

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

August 18, 2015

The Mesalands Community College Board of Trustees met in regular session on Tuesday, August 18, 2015 at 5:30 p.m. in Room A214.

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, Ms. Liz Estrada, and Ms. Teresa Stephenson.

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Research and Public Service Projects (RPSPs)
Intercollegiate Rodeo Program
- 4) Approval of Research and Public Service Projects (RPSPs)
North American Wind Research and Training Center
- 5) Approval of Request for Qualifications – Architectural & Engineering Services
Renovations to Buildings A, C & D
- 6) Approval of Request for Qualifications – Architectural & Engineering Services
Campus Master Planning
- 7) Approval of Meeting Date Changes
- 8) Approval of Purchase Requisitions
- 9) Approval of Monthly Finance Report, July 2015
- 10) Approval of Personnel Handbook 2015-2016
- 11) Approval of Executive Session
- 12) Approval of Reconvene from Executive Session
- 13) 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

Ms. Vicki Watson, Director, Small Business Development Center (SBDC) presented an update to the Board and thanked them for the opportunity to share what she and Ms. Barbara Hicklin have done and continue to do with SBDC. Ms. Watson handed out a rack card and additional information to the Board, as well as, the NM SBDC 2014 Annual Report. Ms. Watson informed the Board that the SBDC is regulated by SBA and funded through the Higher Education Department.

Ms. Watson shared some highlights of the SBDC which include: SBDC's contributions as reflected in the March 2014 Mesalands Community College Self Study; hosting approximately 60 community classes and events which have brought almost 1,200 attendees to the College Campus; NMSBDC benchmarks and Mesalands' SBDC standing as it pertains to performance; SBDC staff which consists of Ms. Watson and Ms. Barbara Hicklin; community outreach and collaborations with different organizations; and hosting AARP-Tax Aide Program which brought almost \$17,000 into the local economy.

Ms. Watson stated that the Mesalands' SBDC office gets referrals from State Economic Development and the SBDC office is beneficial to the College and community.

Ms. Watson thanked and recognized Ms. Hicklin for her contributions to the SBDC in sharing her skills and talents and being very involved with the College and SBDC, as well as, the community.

Ms. Watson asked the Board for letters of endorsement to Senator Woods and Representative Roch to let them know what impact the SBDC has on the College and community.

Mr. Moore thanked Ms. Watson for the presentation.

Dr. Newsom thanked Ms. Watson and Ms. Hicklin for what SBDC does at the College and is very proud of them. Dr. Newsom informed the Board that he has spoken with other presidents at other colleges and it is known that Mesalands' SBDC is very positive for the community.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Ms. Stephenson moved to approve Item V.A.1 Regular Board Meeting Minutes dated July 14, 2015 and Item V.A.2 Contract Confirmations for Mr. Paul

Leonard, Farrier Science Instructor, effective August 18, 2015; Mr. Robert Roark, Custodian/Groundskeeper (part-time), effective August 10, 2015; Ms. Maria Schmitt, SUN PATH Program and Online Course Sharing Coordinator, effective July 24, 2015; Ms. Ripa Shah, Network Application Administrator, effective August 9, 2015; and Mr. Philip Tafone, Health and Wellness Coordinator/Instructor, effective August 14, 2015 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 new hires continue being added to the team and he is excited to have them join the College.

CHAIRPERSON'S REPORTS

Mr. Moore, Chair, indicated that he did not have any reports to present at this time under this portion of the agenda.

REPORTS

President's

Research and Public Service Projects (RPSPs) Intercollegiate Rodeo Program – ACTION

Research and Public Service Projects (RPSPs) North American Wind Research and Training Center (NAWRTC) – ACTION

Dr. Newsom presented the RPSPs Intercollegiate Rodeo Program and RPSPs North American Wind Research and Training Center for approval. Dr. Newsom indicated that the funding requests are in the amounts of \$150,000 for Rodeo and \$123,100 for the NAWRTC which are the same level of funding as last year. Dr. Newsom stated that the same process is followed each year and the College does get support from the Legislature. Dr. Newsom stated that the RPSPs are due September 15, 2015.

ACTION – Mr. Streetman moved to approve the RPSPs Intercollegiate Rodeo Program and RPSPs North American Wind Research and Training Center as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Request for Qualifications – Architectural & Engineering Services Renovations to Buildings A, C & D – ACTION

Dr. Newsom stated that this is actually a 'Request for Proposal' not a 'Request for Qualifications' and also applied to the next agenda item 'Request for Qualifications – Architectural & Engineering Services Campus Master Planning. Dr. Newsom indicated that the miscommunication is due to PSC using the language that is standard for Texas but is different for New Mexico. Therefore, the change was noted.

