

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

**August 13, 2013**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, August 13, 2013 at 5:30 p.m. in the North American Wind Research and Training Center (NAWRTC), Building 'E', Room 701.

**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, and Ms. Teresa Stephenson.

The following member was not present: Ms. Liz Estrada.

**LIST OF ACTION ITEMS**

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Purchase Requisitions
- 4) Approval of Mesalands Community College 2011-2012 Audit Report
- 5) Approval of Job Description: Math Science Learning Center Supplemental Instruction Leader

**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**

No public comments were made.

**APPROVAL OF CONSENT AGENDA – ACTION**

**ACTION** – Mr. Sandoval moved to approve Item IV.A.1 – 3 Special Board Meeting minutes dated July 5, 2013, Regular Board Meeting minutes dated July 9, 2013, and Special Board Meeting minutes dated July 11, 2013. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

**ACTION** – Mr. Streetman moved to approve Item IV.B.1 – 7 Contract Confirmations for Mr. Timothy Abbott, Faculty/Interim Rodeo Coach, effective August 13, 2013; Mr. Gregg Howard, English Communications Faculty, effective August 5, 2013; Mr. Robert Moreau, Jr., Art Faculty, effective August 5, 2013; Mr. Todd J. Morris, Library Director, effective August 5, 2013; Mr. Mark Murmer, STEM Grant Math Success Specialist, effective August 5, 2013; Ms. Arlene Supple, Business Administration Faculty, effective August 5, 2013; and Ms. Staci Stanbrough, Animal Science Faculty/Assistant Rodeo Coach, effective July 29, 2013. The motion was seconded by Mr. Sandoval. A roll call vote was taken with all members present voting yes. The motion carried.

### **CHAIRPERSON’S REPORTS**

Mr. Moore, Chair, indicated that he had failed to recognize Ms. Kimberly Hanna at the ‘Meet and Greet’ for Dr. Newsom on August 1<sup>st</sup> and apologized for forgetting so. In light of that, he acknowledged Ms. Hanna for her contribution to and success of the event and her hard work.

### **REPORTS**

#### **President’s**

Dr. Thomas W. Newsom, President, stated he is still in transition and apologized for not being able to be on Campus for this meeting but he looks forward to being in person for the next Board Meeting. He will be in Tucumcari and on Campus next Monday morning, August 19.

Dr. Newsom expressed his appreciation to Dr. Aaron Kennedy, Ms. Natalie Gillard and Ms. Carolyn Chavez for their sense of urgency and diligence over the past week and a half in hiring individuals. Securing faculty and staff to be on Campus for the first day of classes is a great benefit to the students.

Dr. Newsom stated he was overwhelmed and thanked Ms. Kimberly Hanna and Ms. Connie Chavez for organizing the reception for him, his wife and son. This was a great opportunity for him to meet a lot of people.

Dr. Newsom informed the Board that he had received notice that 16 College employees will be helping with the College booth at the Quay County Fair. He thanked the following individuals for their willingness to help with this event:

Janice Aragon	Connie Chavez	Gretchen Gürtler	Isabel Jones
Dr. John Bauler	Donna Garcia	Tammy Hall	Dr. Forrest Kaatz
Chad Benton	Matt Garcia	Amanda Hammer	Tom Morris
Carolyn Chavez	Joyce Garrett	Kim Hanna	Beth Sisneros

Dr. Newsom indicated that he will be traveling to Albuquerque and Santa Fe for the following meetings:

- New Mexico Independent Community Colleges (NMICC) meeting with New Mexico Association of Community Colleges (NMACC) and the Council of University Presidents (CUP), Thursday, August 15, Albuquerque, New Mexico;

- New Presidents, Regents, and Governing Board Member Reception, Thursday, August 15, Santa Fe, New Mexico;
- Dr. José Garcia, Cabinet Secretary, NMHED, 7:30 am meeting on Friday, August 16; and
- New Presidents, Regents, and Governing Board Member Orientation, Friday, August 16, Santa Fe, New Mexico.

Dr. Newsom stated that several NMICC Presidents have already reached out to him and welcomed him. He looks forward to meeting with Dr. Garcia to share ideas and attending the meetings and orientation. Ms. Teresa Stephenson will also be attending the meetings in Santa Fe.

After Dr. Newsom returns home, he plans on leaving Sunday to travel to Tucumcari.

## **Academic Affairs**

### Program Review of the Wind Energy Technology Program for 2012-2013

Ms. Gillard, Vice President of Academic Affairs, presented and briefly reviewed the first Program Review of the Wind Energy Technology Program. The Program Review consists of the following:

- Section I which addresses the Academic Program Review Process including the review cycle;
- Section II which is the Analytical Profile with the program history that reflects the beginning date of the program, fall 2008, the increase in student credit hours and headcount, the student demographics which show an opportunity to recruit on an international level, the 96% percent graduation rate, results of a student satisfaction survey, and program revenue and expenses in which the revenues exceed the expenses;
- Section III containing the Internal Program Evaluation Summary completed by the Wind Program faculty which reflect some program strengths and challenges;
- Section IV which consists of the Consultant Program Evaluation Summary by Mr. Kenneth L. Starcher, Associate Director, Training, Education and Outreach, Alternative Energy Institute, West Texas A&M University, Canyon, Texas. This section references a narrative, a numerical evaluation, the program strengths and challenges as recommended by Mr. Starcher; and
- Appendix Sections which include faculty resumes and sample syllabi.

