

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

July 11, 2017

The Mesalands Community College Board of Trustees met in regular session on Tuesday, July 11, 2017 at 5:30 p.m. in Room A214.

CALL TO ORDER

Mr. 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 Mr. Jimmy Sandoval.

The following member was not present: Ms. Teresa Stephenson.

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Cash Deposit Reallocation
- 4) Approval of Purchase Requisitions
- 5) Approval of Monthly Finance Report, June 2017
- 6) Approval of Administrative Affairs Handbook 2017-2018
- 7) Approval of Executive Session
- 8) Approval of Reconvene from Executive Session
- 9) 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 informed the Board that Senator Udall was in Tucumcari on July 5 to tour the Hockaday Plant and was able to visit the Dinosaur Museum for about an hour. Ms. Stephenson, Ms. Hanna, Dr. Hungerbuehler, and Ms. Gurtler were able to be at the Museum during the Senator's visit. Dr. Newsom indicated that he had contacted the Senator's office in an effort to schedule a visit for him at Mesalands but had been assured that the Senator would not be able to fit that into his schedule so it was appreciated that a visit to the Museum worked out.

Dr. Newsom reported that the NMHED Capital Outlay Summer Hearings for the East Region were held on Campus on June 28, 2017. All of the colleges in this region presented their project funding requests. Dr. Newsom stated that some committee members from government offices had either never been to Mesalands or it had been some time since their last visit. A tour of the wind energy building was also provided.

Dr. Newsom indicated that he and Mr. Andy Swapp attended a meeting in Clovis and gave a presentation to the NM Legislative Science, Technology, and Telecommunications Committee, which lasted about one and a half hours.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated June 20, 2017 and Item VI.B.1 Contract Confirmation for Mr. David Blahnik, full-time custodian, effective June 26, 2017 as presented. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

Dr. Newsom stated that Mr. Blahnik is the College's newest employee and replaced Ms. Rose Whitener who retired. Dr. Newsom indicated that another custodian position is now open as well.

CHAIRPERSON'S REPORTS

Mr. Moore stated that he had toured the National Guard Armory earlier today.

REPORTS

President's

Cash Deposit Reallocation – **ACTION**

Dr. Newsom reported that the College has a substantial amount of funds in different accounts at local financial institutions. The College has either operating accounts or accounts for credit card transactions at the financial institutions.

Dr. Newsom indicated that he has been thinking about this for a while and requested approval from the Board to move \$250,000 from one financial institution and place as an investment CD account at Citizens Bank. Dr. Newsom stated that, if approved, he will meet with staff at Citizens Bank to see about collateralization as necessary to be sure funds will be insured. Mr. Streetman asked about why not moving \$500,000 instead.

ACTION – Mr. Streetman moved to approve the Cash Deposit Reallocation as requested and that Dr. Newsom be allowed to move funds to Citizens Bank or other institutions as necessary to earn interest. The motion was seconded by Mr. Sandoval. A roll call vote was taken with Mr. Streetman voting yes, Mr. Moore voting yes, Mr. Sandoval voting yes, and Ms. Estrada voting to abstain as a conflict of interest. The motion carried.

Purchase Requisitions – **ACTION**

Dr. Newsom presented the following purchase requisitions:

- Pearson Longman Elt \$25,000.00

Dr. Newsom informed the Board that this requisition is for resale of books in the Bookstore for the fall semester.

- NMPSIA \$178,263.00

Dr. Newsom informed the Board that this is for the annual property and liability insurance. This amount includes a rate increase over last year of about \$9,000.

- Tillman Enterprises \$74,250.00

Dr. Newsom informed the Board that this requisition is the entire cost of the student housing contract for a year. Dr. Newsom stated there are a couple of inspections that should be done this week and it is hoped that the College will have possession of the complex by August.

- Xcel Energy \$70,000.00
- City of Tucumcari \$20,000.00
- New Mexico Gas Company \$20,000.00

Dr. Newsom informed the Board that the above three requisitions are for utilities/services for a year.

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

Purchase Requisitions – **INFORMATION**

Dr. Newsom presented the following purchase requisitions as information to the Board:

- Cengage Learning \$15,000.00

Dr. Newsom stated that this is for additional textbooks for the Bookstore.

- Centurylink \$18,000.00

Dr. Newsom stated that this is for telephone services.

