

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

**June 15, 2015**

The Mesalands Community College Board of Trustees met in regular session on Monday, June 15, 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  
SALUTE TO NEW MEXICO FLAG**

The Pledge of Allegiance was recited and the New Mexico Flag was saluted.

**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 Open Meetings Act Resolution
- 4) Approval of Meeting Date Change
- 5) Approval of Field Vehicle Purchase
- 6) Approval of Purchase Requisitions
- 7) Approval of Mesalands Community College Infrastructure Capital Improvements Plan (ICIP) 2016-2020
- 8) Approval of Plan of Study – Occupational Certificate – Phlebotomy
- 9) Approval of Annual Property and Equipment Leases
- 10) Approval of Monthly Finance Report, May 2015
- 11) Approval of Executive Session
- 12) Approval of Reconvene from Executive Session
- 13) 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. 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 shared the following Good News:

- CNFR, Casper, WY
  - ❖ Seven students started competing yesterday
  - ❖ Tim Abbott is in charge of roping events
  - ❖ Twenty-five RSVP's for students/parents were received for the luncheon which will be held on Thursday at Casper to present awards to the students/coaches
  - ❖ Betty Jo Pack is currently in sixth place, Edmiles Harvey is in 13<sup>th</sup> and Chace Valdez is in twelfth
- Granite Energy Training
  - ❖ There are currently 12 students, four from Mesalands, training at the NAWRTC
  - ❖ Students are completing their internships and if they return to Mesalands and receive their degrees, Granite has promised them a job
  - ❖ There will be two more trainings, one in July and one in August which may have 12 students in each class

## APPROVAL OF CONSENT AGENDA – ACTION

Dr. Newsom informed the Board that the new hires consist of all except one being new individuals moving to Tucumcari. The one not new to the College is a position change for Mr. Tom Morris. Dr. Newsom indicated that the contracts will be presented to the Board at the July Board Meeting. Dr. Newsom reported that he credits Ms. Kacee Benford for the great job recruiting these individuals and supervisors in setting up committees to go through the process of interviewing, etc. Dr. Newsom stated that new postings will again include deadlines for job applications in order to move forward in filling open positions. There are still a few positions that are open at this time.

**ACTION** – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated May 12, 2015 and Item V.B.1-6 Contract Confirmations for Dr. James C. Hyatt, Business Administrative Faculty, effective July 1, 2015; Mr. James Jones, Director of Technology, effective July 13, 2015; Mr. Joel Kiser, Art Instructor, effective July 1, 2015; Ms. Jeanne Moralez, Allied Health Instructor, effective July 1, 2015; Mr. Tom Morris, Director of Career Services, Persistence, and Student Success, effective July 1, 2015; and Mr. Andrew Swapp, Wind Energy Technology (WET) Instructor, effective July 1, 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

Mr. Moore, Chair, indicated that he did not have any reports to present at this time under this portion of the agenda.

## REPORTS

### President's

#### Open Meetings Act Resolution – **ACTION**

Dr. Newsom presented the Open Meetings Act Resolution for approval. Dr. Newsom informed the Board that this Resolution has been updated to reflect the current date, the fiscal year change, the change of Board Meetings to the third Tuesday of each month as recently approved, and the 'seventy-two (72) hour notice', as well as, the meeting postings also being on the College Website.

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

#### Meeting Date Change – **ACTION**

Dr. Newsom requested a Meeting Date Change from Tuesday, July 21, 2015 to Tuesday, July 14, 2015. Dr. Newsom informed the Board that he will be attending the American Association of Community Colleges (AACC) 2015 Presidents Academy Summer Institute in Austin, Texas.

**ACTION** – Ms. Stephenson moved to approve the Meeting Date Change from Tuesday, July 21, 2015 to Tuesday, July 14, 2014 as requested. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

#### Field Vehicle Purchase Approval – **ACTION**

Dr. Newsom reported that there have been some challenges with a field vehicle for the paleontology digs and transporting of farrier students to Clarendon as the current College vehicle really needs to be replaced. Dr. Newsom informed the Board that some research is being done on a possible 4WD vehicle purchase with prices ranging from \$15,000 to \$20,000 and the vehicle needs to be purchased prior to June 23, 2015.

