

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

April 20, 2016

The Mesalands Community College Board of Trustees met in regular session on Tuesday, April 20, 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. James Streetman, Ms. Liz Estrada, and Ms. Teresa Stephenson.

The following member was not present: Mr. Jimmy Sandoval

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Review of Annual Selection of Mesalands Community College Foundation, Inc. Board of Directors
- 4) Approval of FY 2016-2017 Budget
- 5) Approval of Request for Proposal (RFP) – Auditing Firm
- 6) Approval of STEM Grant Evaluation
- 7) Approval of Purchase Requisitions
- 8) Approval of Monthly Finance Report, March 2016
- 9) Approval of Unrestricted Budget Adjustment Requests (BARs)
- 10) Approval of Executive Session
- 11) Approval of Reconvene from Executive Session
- 12) Approval of Action, if needed, based on Executive Session

APPROVAL OF AGENDA – ACTION

ACTION – Ms. Estrada 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

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 announced he had three 'Good News' items to share with the Board.

First, Dr. Newsom reported that the Small Business Development Center (SBDC) held their annual Tax Preparation Program on February 12, March 4, and March 18, 2016 in which six volunteers assisted participants for 13 hours with e-filing. There were 103 error-free returns which resulted in \$21,486 in federal refunds and \$12,843 in state refunds. Dr. Newsom thanked Ms. Vicki Watson and Ms. Barbara Hicklin for a job well done.

Second, Dr. Newsom congratulated Ms. Jessica Elebario, Director of Financial Aid, who received the annual Philo Brasher Emerging Leadership Award presented at the New Mexico Association of Student Financial Aid Administrators (NMAASFAA) in Ruidoso, New Mexico. Dr. Newsom informed the Board that Ms. Elebario's conference fees for the 2016 NMAASFAA conference will be waived and she also received a \$500 scholarship which can be awarded to a student at Mesalands.

Next, Dr. Newsom stated that Pedey's third birthday was celebrated this week. There were 80 participants who enjoyed cake, ice cream, and punch with Pedey.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated March 15, 2016 as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

CHAIRPERSON'S REPORTS

Annual Selection of Mesalands Community College Foundation, Inc. Board of Directors **ACTION**

Dr. Newsom stated that two of the Mesalands Community College Foundation, Inc. Board of Directors terms will be expiring in May, those being Ms. Liz Estrada and Mr. James Streetman. Dr. Newsom informed Mr. Moore that he can either reappoint these individuals or appoint someone else to fill these seats which are one-year terms.

Mr. Moore asked Ms. Estrada and Mr. Streetman if they are willing to serve another term and they both indicated that they will. Mr. Moore announced the one-year term

reappointments of Ms. Estrada and Mr. Streetman to the Mesalands Community College Foundation, Inc.

ACTION – No action was required.

REPORTS

President's

FY 2016-2017 Budget Approval – **ACTION**

Dr. Newsom reported that the Board had a lengthy meeting (Board Retreat) which was held prior to this regular Board Meeting, regarding the FY 2016-2017 Budget Presentation. The budget was reviewed and discussed in detail during the Board Retreat.

ACTION – Mr. Streetman moved to approve the FY2016-2017 Budget with a \$5 increase per credit hour for in-state tuition and an \$8 increase per credit hour for out-of-state tuition bringing those new rates to \$55 and \$99, respectively. The motion also includes that both increases will be effective with fall enrollment. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Dr. Newsom indicated that these changes will be made prior to submitting the budget to the state for approval.

Request for Proposal (RFP) – Auditing Firm – **ACTION**

Dr. Newsom reported that the College has reached its term limits of their ability to work with Woodard, Cowen and Company as the College's auditor. An RFP was submitted which garnered eight proposals from New Mexico firms and all were reviewed by Dr. Newsom, Ms. Gillard, and Ms. Hammer. The proposed RFP costs ranged from \$27,000 to \$73,000 with Atkinson & Co. coming in at about \$38,000. Dr. Newsom stated that during the review of the RFP's of the firms, it was noted that Atkinson has a lot of higher education experience and has worked with institutions such as NM Tech and NMHU, as well as, NMHED. Dr. Newsom indicated that Mr. Scott Eccles, NMHED, informed him that this firm is a good firm to work with and had positive feedback regarding Atkinson. Dr. Newsom informed the Board that preliminary approval has been received from NMHED but upon approval by the Board, this will be submitted to the State Auditor for approval. Upon approval by the State Auditor, the contract will be signed by both parties.