- Plateau Wireless \$19,200.00

Dr. Newsom stated that this is for internet services.

Miscellaneous

Dr. Newsom provided updates on the following miscellaneous items:

- Construction
 - ❖ Building 'D'
 - Last building that has significant construction needs
 - Roof work should be completed by mid-August before the semester starts
- Housing
 - ❖ Work on this is back on track
 - ❖ Several guys are working on the units
- Building Trades Home/Rodeo Equine Facility
 - ❖ The pipe and rail fence is in
 - ❖ Coach Hughes plans on using part of the land for practice in the fall
- Enrollment
 - ❖ Currently, for the summer there are 411 students versus 225 last year for an increase of 61.1% with last summer's total at 294
 - ❖ Credit hours are at 1,476 versus 1,192 and last summer's end total of 1,457
 - ❖ It is anticipated that there may be an additional 450 Granite students between now and December
- Capital Hearings
 - ❖ Mesalands presented two projects to the committee – one for the Business Office and hallways in Building 'A' and the other for a disaster recovery server room at the Alco building
 - The Business Office/hallways project will be reviewed

- The College is not allowed to spend GO Bond money on facilities owned by another entity and the Alco building is owned by the Foundation
 - Another project will be researched for presentation
- Travel
- ❖ Dr. Newsom's travel includes the following meetings
 - Cabinet Secretary DeVos in Washington
 - American Association of Community Colleges (AACC) President's Summer Academy Institute (PASI) in New York
 - New Mexico Higher Education Department (NMHED) in Albuquerque
 - New Mexico Independent Community College's (NMICC) Retreat in Albuquerque

Academic Affairs

No reports were presented.

Student Affairs

Spring Enrollment Report

Dr. Kennedy presented the Spring Enrollment Management Report. He reviewed the Report which reflects: spring headcount from 845 to 998 for approximately 18% increase; spring credit hours from 5,669 to 6,143 for an increase of 8.3%; and spring FTE from 378 to 410. Dr. Kennedy informed the Board that next month he will be presenting the Annual Enrollment Report and the Historical Enrollment Report.

Administrative Affairs

Monthly Finance Report, June 2017 – ACTION

Dr. Newsom presented the Monthly Finance Report for June 2017 for approval.

ACTION – Mr. Streetman moved to approve the Monthly Finance Report for June 2017 as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Administrative Affairs Handbook 2017-2018 – ACTION

Dr. Newsom presented the Administrative Affairs Handbook for 2017-2018 for approval. He stated that the majority of changes are to reflect the current year, formatting, and spelling error corrections. The substantial changes include: inserting wording that any technology purchase of items that exceed \$4,999.99 will require presentation of a proposal to the IT Committee for approval; inserting that all clubs and organizations must adhere to the additional policies and procedures as outlined in the Clubs and Organizations Handbook; changing submission of travel requests to be at least two weeks prior to travel from one week; changing reimbursements from three to seven business days; and correct book buyback days. Dr. Newsom indicated that there are not any real changes in how business is conducted just that it is reflected correctly.

ACTION – Ms. Estrada moved to approve the Administrative Affairs Handbook for 2017-2018 as presented. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

Dr. Newsom informed the Board that the employee handbook will be presented next month.

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

ACTION, IF NEEDED, BASED ON EXECUTIVE SESSION – ACTION

ACTION – Ms. Estrada moved to approve the employee contracts for 2017-2018 as presented. The motion was seconded by Mr. Streetman. A roll call vote taken with all members present voting yes. The motion carried.

ACTION – Mr. Streetman moved that the Board give Dr. Newsom a new five-year contract with the same terms as the 2016-2017 contract. The motion was seconded by Ms. Estrada. A roll call vote taken with all members present voting yes. The motion carried.

NEW BUSINESS

No new business was conducted.

CORRESPONDENCE

No correspondence was presented.

INFORMATIONAL ITEMS

Important dates were presented which are: Labor Day, College closed, September 4, 2017.

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 June 15, 2017

The Selected Professional Development Activities for June 2017 were presented.

ANNOUNCEMENTS

Tuesday, August 15, 2017, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m., Room A214.

ADJOURN

Mr. Moore stated that there was no further business and the meeting was adjourned. The meeting adjourned at 6:44 p.m.

[signature on original]

J. Bronson Moore
Chair

[signature on original]

Liz Estrada
Secretary/Clerk