

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

June 3, 2014

The Mesalands Community College Board of Trustees met in regular session on Tuesday, June 3, 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 2014 Minivan Lease
- 4) Approval of Open Meetings Act Resolution
- 5) Approval of Foundation Board Member Appointment
- 6) Approval of Infrastructure Capital Improvement Plan (ICIP) Submission
- 7) Approval of Annual Property and Equipment Lease Approvals
- 8) Approval of Monthly Finance Report, April 2014
- 9) Approval of Executive Session
- 10) Approval of Reconvene from Executive Session
- 11) 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. 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 read a brief bio on Ms. Cynthia Anaya, GED graduate and current student as well as an intern with Ms. Kimberly Hanna at Mesalands. Although Ms. Anaya experienced some difficult events in life, she has overcome them by moving forward to study pre-nursing, also at Mesalands, with plans to move to a larger city to attend a college with a nursing program. Ms. Anaya wishes to become a Pediatric Nurse.

Ms. Anaya stated that she has experienced many changes throughout her life which although doubtful at times resulted in her absolutely loving college, Mesalands Community College, that is! Ms. Anaya informed the Board that she had to take a break from school after receiving her GED because she had to support her two children, so for three years, she worked different jobs to provide for them.

In 2013, she returned to Mesalands. She mentioned that her journey getting to where she is today, is because of the opportunities and help she has received and the doors that have opened for her since she returned to Mesalands. Ms. Anaya thanked Ms. Beth Sisneros and Ms. Amber McClure for their encouragement and belief that she could succeed. She also thanked Ms. Hanna for the opportunity to be her intern and stated that she has learned a lot from Ms. Hanna, especially her work ethic.

Ms. Anaya stated that she wants to continue 'Finding My Path' here at Mesalands Community College and be truly successful!

Ms. Anaya thanked the Board for this opportunity.

Dr. Newsom informed the Board that Ms. Anaya is very engaged in her work, always smiling, and works very hard and is someone that people look forward to seeing. Mr. Moore thanked Ms. Anaya.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Ms. Estrada moved to approve Item V.A.1 Regular Board Meeting Minutes dated May 13, 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.

CHAIRPERSON'S REPORTS

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

REPORTS

President's

2014 Minivan Lease – ACTION

Dr. Newsom informed the Board that bids had been sent out to approximately 28 – 30 dealers in Albuquerque, Clovis, and Amarillo, although not required by state statute to do so. Dr. Newsom stated that only one bid was received for a 2014 Minivan Lease from Casa Chrysler, Albuquerque, New Mexico. Dr. Newsom stated that he is pleased with the bid received which is a two-year lease for a total lease price of \$10,656.20 for a Chrysler Town and Country Minivan. He indicated that the previous van leased by the College cost approximately \$13,591 for a two-year lease.

Dr. Newsom requested that the Board authorize him to accept this lease as presented and to authorize him to work with this same dealer to see about leasing a second van at the same price. Dr. Newsom indicated that the lease on the Prius that the College is currently leasing expires on June 24 and he would like to see about leasing two vans from this dealer effective June 24. If successful, the College will have two lease vans and one car owned by the College in the motor pool.

ACTION – Ms. Stephenson moved to approve the 2014 Minivan Lease as presented and authorize Dr. Newsom to work on possibly leasing a second van at the same price with the same dealer. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Open Meetings Act Resolution – ACTION

Dr. Newsom presented the Open Meetings Act Resolution for approval. He stated that this is an annual approval required by the Board to ensure that the College is in compliance with the Open Meetings Act and this Resolution does not have any changes from the previous one presented.

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

2014 Employee Survey Focus Group Results

Dr. Newsom reminded the Board that the employee survey results had been presented to them and the next step in the process was to hold Focus Groups to receive feedback from the employees on those results. Dr. Newsom commended Ms. Kacee Benford, Director of Personnel, for taking this project to heart and conducting the Focus Groups. She held nine Focus Groups within a two-week period and had 39 individual employees participate. Ms. Benford had specific rules for each Focus Group which included: the

purpose was to talk about processes and not people; Jenzabar would not be discussed; and that she would keep everyone on track for each particular question and each session would be exactly one-hour long. Dr. Newsom indicated that the employees furnished really good feedback during those sessions. Some issues of concern included configuration of the Business Office and how to better serve students in the Student Affairs Office. Dr. Newsom stated that he has already sent out memos to address two other issues: contract renewals and appointment of a Cabinet seat member to have Faculty Senate representation.