Discussion regarding a field vehicle purchase included: what the age of the vehicles being looked at are; the mileage on those vehicles; and leasing a utility-type vehicle. Dr. Newsom requested approval of an expenditure up to \$25,000 for the purchase of a field vehicle.

**ACTION** – Ms. Estrada moved to approve an expenditure up to \$25,000 for the Field Vehicle Purchase as requested by Dr. Newsom. 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:

- General Electric International, Inc. \$9,320.00

Dr. Newsom indicated that this is for labor and mobilization to get GE on Campus to change the bearings in the wind turbine. This work will be done after July 1, 2015.

- Department of Finance & Administration \$12,782.00

Dr. Newsom reported that this is a payment on the zero interest loan from the Governor's Office to address the roof issue at the Museum. This payment will be submitted after July 1, 2015.

- NMPSAI \$170,000.00

Dr. Newsom stated that this purchase requisition is for the property/liability insurance.

- Elsevier, Inc. \$12,699.00

Dr. Newsom informed the Board that this is for a two-year renewal for the science direct e-books and will be a STEM purchase.

- NENM Detention Facility \$53,220.00

Dr. Newsom indicated that this is for the fall 2014 and spring 2015 payment which they in turn pay back to the College.

- The GEO Group, Inc. \$50,940.00

Dr. Newsom stated that this purchase requisition is for the fall 2014, spring 2014, spring 2015 and summer 2014 payments which are paid back to the College.

**ACTION** – Mr. Streetman moved to approve the following purchase requisitions as presented and requested by Dr. Newsom:

- General Electric International, Inc. \$9,320.00
- Department of Finance & Administration \$12,782.00
- NMPSAI \$170,000.00
- Elsevier, Inc. \$12,699.00
- NENM Detention Facility \$53,220.00
- The GEO Group, Inc. \$50,940.00

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

Dr. Newsom thanked Ms. Gillard for her diligence and work on securing payment of \$39,000 from the New Mexico Corrections Department.

#### Mesalands Community College Infrastructure Capital Improvements Plan (ICIP) 2016-2020 – ACTION

Dr. Newsom presented the Mesalands Community College ICIP 2016-2020 for approval. Dr. Newsom informed the Board that he is in the process of submitting this for an August hearing and has already submitted it to NMHED. The Plan lists five projects to be addressed which have already been approved by the Board.

Dr. Newsom reminded the Board that there was a special legislative session in which the State has approved \$1.3 million capital outlay funds for Mesalands. Once the Governor signs the bill, then changes will be made to reflect the dorms as the number one priority for Mesalands.

**ACTION** – Mr. Streetman moved to approve the Mesalands Community College ICIP 2016-2020 as presented. The motion was seconded by Ms. Stephenson. 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:

- Retirement Reception for Ms. Susan Reid
  - ❖ Date selected by Ms. Reid and scheduled for Friday, July 10, 2015 at 3:00 pm in the Great Room
  - ❖ Dr. Newsom will not be able to join the celebration as his father will be receiving an meritorious coach award from his alma mater and Dr. Newsom will be attending that event
  - ❖ Ms. Gillard, Dr. Kennedy, and Ms. Hammer will attend in his absence
- Enrollment
  - ❖ There were 852 students in the spring semester for a 17.8% increase, year-over-year and 13.05% unduplicated, year-over-year
  - ❖ There were 6,028 credit hours for a 13.5% increase and a total of 13,362 for an increase of about 7%
  - ❖ There are 227 students in the summer semester so far, in comparison to 226 last year with 99 being on main campus versus 107 last year on main campus
  - ❖ The goal for the summer semester is 299 and the amount at the end of the summer last year was 232
  - ❖ The outcome of enrollment numbers is a campus-wide team effort
- Higher Education Performance Report Card
  - ❖ The Report Card reflects ratings as of the third quarter fiscal year 2015
  - ❖ The FY15 target was 63% and 70.9% was actually achieved

- Harvard Graduate Program for Presidents
  - ❖ Dr. Newsom informed the Board that he has been accepted to this Program
  - ❖ He will be attending the Harvard Seminar for Experienced Presidents in Massachusetts in the fall

