

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

**July 14, 2015**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, July 14, 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. Jimmy Sandoval, Mr. James Streetman, and Ms. Liz Estrada.

The following member was not present at the start of the meeting but did arrive after the meeting was in progress: Ms. Teresa Stephenson.

**LIST OF ACTION ITEMS**

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Presidential Purchase Order Approval Limit
- 4) Approval of State of New Mexico Higher Education Department Fund 14-1291 Capital Appropriation Project
- 5) Approval of Purchase Requisitions
- 6) Approval of Monthly Finance Report, June 2015
- 7) Approval of Exception to Bid Policy for Allied Health Equipment
- 8) Approval of Administrative Affairs Handbook 2015-2016
- 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**

Dr. Newsom requested that the agenda be amended to delete Item VII.D.2 Exception to Bid Policy for Allied Health Equipment. He informed the Board that the vendor is on the approved vendor list.

**ACTION** – Mr. Streetman moved to approve the agenda as amended. 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 after months of searching, a new Director of Technology, Mr. James Jones, has been hired. Dr. Newsom introduced Mr. Jones and highlighted some information on Mr. Jones which include that Mr. Jones has over 30 years of Information Technology experience and has worked at the University of Alaska Fairbanks during the last 13 years. Dr. Newsom added that Mr. Jones has already shared some suggestions for improving technology at the College.

### **APPROVAL OF CONSENT AGENDA – ACTION**

**ACTION** – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated June 15, 2015 and Item V.A.2 Contract Confirmation for Ms. Dolores “Nikki” Vazquez, Library Technician/Central Services, effective July 27, 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.

Dr. Newsom informed the Board that the new hire is for the Library Technician in Central Services who is replacing Ms. Susan Reid. Dr. Newsom stated that Ms. Vazquez is a former Mesalands student, and a part-time and full-time maintenance employee. Ms. Vazquez received a certificate in Wind Energy Technology, as well as, her Associates degree from Mesalands. In addition, Ms. Vazquez is currently pursuing her degree in Liberal Arts. Dr. Newsom stated that Ms. Vazquez also volunteered in the Library this summer.

Ms. Teresa Stephenson arrived at the meeting.

### **CHAIRPERSON’S REPORTS**

Mr. Moore, Chair, mentioned that the retirement party for Ms. Reid was excellent and he stated that Ms. Gillard should be complimented for taking charge of this event. Ms. Gillard thanked Mr. Moore and said there were several who helped with this event and thanked the Board Members that were able to attend and provide comments.

Dr. Newsom added that Ms. Kacee Benford and a large group of employees also deserved a note of appreciation for the event.

## REPORTS

### President's

#### Annual Strategic Plan Progress Report

Dr. Newsom stated that the Annual Strategic Plan Progress Report is usually presented at this time. Dr. Newsom informed the Board that the new plan will be distributed to all employees at the All Faculty/Staff Meeting, all staff development day, to be held on August 11, 2015.

#### Presidential Purchase Order Approval Limit – ACTION

Dr. Newsom discussed an increase on the Presidential Purchase Order Approval Limit from \$7,500 to \$20,000.

Dr. Newsom reminded the Board that the current amount requiring Board approval is \$7,500 and greater. Dr. Newsom informed the Board that it has become problematic in holding those requests that are above \$7,500 for approval as it affects the timing of approval by Board to enable purchase of products and/or services.

Dr. Newsom stated that the current policy states that purchases of \$20,000 or greater require bids. Mr. Streetman indicated that, on average statewide, the limit for these purchases is \$20,000 or \$25,000. Mr. Moore responded that it is \$20,000 and that he likes Dr. Newsom's request.

Dr. Newsom indicated that, should the Board approve a limit increase, those below their amount requiring Board approval, will still be brought to the Board. Also, the limits currently in place for others on Campus will remain the same.

Therefore, Dr. Newsom requested a Presidential Purchase Order Approval Limit of \$19,999.00 with the caveat that those above \$7,500 will be brought to the Board at the next meeting as information and to keep the Board apprised of those expenses.

**ACTION** – Ms. Estrada moved to approve the Presidential Purchase Order Approval Limit as requested. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

#### State of New Mexico Higher Education Department Fund 14-1291 Capital Appropriation Project – ACTION

Dr. Newsom presented the State of New Mexico Higher Department Fund 14-1291 Capital Appropriation Project for approval. Dr. Newsom reported that this is a grant in which Mesalands was awarded \$6,654 of a statewide grant which is approximately \$6 million. Mesalands will purchase items for the library under this grant and then draw down the funds.

