

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

April 22, 2014

The Mesalands Community College Board of Trustees met in regular session on Tuesday, April 22, 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 Purchase Requisitions
- 4) Approval of FY 2014-2015 Annual Budget
- 5) Approval of Tuition and Fees
- 6) Approval of Mesalands Community College Foundation, Inc. and Mesalands Community College Stock Trailer Rental Agreement
- 7) Approval of Cooperative of Agreement between The U.S. Army Corps of Engineers and Mesalands Community College
- 8) Approval of Grant Proposal Agreement – Consulting and Professional Services
- 9) Approval of State of New Mexico Higher Education Department Fund 12-1234 Capital Appropriation Project Grant Agreement
- 10) Approval of State of New Mexico Higher Education Department Fund 10-1229 Capital Appropriation Project Grant Agreement
- 11) Approval of State of New Mexico Higher Education Department Fund 12-1242 Capital Appropriation Project Grant Agreement
- 12) Approval of Monthly Finance Report, March 2014
- 13) Approval of 2013-2014 Budget Adjustment Requests (BAR's)
- 14) Approval of Executive Session
- 15) Approval of Reconvene from Executive Session
- 16) 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 reminded the Board that as part of an on-going agenda item, this portion is designed to share Good News with the Board Members.

Mr. Dennis Ulibarri, current Mesalands student, spoke to the Board Members. He informed them that he was born and raised in Tukumcari, then moved away but was stricken with misfortune which involved several years of unforeseen circumstances. Mr. Ulibarri stated that after realizing that he needed to get his life back on track, he decided to move back to Tukumcari. Upon his return, he was encouraged to start taking classes at Mesalands, which he did. Mr. Ulibarri stated that he was then encouraged to begin working towards a degree. Mr. Ulibarri will earn his associates degree and graduate from Mesalands in May of this year.

Mr. Ulibarri expressed his extreme gratitude to the faculty and staff for their continued support throughout his tenure as a student at Mesalands. He stated that he couldn't have asked for better faculty/students/mentors to get through his classes because they made it very easy and he felt very comfortable. He mentioned that everyone at Mesalands has shown they care for their students, want to be sure they are okay, and make students feel like family.

Dr. Newsom asked Mr. Ulibarri what his plans were after graduation. Mr. Ulibarri indicated that he is very happy to be where he is at this point in time but would like to return to the workforce as his safety net, for now, has been school. He also mentioned that a bachelor's degree may be in the future but he just doesn't know right now. Mr. Moore asked him if he had thought of going into the recruiting business. Mr. Ulibarri responded that he would in fact like to have the opportunity to go on a recruiting trip and speak to disabled individuals and/or those who feel helpless and let them know that there are people who can assist them and help guide them. Dr. Newsom asked Dr. Kennedy to please look into this and Dr. Kennedy indicated he would see about arranging for Mr. Ulibarri to participate in a recruiting trip.

Mr. Ulibarri thanked the Board for their time and the opportunity to speak to them and share his experiences with them.

Mr. Ulibarri thanked his mother and aunt, who were in attendance, for their ongoing support and encouragement from day one.

Mr. Moore informed Mr. Ulibarri that he had a lot to be proud of with his accomplishments. Mr. Sandoval stated that it makes the Board happy to help someone and encourage others. Dr. Newsom stated that graduation is great because it is nice to see the students go on to the next step but, sometimes it is great to keep them here as an inspiration to others on Campus. Dr. Newsom congratulated Mr. Ulibarri on his graduation and informed him that everyone at Mesalands is still around for him and he is still a Mesalands person.

Dr. Newsom thanked Mr. Ulibarri's mother and aunt for attending. They thanked the Board for allowing them to attend.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated March 11, 2014; Item V.A.2 Special Board Meeting Minutes dates March 17, 2014; and Item V.B.1 Contract Confirmation for Ms. Kacee Benford, Director of Personnel, effective April 15, 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 introduced Ms. Kacee Benford. Ms. Benford stated that she is happy to be here and informed the Board that she is retired Air Force Military, 20 years and previously worked at Lowe's in Albuquerque, New Mexico. Ms. Benford stated that she received her undergraduate in Human Resources Management and on May 17 will receive her master's degree in Human Resource Development, and Organizational Leadership and Development, of which she is very excited. She is a graduate of Logan High School, Logan, New Mexico. Ms. Benford stated she is grateful for the opportunity to work at Mesalands. She informed the Board that her job is to take care of the staff and they will in turn take care of the students, and hopefully produce more Mr. Ulibarri's.

Dr. Newsom stated that he is very excited to have Ms. Benford on staff; she hit the ground running, and has been attending her orientations.

CHAIRPERSON'S REPORTS

Mr. Moore indicated that he did not have any reports to present at this time.

