

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

**June 11, 2013**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, June 11, 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, Ms. Liz Estrada, and Ms. Teresa Stephenson.

**LIST OF ACTION ITEMS**

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Open Meetings Act Resolution
- 4) Approval of Review of Tuition and Fees
- 5) Approval of Annual Property and Equipment Lease Approvals
- 6) Approval of Fee Proposal and Letter Agreement with Parkhill, Smith, and Cooper
- 7) Approval of Monthly Finance Report, May 2013
- 8) Approval of Administrative Services Handbook 2012-2013
- 9) Approval of Personnel Handbook 2012-2013

**APPROVAL OF AGENDA – ACTION**

**ACTION** –Mr. Sandoval moved to approve the agenda as presented. The motion was seconded by Mr. Streetman. 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**

Mr. Streetman inquired as to when Dr. Simone Klutzny's position had been approved. Ms. Gillard stated that this is a position through the Science, Technology, Engineering, and Mathematics (STEM) Grant.

**ACTION** – Mr. Streetman moved to approve Item IV.A.1 Regular Board Meeting minutes dated May 14, 2013; IV.A.2 Special Board Meeting minutes dated May 31, 2013; IV.B.1 – 4 Contract Confirmations for Dr. Simone Klutzny, Science Curriculum Specialist, effective, November 28, 2012, Dr. Forrest Kaatz, Director of Institutional Research and Development, effective May 20, 2013, Mr. Matthew Garcia, Recruiter, effective May 20, 2013, and Dr. John Bauler, Director of Distance Education, effective May 21, 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.

## **CHAIRPERSON'S REPORTS**

### HB 021 – Public Meetings Agendas 72 Hours in Advance

Mr. Bronson Moore, Chair, presented HB 021 – Public Meeting Agendas 72 Hours in Advance. This Bill was enacted by the Legislature of the State of New Mexico relating to the Open Meetings Act which requires that Board Agendas be made available to the public at least seventy-two (72) hours prior to a public meeting. He stated that he trusted the Board Members have read this document.

### Open Meetings Act Resolution – ACTION

Mr. Moore presented the Open Meetings Act Resolution with proposed changes pertaining to HB 021 requirement of public meeting agendas being available seventy-two (72) hours in advance and the media that requested and receive meeting notices.

**ACTION** – Ms. Estrada moved to approve the Open Meetings Act Resolution with proposed changes as stated above. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

## **REPORTS**

### **Presidents Reports**

#### Communications Report – 2012-2013

Ms. Kimberly Hanna, Director of Public Relations, presented and briefly reviewed the Communications Report for 2012-2013 which contains media coverage for the College. She highlighted some events such as national coverage for the College Rodeo Team, Farrier Science, and the Wind Energy Technology Program at the North American Wind Research and Training Center (NAWRTC), as well as two College students that were selected to the 2013 All-State New Mexico Academic Team. Ms. Hanna informed the Board that a few magazines will be featuring some of Mesalands' Rodeo students in the near future. She also referenced some of the current standings as of this date for

Rodeo students who are attending the College National Finals Rodeo (CNFR) in Casper, Wyoming.

## **Academic Affairs**

### New Mexico State University (NMSU) Articulation Agreements

Ms. Natalie Gillard, Vice President of Academic Affairs, presented the NMSU Articulation Agreements for the Equine Science Program Management the Animal Science Program. The Articulation Agreement also updated the existing Animal Science Program with options in Beef and Equine, as well as the Agri-Business Program. She also presented copies of previous articulation agreements with NMSU which have been in effect since 2002 for the Associate of Applied Science, Animal Science, and Agri-Business.

## **Student Affairs**

Dr. Kennedy stated that he didn't have any reports at this time.

