

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

June 14, 2016

The Mesalands Community College Board of Trustees met in regular session on Tuesday, June 14, 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 Open Meetings Act Resolution
- 4) Approval of Purchase Requisition
- 5) Approval of Meeting Date Change
- 6) Approval of Annual Property and Equipment Leases
- 7) Approval of Capital Project
- 8) Approval of Fees Discussion
- 9) Approval of Monthly Finance Report, May 2016
- 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 gave an update on enrollment as the Good News. He informed the Board that enrollment for the last academic year has already been reported to the State.

- Spring enrollment is 845 students versus 852 last year
- Total unduplicated enrollment for the year is 1,957, a 2.68% increase
- The total enrollment is just shy of what it was in 2011-2012 which was 1975
- Registered credits are at 13,467 for a 1.43% increase with 105 more than the previous year
- Enrollment continues to grow

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated May 17, 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

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

Open Meetings Act Resolution – **ACTION**

Dr. Newsom presented the Open Meetings Act Resolution as this is presented annually and asked for approval and recertification. Dr. Newsom stated that the changes include:

- Date of presentation to June 14, 2016
- The fiscal year that is covered, 2016-2017
- Location of meetings back to A214

ACTION – Mr. Streetman moved to approve the Open Meetings Act Resolution as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Communications Report 2015-2016

Ms. Kimberly Hanna, Director of Public Relations, presented and briefly reviewed the Communications Report for 2015-2016. She highlighted some events published in the Report including: increases in enrollment (5%), persistence (12%), and completion (44%); Mesalands’ art faculty, Ms. D’Jean Jawrunner, being named Higher Education Art Educator of the Year; dual enrollment; memorial website created by THS students for THS classmate, Patrick Gonzales,; reestablishment of the pinning ceremony for CNA and Phlebotomy students; several articles with one featuring Mesalands’ ranking (#33 in 2015) as one of the ‘Fastest Growing Community Colleges’; announcement of U.S. Senator Martin Heinrich climbing the ‘Tallest Classroom in the World at Mesalands Community College’; printed materials with new artwork for College/Museum billboards and banners at THS, announcement of Pedey’s birthday celebration/spring rodeo, and promotional materials available at the Bookstore. Ms. Hanna also pointed out the cover of the Report which features a variety of pictures depicting programs/events at Mesalands, as well as, Ms. Cynthia Anaya and Ms. Beth Sisneros who received their Associate Degree and Bachelor’s Degree from Franklin, respectively.

Ms. Hanna commended Ms. Donna Garcia for her work with dual enrollment and Ms. Isabel Jones for adding promotional items to the Bookstore.

Mr. Moore stated that Ms. Hanna does good work on this Report. Dr. Newsom asked Ms. Hanna for extra copies so he can send to state government representatives.

Purchase Requisition – **ACTION**

Dr. Newsom presented the following purchase requisition for approval:

- Parkhill Smith & Cooper \$148,000

Dr. Newsom informed the Board that this is for architect services for the upcoming construction program in which the project has already been approved by the Board. Dr. Newsom added that notice to proceed has been received from the State.

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

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

- NENM Detention Facility \$17,010
- The GEO Group, Inc. \$12,750
Guadalupe County Correctional Facility

Dr. Newsom indicated that both of these are for charges submitted to the College and in turn the College billing GEO and will have no impact on the budget.

- Torque Tools, Inc. \$8,180

Dr. Newsom stated that this is for a torque wrench for use on the wind turbine and STEM funds will be used for this purchase. Dr. Newsom reported that when work was required in the past, GE would have to be contacted but by purchasing this tool, Mr. Terrill Stowe and Mr. Andy Swapp can address the work, as needed.

- Ricoh USA, Inc. \$18,382.20

Dr. Newsom informed the Board that this is for a new lease for copiers as the current lease is about to expire. Research has been done on the possibility of acquiring the services of another company and Ricoh was able to offer a better price than what has currently been charged. The new lease, 48-month contract, will include new copiers in the Library, Business Office, and the President's Office, and a maintenance agreement which will supply all toners for these pieces of equipment. Dr. Newsom indicated that the current lease agreement is for monthly charges in the amount of \$3,031.23. The new lease will be at \$1,531.85 per month for a savings of \$1,499.38 per month. Dr. Newsom stated that Ricoh also now has a service person that lives in Logan which will result in quicker responses to servicing as needed. Dr. Newsom also noted that there is a provision in the lease in order to ensure that the term conforms with state law.