## **Academic Affairs**

### Plan of Study – Occupational Certificate – Phlebotomy – ACTION

Ms. Gillard presented the Plan of Study – Occupational Certificate – Phlebotomy for approval. She discussed some background/components of this certificate including: the College receiving a SunPath Grant for approximately \$560,000, over a four-year period; revamping the Allied Health Program; and the hiring of the Allied Health Program Instructor, Ms. Jeanne Morales, and the hiring of a part-time I-BEST Instructor, as well as, a SunPath Program On-line Coordinator through the Department of Workforce Solutions. Dr. Newsom informed the Board that he has moved some individuals to different office areas in order to have space available for the staff that will be housed on Campus: Ms. Kacee Benford is now located in the President's area; Dr. Forrest Kaatz will be moved to Building 'A'; and the three offices in that area will be occupied by the Allied Health Office staff.

Ms. Gillard announced that this is a one-semester short-term certificate which would allow this, as well as, the CNA certificate to be stackable certificates which can lead into an associates or bachelor's degree or for an individual to enter the labor market. Ms. Gillard reported that there are approximately 16 students on the waiting list for this certificate offering and there may be about 20 students in the fall. It is hoped that EKG will eventually be added to the Allied Health Program.

Ms. Gillard stated that Ms. Morales has great relationships in the community and is very proactive. She has contacted several organizations including, but not limited to: Trigg Memorial Hospital; Assisted Living, both in Tukumcari and Logan; and Dr. Brown's office. Other organizations to be contacted were also mentioned and Ms. Gillard stated that she will discuss with Ms. Morales. Ms. Gillard informed the Board that Ms. Beth Sisneros is also on the Trigg Memorial Hospital Board and has a connection to the hospital administrator, Mr. Lance Labine.

**ACTION** – Ms. Estrada moved to approve the Plan of Study – Occupational Certificate – Phlebotomy as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

## **Student Affairs**

### Enrollment Management Plan – Spring 2015 Persistence Report

Dr. Kennedy presented and briefly reviewed the Enrollment Management Plan – Spring 2015 Persistence Report. The Report reflects: No-Show Calls; 10-day, 10% TRAC Calls; Teaching, Learning, Caring (TLC); Early Registration Day; Midterm Grades; Student Referrals; Tutoring Hours; Social Engagement; and Recognition.

Dr. Kennedy highlighted number of calls, contacts, referrals, tutoring, and social engagement, as well as, number of students receiving recognition.

Dr. Kennedy stated that Mr. Tom Morris, in his new position, will do a phenomenal job with persistence and completion. Dr. Kennedy informed the Board that the whole persistence and completion committee will be attending the P&C Academy in Chicago.

### **Administrative Affairs**

#### **Annual Property and Equipment Leases – ACTION**

Dr. Newsom presented the Annual Property and Equipment Leases which are approved by the Board every year. Dr. Newsom reminded the Board that the College leases these from the Foundation. The 2014-2015 annual lease amount for all property and equipment was \$77,300 and the proposed lease amount for all property and equipment for 2015-2016 is \$90,260.

Dr. Newsom reported that these leases are a good source of revenue for the Foundation but the funds come back to the College as matching STEM funds.

Dr. Newsom informed the Board that the Foundation is in negotiations for some property on Eleventh Street.

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

#### **Monthly Finance Report, May 2015 – ACTION**

Ms. Amanda Hammer presented the Monthly Finance Report for May 2015 for approval.

**ACTION** – Mr. Streetman moved to approve the Monthly Finance Report for May 2015 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** – 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 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. 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** – No action was taken at this time.

**NEW BUSINESS**

No new business was conducted.

**INFORMATIONAL ITEMS**

Important dates were presented which are: National Intercollegiate Rodeo Association (NIRA) College National Finals Rodeo (CNFR), Casper, WY, June 14 – 20, 2015; and Independence Day, College Closed, July 3, 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 May 14, 2015

The Selected Professional Development Activities for May 2015 were presented.

**ANNOUNCEMENTS**

Tuesday, July 14, 2015, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m., Room G606 as approved by the Board on June 15, 2015.

**ADJOURNMENT**

Mr. Moore stated that there was no further business and the meeting was adjourned. The meeting adjourned at 6:55 p.m.

[signature on original]

\_\_\_\_\_  
J. Bronson Moore  
Chair

[signature on original]

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James Streetman  
Secretary/Clerk