

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

**March 21, 2017**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, March 21, 2017 at 5:30 p.m. in Room A214.

**CALL TO ORDER**

Mr. 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 Board Retreat
- 4) Approval of Review of Annual Board of Trustees Calendar of Reports
- 5) Approval of Purchase Requisitions
- 6) Approval of FY17 Audit Contract
- 7) Approval of Meeting Date Change
- 8) Approval of Monthly Finance Report, February 2017
- 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**

**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 presented a framed certificate to Rebecca Darrup, 2017 All-State New Mexico Academic Team Recipient. Rebecca was recognized for this achievement by the State Legislature in Santa Fe, New Mexico a couple of weeks ago. Dr. Newsom congratulated her on being selected.

Ms. Vicki Watson, SBDC Director, presented information to the Board as another part of the Good News portion of the agenda. Ms. Watson indicated that one of the biggest commitments of SBDC is to focus on retaining businesses and shared information on companies in which the former owners retired and would be closing their doors. One being, RIX Security, taken over by Mr. Chris Carl as of January 1, 2017 and is not only keeping their doors open but also expanding services offered. Ms. Watson stated that Mr. Carl is very wise and knowledgeable. The other business, a Western Store in Clayton, New Mexico, is being kept open by Ms. Rita Chaparro, former employee and now owner of Ropes Western and Casual Wear, for about two and a half years. Ms. Watson informed the Board that Ms. Chaparro is a real icon in the community. Ms. Chaparro was recognized as the 'Success Client of 2016 for Mesalands SBDC' in Santa Fe last month. Ms. Chaparro met with Senator Pat Woods and was also introduced to the Governor. The third being Mis Amigos Family Services which has been on Main Street in Tucumcari for about five years under the ownership of Ms. Sheryl Aspelin and Mr. Johnny Sanchez. Ms. Watson introduced the owners to the Board and reported that the business is financially stable, was able to retain 23 of their employees, and is a lot of economic development for the City. Ms. Watson informed the Board that Ms. Aspelin and Mr. Sanchez have been asked to provide services in Clovis, New Mexico as well.

Ms. Watson mentioned that there are 20 SBDC Centers in New Mexico and all benchmarks are set by the State. She reported on the 2016 results for the Tucumcari/Mesalands SBDC which reflect: six new business were created; 33 jobs were created and/or retained; there were eight loans/equity financing; almost \$302,000 in total loans/equity financing; 127 constituents were served; and the ROI/cost per job was \$4,061. Ms. Watson stated that Mesalands SBDC received an award at the state meeting in February for the accomplishments achieved which show that 85% of the 2016 benchmarks were met.

## **APPROVAL OF CONSENT AGENDA – ACTION**

**ACTION** – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated February 21, 2017 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 stated the chain-of-command must be followed by all employees and the Board of Trustees and no business should be conducted by going behind Dr. Newsom's back to contact anyone, specifically Ms. Gillard and Dr. Kennedy, to write letters for them. These employees are not obligated to go to meetings without Dr. Newsom's knowledge. Mr. Moore added that the chain of command starts with Dr. Newsom and must be followed.

Mr. Moore indicated that he is glad the April Board Meeting will be moved from April 18 to April 11 and he asked that Ms. Chavez put 'Reorganization of the Board of Trustees' on that agenda.

Dr. Newsom stated that he is glad Mr. Moore is back and on the road to recovery. Mr. Moore thanked everyone for everything.

## **REPORTS**

### **President's**

#### **Board Retreat – ACTION**

Dr. Newsom reported that the budget process is 'in limbo' as the state does not yet have an approved budget and a special session has not been scheduled. Therefore, a date for the Board Retreat will be determined once the budget is actually ready and the Board Retreat may have to be held prior to a regular Board Meeting. Dr. Newsom indicated this item will not require action at this time.

**ACTION** – No action was taken at this time.

#### **Review of Annual Board of Trustees Calendar of Reports – ACTION**

Dr. Newsom presented the Annual Board of Trustees Calendar of Reports for approval and mentioned that the NMHED Quarterly Financial Statements will be deleted from the calendar on November, February, and May as these are no longer required based on NMHED changes. Ms. Hammer interceded and clarified that the reports that are due now are the 'NMHED Quarterly Financial Actions Report'. Dr. Newsom stated that these will be added to the Calendar of Reports in place of those deleted as referenced above.

**ACTION** – Ms. Estrada moved to approve the Review of the Annual Board of Trustees Calendar of Reports as presented. The motion was seconded by Mr. Streetman. 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 and does not have any at this time for information only:

- Cooperative Educational Services                      \$25,925.61

Dr. Newsom informed the Board that this requisition is for IT infrastructure upgrades and is part of the \$105,000 severance bonds.

- Atkinson & Co., Ltd.    \$40,731

Dr. Newsom informed the Board that this is for the FY17 audit, second year with this firm and he indicated that he is very pleased with this firm. Ms. Hammer corrected this and stated that this is for next fiscal year.

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

FY17 Audit Contract – **ACTION**

Dr. Newsom presented the FY17 Audit Contract with Atkinson & Co., Ltd. for approval and mentioned that this firm did a really good job on last years audit.

**ACTION** – Mr. Streetman moved to approve the FY17 Audit Contract as presented. The motion was seconded by Ms. Estrada. A roll call vote was taken with all members present voting yes. The motion carried.

