

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

July 8, 2014

The Mesalands Community College Board of Trustees met in regular session on Tuesday, July 8, 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 VeTec Llc Letter of Agreement
- 4) Approval of Purchase Requisitions
- 5) Approval of Audit Contract Renewal
- 6) Approval of Monthly Finance Report, May 2014
- 7) Approval of Monthly Finance Report, June 2014
- 8) Approval of 2013-14 Unrestricted Budget Adjustment Request (BAR)
- 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 by moving Items VII.D.1 – 3 to the top of the agenda, directly after Item VI. Chairperson's Reports. Dr. Newsom indicated that Ms. Hammer has a prior commitment that she needs to attend this evening.

ACTION – Mr. Streetman moved to approve the agenda as amended. The motion was seconded by Ms. Stephenson. 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 indicated that with summer schedules there are not any regular Good News presentations for the Board. However, he shared the following Good News with the Board:

- A letter was recently received from the DOE that it has been confirmed that the College will receive the fifth year of the STEM Grant in the amount of \$739,821. October 2014 will mark the beginning of the fourth year of this Grant and the total throughout the term of the Grant will be \$3,062,231 which Dr. Newsom reported is a huge asset to the institution.
- The eight student athletes who attended the College National Finals Rodeo (CNFR) performed very admirably as representatives of the Mesalands Community College Rodeo Team. Dr. Newsom stated that he had a great opportunity while attending the Rodeo to sit with parents of students from other large well known institutions and talk about Mesalands. He informed the Board that besides NMSU, Mesalands had more student athletes than any other New Mexico institution attending the CNFR.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated June 3, 2014; Item V.A.2 Special Board Meeting Minutes dated June 26, 2014; and Item V.B.1-2 Contract Confirmations for Dr. James Zeman, Business Manager, effective July 1, 2014 and Ms. Diane Grap, Secretary (full-time), effective June 30, 2014 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 stated that Ms. Diane Grap, new secretary for Academic Affairs is replacing someone who left and he is excited to have her on board. He indicated that Ms. Grap has served on some Program Advisory Committees and he feels she will be a great addition to the Academic Affairs Division.

Dr. Newsom informed the Board that Dr. James Zeman, retired from the Redwood Medical Group as the CEO/CFO, is a certified public accountant, and will be the new Business Manager. Dr. Newsom indicated that Dr. Zeman will be working with Ms. Hammer and Administrative Affairs and he feels that Dr. Zeman will also be a fantastic addition to Mesalands.

CHAIRPERSON'S REPORTS

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

Administrative Affairs

Monthly Finance Report, May 2014 – **ACTION**

Ms. Amanda Hammer, Director of Business and Auxiliary Services, presented the Monthly Finance Report for May 2014 for approval.

ACTION – Mr. Streetman moved to approve the Monthly Finance Report for May 2014 as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Monthly Finance Report, June 2014 – **ACTION**

Ms. Hammer presented the Monthly Finance Report for June 2014 for approval.

ACTION – Ms. Estrada moved to approve the Monthly Finance Report for June 2014 as presented. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

2013-14 Unrestricted Budget Adjustment Request (BAR) – **ACTION**

Ms. Hammer presented the 2013-14 Unrestricted Budget Adjustment Request (BAR) for approval. She indicated that this is normally done in the spring but due to the audit just being completed, it is now being presented. The BAR reflects that fund balances are adjusted to match the audit figures.

ACTION – Ms. Stephenson moved to approve the 2013-14 BAR as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

REPORTS

President's

VeTec Llc Letter of Agreement – **ACTION**

Dr. Newsom presented the VeTec Llc Letter of Agreement for review and approval. He indicated that there had been some discussions with the Board at previous meetings regarding this with VeTec LLC which is a group from Edgewood, New Mexico. The plan is to develop a learning center to provide wind energy classes to Veterans. Dr. Newsom informed the Board that he contacted the presidents at Santa Fe Community College and Central New Mexico Community College to ensure that there is no infringement since Edgewood is in their service area. He reported that the presidents of both colleges stated they are fine with Mesalands offering this service and are very supportive. Dr. Newsom mentioned that the Letter of Agreement is non-binding and allows for the College to get out of it at any time, if it is deemed appropriate.