Dr. Newsom informed the Board that the results of the Focus Groups and the employee surveys will be presented to all employees at the All Faculty Meeting to be held in August when faculty return to Campus. He indicated that action plans will be put in place to address the concerns of the employees and discuss information gathered through the surveys/Focus Groups.

Mr. Streetman questioned what 'MUDD project' was. Dr. Newsom responded that is a business incubator project and basically an on-line retail site that was suggested by a business staff employee. Dr. Newsom stated that the College does not have the resources to take on that project at this time.

Mr. Moore stated that Ms. Benford did a fantastic job on this project. Dr. Newsom reported that it appeared that employees had a sense of openness and the purpose of having Focus Groups was to have a better understanding of the issues/concerns at hand and not to lay blame.

Foundation Board Member Appointment – **ACTION**

Dr. Newsom reminded the Board that Mr. Roger Bowe, Mesalands Community College Foundation Chair, has resigned and the Foundation Board of Directors met last week and accepted his resignation. The Foundation Board appointed Ms. Laurie Bidegain, Chair and Mr. Craig Currell, Vice Chair as well as appointed Mr. Currell and Dr. Newsom, ex-officio member, to serve on the Finance Committee along with Mr. Streetman, current Finance Committee member.

Dr. Newsom indicated that the Foundation Board recommended filling Mr. Bowe's seat with Mr. Craig Cosner for a two-year term. Dr. Newsom stated that the Board of Trustees has the ability to appoint or recommend another individual but it is a Foundation appointed seat and they will ultimately select their appointment.

Ms. Stephenson requested if she could ask the two Board of Trustees serving on the Foundation Board whether the decision was unanimous and whether there was any conflict with that recommendation. Ms. Estrada and Mr. Streetman indicated that it was a unanimous decision.

ACTION – Ms. Stephenson moved to approve the Foundation Board Member Appointment of Mr. Craig Cosner, as presented. Mr. Streetman indicated that Mr. Sandoval would need to second the motion as he and Ms. Estrada are on the

Foundation Board. Mr. Sandoval stated that if they wanted Mr. Cosner, he would do so. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

Infrastructure Capital Improvement Plan (ICIP) Submission – ACTION

Dr. Newsom stated that Mr. Brian Griggs with Parkhill, Smith, and Cooper (PSC) would present the ICIP to the Board along with an update on the construction. Dr. Newsom indicated that this agenda item will not need action tonight but will be brought back to the Board at a special meeting, at a later date for approval.

Mr. Griggs reported that the PSC team and some mechanical/electrical staff conducted assessments/surveys on the systems, tactical needs, and infrastructure issues as they pertain to the buildings and grounds, to be addressed in the ICIP. He indicated that the ICIP process includes identifying the order of priorities and reporting of potential future needs. Mr. Griggs stated that the State Department of Finance and Administration (DFA) requires approval of the ICIP by the Board of Trustees. Mr. Griggs commented that this will cover a range of issues/concerns but will not be major million dollar projects. Dr. Newsom mentioned that PSC will develop a package and help with submitting the ICIP. Mr. Griggs indicated that a lengthy workshop was held to discuss these concerns/issues to conform with processes required by (DFA) as well as the New Mexico Higher Education Department (NMHED). Although this has already been approved by the Board, the purchase requisition/addendum, which exceeds the \$7,500 limit, will be brought to the Board of Trustees for approval in July 2014.

Mr. Griggs presented an update on the construction. He indicated that WWRC is generally on target except for weather days and they have passed the 70% mark. He indicated that PSC personnel have remained in contact with Dr. Newsom and Mr. Jim Morgan regarding the problems associated with the recent rainfall which occurred in Tucumcari during May 22 – 26. Mr. Griggs stated that PSC mobilized an assessment team and hired one of the best roof consulting engineers, Jim D. Koontz & Associates Inc. from Hobbs, New Mexico to assess the damage. Mr. Griggs reported that insurance claims have already been filed and PSC will see that WWRC replaces the damaged areas at either their own expense or through their insurance company.

Mr. Moore asked if any of these issues were due to work that was done prior to this project. Mr. Griggs responded that there was inferior preparation for an incoming storm including improper measures for roof contact. Mr. Griggs informed the Board that they are awaiting the final report from Koontz.

Mr. Morgan indicated that there are areas where significant amounts of moisture are present which will likely require extensive replacement.

