

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

September 12, 2017

The Mesalands Community College Board of Trustees met in regular session on Tuesday, September 12, 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. James Streetman, Ms. Liz Estrada, Mr. Jimmy Sandoval, and Ms. Teresa Stephenson.

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of Lease Addendum – Tillman Enterprises, Inc. and Mesalands Community College
- 4) Approval of Review and Reaffirmation of Board Policies
- 5) Approval of Purchase Requisitions
- 6) Approval of Meeting Date Changes
- 7) Approval of Monthly Finance Report, August 2017
- 8) Approval of NMHED Quarterly Financial Actions Report and Certification
- 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 informed the Board that Mesalands has been named the ninth best community college in the nation, according to WalletHub.com which evaluated 728 community colleges in determining the rankings. WalletHub.com uses a metric based on cost effectiveness and education outcomes. Dr. Newsom reminded the Board that last year this same company ranked Mesalands at 12th best community college in the nation.

Dr. Newsom stated that Mr. Steve Hansen had interviewed him but it is not known when that article will be published in the Quay County Sun.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Streetman moved to approve Item V.A.1 Regular Board Meeting Minutes dated August 15, 2017 and V.B.1 Contract Confirmation for Mr. Adam Zimmerman, Full-Time Custodian, effective August 11, 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.

Dr. Newsom informed the Board that there will be another contract confirmation presented to the Board in October for an art instructor/lab tech. The individual is from Minnesota and holds a master's degree in fine arts.

CHAIRPERSON'S REPORTS

Mr. Moore stated that he did not have anything to report at this time.

REPORTS

President's

Lease Addendum – Tillman Enterprises, Inc. and Mesalands Community College –

ACTION

Dr. Newsom presented the Lease Addendum between Tillman Enterprises, Inc. and Mesalands Community College for approval although not technically needed.

The addendum reflects a clarification on the address for postal and 911 services. The correct address is 701 South Eighth Street, Tucumcari, New Mexico.

Dr. Newsom indicated that this project is nearing the end as it pertains to getting the apartment complexes ready for students to move in. Since marketing for housing was delayed, any beds filled between now and January 31 will be the only costs incurred by the College and will be on a pro-rated basis.

ACTION – Mr. Streetman moved to approve the Lease Addendum between Tillman Enterprises, Inc. and Mesalands Community College 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.

Review and Reaffirmation of Board Policies – ACTION

Dr. Newsom presented the Review and Reaffirmation of Board Policies for approval. The proposed changes/additions reflect: updating dates, footers, table of contents, and employee title where applicable; adding the History for 2016 and History of Board Policy Review date; changing GED to HSE and ACT COMPASS to PEARSON ACCUPLACER; adding new section 8.3 Investment Policy which was approved by the Board of Trustees back in November; and changing the charge for copies, from .25 to \$1.00, requested under the Procedure for Inspection of Public Records Requests. Dr. Newsom stated that the College has rarely charged the fees for public record request copies as most requests are submitted electronically.

ACTION – Ms. Estrada moved to approve the Review and Reaffirmation of Board Policies 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:

- Parkhill, Smith & Cooper \$51,000

Dr. Newsom indicated that this is an increase on part of the existing construction project which is covered by Bond monies. The project has taken longer than anticipated which caused additional services by PSC.

- Western Equipment \$27,411.26

Dr. Newsom informed the Board that this requisition is for the purchase of a tractor for maintenance and use at the rodeo arena. Dr. Newsom stated that the College has been without a functioning tractor and needs to maintain some lots which the College leases from the Foundation and is also needed for work at the arena. The county has allowed the College to use their tractor but it is felt that the College needs their own equipment. The proposed purchase consists of: tractor with loader; standard box blade; rotary cutter; and trailer. Dr. Newsom stated that the College didn't budget for this purchase and if needed at the end of the year, the Board will be approached about borrowing some of the fund balance.

Dr. Newsom indicated that three quotes were received and although Western Equipment was not the lowest quote, it was determined that it would be the most

beneficial to Mesalands. Some issues considered with the lowest bid and this determination include lesser horsepower and potential problems in securing servicing and/or replacement parts.

Mr. Streetman asked if the tractor being purchased is diesel and Dr. Newsom responded that it is. Mr. Sandoval asked about why not always buying new instead of used equipment and it was discussed that this could be the best way to handle equipment purchases.

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

- Honeycutt Rodeo, Inc. \$18,000

Dr. Newsom stated that this purchase requisition is for services for the rodeo. Two other quotes were also received for this service but Honeycutt was the lowest and the College has been happy with them and their service.