Meeting Date Change – ACTION

Dr. Newsom proposed a meeting date change for the July Board Meeting from Tuesday, July 19, 2016 to Tuesday, July 12, 2016. Dr. Newsom indicated that due to his travel with upcoming conferences/meetings, he is requesting that this meeting date be changed.

ACTION – Mr. Streetman moved to approve the Meeting Date Change as requested from Tuesday, July 19, 2016 to Tuesday, July 12, 2016. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Annual Property and Equipment Leases – ACTION

Dr. Newsom presented the Annual Property and Equipment Leases for approval on all current properties that Mesalands Community College leases from the Mesalands Community College Foundation. Dr. Newsom indicated that there are some adjustments year-to-year on the leases.

Dr. Newsom mentioned that if the Board approves the leases, he will present them to the Foundation at their meeting tomorrow, June 15, 2016. He stated that the Foundation pays some operational costs and also match the STEM grant funds of which \$115,000 is due October 1, 2016. In turn, if the Foundation approves the leases, Dr. Newsom stated that he will bring the purchase requisition for \$90,500 to the Board for approval at the July 2016 Board Meeting.

ACTION – Mr. Streetman moved to approve the Annual Property and Equipment Leases as presented. The motion was seconded by Ms. Stephenson. A roll call vote was taken with all members present voting yes. The motion carried.

Capital Project Approval – ACTION

Dr. Newsom presented the Capital Project for approval. Dr. Newsom stated that on August 2, 2016 he will be presenting the following projects for Severance Bond funds:

- \$394,734 for renovation of the accounting/business offices (this is part of the five-year plan that has been approved by the Board)
- \$71,717 for a new tractor for maintenance and a new flatbed pickup for the rodeo and animal science program

ACTION – Mr. Streetman moved to approve the Capital Project request as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Fees Discussion – ACTION

Dr. Newsom presented a 2016 Current Fee Comparison for Fees Discussion and indicated that a quick study was performed for a comparison of fees for community colleges which include Mesalands, Clovis, San Juan, CNM, SFCC, and Luna. He pointed out that New Mexico Junior College (NMJC) is not included as the study was done by researching their fees on their websites and none were found for NMJC.

Dr. Newsom stated that a couple of fee modifications need to be made but he recommended not changing any of the 'typical fees'. The modifications will affect the 'non-typical fees' to include:

- Associate Graduation Fee and Certificate Graduation Fee
 - Propose a flat fee of \$30 for each
 - Students will be required to purchase their own regalia but the College will have those in stock for purchase or possibly find a vendor that will rent regalia with another option of allowing students to purchase their own from another vendor with restrictions/guidelines on what regalia will be accepted
 - Ms. Estrada asked if graduation participation may be lower due to the change of students purchasing their own regalia and Dr. Newsom indicated that he felt it would not
- Add/Drop/Withdrawal Fee
 - Change the language to Drop/Withdrawal Fee
 - No charges for adding a class
- Late Enrollment Fee
 - Keep but use at the College's discretion

It was noted that these changes will help lessen any confusion on the part of students.

ACTION – Mr. Streetman moved to approve the changes/modifications to the Fees 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.