Announcements in Accordance with Governmental Conduct Act

Dr. Newsom informed the Board that Ms. Gillard and Ms. Estrada will present statements for the record under this Act.

Ms. Natalie Gillard indicated that there has been a change in reorganization and ownership with this company and stated ‘I, Natalie Gillard, am an equal shareholder with my spouse of Steel Heating, Cooling, Electrical, Inc. I will abstain or dismiss myself from all decisions that have any impact on the relationship between the College and Steel Heating, Cooling, Electrical, Inc.

Ms. Liz Estrada stated ‘At this time to avoid any perception of conflict of interest I would like to note for the record that from time to time Mesalands Community College may purchase hay from members of my family to use in academic and athletic programs. I will not be involved in these transactions or in any decisions related to these

transactions, and any purchases will conform to the Colleges purchase and acquisition policies.'

### Meeting Date Change – **ACTION**

Dr. Newsom proposed a Meeting Date Change for the April 2017 Board Meeting from Tuesday, April 18, 2017 to Tuesday, April 11, 2017 as Mr. Moore will not be available on April 18, 2017.

**ACTION** – Ms. Estrada moved to approve the Meeting Date Change from Tuesday, April 18, 2017 to Tuesday, April 11, 2017 as requested by Dr. Newsom. 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
  - ❖ Current enrollment is 953 students versus 767 last year which exceeds last years count by 186 students, 31%
  - ❖ The goal of enrollment for this semester was 896 and was exceeded by 57 students
  - ❖ There is a slight chance that number may increase with more enrollment through prison and Granite energy classes
  - ❖ The total could potentially reach 1,000 students
  - ❖ Credit hours are at 6,117 versus 5,364
  - ❖ Since the fall of 2013, enrollment has increased by 25½%
- Iron Pour
  - ❖ A total of 6,000 pounds of iron were poured during this years' Iron Pour
  - ❖ There were a total of 38 participants
  - ❖ Two hundred seventy-two sculpture pieces were made
  - ❖ Tucumcari High School dual students participated and did full sculptures
  - ❖ A number of out-of-state professors attended
  - ❖ It was noted by attendees that Mesalands is the largest/best casting facility in the country
  - ❖ Ms. D'Jean Jawrunner and Mr. Joel Kiser and their team did a great job
  - ❖ Great event and best quality of work at this event
- Construction
  - ❖ Building 'A' is approximately 99% completed – a punch list will be reviewed and then furniture will be moved in (new furniture cannot be ordered until the next bond is sold)
- Housing
  - ❖ The owner of the property is still working on some electrical and permitting issues
  - ❖ The College will not incur any rental costs until students are actually occupying the units

- Alco Building
  - ❖ A portion of this building is currently being used by the fine arts department to store some items
  - ❖ Dr. Axel Hungerbuehler will also be using a portion to store some Museum collections
- Building Trades House
  - ❖ The foundation for this house is finished
  - ❖ Mr. Blaine Rausch indicated that he will be working on having the house moved the week after spring break
- Higher Learning Commission (HLC)
  - ❖ Ms. Gillard has sent a submission to HLC for adding a couple of locations to off-campus locations (prisons) as some prisoners have been moved to different locations
  - ❖ The Silversmithing submission is almost complete
- Maze of Life
  - ❖ Dr. Kennedy stated that this event held today at the Wind Center bay was a huge success
  - ❖ There were 24 booths which included Magistrate Court, Sheriff's Office, Attorney General's Office, Fire Department, Police Department, among others
  - ❖ All Tucumcari High School 8<sup>th</sup> through 12<sup>th</sup> grade students attended
  - ❖ A total of 29 College students attended
- Travel
  - ❖ Dr. Newsom and Ms. Gillard will be attending the HLC Conference
- College closure
  - ❖ The College will be closed next week, March 27-31, 2017, for spring break

## **Academic Affairs**

No reports were presented.

## **Student Affairs**

No reports were presented.

## **Administrative Affairs**

### Monthly Finance Report, February 2017 – ACTION

Ms. Hammer presented the Monthly Finance Report for February 2017 for approval.

**ACTION** – Mr. Streetman moved to approve the Monthly Finance Report for February 2017 as presented. 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. Stephenson 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. Estrada. 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** – No action was taken at this time.

### **NEW BUSINESS**

No new business was conducted.

### **CORRESPONDENCE**

No correspondence was presented.

### **INFORMATIONAL ITEMS**

Important dates were presented which are: Spring Break, College closed, March 27-31, 2017; Spring Holiday, College closed, April 14, 2017; and Mesalands Community College Graduation, May 5, 2017.

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 February 16, 2017

The Selected Professional Development Activities for February 2017 were presented.

A Higher Learning Commission (HLC) Certificate of Completion to recognize Dr. Thomas Newsom was presented.

The Fossil Friends Bare Bones was presented.

The Student Safety Week flyer was presented.

The Albuquerque Free Press Weekly article 'The Sky is the Limit for Wind Techs' was presented.

**ANNOUNCEMENTS**

Upon Board approval on this agenda for the April Board Meeting Date Change, Tuesday, April 11, 2017, 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 6:45 p.m.

[signature on original]

[signature on original]

---

J. Bronson Moore  
Chair

---

James Streetman  
Secretary/Clerk