

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

February 16, 2016

The Mesalands Community College Board of Trustees met in regular session on Tuesday, February 16, 2016 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 2016-2017 Academic Calendar
- 4) Approval of Request for Proposals (RFP)
- 5) Approval of Purchase Requisitions
- 6) Approval of Monthly Finance Report, January 2016
- 7) Approval of New Mexico Higher Education Department (NMHED) Quarterly Financial Statements
- 8) Approval of Executive Session
- 9) Approval of Reconvene from Executive Session
- 10) 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 he was fortunate to be in Santa Fe a couple of weeks ago to attend the New Mexico All-State Academic Team Recognition held at the State Capitol in which two Mesalands' students, Ms. Sydney Abernathy and Ms. Ashlee Bradley, were recipients of this award. In addition to the award, Ms. Abernathy and Ms. Bradley will receive scholarships to four-year institutions and be nominated to the Academic All American status. Ms. Abernathy and Ms. Bradley were in attendance at the meeting and received a certificate of recognition.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated January 16, 2016; and Item V.A.2 Contract Confirmation for Mr. Dean Garcia, Educational Services Center (ESC) Facilitator, effective February 1, 2016 as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

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

2016-2017 Academic Calendar – ACTION

Dr. Newsom presented the 2016-2017 Academic Calendar for approval as this is the normal time to bring this to the Board for approval. Dr. Newsom indicated that the semester in January begins on a Tuesday, January 17, 2017, which follows the Martin Luther King, Jr. holiday but changes the beginning day of classes for the fall semester. This calendar reflects moving the beginning of the fall semester to start on Monday, August 22, 2016 with the extra day being added to the Thanksgiving break to reflect the College being closed for three days. Also, Mesalands' graduation will be on Friday, May 5, 2017.

Dr. Newsom stated that this calendar has also been vetted with Tucumcari Public Schools in order for both calendars to be better aligned.

ACTION – Ms. Estrada moved to approve the 2016-2017 Academic Calendar as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Request for Proposal (RFP) – ACTION

Parkhill Smith & Cooper (PSC) RFP 'Buildings A, C, & D Renovations Architectural & Engineering Services Proposal'

RFP Fee Sheet

RFP Evaluation Sheet

Dr. Newsom presented the RFP from PSC for the \$2.1 million project to renovate the main building, install a new skylight, and renovate the student area, as well as, completion of Building 'D'. The funds are a compilation of \$140,000 from Capital Outlay, \$650,000 from General Obligation (GO) Bonds, and \$1.3 million from the last Legislative Session's Severance Bonds. Also presented are the RFP Fee Sheet (Standard Form of Agreement between Owner and Architect) and the Evaluation (Scoring) Sheet.

The Standard Form of Agreement reflects that, upon acceptance by the Board of the RFP to PSC, the compensation to PSC will be 7.8% of the maximum allowable construction cost for the project. In addition to the basic services, some supplemental services such as asbestos survey, existing condition assessment, cost feasibility analysis and prioritization, and interior design, shall be a component of the scope of services. The total share to PSC would be \$206,168. Dr. Newsom informed the Board that PSC will conduct the site assessment and do the scope of the work, as well as, provide guidance to Mesalands staff.

Dr. Newsom requested that the Board approve the award of this project to PSC and authorize Dr. Newsom to sign on behalf of the College.

ACTION – Mr. Streetman moved that the Board approve the award of this project, as presented above, to PSC and authorize Dr. Newsom to sign on behalf of the College as requested. The motion was seconded Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Dr. Newsom stated to the Board that a total of seven RFP's were received for this project. He also noted that the firm that placed second in the evaluation sheet is a CES firm and are based out of Albuquerque which may be able to be used in the future.

The New Mexico Journal of Science

Dr. Newsom informed the Board that Mesalands student, Mr. Ryan Pottenger, submitted a project to the New Mexico Journal of Science and it was accepted and

published in the Journal. Dr. Newsom stated that Dr. Axel Hungerbuehler and Ms. Gretchen Gurtler were instrumental in assisting students and it was noted their studies include geographic, geologic, and hydrologic concepts including how to read topography and bathymetry maps.

