

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

April 14, 2015

The Mesalands Community College Board of Trustees met in regular session on Tuesday, April 14, 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.

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 Annual Selection of Mesalands Community College Foundation, Inc. Board of Directors
- 4) Approval of Mesalands Community College Strategic Plan 2015-2020
- 5) Approval of Institutional Technology (IT) Policy
- 6) Approval of Purchase Requisitions
- 7) Approval of Monthly Finance Report, March 2015
- 8) Approval of 2014-2015 Unrestricted Budget Adjustment Request (BAR)
- 9) Approval of State of New Mexico Audit Contract
- 10) Approval of Executive Session
- 11) Approval of Reconvene from Executive Session
- 12) Approval of Action, if needed, based on Executive Session

APPROVAL OF AGENDA – ACTION

ACTION – Ms. Estrada moved to approve the agenda as presented. The motion was seconded by Mr. 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 a couple of Dr. Forrest Kaatz's students will address the Good News portion of the agenda. Dr. Kaatz stated that these students are in his advanced math class.

Mesalands' students, Yash Shah and Stephen Smith, shared an overview of the presentation of their poster abstract 'Effect of Pore Size on a Reciprocal Space Order Parameter for Ideal Porous Arrays'. Their presentation included information on porous arrays, equations with detailed explanations, and graphs, as well as findings of their study and interpretation of the results. These students will exhibit their poster abstract at the New Mexico Mathematical Association of Two-Year Colleges (NMMATYC) Conference to be held April 18-19, 2015 in El Paso, Texas.

Yash and Stephen thanked Dr. Kaatz for the opportunity to present at the NMMATYC Conference and assistance with the math lab.

Dr. Newsom asked if this was the same association that Mesalands had hosted a conference for last year on Campus and Dr. Kaatz indicated that it is the same association. Dr. Kaatz stated that locations for the conferences are rotated each year. Mr. Moore thanked Yash and Stephen for their interesting presentation.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Streetman moved to approve Item VI.A.1 Regular Board Meeting Minutes dated March 10, 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.

CHAIRPERSON'S REPORTS

Annual Selection of Mesalands Community College Foundation, Inc. Board of Directors **ACTION**

Dr. Newsom announced that two seats on the Mesalands Community College Foundation are currently held by two Board Trustees and appointed by the Board of Trustees. Dr. Newsom informed Mr. Moore that these individuals either need to be reappointed or two other members will need to be appointed to fill those positions.

Mr. Moore stated that in order to have continuity, he recommends reappointing Ms. Liz Estrada and Mr. James Streetman to the Mesalands Community College Foundation, Inc. Board of Directors.

ACTION – Mr. Sandoval moved to approve Mr. Moore's recommendation to reappoint Ms. Liz Estrada and Mr. James Streetman to the Mesalands Community College Foundation, Inc. Board of Directors. The motion was seconded by Ms. Stephenson. A roll call vote was taken as follows: Mr. Streetman – abstain, Mr. Sandoval – yes, Mr. Moore – yes, Ms. Stephenson – yes, and Ms. Estrada – yes. The motion carried.

Mr. Moore congratulated Ms. Estrada and Mr. Streetman.

REPORTS

President's

Mesalands Community College Strategic Plan 2015-2020 – **ACTION**

Dr. Newsom presented the Mesalands Community College Strategic Plan 2015-2020 for review and approval. The Strategic Plan which includes four major strategic initiatives: Enrollment and Student Success; Academic Quality and Reputation; Outreach and Engagement; and Maximize Resources as well as specific goals for each initiative. Dr. Newsom informed the Board that surveys had been distributed to the staff in order to gather their feedback and input.

Dr. Newsom thanked Dr. Forrest Kaatz and Mr. Streetman who served as co-chairs of the committee along with the following individuals: Ms. Natalie Gillard, Ms. Gretchen Gurtler, Ms. Amanda Hammer, Ms. Kim Hanna, Dr. Axel Hungerbuehler, Ms. D'Jean Jawrunner, Dr. Aaron Kennedy, Mr. Jim Morgan, and Mr. Tom Morris.

Dr. Newsom informed the Board that there were some typographical errors and changes to the graphs on page six that were found after the document was presented to the Board. These will be corrected upon approval by the Board and prior to final printing for distribution to the Board and College staff. Dr. Newsom stated that he feels this is a usable and functional document that will be embraced by the College and will be implemented next fiscal year.