Dr. Newsom presented the Request for Qualifications for Architectural & Engineering Services for Renovations to Buildings A, C & D for approval. Dr. Newsom reported that these are bid as one RFP for more efficiency for how funds are expended. Once a bid

is chosen, it will be submitted to the New Mexico Higher Education Department (NMHED) capital committee for approval and then presented to the Board of Trustees for approval of the bid.

ACTION – Mr. Streetman moved to approve the Request for Qualifications – Architectural & Engineering Services for Renovations to Buildings A, C & D as presented. The motion was seconded by Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Request for Qualifications – Architectural & Engineering Services Campus Master Planning – **ACTION**

Dr. Newsom presented the Request for Qualifications for Architectural & Engineering Services for Campus Master Planning for approval. Dr. Newsom stated that the College is in need of hiring an architectural firm, such as PSC. This firm would look at a facilities master plan to determine the future needs of the Campus and develop a strong long-term range facilities master plan. Dr. Newsom indicated that once bids are solicited for the project, if funds are not available, it would be brought back to the Board. This request does not commit the College other than to approve soliciting bids.

ACTION – Ms. Estrada moved to approve the Request for Qualifications – Architectural & Engineering Services for Campus Master Planning as presented. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

Meeting Date Changes – **ACTION**

Dr. Newsom informed the Board that the first meeting date change for September can be scratched and does not need to be changed. Dr. Newsom stated that a New Mexico Independent Community Colleges (NMICC) meeting was scheduled for September 15, 2015 in Hobbs, New Mexico but has been cancelled.

Dr. Newsom requested the following Meeting Date Change:

- Tuesday, November 17, 2015 to Tuesday, November 10, 2015

Dr. Newsom stated that the reason for the meeting date change request is that he will be attending a Harvard Presidents Seminar at that time.

ACTION – Mr. Streetman moved to approve the Meeting Date Change from Tuesday, November 17, 2015 to Tuesday, November 10, 2015 as requested. 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**

Dr. Newsom reminded the Board that the presidential purchase order approval limit was approved by the Board at the last meeting on July 14, 2015. The approval increased the President's limit on purchase requisition approvals from \$7,500 to \$19,999.99. Therefore, those above that amount are presented for approval and those up to that amount are presented as information to the Board.

Dr. Newsom presented the following purchase requisitions for approval:

- Ramona Munsell & Associates Co. \$41,851.00

Dr. Newsom indicated that this is for the annual service fee for writing and submitting the STEM grant. Dr. Newsom stated that by paying this in full, it saves the College five percent of the actual billing.

- NENM Detention Facility \$24,690.00

Dr. Newsom indicated that this is for any faculty hired and the use of the facility for the summer 2015 semester at this facility in Clayton, New Mexico. He stated that the College will in turn bill them for the same amount for tuition and fees.

- International Business Machines Corporation \$24,997.00

Dr. Newsom indicated that this is for a primary controller on the IBM server which has gone bad and the College needs to have a service call from IBM. The amount requested is an estimate as it is unknown what the total time/travel will cost. Dr. Newsom informed the Board that this was not in the budget but he and Mr. Jim Morgan have consulted and found that it will not impact the budget.

- Mesalands Community College Foundation \$65,000.00

Dr. Newsom indicated that this is for year four of the STEM endowment match. The Mesalands Community College Foundation will match this amount and set up an account in which the College's portion will be added. Dr. Newsom stated that the drawdown will then come from the STEM grant back to the College. Dr. Newsom informed the Board that there will be one more match next year in the amount of \$115,000.

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

- Ramona Munsell & Associates Co. \$41,851.00
- NENM Detention Facility \$24,690.00
- International Business Machines Corporation \$24,997.00
- Mesalands Community College Foundation \$65,000.00

The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

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

- NIRA \$11,700.00

Dr. Newsom indicated that this is for student memberships and insurance. Dr. Newsom stated that Coach Abbott informed him that there are 43 rodeo student athletes, of which 12 are female. This is in comparison to approximately 20 rodeo student athletes last year.

- The GEO Group, Inc. \$11,610.00

Dr. Newsom indicated that this is for faculty/facility use for summer 2015.

Miscellaneous

Dr. Newsom provided updates on the following miscellaneous items:

- Higher Learning Commission (HLC)
 - ❖ The process continues moving along
 - ❖ Reviewer comments will be received tomorrow and will be forwarded to the Board for review
 - ❖ The focus visit date has been finalized as Monday and Tuesday, November 2-3, 2015
 - ❖ The Focus Visit Team consists of Dr. Benjamin Young, Chair, from Ivy Tech Community College and two other individuals but there is a conflict with one of these individuals. Therefore, HLC will reassign another team member.
 - ❖ Dr. Sweeney, Mesalands Community College Liaison, was on Campus Friday, August 14, 2015
 - Dr. Newsom and Ms. Gillard provided a tour of the Campus and the Museum and then they, along with Dr. Kennedy and Ms. Hammer had lunch with Dr. Sweeney
 - Dr. Sweeney met with Dr. Axel Hungerbuehler and others
 - Dr. Sweeney met with faculty and staff in the afternoon
 - Dr. Newsom indicated that it was a great visit and feels real confident that Dr. Sweeney will be an asset to Mesalands Community College
 - Dr. Newsom informed the Board that some faculty/staff have indicated they were real impressed with Dr. Sweeney's presentation
 - ❖ The Plans of Study have been submitted and the College is waiting for approval from HLC in order to implement
- NMHED
 - ❖ A meeting was held with Mesalands representatives, NMHED, and the auditor to address the FY2014 audit
 - ❖ An action letter from the state of New Mexico has been received and reflects that the review is complete and the College has taken the necessary steps
 - ❖ The action letter indicates that no further action is required
- Jenzabar
 - ❖ Additional training in Jenzabar is needed
 - ❖ Funds in the budget for approximately \$40,000 have been dedicated for the training
 - ❖ The first training session will be in October
- RedShelf
 - ❖ A non-binding contract has been signed between Mesalands Community College and RedShelf

- ❖ This company will provide resources/access for students to get e-textbooks and students can either rent or purchase in e-textbook format
- ❖ They will provide a link on the College's Bookstore website
- ❖ Ms. Stephenson inquired if this is more reasonable than the cost of purchasing textbooks and Dr. Newsom indicated that it will be less expensive
- Classes – Enrollment
 - ❖ Dr. Newsom informed the Board that today is the first day of classes and it is great to see the parking lots/halls full with students
 - ❖ Enrollment is up by 80 students on the main Campus
 - ❖ The numbers for first day of classes for this date versus first day of classes last year are:
 - Students – 267 vs. 187 on main Campus
 - Students – 283 vs. 216
 - Credit Hours – 3090 vs. 2416
 - ❖ The goal is 822 students and 6105 credit hours
- August 11 2015 Staff Meeting
 - ❖ Dr. Newsom thanked Ms. Kim Hanna for putting together a slide presentation of the good things that have happened at the College over the last year
 - ❖ Dr. Newsom thanked Ms. Kacee Benford for collecting numbers and getting a snapshot of number of employees at the College which reflect the following:
 - There were 61 full-time and part-time faculty and staff not including adjuncts in 2013-2014
 - There are currently 68 for 2015-2016
 - There are some open positions which, if filled, could bring the number for 2015-2016 up to 73 or 74
 - Dr. Newsom informed the Board that five new families from out-of-state have been brought to Tucumcari as new hires for the College
- Quay County Fair
 - ❖ Dr. Newsom thanked Ms. Kim Hanna for coordinating employee volunteers to assist at the Fair
 - ❖ Dr. Newsom thanked the following individuals for their assistance:
 - Tim Abbott, Kacee Benford, Rose Chavez, Donna Garcia, Matt Garcia, Kim Hanna, Gregg Howard, D'Jean Jawrunner, Alice Johnson, Isabel Jones, Jim Jones, Tommy Jones, Joel Kiser, Dr. Forrest Kaatz, Dr. Philip Kaatz, Amber McClure, Robert Moreau, Tom Morris, Blaine Rausch, and Rose Whitener
- Board Meetings
 - ❖ Dr. Newsom informed the Board that the Board Meeting room has been relocated to the old Board Room, A214, which will be the current Board Meeting room
 - ❖ Due to water damage behind the paneling in G606, Board Room, and the President's Office, Dr. Newsom has also relocated his office
 - ❖ Someone is scheduled to come out Friday to hopefully find the cause and fix, if possible
- American Association of Community Colleges (AACC) Presidents Academy Summer Institute (PASI)

- ❖ Dr. Newsom reported that he attended this meeting in Austin recently and has been nominated to be on the Executive Board
- NMHED – Complete College America (CCA)
 - ❖ Dr. Newsom informed the Board that he has been asked by the Secretary of NMHED to attend the CCA Annual Meeting in Denver as a representative of New Mexico
- Orientation
 - ❖ New student orientation will be held on August 19 in the Great Room
 - ❖ Pizza will be served
 - ❖ Dr. Newsom invited the Board to attend, if available
- Rural Community College Alliance (RCCA)
 - ❖ Dr. Newsom informed the Board that he will be speaking at this conference
- Association of Community College Trustees (ACCT) Annual Leadership Congress (ALC)
 - ❖ Dr. Newsom and Mr. Sandoval will be attending this in San Diego
- Upcoming Events
 - ❖ October 5-9, 2015 – Stampede Week
 - ❖ October 9-10, 2015 – Annual College Rodeo

Mr. Moore thanked Dr. Newsom for putting Mesalands Community College on the map and stated he is proud of Dr. Newsom.

