

**MESALANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
August 20, 2024**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, August 20, 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, Mr. Jimmy Sandoval, and Mr. Phillip Box.

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda – Minutes from July 16, 2024
- 3) Approval of Consent Agenda – Minutes from July 22, 2024
- 4) Approval to Change Spring Break from March 10-13 to March 17-20, 2025
- 5) Approval to Reschedule Board meeting from March 18 to March 11, 2025
- 6) Approval of the NMHED Fourth Quarterly Financial Actions Report
- 7) Approval of the Financial Report for July 2024
- 8) Approval of the Bank Accounts Signatories
- 9) Approval of Credit Cards – Action Tabled
- 10) Approval of the Research and Public Service Projects – Action Tabled
- 11) Approval to go into Executive Session
- 12) Approval to Reconvene from Executive Session
- 13) Approval to Adjourn the meeting

APPROVAL OF AGENDA – ACTION

ACTION – Mr. Sidwell made a motion to approve the agenda as presented in Exhibit 1. Mr. Box seconded the motion. A roll call vote was taken with members voting: Ms. Stephenson, yes; Mr. Sidwell, yes; Mr. Sandoval, 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. Box made a motion to approve the regular Board meeting minutes as presented in Exhibit 2, dated July 16, 2024. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Sidwell, yes; Mr. Sandoval, yes; Mr. Box, yes; Mr. Primrose, yes; and Ms. Stephenson, yes. The motion carried.

ACTION – Ms. Stephenson made a motion to approve the Special Board meeting minutes as presented in Exhibit 3, dated July 22, 2024. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Sandoval, yes; Mr. Box, yes; Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Sidwell, yes. The motion carried.

CHAIRPERSON’S REPORT

- Mr. Richard Primrose
 - I want to thank everyone who helped in the golf tournament. We had a really good participation, this was the second year, about the same participants as last year, with 60-65% from out of town. Thank you also to the City of Tucumcari and the Lodgers Tax for helping fund this, it really did help. All the proceeds go to the Foundation for scholarships.
 - Complimentary Retreat for the trustees for the ACCT Retreat, it will be announced September 10, 2024 if we get it.

PRESIDENT’S REPORT

1. Dr. Allen Moss, President

- The Capital Outlay meeting went really well in Hobbs, NM. Our hope is that we receive most if not all of the \$990,000 funding for critical infrastructure requested. We updated them about the audits and other information on the college. The committee was much more receptive and offered praise to our staff, faculty, board, and foundation on the progress we have made.
- Ms. Trujillo plans to complete the FY23 audit by the end of August and tentatively complete the FY24 by the November deadline.
- Mesalands Study - HED sent the survey information that they need to collect and asked for a list of contact names; I will include everyone on the Board, Higher Education Department, staff, faculty, students, parents, community member leaders, superintendents, county commissioners, city and county leaders, Ms. Chacon, Mayor Mike Cherry, Mr. Daniel Zamora, Ms. Griffiths for faculty, and Mr. Dean Garcia for Staff Senate.
- RPSP – If we apply for nursing, which will be applied for the FY2026. We are able to apply for supplemental funding that can be used for this year.
- Dual enrollment – we are concentrating on schools in our area, our numbers from Tucumcari and Logan remain high. The students that are not in our area do not usually come to Mesalands. It is a good recruiting tool for our college.

2. Change Spring Break from March 10-13 to March 17-20, 2025 – ACTION

This needs to coincide with the area public schools for our staff/faculty, dual students, and students that have children in the public schools.

ACTION – Ms. Stephenson made a motion to change the Spring Break from March 10-13 to March 17-20, 2025 to coincide with the area public schools. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Box, yes; Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Sidwell, yes; and Mr. Sandoval, yes. The motion carried.

3. Reschedule the Board Meeting from March 18 to March 11, 2025 – ACTION

Due to changing the Spring Break, we need to reschedule the Board Meeting.