Ms. Stephenson asked about the drop in enrollment from 2010-2011 to 2011-2012. It was explained that the drop can be attributed to the decline in the number of new students, as well as location and loss of funding through grants such as the American Recovery and Reinvestment Act (ARRA).

Dr. Newsom thanked Ms. Gillard for this document which can be used to differentiate the Wind Energy Technology Program at Mesalands and attract students. He added that he is pleased with the information that the faculty and consultant pointed out.

### Purchase Requisitions – **ACTION**

Ms. Gillard presented the following purchase requisitions in excess of \$7,500 for approval:

- Department of Finance and Administration
  - ❖ Board of Finance Emergency Loan payment
- Woodard, Cowen & Company
  - ❖ Audit services for FY 12 – final payment
- CDW-G (STEM Grant)
  - ❖ Computers and laptops for outreach to various high schools in order to have the ability to do more on-line courses through Mesalands and for the WET lab (A120) which can be taken to the field by students
  - ❖ Desks and chairs for the computer lab (A114)
- Government Scientific Source (STEM Grant)
  - ❖ Supplies to stock the shelves in the two new labs
- Natural History Studio (STEM Grant)
  - ❖ Equipment for the lab at the Mesalands Community College Dinosaur Museum and Natural Science Laboratory

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

### **Student Affairs**

#### Infrastructure Capital Improvement Plan (ICIP) FY 2015-2019

Dr. Aaron Kennedy, Vice President of Student Affairs, presented the ICIP FY 2015-2019. He indicated that Mr. Brian Griggs, Parkhill, Smith and Cooper, have completed surveys and field studies and have prepared the ICIP Capital Project Description for a project total cost of \$1,339,735. The ICIP will be presented in Roswell on Wednesday, August 14, 2014. The \$1 million GO Bond funds that were passed by the voters will go towards payment for these projects.

The first request will be for \$339,735, the amount over the \$1 million GO Bond funds, to address roofing and HVAC replacement for Buildings 'A', 'C', and 'D'.

The second request will be for \$311,044 to focus on pedestrian accessibility, ADA compliant routes between buildings, and way finding signage. It was noted that this amount will subsidize the amount on hand versus the amount needed.

### **Administrative Services**

#### Monthly Finance Report, July 2013

Ms. Gillard informed the Board that this report was not available for presentation at this time. It will be presented at the September Board Meeting, along with the Monthly Finance Report for August 2013.

Mesalands Community College 2011-2012 Audit Report – ACTION

Ms. Gillard presented the Mesalands Community College 2011-2012 Audit Report for approval. She reminded the Board how important this document is and their familiarity with it which is prepared by the College's auditor.

Sections included in the report are: the Statement of Net Assets; the Statement of Revenues, Expenses, and Changes in Fund Net Assets; the Statement of Cash Flows; Budget Information on Budgeted and Actual Revenues and Expenditures, Unrestricted and Restricted; Supporting Schedules of Deposits and Investment Accounts, Pledged Collateral; Changes in Account Balances - Agency Funds; Federal Awards; and Auditors Findings and Questioned Costs.

The Section on Findings and Questioned Costs reflect the prior year findings and status as well as the current year findings. The current findings include: 2011-2 Late Audit Report; Internal Control; Expenditures; and Payroll Liabilities. Each finding also consists of: Condition; Criteria; Effect; Recommendation; and Response. There were not any findings on the Federal Awards Section.

Ms. Gillard pointed out the information on the last page of the Report which consists of the Preparation of Financial Statements as well as the Exit Conference and who attended.

Mr. Moore stated that this report was very thorough.

Mr. Moore asked if some of the findings were due to the problems with Jenzabar. Ms. Gillard stated that they were and it continues to be a problem.

Mr. Streetman stated that some purchase requisitions can be open-ended. He also asked if the payments on the leases had been made and Mr. Gillard responded that she would check into that for him.

**ACTION** – Mr. Streetman moved to approve the Mesalands Community College 2011-2012 Audit Report as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried

Job Description: Math Science Learning Center Supplemental Instruction Leader - ACTION

Ms. Gillard presented the Job Description for the Math Science Learning Center Supplemental Instruction Leader for approval. She stated that this will be a very beneficial academic support position. Ms. Janice Aragon added that this individual will go into the classroom to assist the instructor.

**ACTION** – Mr. Streetman moved to approve the Job Description: Math Science Learning Center Supplemental Instruction Leader as presented. The motion was seconded by Mr. Sandoval. 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 12, 2013; First day of classes, fall semester, August 13, 2013; and Labor Day Holiday, College closed, September 2, 2013.

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 July 19, 2013
- Academic Affairs Division Meeting minutes dated July 17, 2013

The Selected Professional Development Activities for July 2013 were presented.

## **ANNOUNCEMENTS**

Tuesday, September 10, 2013, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m., Room G606.

Dr. Newsom announced that he was going to thank Mr. Garcia, but he left prior to the end of the meeting.

Ms. Stephenson stated that she is looking forward to attending the orientation this week in Santa Fe.

Dr. Kennedy informed the Board that Representative Dennis Roch has been hired as the Superintendent at Logan Schools. Mr. Thomas Garcia, Quay County Sun, added that the effective date for Mr. Roch to begin this position is August 19, 2013. Dr. Newsom stated that he will send his congratulations to Mr. Roch.

## **ADJOURNMENT**

Mr. Moore stated that there was no further business and the meeting was adjourned. The meeting adjourned at 6:40 p.m.

[signature on original]

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J. Bronson Moore  
Chair

[signature on original]

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James Streetman  
Secretary/Clerk