

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

July 16, 2024

The Mesalands Community College Board of Trustees met in regular session on Tuesday, July 16, 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 5:31 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 June 18, 2024
- 3) Approval of Consent Agenda – Minutes from June 27, 2024
- 4) Approval to move the CD’s
- 5) Approval of the Financial Report for June 2024
- 6) Approval of the Student Nurse Handbook
- 7) Approval to go into Executive Session
- 8) Approval to Reconvene from Executive Session
- 9) Approval if needed from Executive Session
- 10) Approval of the President’s Contract
- 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. 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. Sidwell made a motion to approve the regular Board meeting minutes as presented in Exhibit 2, dated June 18, 2024. 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.

ACTION – Mr. Box made a motion to approve the special Board meeting minutes as presented in Exhibit 3, dated June 27, 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:
 - The Stampede Golf Tournament is July 26, 27, and 28 at the Tucumcari Municipal Golf Course. The city of Tucumcari is giving some lodgers tax funding to help with promotions. All the proceeds go to the Mesalands Foundation for scholarships.

PRESIDENT’S REPORT

1. Dr. Allen Moss, Interim President

- Thank you all for coming to the special Board meetings we have been having. We will need to have another special meeting next Monday to approve purchase requisitions.
- Ms. Arias is working on closing out the FY23 budget so we can open the FY25 budget to do the payroll and start generating purchase requisitions.
- Ms. Donna Trujillo will be here next week to work on the FY23 Audit.
- The City of Tucumcari has also approved lodgers tax not only for the golf tournament but for the Cinco de Mayo and Rodeo last year, and for the second year funds for billboards for the Dinosaur Museum.
- The special study by HED, I am still waiting to hear back from them.
- ACCT - we can register to possibly win a free Board training retreat.
- Ms. Arias will start presenting some of the financial reports in the next several months.
- We do need to have a special Board meeting to approve purchase requisitions, will next Monday work for everyone.

2. CD’s – ACTION

- Dr. Moss did some investigations at the banks in our area on their CD rates and also visited with our State Auditor. Some are willing to pay at the public funds rate; Tucumcari Federal and Citizens Bank. Everyone’s Federal Credit Union will give a good rate if we combine 2 of the CD.
- If we move CD’s from Everyone’s Federal Credit Union, the penalty is minimal.
- Mr. Primrose suggested to move 2 of the lowest paying interest rate CD’s from EFCU to Citizens Bank and combine the remaining two CD’s at EFCU for a higher interest rate.

ACTION – Mr. Box made a motion to move two of the CD’s from Everyone’s Federal Credit Union to a CD at Citizens Bank and combine the remaining two CD’s at

Everyone's Federal Credit Union into one CD for a higher interest rate. 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. JUNE FINANCIAL REPORT – ACTION

- We have ended this year in a better position than we did last year.

ACTION – Mr. Sidwell made a motion to approve the June 2024 financial report as presented in Companion Exhibit 1. Ms. Stephenson 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

ACADEMIC AFFAIRS

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

- Summer classes end July 24, 2024
- Fall classes begin August 12, 2024
- Reviewing job description and duties with the Academic staff.
- Working on MOU agreements with area High Schools
- Staff and Community Ed instructors this last week have been very successful, thank you to Ms. Kim Enriquez and staff for putting the Kids Camp together.
- Trio is on campus and Esports camp this week

2. Student Nurse Handbook – ACTION

This handbook is especially important because it outlines the resources, expectations, and coursework required. It is also necessary for the Board of Nursing review and the HLC accreditation. Thank you to Ms. Shannon Fries and staff for putting this handbook together. This also protects our students when they go off-site for clinicals in other institutions.

ACTION – Mr. Sandoval made a motion to approve the Student Nurse Handbook as presented in Companion Exhibit 2. 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.

STUDENT AFFAIRS

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

- Mr. Josh McVey is on vacation at this time.

