

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

July 12, 2016

The Mesalands Community College Board of Trustees met in regular session on Tuesday, July 12, 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 Construction Bid
- 4) Approval of Purchase Requisitions
- 5) Approval of Monthly Finance Report, June 2016
- 6) Approval of Administrative Affairs Handbook 2016-2017
- 7) Approval of Executive Session
- 8) Approval of Reconvene from Executive Session
- 9) 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 reported on the following Good News:

- Granite, LLC
 - Three trailers from Granite should arrive on Campus this week
 - Equipment and tools will be stored in the trailers which will be kept in the NAWRTC wind bay and readily available for Granite's training and use
 - Mesalands' staff will be allowed to use the equipment and tools for teaching
 - The physical presence of these trailers on Mesalands' campus will serve well as a recruiting tool
 - There are eight students from Granite on Campus this week for training
- Mesalands Dinosaur Museum
 - Ms. Gretchen Gurtler is working on the annual museum report which will be brought to the Board
 - Traffic/visitors at the Museum were up 13% last year from the previous year
- Summer Adventure Camp
 - The theme was 'Playdough to Plato'
 - Classes offered included sewing, STEM, and robotics
 - Total headcount was 131, largest to date
 - Dr. Newsom attended the closing ceremony/reception
 - Ms. Donna Garcia is working on the report to be presented to the Board

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated June 14, 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

Construction Bid – ACTION

Dr. Newsom presented the Construction Bid from WWRC for approval. Dr. Newsom reminded the Board about going through Cooperative Educational Services (CES) instead of the Request for Proposal (RFP) process to acquire a bid on this project. The first bid submitted by WWRC was over the actual construction cost and PSC staff felt that the figure was high for electrical costs. Upon further review and work, a new bid was submitted which is being presented at this time. The total for contractual services

reflected in the bid is \$1,806,200.00 which is under the actual construction funds available.

Dr. Newsom requested that the Board approve the bid to WWRC, via CES, and allow Dr. Newsom to sign and execute the contract upon approval from CES.

ACTION – Ms. Estrada moved to approve the Construction Bid as presented and allow Dr. Newsom to sign and execute the contract upon approval from CES. 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 he will notify PSC and WWRC that this has been approved by the Board of Trustees and pending CES approval. Dr. Newsom stated that PSC will still be the construction manager on the project. Dr. Newsom indicated that purchase requisitions will be presented to the Board as required.

Annual Strategic Plan Progress Report

Dr. Newsom reported that a year ago the Board adopted the Strategic Plan which was presented to the faculty and staff at the All Employee Meeting in August. There is an assessment part that is currently being worked on and will be presented to the Board in September for review.

Purchase Requisitions – **ACTION**

Dr. Newsom presented the following purchase requisitions for approval:

- NMPSIA \$164,516

Dr. Newsom informed the Board that this is for risk premium insurance coverage for the 2016-2017 FY which needs to be paid by August 1, 2016. Dr. Newsom indicated that \$165,000 had been budgeted for insurance.

- City of Tucumcari \$22,000

Dr. Newsom stated that every year a blanket purchase requisition is submitted for utilities for the year.

- Xcel Energy \$70,000

Dr. Newsom indicated that this is also a blanket purchase requisition for electricity for the year.

- Ricoh Americas Corp. \$36,000

Dr. Newsom reminded the Board that a new lease agreement with Ricoh was approved by the Board. This purchase requisition is for the next fiscal year and will cover toner and supplies but not paper. The new printers will be: two in the Library, one in the President's Office, and one in the Business Office.

- Century Link \$24,000

Dr. Newsom stated that this is another blanket purchase requisition for telephone services for the year.

- Parkhill Smith & Cooper (PSC) \$61,378.22
- PSC \$48,231.89

Dr. Newsom informed the Board that these are for remaining charges to PSC for the GO Bond project. Dr. Newsom mentioned that travel to PSC is not reimbursable. Ms. Hammer told the Board that they had approved the purchase requisition for the \$48,231.89 in May but it needed to be processed in the new fiscal year.

- Mesalands Community College Foundation \$90,500

Dr. Newsom stated that this is for the property leases which the Board approved at the June 2016 Board Meeting. Dr. Newsom mentioned that the leases are traditionally paid on a monthly basis but it was decided to pay for the full year upfront.

