

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

May 13, 2014

The Mesalands Community College Board of Trustees met in regular session on Tuesday, May 13, 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. James Streetman, Ms. Liz Estrada, and Ms. Teresa Stephenson.

The following member was not present: Mr. Jimmy Sandoval.

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Purchase Requisitions
- 4) Approval of Annual Selection of Mesalands Community College Foundation, Inc. Board of Directors
- 5) Approval of Equine Gnathology
- 6) Approval of Memorandum of Understanding (MOU) with City of Tucumcari
- 7) Approval of Memorandum of Understanding (MOU) with County of Quay
- 8) Approval of Institutional Technology Staffing
- 9) Approval of New Mexico Higher Education Department (NMHED) Quarterly Financial Statements
- 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 – 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.

Dr. Newsom stated that this is for a twelve computer work station/computer lab to be located in E712 at the Wind Energy Building and is part of the STEM grant.

ACTION – Mr. Streetman moved to approve the purchase requisition to CDW-G in the amount of \$19, 380.72 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. \$132,738.81

Dr. Newsom stated that this is the third pay application to WWRC which brings the total just under \$500,000 of the \$1 million GO Bond. Dr. Newsom added that this was audited and scrutinized by both Mr. Jim Morgan and Mr. Brian Griggs, with Parkhill, Smith and Cooper (PSC).

ACTION – Ms. Stephenson moved to approve the purchase requisition to WWRC, Inc. in the amount of \$132,738.81 as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

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

Dr. Newsom indicated that the terms are up for two designees from the Board of Trustees that serve on the Mesalands Community College Foundation, Inc. Board of Directors. Dr. Newsom stated that Mr. Streetman's term is up on May 14 and Ms. Estrada's term is up on May 23 and he asked the Board if they want to make a motion to reappoint them for one-year terms or fill those positions with other Board of Trustees.

Mr. Moore recommended that they be reappointed for continuity on the Foundation Board of Directors.

ACTION – Ms. Stephenson moved to approve the Annual Selection of Mesalands Community College Foundation, Inc. Board of Directors as recommended by Mr. Moore as long as Mr. Streetman and Ms. Estrada were willing to continue serving on the Foundation Board. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

Equine Gnathology – **ACTION**

Dr. Newsom informed the Board that this agenda item would not require action as he is just giving an update on this matter. Dr. Newsom indicated that Mr. Wayne Needham has been working to develop a certificate/degree program for Equine Gnathology and deliver through the College. He stated that due to the work Mr. Needham is conducting and review by the College's legal counsel, he is not prepared to bring this to the Board for action at this time. Dr. Newsom added that it is his hope to bring this to the Board for action at the June or July Board of Trustees Meeting in order to move forward with a more specific program. Ms. Gillard mentioned that the existing program is a 16-week program and the new program will be a shorter term program which will be a one to two week program offered three times a year. Ms. Gillard stated that this will be a specialty

program and she is led to believe it is a good strong program. Dr. Newsom concurred and added that there is a lot of demand for this type of program.

Memorandum of Understanding (MOU) with City of Tucumcari – **ACTION**

Dr. Newsom presented the MOU with the City of Tucumcari and indicated that it did not require action as this is an existing MOU. He informed the Board that this document allows that the College to provide services and opportunities to Tucumcari Police Department and EMT employees to use the Health and Wellness Facility. Mr. Streetman pointed out that this MOU expired in 2011 and needs to be renewed. Dr. Newsom thanked Mr. Streetman for bringing that to his attention and, in light of that, Dr. Newsom requested that the Board proceed with taking action on this agenda item to renew the MOU.

ACTION – Mr. Streetman moved to approve the Memorandum of Understanding (MOU) with the City of Tucumcari as presented for renewal since the existing MOU has expired. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Memorandum of Understanding (MOU) with County of Quay – **ACTION**

Dr. Newsom informed the Board that College personnel had been approached by the County to enter into an MOU with the County of Quay much like the previous MOU with the City. Dr. Newsom indicated that it will be a small expense to the College but a great service that the College can provide to the County. Dr. Newsom requested approval of the MOU with the County of Quay.

ACTION – Mr. Streetman moved to approve the Memorandum of Understanding (MOU) with the County of Quay as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

GCCF Graduation

Ms. Natalie Gillard, Vice President of Academic Affairs, informed the Board that she and Dr. Newsom attended the GCCF Graduation. She stated that there were two Associate of Arts Degrees and one Associate of Applied Science Degree awarded, as well as, several certificates. Dr. Newsom stated that there were a total of 28 degrees and/or certificates awarded from Mesalands. Dr. Newsom mentioned that he spoke with Ms. Leslie Bradley who indicated that they would like to help grow the number of students for Mesalands. Dr. Newsom informed the Board that he was able to tour the weaving facility and he is very excited to find out that the staff is very pleased with the opportunities that Mesalands offers their students.

