Ms. Natalie Gillard met with Dr. Jerónimo Dominguez and Mr. Carlos Rey Romero from the University of New Mexico (UNM). The meeting was held in an effort to pursue the idea of developing collaborative programs with UNM who currently has an aggressive renewable program. Dr. Newsom indicated that he hopes to pursue and/or continue efforts with ENMU, CNM and New Mexico Tech.

#### Self-Study Update

Dr. Newsom distributed copies of the Self-Study Report for Reaffirmation to the Board and indicated that the Self-Study is on target and track for the On-Site Visit scheduled

for March 17-19, 2014. He announced that there will be some organizational meetings related to the Visit and he feels that things are headed in the right direction. Dr. Newsom stated that he has had conversations with the Team Chair via telephone and she has in turn met with the Team.

A draft agenda has been developed which currently has a lunch meeting scheduled for the Team with the Board of Trustees on Monday, March 17 at 12:30 to be held in G606.

Dr. Newsom thanked Mr. Tom Morris, Ms. Gillard, and her team for developing a very good Self-Study Report. He added that he feels it illustrates what is being done on Campus.

### Marketing Update

Dr. Newsom presented a typical agenda that is used by the Marketing Committee, consisting of a number of stakeholders on Campus, for their meetings. He indicated that this Committee has done a great job at developing marketing strategies for the College. He pointed out a portion of the agenda which lists upcoming events which are:

- February 21, Rodeo Preview Day
  - Board of Trustees are invited to lunch at noon in the Great Room
  - Students who attend are encouraged to watch and/or participate in rodeo practice
- February 26, High School Preview Day
- February 21, 26, 28 and March 20, FAFSA Free for All and Scholarship Workshops – February 17 at San Jon High School sponsored by Mesalands and February 18 at Logan High School sponsored by NM Education Assistance Foundation
- February 20, Commercial Shoot
- March 9 – 15, Annual Iron Pour
  - A number of events will be held throughout the week
- March 17 – 19, Self-Study Visit
- April 15, Summer/Fall Enrollment
- April 23, Specialized Program Day

### New Mexico Magazine Articles

Dr. Newsom thanked Ms. Gretchen Gürtler for this information which will be available in the March issue of the New Mexico Magazine. It contains articles about the Mesalands Community College Dinosaur Museum and festival information about Tucumcari which is great publicity for the College and the City. Dr. Newsom informed the Board that Ms. Gürtler does a great job on the Tourism Board representing Mesalands Community College and Tucumcari.

### NENMDF Graduation

Dr. Newsom presented information on the NENMDF Graduation held on January 17, 2014 in Clayton, New Mexico. He stated that of the seven students who received either an Associate of Applied Science, Associate of Arts in Liberal Arts/University Studies, or Associate Degree in Paralegal Studies, six were Mesalands students.

Dr. Newsom reported that at the request of Otero County Facility staff, Ms. Gillard recently traveled there to discuss offering on-ground classes. She is in the process of hiring instructors for those classes.

### Miscellaneous

Dr. Newsom provided updates on the following miscellaneous items:

- Congratulations were announced to Dr. Forrest Kaatz for having a paper accepted for publication.
- Mesalands Community College Foundation, Inc. generously purchased a new trailer for the Rodeo Team to transport their horses, etc. Dr. Newsom extended his appreciation to Ms. Hanna and Coach Abbott for the graphics that were placed on the trailer. Mr. Streetman asked if there was any use for the old trailer and Dr. Newsom indicated it could be used to haul hay.
- A scholarship has been established in memory of Marge and Joe Cooper who were instrumental in the founding of the Museum. Donations are currently being solicited for the scholarship.
- Movie Night was held at the Odeon Theatre and there were approximately 60 in attendance. Dr. Newsom stated that a lot of renovations have been done to the theatre.
- Community Dodge ball will be held on Thursday, February 20, 2014 at 6:00 pm at the Tucumcari Elementary School.
- Construction was scheduled to begin on Monday, February 17, 2014 but has not since there are still some permits that need to be acquired. Once the permits have been issued, the construction will begin.
- Attended meetings in Washington, DC with Mr. Sandoval that Ms. Chavez had scheduled with Congressman Ben Ray Lujan and staff and Senators Udall and Heinrich's staff. Dr. Newsom indicated that he requested assistance from them regarding strategic priorities for the College and finding more resources for revenue. There was discussion about initiatives that the College may need help with in the future and these individuals are all great supporters of higher education and Dr. Newsom stated he believes that they will support Mesalands Community College. During the visit in Senator Heinrich's office, it was revealed that his Assistant Press Secretary is a Moriarty High School graduate who took 18 credit hours of dual enrollment classes offered through Mesalands Community College and attended UNM. Dr. Newsom added that it was refreshing to walk into an office in Washington and find out that individuals there know a lot about Mesalands Community College.

### **Academic Affairs**

No reports were presented.

### **Student Affairs**

No reports were presented.

## **Administrative Services**

### **Monthly Finance Report, January 2014 – ACTION**

Dr. Newsom announced that Ms. Amanda Hammer was attending another event so he would be presenting the Monthly Finance Report for January 2014 for approval. He thanked Ms. Hammer and Ms. Amber Ince for formatting the report.

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

### **New Mexico Higher Education Department (NMHED) Quarterly Financial Statements – ACTION**

Dr. Newsom presented the NMHED Quarterly Financial Statements for approval. He reviewed the Statement of Net Assets; Summary of Operating and Plant Funds; Comparison of Operating and Plant Funds; and the Cash Flow Statement as of December 31, 2013.

**ACTION** – Mr. Streetman moved to approve the NMHED Quarterly Financial Statements 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. 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. The motion was seconded by Ms. Stephenson. 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 pursue rental replacement of a van for the College. 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**

A thank you letter to Mesalands Community College/Dr. Newsom from the Tucumcari/Quay County Chamber of Commerce and the Greater Tucumcari Economic



Development Corporation (GTEDC) was presented. Dr. Newsom informed the Board that the College along with the Chamber and GTEDC had contributed items which were distributed to the Legislators in Santa Fe. The Legislators expressed their appreciation for these items.

A thank you card to Mesalands Community College from Mr. Bob White Family was presented.

Important dates were presented which are: Legislative Session ends, February 20, 2014, 12:00 p.m.; and Higher Learning Commission On-Site Visit, March 17 – 29, 2014.

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 January 17, 2014
- Academic Affairs Division Meeting minutes dated January 27, 2014

The Selected Professional Development Activities for January 2014 were presented.

## **ANNOUNCEMENTS**

Tuesday, March 11, 2014, 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 7:30 p.m.

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J. Bronson Moore  
Chair

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James Streetman  
Secretary/Clerk