

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

April 30, 2024

The Mesalands Community College Board of Trustees met in regular session on Tuesday, April 30, 2024, at 5:30 p.m. in the Conference Room 606, Building “G” in Tucumcari, New Mexico.

CALL TO ORDER

Mr. Richard Primrose, Chair, called the meeting to order at 5:30 p.m.

Pledge to the flag:

Recited was the Pledge of Allegiance and the New Mexico Flag was saluted.

ROLL CALL

The following Board members were present: Mr. Richard Primrose, Ms. Teresa Stephenson, Mr. Tom Sidwell, and Mr. Phillip Box.
Mr. Jimmy Sandoval was absent from the meeting.

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda – Minutes from March 12, 2024
- 3) Approval of Consent Agenda – Minutes from April 15, 2024
- 4) Approval of the Financial Report for March 2024
- 5) Approval of the Budget Adjustment Requests 2023/2024
- 6) Approval of the FY2024/2025 Budget
- 7) Approval of the Lease Agreement: Alco Building – Foundation
- 8) Approval to add Ms. Rachelle Arias as a signatory to MCC Bank Accounts
- 9) Approval to go into Executive Session
- 10) Approval to Reconvene from Executive Session
- 11) Approval to Adjourn the meeting

APPROVAL OF AGENDA – ACTION

ACTION – Mr. Box made a motion to approve the agenda as presented in Exhibit 1. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Ms. Stephenson, yes; Mr. Sidwell, yes; Mr. Box, yes; and Mr. Primrose, 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.

There were no public comments at this time.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Sidwell made a motion to approve the regular Board meeting minutes in Exhibit 2, dated March 12, 2024. Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Mr. Sidwell, yes; Mr. Box, yes; Mr. Primrose, yes; and Ms. Stephenson, yes. The motion carried.

ACTION – Mr. Box made a motion to approve the special Board meeting minutes as presented in Exhibit 3, dated April 15, 2024. Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Mr. Box, yes; Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Sidwell, yes. The motion carried.

CHAIRPERSON'S REPORT

- Mr. Richard Primrose:
 - I wanted to let everyone know that there was a webinar training today at 11:00 through ACCT that I attended on duties of the Board looking after and supporting the college and the students. and following the “Missions Statement”. To provide the students will the best education that we can.
 - There is a meeting at Clovis Community College on May 14th for training for Board Trustees. The New Mexico Department of Justice is conducting this on “Open Meetings Act” and “Inspection of Public Records.” Mr. Primrose asked if anyone wanted to attend with him, Mr. Sidwell said he may want to go.

REPORTS

PRESIDENT'S REPORT

1. Dr. Allen Moss, Interim President

- There are a couple of updates; Paulita's lease is up and has left the armory building. We did do a short time lease for a film company. We will move the SBDC offices to the armory.
- We did hire an SBDC Director, Mr. Nathan Krekula.
- We did hire a new rodeo coach, Mr. Bo Segerman.
- Office of state auditor is here all this week working on the 2023 audit
- Corrections system, we are looking to add a Wind Energy program, some will be done online, and we will go to the facilities for some on-hands training.
- I did get to talk with the new school superintendent; I think this will be very positive for Mesalands in working with Tucumcari schools.
- We received the Audit 2024 Engagement Notification from NM State Auditor.

2. March Financial Report – ACTION

- We have been operating off of our cash balance report, once our audits are finished, we will have a better view of our financial situation.
 - Mr. Primrose stated that the cash balances look good and are increasing.
 - Mr. Sidwell asked if everything is in Jenzabar now.

- Dr. Moss stated that we are running payroll now from Jenzabar, we still have some past payroll entries from ADP, once we get that done, we will be able to generate a more accurate report.

ACTION – Mr. Sidwell made a motion to approve the March 2024 financial report as presented in Companion Exhibit 1. Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Mr. Box, yes; Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Sidwell, yes. The motion carried.

3. Budget Adjustment Requests 2023/2024 – ACTION

- Dr. Moss - A lot of credit goes to Ms. Scharmer and the Business Office for getting these reports ready. I have a lot of confidence in Ms. Scharmer and the good thing for us is HED and DFA are also familiar with Ms. Scharmer and her work in the past years.
 - Mr. Primrose stated that Ms. Scharmer said the negative beginning balances are from past years carryovers. If you look at the revenue and our expenses, we are ok, if you take the beginning balances off, we are staying within our budget.
 - Mr. Sidwell – How far back do those negative balances begin?
 - Dr. Moss, 2020, 2021, 2022, that is when the overspending started. It is not that we did not have the money, it was just in reserves, which is how “fund accounting” works. We are seeing the negative balance go down in the year to year comparisons, so it is getting better every year, which is a positive sign.