ADMINISTRATIVE AFFAIRS

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

- The Building "A" project is finally complete, we are waiting on reimbursement from HED for \$118,581.63.
- At the end of the fiscal year we had several appropriations that reverted back on June 30, 2024. The Building "A" project, \$53,000 went back. The original scope of work was completed, there was some of the work removed prior to my arrival. The Library GO funds of \$252. Solar and Wind Energy projects, as things progressed there were not enough funds to move forward with the plan. We made every effort to go back and update some things, but they were not eligible expenses. Nursing funds, the original plan was to locate it in the

old Armory, it worked out much better to locate the nursing program in building "A," \$75,000 went back. We tried to get the restrooms done under these funds, however, they said we should have the exterior stucco walls fixed first. We did not have enough time to get a contractor in to do the work. We are being transparent and keeping open communication with HED. They understand all that we have been going through.

- We are applying for a Capital project to get further infrastructure improvements made.
- There are some unexpected repairs that will be covered by our insurance claim. Some additional work that needs to be done will be covered by the funds from the Building Renovations and Repairs (BR&R) funds.
- Received quote for the roof on Building "E" from J3, this goes through CES.
- Nursing Urgent Care funds of \$78,000, we were not eligible for this due to being behind on our audits, I will go back and check on this with HED once our audits have been completed.
- We are continuing to get quotes for other projects from contractors.
- We hope to have the FY23 budget closed out and start creating purchase requisitions by Thursday.
- Fire Marshalls office; we are working on getting quotes to have our sprinkler system inspected.
- Everything is going well with our staff; they have been putting in extra effort.

REPORTS FROM SHARED GOVERNING SENATES – Resumes after summer break

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. Sidwell, yes; Mr. Sandoval, yes; Mr. Box, yes; Mr. Primrose, yes; and Ms. Stephenson, 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. Sandoval, yes; Mr. Box, yes; Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Sidwell, yes. The motion carried.

ACTION BASED ON EXECUTIVE SESSION

Mr. Primrose stated that the Board of Trustees has made the decision to offer the position of President at Mesalands Community College to Dr. Allen Moss.

ACTION – Mr. Box made a motion to approve hiring Dr. Allen Moss as the next president of Mesalands Community College. Mr. Sandoval 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.

APPROVAL OF MESALANDS PRESIDENT’S CONTRACT – ACTION

ACTION – Ms. Stephenson made a motion to approve the three year contract with Dr. Allen Moss as President. 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

Dr. Moss stated that he is really appreciative of the opportunity to continue to serve here at Mesalands.

Mr. Primrose said he really appreciates the Search Committee and all the work they did. We had 32 applicants & resumes; The Search Committee conducted interviews, checked the references, and had background checks done. They selected six applicants (one dropped-out) to submit to the Board of Trustees for their review and final selection. It has been quite a process. HED and HLC think we are headed in the right direction and are conducting the right process to get us back to where we were in the past. Mr. Sidwell said he really appreciates all the work that Dr. Moss has done, and he certainly looks forward to crawling out of this hole. The rest of the Board agreed. Dr. Moss stated that we have a great staff, I cannot express how much I have enjoyed working with them, and all the hard work they have done as well.

- No correspondence

INFORMATIONAL ITEMS

A. Important Dates:

1. Fall Semester Begins August 12, 2024

B. Board of Trustees – 12 Month Calendar

C. Board of Trustees Annual Calendar of Reports

ANNOUNCEMENTS

- Monday, July 22, 2024, Special Board Meeting at 4:30 p.m.
- Tuesday, August 20, 2024, Mesalands Community College Board of Trustees Regular Board Meeting at 5:30 p.m.

ACCT BOARD TRAINING – Mr. Primrose distributed some training handouts for Trusteeship 101.

ADJOURN - ACTION

ACTION - Mr. Primrose stated if there was no further business, he would entertain a motion to adjourn the meeting. Mr. Box made the motion to adjourn the meeting. 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 meeting was adjourned at 7:02 p.m.

[signature on original]

Richard D. Primrose
Chair

[signature on original]

Thomas Sidwell
Secretary/Clerk