Dr. Newsom expressed his appreciation to Ms. Kim Hanna for getting the document to look great and Mr. Gregg Howard was also thanked for his assistance.

ACTION – Mr. Streetman moved to approve the Mesalands Community College Strategic Plan 2015-2020 as amended/corrected. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Institutional Technology (IT) Policy – **ACTION**

Dr. Newsom presented the Institutional Technology (IT) Policy that he indicated all College staff are really in need of and has been 'in progress' for about two years. Dr. Newsom informed the Board that the IT Committee members represent all areas of the College and were instrumental in the development of the Policy. This committee also approves all technology purchases based on its expectations of the College's needs. Dr. Newsom informed the Board that this Policy will become a standard one such as the Administrative Affairs and Personnel Policies which will be presented to the Board once a year for review and approval.

ACTION – Mr. Streetman moved to approve the Institutional Technology (IT) Policy as presented. 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**

Dr. Newsom presented the following purchase requisitions for approval:

- Parkhill, Smith & Cooper \$9,365.86

Dr. Newsom indicated that this is the second payment for the feasibility study and materials prepared by Parkhill, Smith & Cooper for re-tasking of Building 'C' for student housing.

- CDW Government \$16,170.12

Dr. Newsom stated that this is to purchase 18 work stations for a computer lab in Building 'G' and this will be a STEM purchase.

- Higher Learning Commission \$8,500.00

Dr. Newsom informed the Board that this is a payment to HLC for the College's participation in the Persistence and Completion Academy. Dr. Newsom reported that an HLC mentor will be on Campus Monday, April 20 to meet with this committee.

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

- Parkhill, Smith & Cooper \$9,365.86
- CDW Government \$16,170.12
- Higher Learning Commission \$8,500.00

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:

- Board Retreat
 - ❖ Dr. Newsom reminded the Board about the Board Retreat scheduled for April 28, 2015
 - ❖ There will be three items on the agenda
 - Presentation and approval of the FY16 Budget
 - Review of employee survey results
 - Development and approval of investment policy
- Business Faculty
 - ❖ The final applicant for this position was interviewed and presented a teaching demonstration last week
 - ❖ A verbal offer for the position has been made and accepted

- ❖ The new business faculty member, Dr. James Hyatt, is from Iowa and has a doctorate in business management
- ❖ Dr. Newsom indicated that Mr. Andrew Swapp, from Utah also recently hired, for the Wind Energy Technology Faculty is highly trained and credentialed with an extensive background and a masters in engineering
- Higher Learning Commission (HLC) Annual Conference
 - ❖ Dr. Newsom stated that this was one of the best HLC conferences he has attended which was timely and offered some good topics
 - ❖ Dr. Newsom indicated that he had a good meeting with the College's liaison
 - ❖ Ms. Gillard, Mr. Tom Morris, and Dr. Forrest Kaatz also attended the conference
- Governor and Legislature
 - ❖ Dr. Newsom informed everyone that the Governor had signed the budget bill and Mesalands' appropriation will be pretty flat receiving approximately \$50,000 more
 - ❖ The Legislature did not approve any severance fund packages so there will not be any capital money for renovations/upgrades
 - ❖ The College does have some GO Bond and Severance Tax funds from the previous session that can be used towards needed renovations
- Enrollment
 - ❖ Dr. Newsom reported the following as of this morning
 - spring enrollment is at 855 which is 132 more students for an 18.26% increase
 - total unduplicated for the year is 1,909 which is 223 more for a 13% increase
 - registered credits are at 6,039 which is 727 more for a 13.7% growth and total registered credits for the year are at 13,373 which is approximately a 7% increase
 - The Integrated Postsecondary Education Data System (IPEDS) report, year-over-year, reflects an 8% increase on persistence – 61-69% for full-time and 2% for part-time
- Construction Project Carpeting
 - ❖ Dr. Newsom informed the Board that during spring break, the maintenance team worked to assist in replacement of carpet in Building A
 - ❖ This is the last phase of that construction project
 - ❖ Dr. Newsom stated that the carpet that was selected will become the standard carpet for the College
 - ❖ Dr. Newsom thanked Mr. Jim Morgan for overseeing this process
- Graduation
 - ❖ Dr. Newsom announced that Mr. Richard B. Luarkie will be the speaker for graduation on May 15
 - ❖ Mr. Luarkie is the former governor of Laguna Pueblo
- Earth Day
 - ❖ This event will be held at the Outdoor Classroom on Wednesday, April 15, 2015
 - ❖ Approximately 700 students are expected to attend