ACTION – Mr. Sandoval moved to approve the VeTec Llc Letter of Agreement as presented. 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**

The following purchase requisitions were presented by Dr. Newsom for approval:

- SEMGeeks \$10,500.00

Dr. Newsom indicated that this is a firm that has been used for Website/on-line promotions. He indicated that this is an initiative of Public Relations and he asked Ms. Hanna to pursue as part of fiscal year 2014-2015. Ms. Hanna informed the Board that she had received three quotes from companies that all have experience working with community colleges. However, SEMGeeks did offer competitive prices and she has worked with them previously on the ‘Find Your Way Campaign’. Ms. Hanna stated that this will be a month-to-month contract, annual proposal and they will assist with acquiring some promotional materials for Mr. Matt Garcia, Recruiter, as well as work with links. She reported that she and Mr. Larry Wickham will still be working on the Website and all major changes will be approved by Mr. Wickham. Dr. Newsom informed the Board that this is a pretty comprehensive package which will provide Mesalands with a reliable source for the Website as well as take a large burden off Public Relations and the IT Staff. Dr. Newsom added that they are happy with the services and interaction this company has provided and that Mr. Wickham helped develop the request for proposal.

ACTION – Mr. Streetman moved to approve the purchase requisition to SEMGeeks in the amount of \$10,500.00 as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

- New Mexico Public Schools Insurance Authority (NMPSIA) \$162,866.00

Dr. Newsom informed the Board that this is the annual payment to NMPSIA for insurance.

ACTION – Ms. Estrada moved to approve the purchase requisition to NMPSIA in the amount of \$162,866.00 as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

- Parkhill, Smith & Cooper (PSC) \$23,034.69
- PSC \$10,654.43
- PSC \$4,858.09
- PSC \$5,375.23
- WWRC, Inc. \$214,651.67

Dr. Newsom stated that these purchase requisitions are all for the current construction project for the roofing/HVAC's and are all GO Bond funded requisitions. The drawdowns will be submitted, for reimbursement from the State for the project.

ACTION – Mr. Streetman moved to approve the purchase requisitions to PSC in the amounts of \$23,034.69, \$10,654.43, \$4,858.09, \$5,375.23, and the purchase requisition to WWRC, Inc. in the amount of \$214,651.67 as presented. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

- Woodard, Cowen and Co. \$8,085.94

Dr. Newsom informed the Board that this is for the auditor and the FY2013 audit has been completed and submitted to the state of New Mexico.

ACTION – Ms. Estrada moved to approve the purchase requisition to Woodard, Cowen, and Co. in the amount of \$8,085.94 as presented. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

- Department of Finance and Administration \$12,781.92

Dr. Newsom stated that this is the annual payment for the emergency loan that Mesalands took out in 2012 for the Museum and is a no interest loan.

ACTION – Mr. Streetman moved to approve the purchase requisition to Department of Finance and Administration in the amount of \$12,781.92 as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Audit Contract Renewal – ACTION

Dr. Newsom presented the Audit Contract Renewal for review and approval. He indicated that this will allow the College to continue to engage with this firm to complete the audit for FY 2014. The auditors should be on campus July 9 to start the 2014 audit and it is his intent to submit it well in advance of the November 2014 deadline. Dr. Newsom stated that although this was signed back in March, it has just been received back from the state which caused it to be presented at this time.

Ms. Stephenson inquired if there is a limit on the number of years, four, that the same auditor may be used and Dr. Newsom responded that he is not sure but will check into that and Ms. Gillard stated that she believes the number of years allowed changes from time to time. Dr. Newsom mentioned utilizing Pam Rice and Associates from Albuquerque, then cycle back, but he will research the regulations at the appropriate time.

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

Construction Update

Mr. Jim Morgan informed the Board that construction is going smoothly and the fitness center air conditioners were finished this morning although there were some issues with the lack of return paths in changing from evaporative coolers to HVAC's but that is being resolved. Mr. Morgan added that the project is currently behind approximately four to six days.

Dr. Newsom reported that this project will be slightly over budget due to some electrical work and it is not known yet for sure what that amount will be. However, the \$140,000 severance tax funds can be used to cover the overage.