**ACTION** – Ms. Stephenson moved to approve the State of New Mexico Higher Education Department Fund 14-1291 Capital Appropriation Project as presented and

requested by Dr. Newsom. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

Communications Report 2014-2015

Ms. Kimberly Hanna, Director of Public Relations, presented and briefly reviewed the Communications Report for 2014-2015. She informed the Board that she changed the format to include the following three sections: In the News; Marketing and Advertising; and Off the Press. Ms. Hanna highlighted some events published in the Report. These sections include print, online, television, radio, and promotional materials which feature presentations by students, graduation rates, grants, the paleontology program, the College's standing as it pertains to 'most affordable colleges in the nation', and technical courses, as well as, rodeo. Ms. Hanna stated that KAMR, Amarillo, is very supportive of the College, as well as, KOB, Albuquerque.

The Board thanked Ms. Hanna for the Report and her presentation.

Purchase Requisitions – ACTION

Dr. Newsom presented the following purchase requisitions for approval:

- Jenzabar, Inc. \$12,000.00

Dr. Newsom indicated that this is for on-site staff training this week by Jenzabar and also includes travel for that individual.

- NMPSAI \$20,697.00

Dr. Newsom stated that last month the Board approved a purchase requisition to this vendor in the amount of \$170,000. However, that was not sufficient to cover the property/liability insurance so this additional request is needed to cover those expenses.

- Cengage Learning \$30,000.00
- Pearson Education \$70,000.00

Dr. Newsom indicated that these are for the purchase of fall textbooks to be sold at the Bookstore.

- CDW-G \$17,180.00

Dr. Newsom reported that this is for the purchase of equipment for the Clayton facility. Dr. Newsom reminded the Board that last year a purchase requisition for \$15,000 was approved by the Board to purchase this equipment. However, it was delayed and now the price for this equipment has increased.

- NMSU (ICT CHECS) \$8,772.00

Dr. Newsom stated that this purchase requisition is for networking/telecom services and includes internet access (a back-up service).

- Plateau Wireless \$20,400.00

Dr. Newsom informed the Board that this is for a 100 MB internet pipe.

- Ramona Munsell & Associates Consulting, Inc. \$11,095.00

Dr. Newsom stated that this is the fourth quarter 2014-2015 payment for the STEM grant.

- Henry Schein, Inc. \$59,999.00

Dr. Newsom indicated that this is for phlebotomy supplies and this vendor is on the statewide purchasing list. Therefore, bids are not required.

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

- Jenzabar \$12,000.00
- NMPSAI \$20,697.00
- Cengage Learning \$30,000.00
- Pearson Education \$70,000.00
- CDW-G \$17,180.00
- NMSU (ICT CHECS) \$8,772.00
- Plateau Wireless \$20,400.00
- Ramona Munsell & Associates Consulting, Inc. \$11,095.00
- Henry Schein, Inc. \$59,999.00

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:

- Local School Visits
  - ❖ Letters were mailed to sixteen county/dual enrollment superintendents
  - ❖ The focus for Mesalands is to improve the quality of education for the students and inform them of what Mesalands has to offer
  - ❖ Beginning in August, Dr. Newsom and Mr. Sandoval will begin visiting local schools boards and Ms. Gillard will attend as needed
  - ❖ Visits will take a few months to complete as several school boards meet on the same nights
- Employee Survey
  - ❖ Feedback sessions were held and information was submitted to Dr. Newsom

- ❖ Dr. Newsom thanked Ms. Kacee Benford for scheduling the sessions and compiling the feedback
- ❖ Dr. Newsom will meet with the Vice Presidents and Directors to address the issues/concerns
- ❖ Dr. Newsom will then share the results and action taken to address those issues/concerns
- Dr. Libbin, Interim Dean, NMSU
  - ❖ Will be visiting Mesalands in an effort to bolster the relationship between Mesalands and NMSU
- Higher Learning Commission (HLC)
  - ❖ Received information from HLC regarding the upcoming visit
  - ❖ Dr. Anthea Sweeney, HLC Liaison, will be on Campus August 14, 2015
  - ❖ The focus visit is scheduled for Monday and Tuesday, November 9 and 10, 2015 and the Board will be invited to attend the exit meeting
  - ❖ Dr. Newsom is close to completing the Report which he sent to a consultant for review and received some very good advice on strengthening the Report which will be forwarded to the Board once completed
- Persistence Team
  - ❖ The team recently attended the Academy
  - ❖ The focus will be on remedial math
- Red Shelf Co.
  - ❖ Representatives will be on Campus July 28 to provide answers to get the Bookstore on-line (electronic textbooks)
  - ❖ Dr. Newsom, Ms. Isabel Jones, Ms. Amanda Hammer, and some IT staff will attend the meeting
- Rotary
  - ❖ Twenty-two Rotarians and their spouses were on Campus Wednesday, July 8 to attend the officer installations for Rotary
  - ❖ Dr. Newsom is the President-Elect for Rotary
  - ❖ Dinner was catered by Watson's and Dr. Newsom provided a tour of the Campus in which they were very impressed
  - ❖ Some attendees are involved with the Rattler Reunion so efforts will be made to try and reestablish a connection with the College
  - ❖ Dr. Newsom will be the speaker at the Rattler Reunion luncheon on Saturday, August 1
- Field Vehicle – Paleontology
  - ❖ A 2007 Yukon was purchased as the field vehicle and was available in time for field season
- Upcoming Events
  - ❖ Dr. Newsom informed the Board that he will be attending the AACC Conference in Austin as part of professional development and to discuss issues facing campuses
  - ❖ July – Faculty/Staff Development Day
    - Several offerings for faculty/staff)
  - ❖ July 24-25 – 4H
    - Mesalands is a chute and saddle sponsor
  - ❖ August 11, 2015 – All Staff Development Day