- Rodeo
 - ❖ Ms. Hanna informed the Board of the following events for Mesalands Spring Rodeo Weekend
 - April 16, 5:30-8:30 pm – Stampede Fiesta at the Wind Center (this is a combination of the Cinco de Mayo event and Rodeo and a smaller scale cultural event will be held for Cinco de Mayo)
 - April 17-18 – Spring Rodeo
 - April 18, 7:00 am – Coaches Breakfast (Dr. Newsom stated that invitations were mailed out to several individuals and the President of Diné College will be attending the breakfast as well as the rodeo)
 - April 18-19 – Mesalands Community College Rodeo Club Ranch Rodeo
 - ❖ Ms. Hanna stated that free admission will be available for individuals age 13 and under if they are with someone who has purchased a ticket
 - ❖ Dr. Newsom presented the Board with Stampede tee shirts that were ordered for the event
 - ❖ Ms. Hanna announced that one student, Edmiles Harvey, has qualified for the College National Finals Rodeo (CNFR)
 - ❖ Dr. Newsom reported that there are currently 18 teams signed up for the Ranch Rodeo

Dr. Newsom informed the Board of the following:

- He has been invited to be the keynote speaker at the Associate of Graduate Students in Higher Education (AGSHE) Banquet at the University of Texas
- He will be attending the Xcel Customer and Community Xchange Luncheon

Academic Affairs

No reports were presented.

Student Affairs

Student Safety Week – Maze of Life

Dr. Kennedy presented a slide show of activities held during the 2nd Annual Student Safety Week – Maze of Life. An overview of activities that were held included: Signing of pledges and certificates; Penny Wars; exhibit of a DUI accident vehicle; 3-on-3 basketball tournament (8 teams participated); and the Maze of Life. The Maze of Life featured over 25 exhibits/booths with information ranging from education to suicide prevention, recruiting, wind energy, water safety, making good choices, and penalties for DUI's, to name a few. Dr. Kennedy informed the Board that all students, in grades nine through twelve, from Tucumcari High School were invited to attend as well as Mesalands' students. Ms. Stephenson stated that everyone seemed very excited and participated in the activities provided. Mr. Morgan indicated that he was amazed at how well behaved and engaged the students were during the event.

Administrative Affairs

Monthly Finance Report, March 2015 – ACTION

Ms. Amanda Hammer, Director of Business and Auxiliary Services, presented the Monthly Finance Report for March 2015 for approval.

ACTION – Ms. Estrada moved to approve the Monthly Finance Report for March 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.

2014-2015 Unrestricted Budget Adjustment Request (BAR) – ACTION

Ms. Hammer presented the 2014-2015 Unrestricted Budget Adjustment Request (BAR) for approval.

ACTION – Mr. Streetman moved to approve the 2014-2015 Unrestricted BAR as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

State of New Mexico Audit Contract – ACTION

Ms. Hammer presented the State of New Mexico Audit Contract for review and approval. She informed the Board that upon approval, this will be submitted to the State Auditor and due in May. Ms. Hammer also indicated that this is year three of a three-year proposal from Woodard, Cowen, and Company.

ACTION – Mr. Streetman moved to approve the State of New Mexico Audit Contract as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members 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 Ms. Estrada. 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 – No action was taken at this time.

NEW BUSINESS

No new business was conducted.

INFORMATIONAL ITEMS

Important dates were presented which are: Mesalands Community College Stampede Fiesta, April 16, 2015; Mesalands Community College Spring Rodeo, April 17 – 18, 2015; Mesalands Community College Rodeo Club Ranch Rodeo, April 18 – 19, 2015; and Mesalands Community College Graduation, May 15, 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 March 18, 2015
- Academic Affairs Division Meeting minutes dated March 23, 2014
- Administrative Affairs Division Meeting minutes dated March 19, 2015

ANNOUNCEMENTS

Tuesday, May 12, 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 7:18 p.m.

J. Bronson Moore
Chair

James Streetman
Secretary/Clerk