ACTION – Ms. Stephenson made a motion to approve the Budget Adjustment Request for 2023/2024 as presented in Companion Exhibit 2. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Sidwell, yes; and Mr. Box, yes. The motion carried.

4. 2024/2025 Budget – ACTION

- Mr. Primrose stated that it is nice to have a detailed budget that breaks everything down. Having just the summary is not detailed enough to understand all the different departments that show where the number comes from.
- Dr. Moss - Normally you would get this in your packet ahead of time. This is one reason we moved the Board meeting to the end of April.
- This budget includes the 3% state mandate increase, they are only going to fund 80% of this, which means that the college is responsible for the other 20% and 20% of any fringe benefits. We also have an expected 33% increase on our property and liability insurance and a 15% increase on employee health. Other colleges, and Mesalands three or four years ago have reserves so if something comes up like that you have a little money to get through that. I have already had some conversations with HED and will continue because we are not in that position right now, and they understand that. The other thing in this budget is I think we are the only college in the state that has a nursing program that receives no RPSP funding, which is about \$200,000 to \$300,00 dollars in a program that we are not getting funding for that other

- college are getting. It is challenging to make that budget fit right now, I hope they listen to us, and approve RPSP funding for nursing this year.
- Mr. Sidwell – Were any of the HB2 funds in the budget?
 - Dr. Moss – Yes, the money we expect to spend on audits, contracted work, and reimplementing Jenzabar those amounts are in the budget, so it is money in, money out. We have been paying for some of these bills and have not been reimbursed yet, we paid our 2022 audit and we have not been reimbursed for that, we probably have \$200,000 or \$300,000 there, plus we still need to finish drawing down for financial aid for the spring and we still need to bill Corrections for the spring semester. Also, HEERF, we did find out that the money is still available, and it is not on the student side but on the institution side. We are working to get that money allocated; for instance we are looking to change our LMS system to Canvas, which will work better with the corrections system and our high schools and online students. HVAC repairs, some technology for distance learning. New filtered water fountains with a place where you can fill your water bottle. We have one across from the business office, and we would like to install them in every building. We should receive and pay for those things by June 30, 2024. However, there is the option of a carryover, it will take some work to get the forms submitted, but we may be able to extend that into next year and be more careful about how we spend that money.

ACTION – Mr. Sidwell made a motion to approve the Budget for 2024/2025 as presented in Companion Exhibit 3. Mr. Box seconded the motion. A roll call vote was taken with members voting: Ms. Stephenson, yes; Mr. Sidwell, yes; Mr. Box, yes; and Mr. Primrose, yes. The motion carried.

5. Lease Agreement: Alco Building - Foundation – ACTION

- The Foundation was looking at selling the Alco building, but that has fallen through. They put together a lease agreement for \$100.00 per month. We will use it to store some things that we keep outside. This will also allow us to include the building in our insurance. We are still conducting CDL testing in the parking lot.

ACTION – Ms. Stephenson made a motion to approve the Lease Agreement for the Alco building from the Foundation as presented in Exhibit 6. Mr. Box seconded the motion. A roll call vote was taken with members voting: Mr. Box, yes; Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Sidwell, yes. The motion carried.

6. Add Ms. Rachelle Arias as a Signatory on MCC Bank Accounts – ACTION.

ACTION – Mr. Sidwell made a motion to add Ms. Rachelle Arias, Director of Business Services, as an additional signatory to the Mesalands bank accounts as listed in Exhibit 7. Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Mr. Box, yes; Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Sidwell, yes. The motion carried.