Mr. Moore stated that he is very impressed with the sand box at the Museum.

Purchase Requisitions – ACTION

Dr. Newsom presented the following purchase requisition for approval:

- CDW-G \$21,492.96

Dr. Newsom informed the Board that this will be a STEM purchase which is for 11 Lenova computers and monitors that will be housed at the Museum.

ACTION – Mr. Streetman moved to approve the above purchase requisition as requested by Dr. Newsom. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Purchase Requisitions – INFORMATION

Dr. Newsom presented the following purchase requisition(s) as information to the Board:

- Elsevier, Inc. \$22,000 (original amount submitted)
\$19,625 (actual amount)

Dr. Newsom indicated that this is a STEM funded project for a book/journal subscription. Dr. Newsom clarified that this was originally going to be brought to the Board for approval but since the actual amount was lower than the required amount for Board approval, it is being presented as information.

- Microsoft \$9,000 (original amount submitted)
\$9,716.13 (actual amount)
- Adobe \$9,000 (original amount submitted)
\$2,119.54 (actual amount)

Dr. Newsom indicated that these are both for site licenses for software in cooperation with UNM.

Miscellaneous

Dr. Newsom provided updates on the following miscellaneous items:

- Mesalands Community College – Legislative Priorities (Federal)
 - ❖ This contains information on Mesalands’ stance on global initiatives as information about how Mesalands is doing and to try to garner assistance in helping rural communities

- ❖ This information was presented to the legislators during meetings in Washington, DC
- Mesalands Community College 'Changing Lives One Student at a Time!' Flyer
 - ❖ This flyer is a 'leave behind' that was presented at the NM Legislative sessions and in Washington, DC
- Mesalands Community College Agricultural Center Animal Sciences Rodeo Agriculture
 - ❖ This information was distributed to legislators in Washington as an icebreaker/groundwork as it pertains to fundraising/capital campaign
- Mr. Ted Peabody, former Board of Trustee
 - ❖ Dr. Newsom informed the Board that Mr. Peabody will be celebrating his 90th Birthday at a party on Saturday, February 20, 2016 at the Tucumcari First Baptist Church from 2:00 – 3:30 p.m.
- Wind Program
 - ❖ Dr. Newsom reported that a group from Wanzek Construction which builds and installs turbines, recently visited the wind center
 - ❖ Wanzek would like to enter into a formal/informal agreement with Mesalands to provide outcomes/jobs for Mesalands graduates
 - ❖ Benefits that will be provided by Wanzek include a \$3,000 sign on bonus, a \$1,500 yearly retention bonus for three years, top industry pay and benefits, travel opportunities, and a housing allowance and per diem while travelling
 - ❖ It was noted that a company will be building a \$1 billion wind farm in Curry County
- Enrollment
 - ❖ As of today, enrollment on main-Campus is at 311 total versus 300 last year
 - ❖ Enrollment is a little behind but there are some students not yet enrolled such as some Granite students
 - ❖ Current enrollment is 690 with a goal of 904 which will be a 6% increase from last year
 - ❖ Dr. Newsom congratulated everyone on Campus for the turnaround on enrollment, a major cultural shift as it pertains to enrollment
- Washington, DC
 - ❖ Dr. Newsom informed the Board that the meetings he and Mr. Sandoval attended in Washington were the most positive meetings he has attended – those included meetings with Senator Tom Udall, Senator Martin Heinrich, Congresswoman Michelle Lujan Grisham, and staff from Congressman Ben Ray Luján's office
 - ❖ Senator Heinrich has promised to visit Mesalands and maybe have an opportunity to climb the turbine – he is a huge advocate of renewables/wind energy
 - ❖ A promise was made from Congressman Luján's office that the Congressman will visit Mesalands in the near future
 - ❖ Mr. Sandoval added that he would still like to see some visits to Mesalands by these individuals to meet with the Board, faculty, and staff
 - ❖ Dr. Newsom reported that he also attended meetings with the Rural Community College Alliance (RCCA) which consisted of meetings with the