Dr. Newsom requested the Board's approval of the RFP to Atkinson & Co., Ltd. as the legal auditor for Mesalands Community College.

ACTION – Mr. Streetman moved to approve the RFP to the Auditing Firm of Atkinson & Co., Ltd. as recommended and requested by Dr. Newsom. The motion was seconded

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

STEM Grant Evaluation – ACTION

Dr. Newsom presented the STEM Grant Evaluation which is conducted each year with this being year four of the grant with one more evaluation for the final year. The evaluation was conducted by Dr. Joanne Peeples who was on Campus for a day and met with staff. Dr. Forrest Kaatz informed the Board that it is hoped that Dr. Peeples will be able to conduct the evaluation for year five of the grant, as well as, the close out.

ACTION – Ms. Stephenson moved to approve and accept the STEM Grant Evaluation as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Purchase Requisitions – ACTION

Dr. Newsom presented the following purchase requisitions for approval:

- | | |
|---------------------------------|-------------|
| ➤ Advanced Presentation Systems | \$21,454.63 |
| ➤ Advanced Presentation Systems | \$21,454.63 |
| ➤ Advanced Presentation Systems | \$27,750.50 |

Dr. Newsom informed the Board that these are all STEM grant funded purchases and the first two are for Vaddio set up for classroom A119 and A122, respectively with the third being for auditorium upgrade in room 701. Dr. Newsom stated this will allow for lecture capture video systems to be available in building ‘A’ and the wind building.

ACTION – Mr. Streetman moved to approve the above purchase requisitions as presented and requested by Dr. Newsom. The motion was seconded by Ms. Estrada. 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:

- | | |
|-------------------------|----------|
| ➤ Honeycutt Rodeo, Inc. | \$18,000 |
|-------------------------|----------|

Dr. Newsom indicated that this is for the spring rodeo and Honeycutt provides judges, announcer, livestock, etc. for the event. Dr. Newsom stated that the cost has risen from \$16,000 to \$18,000 but Honeycutt is still the least expensive company and has provided their services for all of Mesalands’ rodeos. Dr. Newsom informed the Board that he signed the contract today.

Miscellaneous

Dr. Newsom provided updates on the following miscellaneous items:

- Enrollment
 - ❖ Current enrollment is 789 versus 840 last year

- ❖ Enrollment for students from Granite, Clovis Community College, McLennan from Waco, and CPR/health classes could raise enrollment and possibly still reach 840 this semester
- ❖ Summer enrollment as of today is at 28, versus 14
- ❖ Fall enrollment as of today is 28
- Construction – Parkhill, Smith & Cooper (PSC)
 - ❖ Dr. Newsom reported that a meeting is scheduled on Campus with PSC for Monday, April 25
 - ❖ PSC have completed the scope of the project and it appears it has come in at \$1.6 million on the \$2 million project which may allow for modifications to offices and additional work on the Animal Science/Farrier building
 - ❖ RFP's will be presented to get bids and then that will be presented to the Board for approval prior to awarding the RFP
 - ❖ It is hoped that work can begin after Graduation
- Foundation
 - ❖ The Foundation Board received notification from the McMullen Foundation Board that they have renewed their scholarship
 - ❖ A Foundation meeting is scheduled for tomorrow and included for discussion is a bid that was received to move the building trades house to the new Animal Science location
 - ❖ Once the house is moved, work will begin on the old gas station to make it aesthetically pleasing
- Department of Education Program Review
 - ❖ This review of financial aid referenced three issues that needed to be corrected and they have been resolved
 - ❖ The final report will be forthcoming
- Property
 - ❖ Clearing up has begun on the property recently acquired on Rock Island 'Landess Campus' – Dr. Newsom thanked the facilities team for their work
 - ❖ Dr. Newsom indicated positive response has been received from neighbors
 - ❖ It is hoped this will be a project that the building trades students can work towards fixing in order to have it occupied
- HLC
 - ❖ Dr. Newsom and Ms. Gillard met with Mesalands' new HLC liaison, Dr. Johnson while at the HLC Conference
 - ❖ Adding an associates for silversmithing was discussed
 - ❖ Seeking approval for degree granting at all correctional facilities in New Mexico was discussed
 - ❖ Meetings are occurring to address implementing the curriculum for fall with the lower number of credit hours required for graduation
- Event Reminders
 - ❖ April 21, 2016 – Stampede Fiesta at NAWRTC, 5:30 p.m.
 - Rodeo team will be selling hotdogs and hamburgers
 - ❖ April 22-23, 2016 – Spring Rodeo, 6:00 p.m.
 - ❖ April 26, 2016 – Phi Theta Kappa (PTK) Induction
 - Speaker will be Ms. Linda Sims