Mr. Griggs informed the Board that the project is currently under budget by approximately \$15,000 and the abatement is complete.

Mr. Griggs thanked the Board again for the opportunity to work with Mesalands on this endeavor.

Strategic Plan Update

Dr. Newsom reported that the Strategic Planning Committee is in the process of working on a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis to develop a historical study. The Committee had suspended meetings as they have been waiting on the Higher Learning Commission (HLC) report. That report was received this date so they will be proceeding and moving forward.

Dr. Newsom thanked Dr. Forrest Kaatz, and Mr. Streetman, Board representative, for their diligence on working with this Committee. Dr. Newsom informed the Board that this will be presented to everyone at the All Faculty Meeting in August. It is his hope to have a Strategic Plan, usable tool for the College, in place and implemented by January 2015.

Communications Report 2013-2014

Ms. Kimberly Hanna, Director of Public Relations presented and briefly reviewed the Communications Report for 2013-2014 which contains several sections including: news articles; online news and marketing; print advertising; on-air advertising/articles; branding; and press releases. Ms. Hanna highlighted some events published in the Communications Report. She informed the Board that she will continue working on several different projects including marketing.

Ms. Hanna thanked Ms. Susan Reid for binding the reports and Ms. Cynthia Anaya for her help with the report by taking pictures and putting it together.

Ms. Stephenson asked Ms. Hanna about anything being published in a New Mexico venue such as in Albuquerque and Ms. Hanna responded that she has had a hard time getting anything through anyone.

Miscellaneous

Dr. Newsom provided updates on the following miscellaneous items:

- Training Initiative
 - ❖ Dr. Newsom informed the Board that he and Ms. Benford have been working on some training initiatives for all faculty/staff and students to include discrimination and sexual harassment
 - ❖ It is hoped to offer this training to staff during the summer and to faculty/students in the fall
- The deadline to meet the requirement is October 2014 for Jeanne Clery Act Training
- Personnel and Administrative Services Handbooks
 - ❖ Dr. Newsom indicated that these do not need a lot of updating and indicated that Ms. Gillard and others as well as legal counsel had reviewed these during the last update
 - ❖ Ms. Benford will begin working on these next week

- ❖ It is anticipated that these will be presented to the Board for approval at the July 8 Board Meeting and to the faculty/staff in August
- Contract Renewals
 - ❖ These are scheduled to be distributed to all staff next week, June 9, for review and signatures
 - ❖ These will be due back to Personnel by June 27
 - ❖ These will be presented to the Board at the July Board Meeting for a blanket renewal
 - ❖ All executed contracts will be delivered to staff the week of July 9
 - ❖ The policy regarding contract renewals will be addressed to eliminate a 'silent notification', as currently stated, by College personnel to employees which is not a good practice to have in place
 - ❖ A memo has been sent out by Dr. Newsom to all contracted employees regarding this concern/issue
- Foundation Fundraiser
 - ❖ Tentatively scheduled for Thursday, August 21, 2014
 - ❖ Will be 'Night at the Museum' theme
 - ❖ Comments/presentations by Ms. Gretchen Gurtler and Dr. Axel Hungerbuehler
 - ❖ Tickets will be sold for dinner
 - ❖ Sponsorships and a silent auction will be held
- Foundation Coordinator
 - ❖ New part-time position has been created as a dedicated person is really needed for this position
 - ❖ Posted on the College Website this week and hope to hire by July 1, 2014
 - ❖ To address bookkeeper/administrative services for the Foundation
 - ❖ Help implement fundraisers
 - ❖ College payroll staff will process payroll and benefits, etc. and the College will invoice the Foundation
- Jenzabar Conference
 - ❖ Ms. Amanda Hammer, Ms. Donna Garcia, and Ms. Amber McClure attended this conference
 - ❖ Address gaps in training and implementation of the software
 - ❖ Secured Jenzabar to come to Campus for a week to conduct an on-site assessment (the College will incur some travel expenses)
 - ❖ Secured Jenzabar to offer eight hours of customized programming to address issues in the accounting office
 - ❖ Dr. Newsom credited these ladies attending the conference for acquiring some support from the Jenzabar CEO and founder to make some headway with some of these ongoing issues
- Travel for Dr. Newsom
 - ❖ Vacation next week
 - ❖ CNFR, Casper, WY the following week (another student qualified for CNFR – seven men and one woman will be attending, coach pleased with practices/dedication of students, and luncheon to be held on Thursday, June 19 to recognize students and present plaques)

- ❖ Atlanta, GA the following week to attend Complete College America on behalf of the State of New Mexico
- ❖ Albuquerque, NM the following week to attend some meetings and the NMICC Board Retreat
- ❖ First full week back on Campus will be July 7

Academic Affairs

25th Annual New Mexico Mathematical Association for Two-Year Colleges (NMMATYC) Conference

Dr. Newsom stated that he was proud that Mesalands was able to share the Campus with attendees from New Mexico and Texas.

