

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

**July 22, 2024**

The Mesalands Community College Board of Trustees met in special session on Monday, July 22, 2024, at 4:30 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 4:34 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 arrived late at 4:40.

**LIST OF ACTION ITEMS**

- 1) Approval of Agenda
- 2) Approval of Purchase Requisitions Exhibits 2 through 8
- 3) 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.

**ADMINISTRATIVE AFFAIRS**

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

**PURCHASE REQUISITIONS EXHIBITS 2 THROUGH 8 – ACTION**

Exhibits 2 through 4 are for the FY25 utilities, the backup documentation is from the general ledger of what was spent last year, the requisitions are an estimate for this year. This is also the case for exhibit 7 for the Higher Learning Commissions (HLC). It may be necessary to enter additional requisitions towards the end of FY25 if it looks like we are going over the estimated requisitions or if all the funds are not needed, they can be unencumbered.

1. **ACTION** – Mr. Sidwell made a motion to approve Purchase Requisition #117473 for \$ 90,000.00 to Xcel Energy as presented in Exhibit 2. 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.
2. **ACTION** – Ms. Stephenson made a motion to approve Purchase Requisition #117470 for \$ 22,000.00 to New Mexico Gas Company as presented in Exhibit 3. 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.
3. **ACTION** – Mr. Box made a motion to approve Purchase Requisition #117465 for \$ 40,008.00 to the City of Tucumcari as presented in Exhibit 4. 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.
4. **ACTION** – Mr. Sidwell made a motion to approve the Purchase Requisition # 117472 for \$197,698.00 to NMPSIA Insurance as presented in Exhibit 5. Mr. Sandoval 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.
5. **ACTION** – Mr. Sidwell made a motion to approve the Purchase Requisitions # 117477 for \$514,277.48 to CES (for J3 Contractor, CES Contract #2023-07-C311-ALL) for repairs on the roofs and stucco of buildings as presented in Exhibit 6, the insurance covers the main scope of work and BR&R funds will cover the remaining balance of approximately \$50,000. 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.
6. **ACTION** – Mr. Box made a motion to approve Purchase Requisition #117476 for \$ 22,000.00 to Higher Learning Commissions (HLC) as presented in Exhibit 7. 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.
7. **ACTION** – Mr. Sidwell made a motion to approve Purchase Requisition #117478 for \$ 155,000.00 to Jenzabar for FY25/26 Annual Software Maintenance Contract as presented in Exhibit 8. 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 motion carried.

**ANNOUNCEMENTS**

- All Employee Back to School meetings the week of August 5, 2024.
- Tuesday, August 20, 2024, Mesalands Community College Board of Trustees Regular Board Meeting at 5:30 p.m. in Building “G”- Room 606.

**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. 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 meeting was adjourned at 4:58 p.m.

[signature on original]

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Richard D. Primrose  
Chair

[signature on original]

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Thomas Sidwell  
Secretary/Clerk