

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

May 17, 2016

The Mesalands Community College Board of Trustees met in regular session on Tuesday, May 17, 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 Human Resources Records Retention and Destruction Policy
- 4) Approval of New Bid Policy
- 5) Approval of Purchase Requisition
- 6) Approval of Meeting Date Change
- 7) Approval of Monthly Finance Report, April 2016
- 8) Approval of Restricted 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 deleting Items VIII.A, IX, and X as an Executive Session is not needed at this time.

ACTION – Ms. Stephenson moved to approve the agenda as amended. 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 introduced Ms. Casey West to the Board as the Good News portion of the agenda. Dr. Newsom stated that Ms. West is from Moriarty, New Mexico and she completed dual enrollment courses through Mesalands, while attending Moriarty High School. Ms. West began the Wind Energy Technology Program at Mesalands last semester and during graduation last week, she received an Occupational Certificate in Wind Energy Technology. Dr. Newsom informed the Board that Ms. West was the winner of the Women in Wind Scholarship provided by the American Wind Energy Association (AWEA) and she will attend the 2016 AWEA Conference in New Orleans at the end of the month with all expenses paid by AWEA. Ms. West will also be participating in the prestigious Granite Services International, Inc. Wind Technician Internship Program this summer and as part of the internship program, she will return to Mesalands in the fall to pursue an Associate of Applied Science Degree in Wind Energy Technology. Dr. Newsom added that Ms. West's enthusiasm for the program and the wind industry, has provided multiple opportunities for her.

Ms. West stated that the Wind Energy Technology Program is benefitting her, as well as, Mesalands by helping get more people involved in the program. She thanked everyone for the great opportunity to keep growing and be a part of this program. Ms. West informed everyone that she also received the Kroger Scholarship.

Mr. Andy Swapp, Mesalands Wind Energy Technology Instructor, reported on a few items to the Board. First, he expressed how proud he is of Ms. West, that she has done a 'bang-up' job, and has great attitude and drive. Mr. Swapp announced to the Board that former Mesalands student, Charles Shinholser, is now working for Granite which is a really well-paying job. He also informed the Board that he received a letter today from Senator Martin Heinrich expressing his appreciation for the opportunity to climb the wind turbine and offered to help Mesalands if needed. Mr. Swapp commended Dr. Newsom for his hard work in preparing to climb the 80-meter tower and for how he cares about the wind program and its students. In closing, Mr. Swapp thanked the Board for the incredible opportunity to teach at Mesalands and feels it is awesome to be a part of the program.

Dr. Newsom reported that Ms. Shera Swapp, Mr. Swapp's daughter, has been selected as the valedictorian for a Utah on-line school. Ms. Swapp graduated in December and the ceremony is scheduled for May 27.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Streetman moved to approve Item V.A.1 Board Retreat, April 20, 2016 and Item V.A.2 Regular Board Meeting Minutes dated April 20, 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

Spring Rodeo Report

Dr. Newsom announced that Mesalands once again had a successful spring rodeo which was a great community event and he felt the attendees enjoyed the event. The largest gate revenue was on Friday with 620 through the gate. Dr. Newsom reported that so far two rodeo athletes, Kyle Journey and Wasey Carviso, have qualified for the College National Finals Rodeo (CNFR) in Casper, Wyoming with a possible third qualifier. Dr. Newsom stated that he will be making the trip to Casper to support these students.

Human Resources Records Retention and Destruction Policy – ACTION

Dr. Newsom presented the Human Resources Records Retention and Destruction Policy for approval and mentioned that Mesalands has not had this type of Policy in place before. This is required under some of the grants and was developed for approval and inclusion in the Board Policies.

ACTION – Ms. Estrada moved to approve the Human Resources Records Retention and Destruction Policy as presented. The motion was seconded by Mr. Streetman. A roll call vote was taken with all members present voting yes. The motion carried.

New Bid Policy – ACTION

Dr. Newsom presented the New Bid Policy for approval. He informed the Board that preliminary discussions have taken place to address the challenges with acquiring three competitive quotes for purchases of \$5,000 or more, which he believes is too low. In looking at the spending patterns and the amount which require Board approval, Dr. Newsom requested approval of the following changes to be effective immediately as changes in the purchasing process contained in the Administrative Affairs Handbook.

- NOTE: Purchases of \$15,000 or more require three (3) competitive quotes as follows:
 - \$15,000-\$20,000 – verbal, catalog, and/or Internet quotes
 - \$20,001-\$40,000 – vendor letterhead quotes
 - \$40,001 or more – sealed bids

Dr. Newsom stated that the amount for sealed bids will still be below the state guidelines, which are \$60,000.

ACTION – Ms. Stephenson moved to approve the New Bid Policy as recommended 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.

Dr. Newsom stated that this New Bid Policy will be included in the Administrative Affairs Handbook at its next revision.

Purchase Requisition – **ACTION**

Dr. Newsom presented the following purchase requisition for approval:

- MCC Foundation \$115,000

Dr. Newsom informed the Board that is year five of the STEM endowment match which comes from the STEM grant. Dr. Newsom indicated that he would like to get Board approval now in order to allow time to get Foundation approval for their portion and begin the process before the July deadline.

ACTION – Mr. Streetman moved to approve the above purchase requisition 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 Requisition – **INFORMATION**

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

- Tucumcari Feed Yard \$8,880

Dr. Newsom indicated that this is associated with the rodeo program in which six calves were lost. Dr. Newsom informed the Board that this does not occur all the time but these calves were diseased and it was not found in time.

Meeting Date Change – **ACTION**

Dr. Newsom proposed a meeting date change for the June Board Meeting from Tuesday, June 21, 2016 to Tuesday, June 14, 2016. Dr. Newsom indicated that due to his travel with upcoming conferences, meetings and trying to schedule vacation, he is requesting that this meeting date be changed.