- General Session, 9 am – 12 pm then lunch and breakout sessions in the afternoon
- ❖ August 12-13, 2015 – Fall registration days
- ❖ August 13, 2015 – Dr. Newsom and Mr. Jim Morgan will be in Roswell for the NMHED Hearing to present the ICIP
- ❖ August 12-15, 2015 – Quay County Fair
- ❖ August 17, 2015 – College closed
- ❖ August 18, 2015 – Classes begin
- ❖ August 19, 2015 – New student orientation
- ❖ September 12-13, 2015 – Mesalands is hosting the New Mexico High School Rodeo (no cost to the College)
- ❖ Rural Community College Alliance (RCCA) Conference – Dr. Newsom will be giving a presentation at the conference
- ❖ Association of Community College Trustees (ACCT) Annual Leadership Congress (ALC) – Dr. Newsom and Mr. Sandoval will be attending and Dr. Newsom will also be attending a Student Success Summit during the ALC
- College Updates beginning September 2015
  - ❖ The focus is to help better communicate what is happening at the College and highlight upcoming events
  - ❖ Every second Tuesday of the month, Dr. Newsom will be sending emails to all employees with updates
  - ❖ Every third Tuesday of the month, Dr. Newsom will hold open informal sessions at 12 noon at the Wind Center Lecture Hall for feedback

## **Academic Affairs**

### GCCF Graduation

Ms. Gillard presented the Board with a copy of the GCCF Graduation Program for Graduation held in Santa Rosa, New Mexico. She informed the Board that Ms. Donna Garcia represented Mesalands at the ceremony. There were 32 certificates, one Associate of Applied Science degree, and one Associate of Arts degree awarded for a total of 34 completions.

## **Student Affairs**

### Spring Enrollment Report

Dr. Kennedy presented and briefly reviewed the Spring Enrollment Report which reflect increases. The head count increase is 17.84%, the credit hours is 13.8%, and the FTE is also a 13.8% increase. Dr. Kennedy stated that he wants steady and sustainable and no one can be passive about anything.

## **Administrative Affairs**

### Monthly Finance Report, June 2015 – ACTION

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

**ACTION** – Mr. Streetman moved to approve the Monthly Finance Report for June 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.

Administrative Affairs Handbook 2015-2016 – **ACTION**

Dr. Newsom presented the Administrative Affairs Handbook for 2015-2016 and informed the Board that there were nominal changes. The changes consisted mainly of: Title changes for ‘Personnel’ to ‘Human Resources’; clarification of students who become delinquent on their accounts and not having payment options available to them; and clarification on travel request procedures as it pertains to payment of mileage, reimbursement of change fees for airlines, and extension of travel for personal reasons and the adjustment to travel expenses.

Dr. Newsom stated that upon approval, the corrections/changes will be incorporated, the handbooks will be bound, and they will be issued to the employees on August 11. Mr. Streetman asked if this had been reviewed by the attorney and Dr. Newsom responded that it had.

Dr. Newsom thanked Ms. Hammer for working on this handbook.

Dr. Newsom informed the Board that the Personnel Handbook will be presented to the Board at the next meeting. He stated that Ms. Benford has been through extensive training and has found that there are several changes that need to be made to the handbook. Dr. Newsom indicated that once Ms. Benford has made the changes, it will be forwarded to the attorney for review.

**ACTION** – Ms. Estrada moved to approve the Administrative Affairs Handbook for 2015-2016 as presented. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

**EXECUTIVE SESSION – ACTION**

**ACTION** – Ms. Stephenson 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** – Mr. Streetman moved to approve the employee contracts as presented and the Mesalands Community College hiring guide. 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.

## **INFORMATIONAL ITEMS**

Important dates were presented which are: College Closed, August 17, 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 June 18, 2015
- Academic Affairs Division Meeting minutes dated June 17, 2015
- Administrative Affairs Division Meeting minutes dated June 19, 2015

The Selected Professional Development Activities for June 2015 were presented.

## **ANNOUNCEMENTS**

Tuesday, August 18, 2015, 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 7:07 p.m.

[signature on original]

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J. Bronson Moore  
Chair

[signature on original]

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James Streetman  
Secretary/Clerk