OCPF Graduation

Dr. Newsom reported that Ms. Donna Garcia, Director of Academic Affairs, and Ms. Kimberly Hanna, Director of Public Relations, attended the OCPF Graduation.

Ms. Garcia and Ms. Hanna presented a slideshow. Ms. Garcia informed the Board that she was very honored to be invited as the guest speaker at the OCPF Graduation which

is the newest facility that Mesalands is offering services to for their students. Ms. Garcia stated that Warden Frawner expressed his appreciation to Mesalands and the opportunity to partner with Mesalands. Ms. Garcia added that the students and staff are also equally appreciative to Mesalands. Ms. Hanna concurred as they indicated so during her interviews with Warden Frawner and the students. Ms. Hanna informed the Board that she had the opportunity to tour the classrooms and murals that are in place at the facility and to see how Mesalands is changing those students' lives. Ms. Hanna thanked Dr. Newsom for allowing her and Ms. Garcia to bring this to the Board of Trustees.

Ms. Hanna stated that the weaving program instructor at GCCF not only teaches them how to weave but also how to build the looms and learn the business aspect.

Mr. Moore thanked Ms. Garcia and Ms. Hanna for the presentation.

Dr. Newsom stated that the College will continue to see growth at the facilities and good relationships are in place with them.

Institutional Technology Staffing – ACTION

Dr. Newsom presented Institutional Technology Staffing Job Descriptions for Client Support Manager and Network and Applications Administrator for review and approval. He indicated that there have been discussions regarding how the STEM grant has brought an influx of technology to the College which has resulted that resources be enhanced. Therefore, Dr. Newsom indicated that staffing in technology needs to be increased and these two additional positions would achieve that for the IT department. Dr. Newsom informed the Board that these were not in the budget that was presented to the Board last month. He added that he has met with the Executive Cabinet and it is agreed that these two positions are needed and can be worked into the budget for next year while still maintaining a balanced budget and not offset the budget.

Mr. Moore asked about the Job Description for the Network and Applications Administrator in that one essential function is that the applicant has Jenzabar experience. Dr. Newsom responded that it is hoped that the College can acquire an applicant that has experience with Jenzabar to augment the current staff.

ACTION – Ms. Stephenson moved to approve the Institutional Technology Staffing Job Descriptions for Client Support Manager and Network and Applications Administrator as presented. 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:

- Mesalands Community College Foundation, Inc.
 - ❖ Dr. Newsom informed the Board of Trustees that Mr. Roger Bowe, Chair of the Foundation has submitted his letter of resignation due to time/distance constraints. Dr. Newsom indicated that Mr. Bowe's seat is appointed by the

Foundation Board of Directors which will require that a Foundation meeting be scheduled at the end of May or beginning of June to address filling his seat and appointing a new chair. A Foundation meeting needs to be scheduled to also discuss the fundraiser to be held at the end of July or early August.

- Bald Eagles
 - ❖ Dr. Newsom informed the Board that bald eagles have been found at Conchas Dam. He indicated that Ms. Gretchen Gurtler is working with the Army Corps of Engineers in hopes of entering into an MOU so that the College can be part of the study. Ms. Gurtler stated that there are five bald eagles that are nesting and she is working with Alaska to find out about protocol as it pertains to bald eagles.
- Request for Bids for College Van
 - ❖ Dr. Newsom stated that after working with the College's legal counsel, Requests for Bids have gone out to all new car dealers in Albuquerque, Clovis, and Amarillo. Bids are due by May 27, 2014 and Dr. Newsom hopes to bring this to the Board for approval at the June 3 Board Meeting.
 - ❖ Dr. Newsom also informed the Board that the lease on the Prius will expire the end of June and it is believed that the vehicle will be turned in and lease an additional van. If so, this may also be brought to the Board on June 3 for action.
- Construction Update
 - ❖ Mr. Morgan informed the Board that construction remains on schedule and the contractors are almost finished with building 'C'. He added that all buildings are beginning to look alike as the work progresses.
 - ❖ Dr. Newsom stated that all the HVAC has been completed in building 'C' and they are moving along on building 'A.'
- College Catalog
 - ❖ Dr. Newsom provided copies of the newest version of the College Catalog, 2014-2015. He thanked Ms. Kim Hanna, Ms. Natalie Gillard, Ms. Kim Enriquez, Ms. Donna Garcia, and all who worked diligently on the catalog as well as Mr. Doug Quarles and Mr. Robert Moreau for the artwork. Dr. Newsom pointed out that a new section had been added which reflects a picture of the Mesalands Community College Foundation, Inc. Board of Directors as well as some information on the Foundation.
- Signage on Freeway
 - ❖ Dr. Newsom distributed copies of wording for signage that will be displayed at exit 322 on both sides of I-40. He indicated that he has been working with the Department of Transportation who will develop the signs at no cost to the College and should be installed fairly quickly.
- Higher Learning Commission (HLC)
 - ❖ Dr. Newsom informed the Board that he does not have an update on HLC yet. However, he did hear from Dr. Martin who indicated that a report could possibly be expected next week.