ACTION – Mr. Streetman moved to approve the Meeting Date Change as requested from Tuesday, June 21, 2016 to Tuesday, June 14, 2016. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Miscellaneous

Dr. Newsom provided updates on the following miscellaneous items:

- News Article in Bloomberg
 - ❖ Wind Energy Technology technicians are the fastest growing job

- ❖ Mesalands Community College's Wind Energy Technology Program featured in article crediting Mesalands for being the chief training program
- ❖ Companies competing to hire technicians prior to earning a diploma
- ❖ Five firms contacted Mr. Andy Swapp regarding the 27 students in the class of 2016
- ❖ Mr. Swapp is quoted in the article as saying "This is an unprecedented number of people asking for our graduates."
- ❖ Dr. Newsom thanked Ms. Hanna for bringing this article to his attention
- Senator Martin Heinrich
 - ❖ Dr. Newsom received a letter from the Senator thanking him for the opportunity to visit Mesalands
- Mesalands Robotics Club
 - ❖ Mr. Michael Bilopavlovich created this club in which he and six students recently participated in the RoboRAVE International Robotics Competition in Albuquerque
 - ❖ Mr. Streetman asked about taking this to the next level, a full-fledged program
 - ❖ Dr. Newsom stated that this is now a community service which is comprised of mostly younger individuals and taking it to the next level will depend on available resources and if there is sufficient interest in the program
- Foundation Fundraiser
 - ❖ 'Til Death Do Us Part' fundraiser was held on April 29
 - ❖ Almost 200 tickets were sold
 - ❖ Over \$6,000 was raised at the event
 - ❖ Participants had a lot of fun at this great event
- Hispanic Heritage Club 'Amistad'
 - ❖ Club members' legacy project consisted of collecting children's books
 - ❖ Approximately 500-600 books have been donated so far and are kept in a special section in the library
 - ❖ The Club members plan to continue this project
- Graduation Update
 - ❖ Fantastic event with over 600 attendees
 - ❖ Awards included twenty-nine associates degrees of which three are students that will graduate from high school this week, and five GED's
 - ❖ NMHED Cabinet Secretary Dr. Barbara Damron delivered the commencement speech
 - ❖ Senator Pat Woods and Senator Clint Harden attended Graduation
 - ❖ A leadership meeting was held with Dr. Damron prior to Graduation and was attended by Ms. Ruth Ann Litchfield, Tukumcari Mayor, Mr. Pat Vanderpool, GTEDC, Senator Woods, Senator Harden, and other leaders in the community
- Construction
 - ❖ Numerous meetings have taken place with Parkhill, Smith & Cooper (PSC) and things are on track
 - ❖ There may be some minor modifications
 - ❖ PSC staff will look at options and explore possibility of awarding the project to a general contractor
 - ❖ Communicated with CES to see if a contractor previously used by Mesalands can be awarded the project – if permitted to do so, it will save about a month of completion time and there will not need to be any RFPs or bidding process

- ❖ The information will be presented to the Board at an upcoming meeting
- ❖ It is hoped to have the major construction done by the fall before the start of classes
- Enrollment
 - ❖ Current spring enrollment is 830 versus 852 last year
 - ❖ Still have three Granite classes and CPR which could reflect enrollment of 860
 - ❖ Year-over-year duplicated is 1972 which is a 3.46% growth from last year
 - ❖ Registered credits show a 7.3% growth
 - ❖ Could match unduplicated enrollment of 2011-2012, match of 860
 - ❖ Enrollment is a complete effort of all faculty and staff
- Fees
 - ❖ Dr. Newsom stated that discussion at the last Board meeting indicated that this would be presented to the Board at this meeting
 - ❖ Fees are still being reviewed and a proposal will be brought to the Board next month
 - ❖ The fee changes will be done prior to July 1

Academic Affairs

No reports were presented.

Student Affairs

No reports were presented.

Administrative Affairs

Monthly Finance Report, April 2016 – **ACTION**

Ms. Hammer presented the Monthly Finance Report for April 2016 for approval.

ACTION – Mr. Streetman moved to approve the Monthly Finance Report for April 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.

Restricted Budget Adjustment Request (BAR) – **ACTION**

Dr. Newsom informed the Board that this is an extra allocation for SBDC.

Ms. Hammer presented the Restricted BAR for approval.

ACTION – Ms. Estrada moved to approve the Restricted BAR as presented and requested. 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

No correspondence was presented.

INFORMATIONAL ITEMS

Important dates were presented which are 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 April 21, 2016
- Administrative Affairs Division Meeting minutes dated April 26, 2016

The Selected Professional Development Activities for April 2016 were presented.

ANNOUNCEMENTS

Upon Board approval tonight for the June Board Meeting Date Change, Tuesday, June 14, 2016, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m., Room A214.

Mr. Streetman stated that Mesalands has the best working relationship with the city, county, all groups, EDC, and public schools that hasn't been that way for a long time. He indicated that hurdles have been overcome and are finally making it.

Dr. Newsom indicated that two weeks ago, Tucumcari reached a goal of becoming the first ACT work ready community and have been officially designated as such for Quay County/New Mexico. Dr. Newsom reported that Mr. Jared Langenegger and Mr. Pat Vanderpool were the chief architects behind the coalition and he thanked them for including Mesalands. Dr. Newsom added that things can be accomplished by working as a team.

ADJOURN

Mr. Moore stated that there was no further business and the meeting was adjourned. The meeting adjourned at 6:10 p.m.

[signature on original]

J. Bronson Moore
Chair

[signature on original]

James Streetman
Secretary/Clerk