Academic Affairs

SUN PATH Brochure

Ms. Gillard presented the Board with a copy of the SUN PATH Brochure. She informed the Board that this brochure contains good information which includes: Employer partners' role in SUN PATH; a list of business and industry partners; the priorities, strategies, and activities for SUN PATH; and the SUN PATH program staff, as well as the site coordinators. Ms. Gillard informed the board that the College also works with New Mexico Workforce Solution.

Dr. Newsom inquired how many students are enrolled. Ms. Gillard stated that there are 16 in CNA and 11 in Phlebotomy. It was noted that the cap on these are 18 and 12, respectively.

Student Affairs

Historical Enrollment Statistics

Dr. Kennedy presented the Historical Enrollment Statistics. He stated that this is a great tool which tracks enrollment by semester and by year starting in 1995.

Annual Enrollment Report

Dr. Kennedy presented the Annual Enrollment Report to the Board. He reported that headcount, annual credit hours, and FTE have all increased.

Enrollment Management Plan: Recruitment, Enrollment Tracking, Persistence and Completion 2015

Dr. Kennedy presented the Enrollment Management Plan: Recruitment, Enrollment Tracking, Persistence and Completion 2015. Dr. Kennedy briefly reviewed the Plan which includes: recruitment; enrollment tracking; daily enrollment comparison reports; daily enrollment comparison with goals; credit hour comparisons by discipline report; historical enrollment statistics; persistence and persistence rates; current initiatives; collecting and accessing of data; and distribution of final grade earned pursuant to a referral.

Dr. Kennedy pointed out the completion rates which reflect 44% for Mesalands for fall 2013-2014 and 18% for NMICC.

Ms. Stephenson stated that this Plan is impressive.

Administrative Affairs

Monthly Finance Report, July 2015 – ACTION

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

ACTION – Ms. Estrada moved to approve the Monthly Finance Report for July 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.

Personnel Handbook 2015-2016 – ACTION

Dr. Newsom presented the Personnel Handbook for 2015-2016 and stated that the changes are noted in different colors which will be cleaned up but were left in so the Board could see what was being presented and proposed. The changes proposed are as follows:

- Add the Director of Career Services, Persistence and Student Success under 'President and Cabinet'
- Update organizational charts
- Add the Technology Committee to the Standing Committees
- Revise notification of outside employment
- Clean up the language on work days/hours – if anyone works more than 40 hours per week, it is considered overtime and must be approved
- Clarify tuition waiver for College courses and Board approved language inserted, as well as, define 'dependent'
- Update the Complaint Procedure under Discrimination to include the Title IX Coordinator
- Update the Drug and Alcohol Testing Policy for required testing of employees, current and new, if there is suspicion of being under the influence in order to adjudicate the matter which was not officially spelled out in the Policy before
- Update the section under 'Consensual Relations' to include the Board approved policy to better define the policy statement/policy/procedures
- Update the Class B Grievances
- Update References for Current and Former Employees and Students

- ❖ This policy, in the past, has been that any references were to be forwarded to the Personnel Office
- ❖ The Policy will now reflect that references may be completed by employees as long as they are not on College letterhead
- ❖ Ms. Stephenson asked if this could be a personal letter and Dr. Newsom indicated that it can
- Align the language to reflect the change of 'Personnel' to 'Human Resources'

Dr. Newsom informed the Board that it is important to note that the Personnel Handbook is in alignment with the Board Policies and that the Personnel Handbook is not more restrictive than the Board Policies. Dr. Newsom added that the revisions to the Board Policies will be presented to the Board in September and will be in alignment with the Personnel Handbook.

Dr. Newsom stated that these changes have been reviewed by legal counsel and approved. In addition, Dr. Newsom indicated that the Table of Contents, page numbering, etc. will be updated/corrected prior to printing.

ACTION – Mr. Streetman moved to approve the Personnel Handbook for 2015-2016 subject to format corrections. 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 Mr. Streetman. 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 – No action was taken at this time.

NEW BUSINESS

No new business was conducted.

CORRESPONDENCE

A thank you card to the Board of Trustees, Administration, Faculty, and Staff from Ms. Susan Reid was presented.

INFORMATIONAL ITEMS

Important dates were presented which are: Labor Day, College Closed, September 7, 2015; and New Mexico High School Rodeo Association (NMHSRA) Rodeo, September 12 – 13, 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 July 16, 2015
- Administrative Affairs Division Meeting minutes dated July 29, 2015

The Selected Professional Development Activities for July 2015 were presented.

The Fossil Friends Bare Bones publication for summer 2015 was presented.

ANNOUNCEMENTS

Tuesday, September 15, 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 7:45 p.m.

[signature on original]

J. Bronson Moore
Chair

[signature on original]

James Streetman
Secretary/Clerk