ACTION – Mr. Box made a motion to reschedule the Board Meeting from March 18 to March 11, 2025. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Sidwell, yes; Mr. Sandoval, yes; and Mr. Box, yes. The motion carried

4. NMHED Quarterly Financial Actions Report – ACTION

ACTION – Mr. Sidwell made a motion to approve the NMHED Quarterly Financial Actions Report for the 4th quarter of FY24 as presented in Exhibit 6. Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Ms. Stephenson, yes; Mr. Sidwell, yes; Mr. Sandoval, yes; Mr. Box, yes; and Mr. Primrose, yes. The motion carried

5. JULY FINANCIAL REPORT – ACTION

- We will try to simplify some of these reports and remove some information that is not essential. My hope is to get the budget in Jenzabar to generate reports that show the remaining balances for each department.
- We need to get it more condensed and delete blank columns. Keep in Excel.

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

6. Bank Accounts Signatories – ACTION

ACTION – Mr. Sidwell made a motion to approve the signatories as presented in Exhibit 7. Mr. Box seconded the motion. A roll call vote was taken with members voting: Mr. Sandoval, yes; Mr. Box, yes; Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Sidwell, yes. The motion carried

7. Credit Cards – ACTION

- We do not have all the information yet; this will be on next month's agenda. Credit Cards are more secure and have better protection than a debit card. They would include spending limits with requirements for documentation and our procurement guidelines. Ms. Arias will continue getting this information from area banks.
- Mr. Primrose agrees this is a good direction.

ACTION – Mr. Sidwell made a motion to table this action until more information is available. Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Mr. Box, yes; Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Sidwell, yes; and Mr. Sandoval, yes. The motion carried.

ACADEMIC AFFAIRS

1. Mr. Joel Kiser, Vice President of Academic Affairs

- Thank you, Board members, for approving the change to the calendar.
- The 16 week semester started August 12th and goes through December 5th.
- We will have pre-registration for the spring semester before the break.
- September 6th the Corrections courses will start at 9 facilities.

- New Hires; Ms. Mercedes Vega, Nursing faculty, she brings a wealth of experience. Adjunct Instructors; Ms. Crystall Hall-BIOL, Ms. Julie Book-ENGL, and Mr. Momchil Atanassov-BIOL.
- Area V - Dual enrollment: Tucumcari and Logan up to about 100 students
 - Our major focus is on our area schools, we should see an increase in enrollment next year.
- The Education Service Center with Mr. Dean Garcia and Ms. Kyeli Collins, they have been conducting HiSET testing.
 - Ms. Stephenson asked what the requirements are for HiSET testing. Mr. Kiser will follow up with Dean on the guidelines.
 - They are having good success in English as a second language.
 - Mr. Dean Garcia is also in charge of our Honors College – they must meet the GPA requirements and complete a special research project.
- The Articulation agreement with Texas Tech was accepted for our AA Liberal Arts program for transfer of credits.
 - Mr. Sidwell asked if we had any agreements with Clarendon College.
- We have some classes that transfer; farrier, some ag, and some engraving.
- We are looking at a program review for an ag certificate and an ag pathway that aligns very closely with New Mexico States general ag degree, and other schools in Texas.
- Library: Nikki provides after hour tutoring sessions for our students and some amazing resources for our students, we are now able to provide this to our correctional students.
- Big shout out to our staff and faculty.
 - Ms. Stephenson asked if the Board members could get access to these resources. Mr. Kiser will follow up on this.