REPORTS

President's

Purchase Requisitions – **ACTION**

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

- The Higher Learning Commission \$9,094.92

Dr. Newsom stated that this is for reimbursement expenses for the Team that visited the College. The Higher Learning Commission's process is to have the team members submit their expense receipts to them and they in turn invoice the College for the total expenses incurred.

ACTION – Ms. Stephenson moved to approve the purchase requisition to The Higher Learning Commission in the amount of \$9,094.92 as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

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

Dr. Newsom indicated that this is the consulting firm that helped secure the STEM Grant.

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.

- WWRC, Inc. \$147,299.15

Dr. Newsom stated that this is the first pay application to WWRC who is the vendor working on the roofs and is part of the \$1 million GO Bond.

ACTION – Mr. Streetman moved to approve the purchase requisition to WWRC, Inc. in the amount of \$147,299.15 as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

- WWRC, Inc. \$109,781.79

Dr. Newsom indicated that the Board had previously already approved the total disbursement to this vendor, WWRC, Inc. However, he will still present the pay applications as they are submitted. Dr. Newsom added that both PSC staff and Mr. Morgan verify the work products, etc. prior to submitting for payment.

ACTION – Mr. Streetman moved to approve the purchase requisition to WWRC, Inc. in the amount of \$109,781.79 as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

FY 2014-2015 Annual Budget – **ACTION**

Dr. Newsom requested approval of the FY 2014-2015 Annual Budget as presented to the Board during the Board Budget Workshop prior to this meeting. The Budget includes a 3% salary increase for all employees as of July 1, 2014 and will be submitted to the State upon approval.

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

Tuition and Fees – **ACTION**

Dr. Newsom requested approval of the Tuition and Fees for 2014-2015 also presented to the Board during the Board Budget Workshop prior to this meeting. This includes no increases in Tuition and Fees for 2014-2015.

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

Mesalands Community College Foundation, Inc. and Mesalands Community College Stock Trailer Rental Agreement – **ACTION**

Dr. Newsom presented the Mesalands Community College Foundation, Inc. and Mesalands Community College Stock Trailer Rental Agreement for approval and requested that it be retroactive to March 1, 2014. He apologized for not presenting this to the Board at the previous Board Meeting. Dr. Newsom informed the Board that the Mesalands Community College Foundation purchased a stock trailer and will retain ownership of it but rent it to the College. The rental agreement reflects that it is a five-year lease with monthly lease payments of \$400. At the end of the five-year period, the Foundation will have funds to purchase a new trailer, if they desire.

ACTION – Mr. Sandoval moved to approve the Mesalands Community College Foundation, Inc. and Mesalands Community College Stock Trailer Rental Agreement as presented and retroactive to March 1, 2014. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Cooperative of Agreement between The U.S. Army Corps of Engineers and Mesalands Community College – **ACTION**

Dr. Newsom presented the Cooperative of Agreement between The U.S. Army Corps of Engineers and Mesalands Community College for approval. He indicated that this is related specifically to water study at Conchas Dam. The agreement does not bind the

College or the Corps in any way yet allows the College to grow their relationship with the Corps. Dr. Newsom stated that Ms. Gretchen Gürtler has been working with the Corps on this endeavor.

ACTION – Mr. Streetman moved to approve the Cooperative of Agreement between The U.S. Army Corps of Engineers and Mesalands Community College as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Grant Proposal Agreement – Consulting and Professional Services – ACTION

Dr. Newsom presented the Grant Proposal Agreement – Consulting and Professional Services for approval and recommended level 3 service which would cost a total of \$5,500.

He indicated that there was some interest on Campus to start working towards grant submissions to replace STEM when it expires. Dr. Newsom stated that Mr. David Buchen had approached Dr. Forrest Kaatz about assisting the College with grant writing.

Dr. Kaatz stated that it this is a Student Support Services (SSS) Program federal grant competition which award funds to institutions of higher education. This is a five-year renewable grant for approximately \$220,000/year for staff salary/benefits and student tutoring. Dr. Kaatz indicated that the level 3 service also requires paying travel expenses, in addition to the \$5,500, to Mr. Buchen. Dr. Kaatz informed the Board that Mr. Buchen has direct experience with this type of grant writing.

Dr. Newsom indicated that he spoke with some individuals while at the AACC Conference and it was presumed that Mesalands may be in a pretty good position to get this type of grant. Dr. Newsom stated that Mr. Buchen thinks Mesalands could qualify for two grants which are targeted towards different types of populations and institutions with minorities/special needs/low income students.

Ms. Stephenson asked if the \$5,500 was the total for both grants. Dr. Newsom responded that it is and three payments will be disbursed as certain benchmarks are reached. Dr. Newsom reminded the Board that Mr. Buchen also used to be the SBDC Director at Mesalands.