- American Wind Energy Association (AWEA) Conference
 - ❖ Dr. Newsom reported that Mr. Morgan attended the AWEA Conference which hosted approximately 10,000 attendees. Dr. Newsom distributed copies of the Exhibit Hall Map which contains an ad for the North American Wind Research and Training Center (NAWRTC) as well as a call-out to the booth space that the NAWRTC had for the event. Dr. Newsom thanked Ms. Hanna whose idea it was that the College sponsor a booth at the conference which was very nice exposure for the College. It was noted that Mesalands was the only college that sponsored a booth at this event.
 - ❖ Mr. Morgan reported that he was approached at the booth by AWEA staff and informed that Ms. Hanna was wonderful to work with on the sponsorship for this event, so kudos to Ms. Hanna.
- College National Finals Rodeo (CNFR)
 - ❖ Dr. Newsom reminded everyone that seven student athletes qualified for the CNFR and only NMSU qualified more students than Mesalands. Dr. Newsom stated that Coaches Abbott and Stanbrough should be highly commended for this and he couldn't be happier with the students and their performances.
- Graduation
 - ❖ Dr. Newsom reminded the Board Members that Graduation is scheduled for Friday, May 16 at 6:00 pm. He asked that they be at the Convention Center by 5:30 p.m. to celebrate the students' graduation.
- Travel Schedule for Dr. Newsom
 - ❖ May 21, GO Bond Kick-off Meeting, Albuquerque, NM
 - ❖ June 7 – 14, Vacation
 - ❖ June 17 – 22, CNFR, Casper, WY with luncheon on June 19 to present plaques to student athletes
 - ❖ June 24 – 26, Atlanta GA (Dr. Newsom stated he is honored to be selected by NMHED Secretary to be one of five participants in a National College Complete America Taskforce Conference)

Academic Affairs

Ms. Gillard reported on growth of programs and announced that she met with three representatives from the New Mexico Corrections Department regarding expansion of programs, offered by Mesalands, to all state run facilities. In addition, Ms. Gillard stated that they are very impressed with the weaving program. Dr. Newsom indicated that what the College offers at those facilities have helped and need to be continued as they help with recidivism and is important for us as a society. Dr. Newsom thanked Ms. Gillard and Ms. Garcia.

Student Affairs

Dr. Kennedy also reminded everyone about Graduation on Friday.

Administrative Affairs

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

ACTION

Ms. Amanda Hammer, Director of Business and Auxiliary Services presented the (NMHED) Quarterly Financial Statements for approval. She pointed out that these include the Statement of Net Assets, the Summary of Operating and Plant Funds, the Comparison of Operating and Plant Funds, and the Cash Flow Statement. Ms. Hammer also mentioned that this is the third and final report for this fiscal year.

Dr. Newsom referenced the ending fund balance and expressed how well the expenses/revenues are being managed. Dr. Newsom indicated that this requires approval so that it can be submitted to the state.

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.

Dr. Newsom informed the Board that the monthly finance report was not presented at this meeting due to attention being given to completion of the NMHED Quarterly Financial Statements and work being completed on the audit. He stated that the April Monthly Finance Report will be presented at the June Board Meeting and the May Monthly Finance Report will be presented at the July Board Meeting. He added that there are not any indications of any issues on the finance report but rather to focus on the NMHED report and the audit.

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 Ms. Stephenson. 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

No action was taken.

NEW BUSINESS

No new business was conducted.

CORRESPONDENCE AND INFORMATIONAL ITEMS

Important dates were presented which are: 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.

The Board of Trustees 12-month calendar was presented.

The following minutes were presented:

- Student Affairs Division Meeting minutes dated April 17, 2014
- Academic Affairs Division Meeting minutes dated April 29, 2014
- Administrative Affairs Division Meeting minutes dated April 29, 2014

The Selected Professional Development Activities for April 2014 were presented.

ANNOUNCEMENTS

Tuesday, June 3, 2014, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m., Room G606.

Ms. Stephenson asked if the CNFR would be televised and it was noted that in the past, it was available for viewing after the event but not live. Dr. Newsom indicated that he will provide email updates on the event to the Board Members. Dr. Newsom announced that some students could finish pretty high on scoring which could help with high scoring for the team as a whole.

ADJOURNMENT

Mr. Moore stated that there was no further business and the meeting was adjourned. The meeting adjourned at 7:40 p.m.

[signature on original]

J. Bronson Moore
Chair

[signature on original]

James Streetman
Secretary/Clerk