Miscellaneous

Dr. Newsom provided updates on the following miscellaneous items:

- Summer Enrollment
 - ❖ As of today there are 215 students which matches the count last year on the same day
 - ❖ Some increases are expected from six Granite classes, the dino digs, and prison facility
- College National Finals Rodeo (CNFR)
 - ❖ The CNFR is this week
 - ❖ One student, Kyle Journey was the only qualifying student that is attending the CNFR and after the short-round yesterday, Kyle is in 7th place
 - ❖ Two other students qualified but the students from other colleges who would have competed with Mesalands' students did not qualify academically
 - ❖ Dr. Newsom made the decision not to attend CNFR as only one student qualified and this would be in the best interest of the College to save that travel money
 - ❖ Plaques have been ordered for Kyle, the coach, and the assistant coach which will be presented at a later date
- Artistic Silversmithing
 - ❖ Dr. Newsom stated that Ms. Gillard has worked diligently in submitting a petition to HLC to move Artistic Silversmithing from a certificate to an associate degree
- ACT Work Ready Community
 - ❖ Dr. Newsom congratulated everyone for their collaborative effort with this in which Quay County is now designated as an ACT Work Ready Community
 - ❖ Mr. Pat Vanderpool and Mr. Jared Langenegger presented some very aggressive goals with this venture
- Construction
 - ❖ PSC delivered the design work and drawings last week
 - ❖ The field test/site survey are complete
 - ❖ The bid is due back on June 21, 2016
 - ❖ The bid, if accepted, will be brought to the Board for approval at the July Board Meeting
 - ❖ Upon approval, work will move forward with the project
- NMHED
 - ❖ Dr. Newsom had a conversation with the Secretary regarding the funding formula for next year which may be the same, minor tweaks
 - ❖ Three groups of colleges usually lobbyists for different formulas but now there will be four as UNM dropped out and will be on their own
- NMICC
 - ❖ Both SFCC and CNM, part of NMICC, have had a 'day' at the Legislature

- ❖ It has been decided that NMICC will have 'Day at Legislature' early in the next session

Academic Affairs

No reports were presented.

Student Affairs

Enrollment Management Plan: Spring Persistence Report

Dr. Kennedy presented the Enrollment Management Plan: Spring Persistence Report. He briefly reviewed the Report which reflects: No-Show Calls; 10-day, 10% TRAC Calls; Teaching, Learning, Caring (TLC); Early Registration Day, Midterm Grades; Charts on Career Services, Recruitment, Student Referrals, and Tutoring Hours; Social Engagement; and Recognition. Dr. Kennedy stated that it has been busy and productive.

Dr. Kennedy reminded the Board that the Persistence Newsletters are still being distributed every week via email to all employees and the Board. It was noted that Board Members are not receiving the newsletters. Dr. Newsom asked Dr. Kennedy to check on the status of whether or not the Board are included in that group to receive emails.

Dr. Newsom asked Dr. Kennedy to see if Mr. Tom Morris can attend the next Board Meeting to report on the Student Success Committee. Dr. Kennedy indicated he would contact Mr. Morris.

Administrative Affairs

Monthly Finance Report, May 2016 – ACTION

Dr. Newsom presented the Monthly Finance Report for May 2016 for approval.

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

Van Lease Renewal – ACTION

Dr. Newsom presented information about the Van Lease Renewal. He informed the Board that the current leases on the two college vans are up and were returned Monday. Dr. Newsom indicated that a study was completed to determine if the college really needs two vans or not and it was determined that both vans were out for three days only. Therefore, it was decided that only one van is going to be leased for a savings of approximately \$450/month. Dr. Newsom stated that the college motor pool will consist of one van, the Toyota Corolla, and a Yukon.

Dr. Newsom requested that the Board allow him to enter into a lease agreement as long as it doesn't exceed his purchasing limit. If not, the Board can ask that a lease be brought back to the Board for approval next month.

ACTION – Mr. Streetman moved that the Board allow Dr. Newsom to enter into a lease agreement for one van even if it exceeds his limit. The motion was seconded by Ms. Estrada. 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 Ms. Stephenson. 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 to approve contract renewals as presented. The motion was seconded by Ms. Estrada. 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 Independence Day, College Closed July 4, 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 May 19, 2016
- Academic Affairs Division Meeting minutes dated May 25, 2016
- Administrative Affairs Division Meeting minutes dated May 25, 2016

The Selected Professional Development Activities for May 2016 were presented.

ANNOUNCEMENTS

Upon Board approval tonight for the July Board Meeting Date Change, Tuesday, July 12, 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 7:14 p.m.

[signature on original]

J. Bronson Moore
Chair

[signature on original]

James Streetman
Secretary/Clerk