## **Administrative Services**

### Review of Tuition and Fees – ACTION

Ms. Gillard presented the Review of Tuition and Fees to the Board for approval. She indicated the proposed changes include:

- Course/Lab Fees – varies, see current schedule
  - ❖ Reduce top range from \$1,066 to \$600
- Late Enrollment Fee – Flat Fee
  - ❖ Reduce from \$35 to \$10
- Student Activity Fee (per credit)
  - ❖ Increase from \$2.50 to \$3
- Library Book late fee
  - ❖ Increase from .50 to \$1 per day

Ms. Gillard informed the Board that there are no other changes in this document. She also reminded the Board that she had previously asked the Board to table an item regarding fees for the Wind Energy Technology Program. Those fees are included with other lab fees since it is not a separate entity for the College and those fees will be \$20 per credit hour.

**ACTION** – Mr. Streetman moved to approve the Review of Tuition Fees as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

### Annual Property and Equipment Lease Approvals – ACTION

Dr. Aaron Kennedy, Vice President of Student Affairs, presented the Annual Property and Equipment Lease Approvals. He indicated that these are leases with the

Mesalands Community College Foundation and are presented annually. In addition, the Foundation approved these leases at the meeting in April, 2013, and are now being brought to the Board of Trustees for approval.

**ACTION** – Mr. Streetman moved to approve the Annual Property and Equipment Leases Approvals as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

### Capital Projects

#### GO Bond Project

#### Facilities Five-Year Master Plan

#### Fee Proposal and Letter Agreement with Parkhill, Smith and Cooper – ACTION

Dr. Kennedy informed the Board that Mr. Brian Griggs with Parkhill, Smith, and Cooper (PSC) would be discussing the GO Bond funds in the amount of \$1 million which was passed by the voters and the Facilities Five-year Master Plan.

Mr. Griggs provided a presentation to the Board, which highlighted the roof/HVAC issues that currently exist for the College's buildings A, C, and D. The presentation also included a timeline which indicates the identification of issues by Mesalands' staff in the summer of 2012; the role of PSC regarding NM Department of Finance and Administration's (DFA's) requirements for the 2015-2019 Infrastructure Capital Improvement Plan(ICIP) deadline submission.

Mr. Streetman questioned why College staff had not contacted ASA as Mr. Kilmer had been purposely selected for College services and had been handed off to ASA by Mr. Kilmer. Mr. Streetman indicated that he was not happy because over \$19,000 has already been paid on something which was not approved by the Board of Trustees and are now looking at spending more. He added that the Board of Trustees should approve all RFP's. Mr. Streetman added that the Board are the watch keepers as a whole and this request should have been brought before the Board prior to today, because the Board has not even seen any type of request.

Dr. Kennedy stated that the due date had been changed from September 30 to June 30. Ms. Gillard informed the Board that the College received notification from the New Mexico Higher Education Department (NMHED) last Tuesday afternoon, June 4, 2013 notifying the College about the requirements due June 30, 2013. Due to the late notification last week, it is just now being brought before the Board.

Mr. Morgan indicated that the College has historically had information in the Administrative Services Handbook and have gone through CES. He added, that the State Procurement Code indicates that it overrides our manual.

Mr. Griggs informed the Board that PSC has mobilized and prepared PSC staff to be on-site next Tuesday to begin assessing and get drawings in place.

Mr. Griggs stated that although they don't know the timetable for Capital Projects Funding, they can be done with an assessment by July 1, 2013. If a delay occurs, that

could put things into the fall as Mr. Griggs mentioned that there are a lot of factors to look into.

Dr. Kennedy informed the Board that Mr. Griggs will go to Santa Fe with College staff to make presentations.

Mr. Griggs stated that PSC did the STEM labs last year and came in 9% below budget.

Mr. Griggs indicated that PSC is recognized by the State of New Mexico as an approved Cooperative Educational Service (CES) vendor.

Dr. Kennedy informed the Board that the College receives special pricing because it is an educational institution.

Mr. Streetman stated that he would like to have seen a firm in New Mexico contacted.

Mr. Griggs stated that they have competed against ASA which is a good firm, but this is an opportunity for PSC to work with Mesalands and help out in this effort.

Dr. Kennedy thanked Mr. Griggs and his staff for responding and assisting so quickly once it was known that the deadline had been changed.

Ms. Estrada stated that in light of the accelerated deadline, she commended Dr. Kennedy and Ms. Gillard for coming up with a solution.