Miscellaneous

Dr. Newsom provided updates on the following miscellaneous items:

- Minivan Leases
 - ❖ Dr. Newsom indicated that since the Board had approved leasing of college vehicles, the College now has two 2014 brand new Chrysler minivans.
 - ❖ The dealership not only honored the lease for the first minivan but also matched the same amount for the second van.
 - ❖ The Prius originally leased by the College was returned last month.
 - ❖ The monthly lease payments on the two minivans are actually less expensive than the monthly lease payment was on the Prius.
 - ❖ The College motor pool now consists of the two minivans which are leased and the Corolla which is owned by the College.
- Spring Rodeo
 - ❖ A Rodeo Committee Meeting was held approximately two weeks ago.
 - ❖ College personnel were approached by the Grand Canyon Region staff regarding the possibility of Mesalands hosting a second spring rodeo.
 - ❖ The response was overwhelming and the College will accept the invitation to add a spring regional college rodeo.
 - ❖ The dates will not be determined until after the December coaches meeting.
 - ❖ It is possible that this rodeo will be bigger than the fall rodeo and will bring in more economic development to the community.
- College Rodeo
 - ❖ The Mesalands Community College Rodeo in the fall is scheduled for October 10 – 11, 2014.

Academic Affairs

No reports were presented.

Student Affairs

Enrollment Management Plan: Spring Retention Report

Dr. Kennedy presented and briefly reviewed the Enrollment Management Plan: Spring Retention Report which reflects how the head count affects the credit hours and FTE.

He informed the Board that there have been enrollment dips and they are all down somewhat. Nonetheless, he indicated that a marketing committee and recruiting committee have met and the creation of a new retention committee is in the works so there are great plans for the fall as it pertains to recruiting and retaining students.

Dr. Newsom informed the Board that enrollment is being tracked differently to reflect numbers at the end of the semester as opposed to daily which does not affect the reporting to the state as it remains the same. He added that a goal was set to increase enrollment for the summer by 6% and that goal was exceeded.

Spring Enrollment Report

Dr. Kennedy presented and briefly reviewed the Spring Enrollment Report which reflects the following: Telephone Retention and Assistance Calls (TRAC); Teaching, Learning, Caring (TLC); Midterm Grades; Student Referrals; Tutoring Hours; Social Engagement; Intercollegiate Rodeo; Recognition; and Graduation.

Administrative Affairs

2014-2015 Administrative Services Handbook Update

2014-2015 Personnel Handbook Update

Dr. Newsom presented an update on the 2014-2015 Administrative Services Handbook and 2014-2015 Personnel Handbook which need to be reapproved at this time. There have been some minor delays on legal review and neither handbook will have very many changes, mainly wording and updates. Dr. Newsom indicated that he intends to present these to the Board in August for approval and will be given to the Board with ample time to review. Upon approval, they will be distributed to all faculty/staff.

Dr. Newsom announced that there will be an All Faculty/Staff Meeting on August 12, 2014 and he will be working with Executive Cabinet to develop an agenda for this meeting. There will be some external groups giving presentations on retirement and specific training. Dr. Newsom added that this is also the date for the monthly scheduled Board Meeting.

Dr. Newsom informed the Board that enrollment days are scheduled for August 13 – 14, 2014.

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

Dr. Newsom requested approval for the 2014-2015 contracts as presented.

ACTION – Ms. Estrada moved to approve the 2014-2015 contracts as requested and presented. The motion was seconded by Mr. Streetman. 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: College closed, August 18, 2014 and 7th Annual Mesalands Community College Grand Canyon Region Rodeo, October 10 – 11, 2014.

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 19 2014
- Administrative Affairs Division Meeting minutes dated June 18, 2014

The Selected Professional Development Activities for June 2014 were presented.

ANNOUNCEMENTS

Tuesday, August 12, 2014, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m., Room G606.

Dr. Newsom informed the Board that he will be in Albuquerque on Monday, July 14, 2014 for a meeting, then back on Campus on Tuesday, July 15, and gone Wednesday – Friday, July 16 – 18 due to prior family commitments.

ADJOURNMENT

Mr. Moore stated that there was no further business and the meeting was adjourned. The meeting adjourned at 7:28 p.m.

J. Bronson Moore
Chair

James Streetman
Secretary/Clerk