Secretary of Education's chief advisors to President Obama and the U.S. Department of Agriculture

- ❖ Dr. Newsom indicated that overall, it was a great trip and some relationships were built that can help Mesalands
- Legislative Session
 - ❖ Dr. Newsom reported that the budget has been reviewed and does not look very promising since there is no new revenue
 - ❖ Mesalands stands to have funds cut by about \$180,000 next year and a \$35,000 reduction for the remainder of this year
 - ❖ An additional ½% to 1-1½% from Mesalands' appropriation can be 'shaved' by the Governor
 - ❖ Dr. Newsom stated that he requested \$105,000 in Capital Outlay Severance Bonds for IT infrastructure
 - ❖ Mesalands may still receive some funding for wayfinding/landscaping/parking lots

Academic Affairs

No reports were presented.

Student Affairs

Fall Enrollment Report

Ms. Amber McClure, Director of Enrollment Management, presented the Fall Enrollment Report for review. Ms. McClure reported the following: fall head count for 2015 is 805 students for a 4½% increase over 2014 at 770; fall credit hours are at 6018 versus 5759 last year for a 4.49% increase; and fall FTE is at 401 versus 384 last year for a 4.42% increase. Ms. McClure stated that these numbers reflect fall-over-fall and feels positive about the trajectory.

Dr. Newsom stated that head count is being done differently than in 2010 which shows head count that year with the highest at 1112 and the way the counts are done now is what is reported to HED.

Administrative Affairs

Monthly Finance Report, January 2016 – ACTION

Ms. Amanda Hammer presented the Monthly Finance Report for January 2016 for approval. Dr. Newsom stated that although some progress has been made, some work still needs to be done to get back on track.

ACTION – Ms. Estrada moved to approve the Monthly Finance Report for January 2016 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 Higher Education Department (NMHED) Quarterly Financial Statements –
ACTION

Ms. Hammer presented the NMHED Quarterly Financial Statements for approval. She stated that the certification template and the actions report have changed. The report includes the Statement of Net Assets, the Summary of Operating and Plant Funds, the Comparison of Operating and Plant Funds, and the Cash Flow Statement.

ACTION – Mr. Streetman moved to approve the NMHED Quarterly Financial Statements as presented. The motion was seconded by Mr. Sandoval. 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 – Ms. Stephenson 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 Mr. Streetman. 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 letter to Dr. Newsom from Mr. and Mrs. Mark McCain, Meagan McCain Memorial was presented.

A thank you card to Dr. Newsom from Regional Education Cooperative #6 was presented.

A thank you card to Ms. Kimberly Hanna from Regional Education Cooperative #6 was presented.

INFORMATIONAL ITEMS

Important dates were presented which are: Legislative Session Ends, February 18, 2016, 12:00 noon; 18th Annual Iron Pour, March 6 – 12, 2016; Spring Holiday, College Closed, March 25, 2016; Spring Break, College Closed, March 28 – April 1, 2016; Mesalands Community College Spring Rodeo, April 22 – 23, 2016; and TENTATIVE Mesalands Community College's Foundation Fundraiser, April 29, 2016.

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 January 21, 2016
- Academic Affairs Division Meeting minutes dated January 22, 2016
- Administrative Affairs Division Meeting minutes dated January 21, 2016

The Selected Professional Development Activities for January 2016 were presented.

The Dual Enrollment Brochure was presented.

The North American Windpower Article – Avoiding the Dreaded 'Bonus' Climb article was presented.

The Iron Pour Flyer was presented.

ANNOUNCEMENTS

Tuesday, March 15, 2016, 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 6:47 p.m.

[signature on original]

J. Bronson Moore
Chair

[signature on original]

James Streetman
Secretary/Clerk