**ACTION** – Ms. Estrada moved to approve the Fee Proposal and Letter Agreement with Parkhill, Smith and Cooper as presented. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

#### Monthly Finance Report, May 2013 – **ACTION**

Ms. Alex Villanueva, Interim Business Manager, presented the Monthly Finance Report for May 2013 for approval.

Mr. Streetman questioned several checks to Ambitions and whether or not they had been overpaid. Ms. Villanueva stated that there were actually two contracts which had overdue pending invoices but have been paid and the College has not overpaid Ambitions. Mr. Morgan added that Ambitions is financially done but have some work to finish up. It was noted that the College paid Ambitions a total of \$49,121 over a seven month period.

**ACTION** – Mr. Streetman moved to approve the Monthly Finance Report for May 2013 as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

### Administrative Services Handbook 2012-2013 – **ACTION**

Ms. Gillard presented the Administrative Services Handbook 2012-2013 for approval. She briefly reviewed the proposed changes which mainly consisted of: title changes from 'Dean' to 'Vice President'; division name changes from 'Student Services' to 'Student Affairs'; update operating hours of the cashier window; update inter-departmental billing and purchasing processes; addition of reference to the NM Procurement Code; addition of 'any purchases in excess of \$7,500 require Board of Trustees approval'; suggested changes with comments from the College attorney; changes in Computer Support Services and Internal Telephone System to reflect current processes; and correct the name of the Mesalands Community College Dinosaur Museum and Natural Science Laboratory.

Mr. Streetman distributed copies of 'Duties and Responsibilities Checklist' (pages 129-131) that he would like to have included in the Administrative Services Handbook to provide clarification and more detail as it pertains to the NM Procurement Code. It was agreed that the handout provided by Mr. Streetman would be included by reference within the handbook and the checklist in the Appendix.

**ACTION** – Mr. Streetman moved to approve the Administrative Services Handbook 2012-2013 as amended to include the proposed changes as presented by Ms. Gillard and to include 'Duties and Responsibilities Checklist (pages 129-131) as provided in the handout by Mr. Streetman. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

### Personnel Handbook 2012-13 – **ACTION**

Dr. Kennedy presented the Personnel Handbook 2012-2013 for approval. He indicated that this is the original Personnel Handbook last approved with the addition of the following proposed changes: title changes from 'Dean' to 'Vice President' and 'Personnel Department' to 'Director of Personnel'; division name changes from 'Student Services' to 'Student Affairs'; suggested changes with comments from the College attorney; and correct the name of the Mesalands Community College Dinosaur Museum and Natural Science Laboratory.

**ACTION** – Mr. Streetman moved to approve the Personnel Handbook 2012-2013 as presented. The motion was seconded by Ms. Stephenson. 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). 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. 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 following applicants for the position of President of Mesalands Community College be announced to the public:

Dr. Eunice Bellinger  
Dr. Kris Jamsa  
Dr. Paul Kraft  
Dr. Thomas Newsom  
Dr. Mark VanDenHende

The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Mr. Streetman distributed a list of questions and asked that each Board Member select two. The total of ten questions will be used at the Special Meeting on Saturday, June 15, 2013. The questions selected are: Mr. Streetman, #2 and #12; Mr. Moore, #27 and #16; Mr. Sandoval, #9 and #14, Ms. Estrada, #5 and #11, and Ms. Stephenson, #10 and #20. Mr. Streetman indicated that he will have score sheets available on Saturday as well.

Mr. Streetman stated that the questions not used from the list will be used for the face-to-face meetings on Campus.

## **NEW BUSINESS**

No new business was conducted.

## **CORRESPONDENCE AND INFORMATIONAL ITEMS**

An important date was presented which is: Independence Day, College closed, July 4, 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 May 30, 2013

The Selected Professional Development Activities for May 2013 were presented. The New Mexico Association of Student Financial Aid Administrators (NMFASFAA) Emerging Leader Award, Ms. Amanda Hammer was presented.

**ANNOUNCEMENTS**

Tuesday, July 9, 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 7:50 p.m.

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J. Bronson Moore  
Chair

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James Streetman  
Secretary/Clerk