ACTION – Ms. Stephenson moved to approve the above purchase requisitions as presented. The motion was seconded by Mr. Streetman. 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:

- Enrollment
 - ❖ As of today there are 264 students versus 250 last year
 - ❖ There has been some increase on-campus with 14 in Silversmithing, eight in Granite, and some dual at Tucumcari High School
 - ❖ Some declines in correctional facility students has occurred due to several unavoidable situations which required spring students being pushed into summer – Ms. Gillard stated that these summer classes were delayed but are currently ongoing
 - ❖ Credit hours are at 1,216 versus 1,514 last year
 - ❖ The total for summer last year was 290
 - ❖ The goal for this year is 302 and it is anticipated that number will be reached
- Van
 - ❖ Dr. Newsom stated that the Board had authorized him to get a van for the car pool but due to pricing and availability, a van has not been leased yet
- Rodeo
 - ❖ The dates for the fall rodeo are October 14-15, 2016 with Stampede Week beginning October 10
- Contracts
 - ❖ All employee contracts have been renewed and signed/accepted
- Travel
 - ❖ Dr. Newsom informed the Board that he will be traveling to attend some training and upon return will be serving on jury duty

- ❖ Dr. Newsom will also be touring the facilities and attending the retirement reception for Dr. Steve McCleery at New Mexico Junior College

Academic Affairs

No reports were presented.

Student Affairs

Spring Enrollment Report

Dr. Kennedy presented the Spring Enrollment Report. He reviewed the Report which reflects: spring headcount dropped from 852 to 845 for a loss of seven; spring credit hours dropped from 6,028 to 5,669 for a drop of 359; and a proportionate drop in spring FTE. It was noted that the cause of the decline in numbers can be attributed to correctional facility students.

Student Success Committee Report

Mr. Tom Morris, Director of Career Services, Persistence, and Student Success presented the Student Success Committee Report. Mr. Morris gave the Board a brief PowerPoint presentation on the Student Success Committee Report which reflect: his duties that include assessment, persistence and completion, and career services center. The Committee is a standing committee of the College and is charged with identifying at-risk students and anticipating their needs in order to improve persistence and completion.

Mr. Morris reported that the spring semester was the first semester that this was implemented and there were 34 students referred with 16 being successful as determined by their definition of 'success' that has different factors involved. Dr. Newsom indicated that he felt had those 34 students not been referred to this committee, the total shown as 'unsuccessful' could have been 34 and Mr. Morris concurred with Dr. Newsom.

Mr. Morris stated that the numbers reported will be revisited after fall to finalize the actual numbers.

Mr. Morris indicated that the Committee is comprised of individuals from several areas of the College and the Committee meets every two weeks.

Mr. Morris mentioned that this is the second year of a four-year commitment to the HLC Academy for Student Persistence and Completion. The Committee is charged with overseeing the implementation of an Action Plan developed in Chicago in June 2015. This Committee established a set of goals and a plan of action to achieve the identified goals over the course of the four years. Dr. Newsom stated that this was an initiative of the Governor but had already been implemented by Mesalands' staff.

Mr. Morris informed the Board that the major services of the Career Service Center are: resume and cover letter writing; career exploration; and graduate, alumni, and employer satisfaction surveys.

Administrative Affairs

Monthly Finance Report, June 2016 – ACTION

Ms. Hammer presented the Monthly Finance Report for June 2016 for approval and stated that this Report does not contain the budget in June.

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

Dr. Newsom informed the Board that a BAR will be presented to the Board to use funds in the wind contingency fund to address issues with the MET tower in IMA. The tower is damaged and needs to be dismantled and removed. This will require the services of a firm in Albuquerque and funds are needed to pay for the services.

Administrative Affairs Handbook 2016-2017 – ACTION

Dr. Newsom presented the Administrative Affairs Handbook for 2016-2017 for approval. Dr. Newsom stated that the only changes to this Handbook are: dates where appropriate '2016-2017'; amounts which reflect Board approval on purchase requisitions which are purchases above \$19,999; and amounts as they pertain to the bidding process and when quotes/letterhead quotes/sealed bids are required. Dr. Newsom indicated that both of these have been approved by the Board.

ACTION – Ms. Stephenson moved to approve the Administrative Affairs Handbook for 2016-2017 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 the Personnel Handbook for 2016-2017 will be presented in August.

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 to approve reorganization 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 BUSINESS

No new business was conducted.

CORRESPONDENCE

A letter to Dr. Thomas Newsom from Dr. Walter G. Bumphus, President and CEO, American Association of Community Colleges (AACC) was presented. The letter is notification to Dr. Newsom of his appointment to the Commission on Leadership and Professional Development for a term of one year, July 1, 2016 to June 30, 2017.

INFORMATIONAL ITEMS

Important dates were presented which are Labor Day, College Closed, September 5, 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 June 16, 2016

The Selected Professional Development Activities for June 2016 were presented.

ANNOUNCEMENTS

Tuesday, August 16, 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 6:59 p.m.

[signature on original]

J. Bronson Moore
Chair

[signature on original]

James Streetman
Secretary/Clerk