ACADEMIC AFFAIRS

▪ **Mr. Joel Kiser, Vice President of Academic Affairs**

- A couple of highlights, this is an extremely busy time of this semester.
- Cinco de Mayo is this weekend, May 4th. Thank you to our divisions, and Ms. Kim Enriquez for coordinating the activities and volunteers. The main attraction is a dunking tank with Josh and me, and possibly Dr. Moss.
- Finals week is next week, May 6th – 9th.
- Closing all our 16 week and second 8 week term classes.
- Graduation is May 10th, a major way to celebrate the close of the academic year and the accomplishments of our students. I encourage all to attend.
- 24th Annual Iron Pour May 9th – 25th. Mr. Bill Raney and Mr. Nate Glaspie will be coordinating this event with 22 to 30 actual artist participants and a much larger supportive institutions showing up on the day of the pour. It has been three years since our last iron pour, so there is a lot of excitement.
- New Mexico Corrections Division is wanting to partner with us in Adult Ed/Integrated Education and Training (IET) that starts with Adult Ed and combines Workforce exposure at the same time, specifically in Wind Energy Technology. Each institution is allowed one IET program to invest in, of course there is an approval process. I attended training last week with Mr. Dean Garcia, our Director of Adult Ed. We have a pathway developed which we will submit that will be activated in the next academic year. Working with both, we will get points in completion for both. This is a really big opportunity, there is a lot of support from the Correction Division for this program.
- Summer and fall schedules are now posted.
- We are cleaning up some areas of the fall schedule, being specific to dual credit needs and other regional needs such as our block schedule that runs with the high school bell schedule.
- High-Flex programs where the instructor can lecture live and port the classroom out. We tried it this semester with our microbiology class at Melrose with students communicating live with our students and instructor. They come to our campus for their live lab activity. This was successful.
- There is a tremendous amount of work being conducted with the different criterion groups.
- Dr. Denise Hackett attended the HLC conference in Chicago.
 - a. Mr. Box – If the public schools go to the five days a week, will this affect our class schedules?
 - b. Mr. Kiser – We have made some scheduling changes to coincide with the schools if this happens. Normally we do not have too many classes on Friday. Also, conducting synchronous classes, we can instruct live online. The key is going to be our technology interface.

STUDENT AFFAIRS

▪ **Mr. Josh McVey, Vice President of Student Affairs**

- Cinco de Mayo, I am thankful to everyone that is helping organize this along with the City and funding help through the lodgers tax.
- Jenzabar training – We are able to turn J1 on to be able to automate. This helps us a lot and it also helps keep the students on the right pathway.

- May 9th – Athletic Banquet in the Great room and also the ESL student potluck in the courtyard.
- Grants and Funding – Thank you to Julio Galindo as he has reached out to our government contacts and looking for grants and opportunities for funding.
- Graduation is May 10th at 6:00 p.m.- We will be having Representative Chatfield as our commencement speaker this year; I am excited about that! There will be fifty-four students walking, this includes those who will be receiving their HSC and GED. We have sixty-three students with completions. The rehearsal will be at 10:00 a.m. at the Tucumcari High School auditorium. - Dr. Moss - We would like to have a representative from the college go to the corrections facilities to present diplomas as well.

ADMINISTRATIVE AFFAIRS

- **Mr. Mark A. Martinez, Executive Director of Operations and Procurement**
Mr. Martinez is in Albuquerque for HED training on Capital projects.
Dr. Moss – The renovation project in building “A” is nearing completion, the wall graphic is up, the new furniture has been assembled, there are a few more things that need to be completed such as HVAC.

REPORTS FROM SHARED GOVERNING SENATES – No reports at this time

EXECUTIVE SESSION – ACTION

ACTION – Mr. Sidwell moved that the Board enter 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). Mr. Box seconded the motion. A roll call vote was taken with members voting: Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Sidwell, yes; and Mr. Box, yes. The motion carried.

RECONVENE FROM EXECUTIVE SESSION – ACTION

ACTION – Mr. Box 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). Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Ms. Stephenson, yes; Mr. Sidwell, yes; Mr. Box, yes; and Mr. Primrose, yes. The motion carried.

- No action required from Executive Session
- No correspondence

INFORMATIONAL ITEMS

A. Important Dates:

1. Cinco de Mayo – May 4, 2024, from 1:00 to 4:00 p.m.
2. Graduation – May 10, 2024, 6:00 p.m. - High School Auditorium

- 3. Memorial Day – May 27, 2024 - College closed
- B. Board of Trustees – 12 Month Calendar
- C. Board of Trustees Annual Calendar of Reports

ANNOUNCEMENTS

- Tuesday, May 21, 2024, Mesalands Community College Board of Trustees Regular Board Meeting at 5:30 p.m. in Building “G”- Room 606.

ACCT Board Training – No business will be conducted

-Board Rolls and Responsibilities

ADJOURN - ACTION

- Mr. Primrose stated if there was no further business, he would entertain a motion to adjourn the meeting. Mr. Sidwell made the motion to adjourn the meeting. Mr. Box seconded the motion. A roll call vote was taken with members voting: Mr. Sidwell, yes; Mr. Box, yes; Mr. Primrose, yes; and Ms. Stephenson, yes. The meeting was adjourned at 6:57 p.m.

[signature on original]

Richard D. Primrose
Chair

[signature on original]

Thomas Sidwell
Secretary/Clerk