- ❖ April 29, 2016 – Foundation Fundraiser, 7:00 p.m.
- ❖ May 5, 2016
 - Amistad dedication for children’s section in the Library, 11:00 a.m.
 - Employee recognition, 3:00 p.m.
 - Rodeo Banquet, 6:00 p.m.
- ❖ May 13, 2016 – Graduation, 5:30 p.m., Convention Center
 - Meeting with Dr. Damron, 4:30 p.m., Convention Center
 - Further information will be forthcoming

Academic Affairs

No reports were presented.

Student Affairs

No reports were presented.

Administrative Affairs

Monthly Finance Report, March 2016 – ACTION

Ms. Hammer presented the Monthly Finance Report for March 2016 for approval. Dr. Newsom informed the Board that there is still a little bit of a shortfall but some improvement has been made.

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

Unrestricted Budget Adjustment Requests (BARs) – ACTION

Dr. Newsom reminded the Board that he had talked about bringing this back to the Board because of the appropriation decrease, essentially in the amount of \$316,500. Dr. Newsom indicated that funds are being moved around and there may possibly be a need to dip into the fund balance, not to exceed \$150,000, and any funds not used will revert back to the fund balance.

Ms. Hammer presented the BAR for approval.

ACTION – Mr. Streetman moved to approve the BAR as presented and requested. 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 – Mr. Streetman moved that Dr. Newsom receive a new five-year contract effective July 1, 2016, containing the same language in his current contract. Dr. Newsom will also be reimbursed for having a physical on an annual or semi- basis.

Dr. Newsom will consult with the College attorney and develop contractual language as part of his contract to address the physical requirements.

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.

CORRESPONDENCE

A thank you letter to Dr. Newsom from Dr. Ann Weaver Hart, President, University of Arizona was presented.

INFORMATIONAL ITEMS

Important dates were presented which are: Mesalands Community College Stampede Fiesta, April 21, 2016, 5:30 p.m., NAWRTC; Mesalands Community College Spring Rodeo, April 22 – 23, 2016; Phi Theta Kappa (PTK) Induction Ceremony, April 26, 2016, 5:30 p.m.; Mesalands Community College's Foundation Fundraiser, April 29, 2016; Mesalands Community College Graduation, May 13, 2016, 6:00 p.m.; and Memorial Day, College Closed, May 30, 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 March 17, 2016
- Academic Affairs Division Meeting minutes dated March 23, 2016
- Administrative Affairs Division Meeting minutes dated March 17, 2016

The Selected Professional Development Activities for March 2016 were presented.

The Mesalands Community College Committee Proposal Form was presented.

The New Mexico Corrections Department NNMDF, Clayton, NM Graduation Ceremony Program was presented.

ANNOUNCEMENTS

Tuesday, May 17, 2016, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m., Room A214.

Dr. Newsom asked the Board Members to please contact Ms. Connie Chavez if they plan on attending the coach's breakfast on Saturday at 7:00 a.m. in order to ensure enough food is ordered. Dr. Newsom added that they are welcome to bring a guest.

ADJOURN

Mr. Moore stated that there was no further business and the meeting was adjourned. The meeting adjourned at 6:18 p.m.

[signature on original]

J. Bronson Moore
Chair

[signature on original]

James Streetman
Secretary/Clerk