STUDENT AFFAIRS

1. Mr. Josh McVey, Vice President of Student Affairs

- We are excited about this semester with orientation, Stampede Day registration and preparing for upcoming events for this semester.
- Enrollment, we are able to be more detailed and our processes are more efficient. We have over 200 applications completed since January.
- We have a new Recruiter – Ms. Shelby Baldosier
- Rodeo; we have 4 female, and 3 male athletes signed.
- Golf; we have 5 athletes signed for our men’s golf team.
- Esports; We have 4 prospective athletes.
- We are able to monitor our marketing by how many clicks we get.
- Institutional Advancement – The grant was not awarded for the Zero40, there are still opportunities available.
- Senator Heinrich’s office sent a positive response regarding the Turbine repower with possible funding up to \$4 million.
- Looking at possibilities for housing with the help of the Foundation
- Concert Pianist - Tuesday September 3rd at 7:00 pm at the THS auditorium
- Getting new photos of the Board - I will be contacting you next week
- Creating a new pennant, survey will be sent out to pick your favorite pennant.
- USA Today took pictures and did a story that was picked up in many areas
- *“WE ARE HERE TO MAKE THE IMPOSSIBLE, POSSIBLE.”*

- Mr. Primrose – The new recruiting videos look great!
- Mr. Sidwell – That was a good ad in the New Mexico Stockman

2. Research and Public Service Projects (RPSPs) – ACTION

- We would like to do more research and develop this report and hold a special Board meeting to approve it on September 10th at 3:00 p.m.
- The three main topics we are looking at is Nursing, CDL and Wind
- We are also starting the Wind program at the corrections in Santa Rosa.

ACTION – Ms. Stephenson made a motion to table this RPSP action until September 10, 2024 during a special meeting. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Sidwell, yes; Mr. Sandoval, yes; and Mr. Box, yes. The motion carried

ADMINISTRATIVE AFFAIRS

1. Mr. Mark A. Martinez, Executive Director of Operations and Procurement

- The Building “A” project; we did receive the final reimbursement for this project of \$118,581.63. We also received the reimbursement for the Library GO Bond of \$4,751.16.
- All the documentation has been submitted to CES for J3 Systems to start the process with the roofing for the Building “E” project.
- Summer Hearing project in Hobbs, it was very well received. We should be eligible for the Capital Outlay funding for infrastructure.
- We are utilizing all of our assets to market our college; the Lodgers tax has helped with the billboards for the Dinosaur Museum. That was very well received by the committee, specifically Secretary Rodriguez.
- We are moving the cashier to the entrance of the Student Service Area.
- Update from the Insurance company; Mooring Construction and Restoration is beginning the prepping for the stucco work on the northside of building “A” as well as skylights in building “D”.
- We received an update on the turbine, it should be fixed by Thursday.
- Annual Dinosaur Museum Report:
 - We received a significant number of sales for this last fiscal year.
 - The cost of goods was around 26K, profit of approximately 72K
 - Mr. Primrose asked if we could get a profit/loss report for this program.
 - Dr. Moss sent the Board a summary that Ms. Loni Monahan sent him.
 - The roof is getting older and needs to be repaired, we may be able to use some capital funds for this and some BR& R funds.

REPORTS FROM SHARED GOVERNING SENATES – Resumes next month

EXECUTIVE SESSION – ACTION

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

RECONVENE FROM EXECUTIVE SESSION – ACTION

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

ACTION BASED ON EXECUTIVE SESSION

No action is needed from executive session

- No correspondence

INFORMATIONAL ITEMS

A. Important Dates:

1. September 2, 2024 – Labor Day – College Closed

B. Board of Trustees – 12 Month Calendar

C. Board of Trustees Annual Calendar of Reports

ANNOUNCEMENTS

- Tuesday, September 10, 2024, Mesalands Community College Board of Trustees Special Board Meeting at 3:00 p.m.
- Tuesday, September 17, 2024, Mesalands Community College Board of Trustees Regular Board Meeting at 5:30 p.m.

ADJOURN - ACTION

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. Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Mr. Sandoval, yes; Mr. Box, yes; Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Sidwell, yes. The meeting was adjourned at 7:22 p.m.

[signature on original]

[signature on original]

Richard D. Primrose
Chair

Thomas Sidwell
Secretary/Clerk