Dr. Philip Kaatz, Faculty Mathematics and Physical Science gave an update on the NMMATYC Conference hosted at Mesalands on May 23 – 24, 2014 and stated that he received nice comments about the facilities. Dr. Kaatz indicated that he has served on this Board for six years, the last two as president and the annual conference is usually held at least once at the institution of the serving President. He indicated that there were 60 math/science faculty in attendance. Ms. Gurtler and Dr. Forrest Kaatz gave presentations and four Mesalands students also attended. Dr. Kaatz informed the Board that he had sent out a campus-wide email thanking the following:

- President Newsom and Cabinet for allowing Mesalands to host the conference
- Dr. Kennedy for arranging the May 22 NMMATYC movie night at the Odeon
- Dr. John Bauler for a tour of the Wind Center
- Ms. D'Jean Jawrunner for a tour of the Bronze foundry
- Ms. Gretchen Gurtler for tours of the Dinosaur Museum
- Mr. Tommy Jones and the maintenance staff for set-up and clean-up
- Mr. Michael Bilopavlovich and IT staff for technical support
- Ms. Jessica Rey for Commons area
- Ms. Diana Cassidy and STEM grant support and especially
- Ms. Rose Chavez and Ms. Kim Hanna for making all the arrangements and general support

Student Affairs

No reports were presented.

Administrative Affairs

Annual Property and Equipment Leases Approvals – ACTION

Dr. Newsom presented the Annual Property and Equipment Leases for approval. He indicated that the only one not presented is the lease on the Stock Trailer as that lease is for more than one year so does not require approval. Dr. Newsom informed the Board that the lease on the 924 West Route 66 Boulevard contained a typo in that it indicated (\$24,400.00) as the total annual lease but should reflect (\$24,000.00) and this has been corrected. Dr. Newsom reported that the funds provided to the Foundation through these leases assists in providing STEM grant matching funding.

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, April 2014 – ACTION

Dr. Newsom indicated that this report was not presented last month and the Monthly Finance Report for May 2014 will be presented at the July 8, 2014 Board Meeting and will bring the presentation of these reports current. He stated that there will not be a report in June as that is included in the audit report.

Ms. Amanda Hammer, Director of Business and Auxiliary Services presented the Monthly Finance Report for April 2014 for approval. She thanked Ms. Ince for preparing this report and indicated that there were some figures in the total revenue that were incorrect on the report, but she cited the correct amounts to the Board.

ACTION – Mr. Sandoval moved to approve the Monthly Finance Report for April 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.

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

ACTION – Mr. Streetman moved to approve a five-year extension on Dr. Newsom's contract effective at the end of his current contract next year and a \$500 per month automobile allowance effective July 1, 2014. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Mr. Streetman congratulated Dr. Newsom and stated that the College now has him for six more years. Dr. Newsom indicated that a letter will be placed in his personnel file regarding this approval.

ACTION – Mr. Streetman moved that a Special Board Meeting be held at 5:30 pm on Thursday, June 26, 2014. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

NEW BUSINESS

No new business was conducted.

CORRESPONDENCE AND INFORMATIONAL ITEMS

Important dates were presented which are: National Intercollegiate Rodeo Association (NIRA) College National Finals Rodeo (CNFR), Casper, WY, June 15 – 21, 2014; and Independence Day, College closed, July 4, 2014.

The Board of Trustees 12-month calendar was presented.

The following minutes were presented:

- Student Affairs Division Meeting minutes dated May 15, 2014
- Academic Affairs Division Meeting minutes dated May 21, 2014
- Administrative Affairs Division Meeting minutes dated May 21, 2014

The Selected Professional Development Activities for May 2014 were presented.

ANNOUNCEMENTS

Tuesday, July 8, 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 8:06 p.m.

[signature on original]

J. Bronson Moore
Chair

[signature on original]

James Streetman
Secretary/Clerk