Dr. Kaatz informed the Board that Mr. Buchen plans on traveling to Mesalands on May 12, 2014.

ACTION – Mr. Streetman moved to approve the Grant Proposal Agreement – Consulting and Professional Services as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

State of New Mexico Higher Education Department Fund 12-1234 Capital Appropriation Project Grant Agreement – ACTION

Dr. Newsom presented the State of New Mexico Higher Education Department Fund 12-1234 Capital Appropriation Project Grant Agreement for authorization to sign on behalf of the College. He informed the Board that this is a GO Bond Agreement for library funds in the amount of \$24,582 which will be received next fiscal year.

ACTION – Ms. Estrada moved to approve that Dr. Newsom be authorized to sign the State of New Mexico Higher Education Department Fund 12-1234 Capital Appropriation Project Grant Agreement. 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 Higher Education Department Fund 10-1229 Capital Appropriation Project Grant Agreement – ACTION

Dr. Newsom presented the State of New Mexico Higher Education Department Fund 10-1229 Capital Appropriation Project Grant Agreement for authorization to sign on behalf of the College. He informed the Board that this is a GO Bond Agreement for library funds in the amount of \$13,669. Dr. Newsom informed the Board that this is part of the GO Bond from two years and will expire on June 30.

ACTION – Mr. Streetman moved to approve that Dr. Newsom be authorized to sign the State of New Mexico Higher Education Department Fund 10-1229 Capital Appropriation Project Grant Agreement. 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 Higher Education Department Fund 12-1242 Capital Appropriation Project Grant Agreement – ACTION

Dr. Newsom presented the State of New Mexico Higher Education Department Fund 12-1242 Capital Appropriation Project Grant Agreement for authorization to sign on behalf of the College. He informed the Board that this is part of the \$1 million GO Bond Agreement for the roofing project.

ACTION – Ms. Estrada moved to approve that Dr. Newsom be authorized to sign the State of New Mexico Higher Education Department Fund 12-1242 Capital Appropriation Project Grant Agreement. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

'Find Your Way' Campaign

Ms. Kimberly Hanna, Director of Public Relations, presented an update on the Marketing Campaign that was unveiled/started. Information was presented on earning degrees/GED's and how to increase the opportunities for students and improve their skills. In addition, information on helping students reach personal goals in life. The marketing goal is to promote students and academic programs as well as streamline the video campaigns with print. A general commercial promoting the College aired on KVII, Amarillo and KOB, Albuquerque as well as a rodeo commercial on RFD-TV.

Ms. Hanna also presented a slideshow with student testimonials.

Miscellaneous

Dr. Newsom provided updates on the following miscellaneous items:

- Construction update
 - ❖ Mr. Morgan reported that three sections on Building 'C' (SBDC) are completed, about 75%; starting on Building 'A'; found large source of leaks in the skylight in Building 'A'; and some asbestos found, minimal, in some caulking but the abatement process came into place;
 - ❖ Mr. Morgan stated that Mr. Stanley Morris is the supervisor;
 - ❖ Mr. Morgan mentioned that they intend to finish by mid-June (18th); and
 - ❖ Dr. Newsom informed the Board that PSC staff conduct weekly audits and things are going pretty smooth.
- Dr. Newsom attended the American Association of Community Colleges (AACC) Annual Convention in Washington, DC. He indicated that the meeting was very good and he met the Director of AACC. Vice President Biden's wife spoke at the Convention. The AACC Annual Convention next year is scheduled to be held in San Antonio, Texas.
- Dr. Newsom attended The Higher Learning Commission (HLC) Annual Conference in Chicago along with Ms. Natalie Gillard, Mr. Tom Morris, and Dr. Forrest Kaatz. He indicated that it was a fantastic conference with very positive sessions. There are some upcoming regulations that Mesalands will need to get work on to ensure they are current. Dr. Newsom informed the Board that he and Ms. Gillard met with the College's liaison and the liaison has looked at the Team's report from the Visit to Mesalands last month, although he has not had a chance to review it extensively. Dr. Newsom stated that he feels there will not be any surprises in the report and hopes to receive it in the near future.
- The Easter Bunny and Pedey attended the Tucumcari Elementary School Dance with help from Mesalands students, Nikki Vazquez and Jason Witterman. There were over 340 in attendance at the dance.
- Mesalands will be sponsoring a saddle and rough stock chute at the 4H Rodeo.
- A table with seating for eight will be purchased for the Chamber Banquet scheduled for May 2, 2014. Dr. Newsom offered the tickets to the Board Members and asked if they plan to attend, to please contact Dr. Kennedy.
- Postcard invitations for the upcoming Rodeo Banquet to honor the rodeo athletes will be mailed to the Mesalands Community College Board of Trustees, the Mesalands Community College's Foundation, Representative Dennis Roch, Senator Pat Woods, and supporters of Rodeo. The Banquet is scheduled for Friday, May 9, 2014 at 7:00 pm and will be held in the Great Room on Campus.
- The Annual Cinco de Mayo Celebration is scheduled for Monday, May 5, 2014 from 5:30 to 8:30 pm and will be held at the NAWRTC. Dr. Newsom invited the Board Members to attend and asked that they give their shirt sizes to Ms. Chavez so that they can be ordered.
- The National Intercollegiate Rodeo Association (NIRA) College National Finals Rodeo (CNFR) is scheduled for June 15 – 21, 2014 in Casper, Wyoming. As of this date, Edmiles Harvey has qualified in bareback riding. Dr. Newsom