Meeting Date Change – **ACTION**

Dr. Newsom proposed meeting date change for the November Board Meeting from Tuesday, November 21, 2017 to Tuesday, November 7, 2017 and Tuesday, December 19, 2017 to Tuesday, December 12, 2017. Dr. Newsom indicated that the November meeting needs to be changed to the 7th and not the 14th as he will be traveling to attend an AACC Conference. The December meeting needs to be changed due to the College being closed for break beginning December 18, 2017.

Dr. Newsom informed the Board that more than likely there will not be a financial report presented in November.

ACTION – Ms. Stephenson moved to approve the Meeting Date Changes as requested for the November and December 2017 Board Meetings. The motion was seconded by Ms. Estrada. 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
 - ❖ Currently, for the fall, there are 795 students versus 639, up 156 with main campus up 85
 - ❖ Last year finished at a count of 852 reflecting a shortage of only 57 students at this time
 - ❖ Registered credits are at 5,473 versus 5,185, up 288
 - ❖ End of semester last year was 6,056 which is 583 short as of now

- ❖ Enrolment continues to be strong
- Construction
 - ❖ The canopies at fine arts are being painted
 - ❖ Some compressor work still needs to be completed
 - ❖ Next project will include
 - Wayfinding
 - Landscaping
 - Parking lots
 - RFP's will be presented to the Board in October for approval
 - RFP will include master planning
- Audit
 - ❖ Field work will begin this month
 - ❖ Entrance interview will be held on Monday, September 25, 2017 at 11:00 am and will be held in A214
 - Mr. Moore asked for volunteers to attend the entrance interview
 - Mr. Streetman and Ms. Stephenson volunteered to attend
- Student Housing
 - ❖ Walk-throughs have been taking place and punch lists are being created
 - ❖ Tours of the units scheduled for Board of Trustees
 - Wednesday, September 13, 2017, 3:00 pm – Mr. Streetman and Ms. Stephenson
 - Thursday, September 14, 2017, 9:00 am – Ms. Estrada
 - Mr. Moore and Mr. Sandoval will contact Dr. Newsom to set up a date/time
- National Park Service
 - ❖ Dr. Newsom has been in contact with the NPS regarding 5-mile park
 - ❖ The City and EDC are working on a disc golf course at 5-mile park
 - ❖ EDC received a grant to do a study to determine what can be done
 - ❖ Mesalands is looking at ways for students to assist and possibly work with business class students to develop business plans, etc.
- Travel
 - ❖ Dr. Newsom's travel includes the following:
 - Inauguration of WTAMU President
 - CNCTYC
 - RCCA
 - Governor's Summit, Albuquerque, NM (Ms. Gillard will also be attending)

Academic Affairs

No reports were presented.

Student Affairs

Student Affairs Assessment

Dr. Kennedy presented the Student Affairs Assessment which details assessing at Mesalands which began three years ago. At that time, Student Affairs staff developed a mission statement and assessment plan which includes distribution of surveys to students.

Ms. Kitcheyan reviewed her part of the Student Affairs Survey 'Student Activities'. This portion of the survey includes a number of questions and student's responses, as well as, the actual assessment on those questions. It was noted that one question not currently included in the survey was whether or not the students felt a sense of belonging. Therefore, it was determined that this question will be added to the next survey.

Dr. Kennedy thanked Ms. Kitcheyan.

Dr. Kennedy stated that Student Affairs staff accepted the challenge with this project and they like looking at data. Dr. Kennedy also thanked Mr. Tom Morris who helped immensely in compiling this information.

Administrative Affairs

Monthly Finance Report, August 2017 – ACTION

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

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

NMHED Quarterly Financial Actions Report and Certification – ACTION

Ms. Hammer presented the NMHED Quarterly Financial Actions Report and Certification for approval. She indicated that this is for the 2017 last quarter and inadvertently forgot to present it to the Board earlier.

ACTION – Ms. Estrada moved to approve the NMHED Quarterly Financial Actions Report and Certification as presented. The motion was seconded by Mr. Streetman. 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

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: 10th Annual Mesalands Community College Rodeo, October 13 – 14, 2017; Student Fall Break, no classes, November 20 – 21, 2017; Thanksgiving Break, College closed, November 22 – 24, 2017; and Holiday Break, College closed, December 18, 2017 – January 1, 2018.

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 August 24, 2017
- Academic Affairs Division Meeting minutes dated August 29, 2017
- Administrative Affairs Division Meeting Minutes dated August 9, 2017

The Selected Professional Development Activities for August 2017 were presented.

ANNOUNCEMENTS

Tuesday, October 17, 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]

J. Bronson Moore
Chair

[signature on original]

Liz Estrada
Secretary/Clerk