indicated that the final rodeo is scheduled for this coming weekend and it is hoped that others will qualify for the CNFR, possibly seven men and one woman. Dr. Newsom stated that everyone needs to give Tim Abbott and Staci Stanbrough, rodeo coach and assistant coach, credit as they have done a fantastic job with the Rodeo Team. In addition, Dr. Newsom recognized C.J. Aragon, former rodeo coach, for building the foundation for the student athletes. Dr. Newsom informed the Board that he will be attending the CNFR and plans to host a luncheon for the students and their parents and present some type of awards.

- Mesalands Community College's Graduation is scheduled for Friday, May 16, 2014 at the Convention Center beginning at 6:00 pm with rehearsal at 2:00 pm. The Board Members were asked to arrive early as they will be on the Dais. Dr. Newsom informed the Board that the same Graduation script will be used as in the past but he will be reviewing and modifying it for next year. Dr. Newsom reported that any graduates with academic honors will be allowed to wear their honor cords and not have to select only one. In addition, Dr. Newsom ordered some red/white/blue honor cords for graduates to wear who have served or are serving in the military. These individuals will be recognized at Graduation.
- Dr. Newsom mentioned the NM Math Association Annual Statewide Math Conference that will be hosted on Campus May 23 – 24, 2014. Dr. Forrest Kaatz is the President of this Association and it is an honor to have the College host this event.

Academic Affairs

No reports were presented.

Student Affairs

Dr. Kennedy presented an update on the activities that occurred during 'Student Safety Week We Appreciate You' held March 24 – 28, 2014 which is a new initiative. The activities included: Penny Wars; Certificates; Pledges; Educational Videos; an exhibit of a DUI accident vehicle; Donna McCain Reception; Mocktail Contest and Concert; Movie Night; and Fatal Vision Obstacle Course. He stated that the Reception by Ms. McCain was pretty impactful and the entire week went well. Dr. Newsom indicated a new setup for the concerts was introduced which faces the outdoor commons area with the building as a backdrop which is a great venue for these type of activities. Dr. Newsom stated that Russell and Karen from the radio station attended the concert and were really pleased with this new venue. Dr. Kennedy recognized the Student Affairs office personnel for organizing the week's events.

Administrative Affairs

Monthly Finance Report, March 2014 – ACTION

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

ACTION – Mr. Streetman moved to approve the Monthly Finance Report for March 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.

2013 – 2014 Budget Adjustment Requests (BAR's) – ACTION

Ms. Hammer presented the BAR's for approval which will be submitted to the New Mexico Higher Education Department (NMHED).

ACTION – Mr. Streetman moved to approve the 2013-2014 BAR'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.

EXECUTIVE SESSION – ACTION

ACTION – Mr. Streetman 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. 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

No action was taken.

NEW BUSINESS

No new business was conducted.

CORRESPONDENCE AND INFORMATIONAL ITEMS

Important dates were presented which are: Mesalands Community College's Cinco de Mayo Celebration, NAWRTC, May 5, 2014; Mesalands Community College Graduation, Tucumcari Convention Center, May 16, 2014; New Mexico Math Association Annual Statewide Math Conference, Mesalands Community College Campus, May 23 – 24, 2014; Memorial Day, College closed, May 26, 2014; and National Intercollegiate Rodeo Association (NIRA) College National Finals Rodeo (CNFR), Casper, WY, June 15 – 21, 2014.

Dr. Newsom reminded the Board Members to be at the Convention Center at 5:30 for Graduation on May 16, 2014. Graduation will include both College students and GED students with approximately 90 graduating.

The Board of Trustees 12-month calendar was presented.

The following minutes were presented:

- Student Affairs Division Meeting minutes dated March 21, 2014
- Academic Affairs Division Meeting minutes dated March 24, 2014
- Administrative Affairs Division Meeting minutes dated March 4, 2014

The Selected Professional Development Activities for March 2014 were presented.

ANNOUNCEMENTS

Tuesday, May 13, 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 8:30 p.m.

[signature on original]

J. Bronson Moore
Chair

[signature on original]

James Streetman
Secretary/Clerk