

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

**June 18, 2024**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, June 18, 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 5:35 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, Mr. Tom Sidwell, Mr. Phillip Box, and Ms. Teresa Stephenson (joined virtually). Mr. Jimmy Sandoval was absent.

**LIST OF ACTION ITEMS**

- 1) Approval of Agenda
- 2) Approval of Consent Agenda – Minutes from May 21, 2024
- 3) Approval of Consent Agenda – Minutes from May 29, 2024
- 4) Approval to change December 17<sup>th</sup> meeting to December 10, 2024
- 5) Approval of the Open Meetings Act Resolution
- 6) Approval of the Consulting Agreement with Ms. Judy Scharmer
- 7) Approval of the Consulting Agreement with Mr. David Gray
- 8) Approval of the Financial Report for May 2024
- 9) Approval of the Facilities Five-Year Plan (ICIP)
- 10) Approval to go into Executive Session
- 11) Approval to Reconvene from Executive Session
- 12) Approval to consider the 5 final candidates for the President of Mesalands
- 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. 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 May 21, 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 May 29, 2024. Mr. Sidwell 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:

## **RESCHEDULE DECEMBER MEETING – ACTION**

Mr. Primrose made the recommendation to reschedule the December 17<sup>th</sup> Board meeting to Tuesday, December 10<sup>th</sup> due to the college being closed for the holiday break.

**ACTION** – Mr. Box made a motion to approve rescheduling the December meeting to December 10, 2024. Mr. Sidwell 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.

## **REPORTS**

### **PRESIDENT’S REPORT**

#### **1. Dr. Allen Moss, Interim President**

- We did get a data request for the sustainability study for HED, it involves programs and enrollment numbers.
- LFC is conducting a study on non-credit bearing classes and workforce certificates. They will be here next week to talk about what programs we offer and how they are set-up.
- Ms. Scharmer did make some minor corrections to the budget; this did not change any totals.
- Cash flow – we still need to collect the spring corrections fees and scholarship monies. Mr. Box asked, “is that normal?” Dr. Moss stated that we are a little behind on those billings due to getting the fall billings out late.
- Our cash balance looks “pretty good” we are still waiting for reimbursements from HED for the 2022 audit, contractors fees, and Jenzabar. With just a few weeks left in the fiscal year, we should end the year ok.

## **2. OPEN MEETINGS ACT RESOLUTION – ACTION**

**ACTION** – Mr. Sidwell made a motion to approve the Open Meetings Act Resolution as presented in Exhibit 5. 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.

## **3. CONSULTING AGREEMENT WITH MS. JUDY SCHARMER – ACTION**

Ms. Scharmer has been invaluable this last year, particularly without a CFO. Ms. Arias will be able to fill some of these duties, however, it is good to have someone with Higher Education experience to be able to provide expert advice and training to the business office. These consulting contracts for Ms. Scharmer and Mr. Gray will be paid out of HB2 funds.

**ACTION** – Mr. Box made a motion to approve the FY25 Consulting Agreement with Ms. Judy Scharmer 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. Box, yes; and Mr. Primrose, yes. The motion carried.

## **4. CONSULTING AGREEMENT WITH MR. DAVID GRAY – ACTION**

Mr. Gray has been working on reconciliations of our payroll and bank accounts. This has helped relieve our existing business staff to allow them to catch up on other things.

**ACTION** – Mr. Sidwell made a motion to approve the FY25 Consulting Agreement with Mr. David Gray as presented in Exhibit 7. 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 motion carried.

## **5. MAY FINANCIAL REPORT – ACTION**

- We are ending the year on a much better note than we did last year.
  - Mr. Box asked about the CD rates, we need to shop for the best rates.
  - Dr. Moss will check on this with the business office.

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

## **ACADEMIC AFFAIRS**

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

- We are working on expanding our MOU's with regional high schools
- The NMCD - IGA agreement will be submitted after July 4, 2024
  - We are going to try to offer Wind certificates at the Santa Rosa facility.
- HED reports for spring enrollment through various programs that we utilize
- LFC request for information on workforce and academic certificates and how we go about accepting transfers from other institutions and what we allow.
- Community Ed - Summer Adventure Camp is July 8-18<sup>th</sup> for ages 4 to 18 with a variety of classes; taekwondo, baking, cheerleading, esports, computer programming, gymnastics, and other activities.
  - Limited advertising was done, we are planning a push on this.

- ESC – Contributions of Mr. Dean Garcia and Ms. Kyeli Collins in our adult education program served a total of 130 students last year, and 16 high-school equivalency graduates.

## **STUDENT AFFAIRS**

- **Mr. Josh McVey, Vice President of Student Affairs**
  - Athletics – The Golf Tournament Fundraiser is July 26-28.
    - Mr. Marty Garcia has been working hard at recruiting new students for our golf team for this fall.
  - Mr. Julio Galindo has turned in his letter of resignation as of June 30, 2024. We appreciate his work as a recruiter and working on grants. We wish him well in his future endeavors.
  - Ms. Jessica Gonzales is our International DSO (Designated School Official)
  - Summer Adventure Camp is July 8<sup>th</sup> through the 15<sup>th</sup> with various activities.
  - Esports will be included in the Summer Adventures Camp on the 2<sup>nd</sup> week.

## **ADMINISTRATIVE AFFAIRS**

- **Mr. Mark A. Martinez, Executive Director of Operations and Procurement**
  - Update on capital projects, we will be receiving refunds of \$118,581.63 for the building “A” project from HED and GO Bonds refunds of 5,000 for the Library.
  - The Business office is working on providing information for the FY23 audit and also the special audit.
  - We are accepting applications for a temporary part-time fitness center monitor, and also for a full-time custodial/maintenance position.
  - We will be offering a Fitness Center promotion; receive 1 month free when you pay for five months in advance (July-December, or January-June).
  - The Dinosaur Museum did have a free admissions day during Rawhide Days
  - The Bookstore and Dinosaur Museum will be closed for inventory 6/24-6/27
  - Fire Marshall inspection – We are working on a plan with our sprinkler systems.
  - Insurance update – in depth report with proof of loss forms, once they are signed and returned, we will begin procuring contractors to do the work.
  - Thank you to the Business Office , IT and Maintenance staff for working to order and install wireless access points that qualify for HEERF refunds.
    - Mr. Box - With this insurance, if the contractor finds additional damage, can we get additional supplemental funds. Mr. Martinez responded, yes, we can.

### **1. FACILITIES FIVE-YEAR PLAN (ICIP) – ACTION**

- The is a working draft, we can still make changes in amounts and priorities.
- At the top of the priority list is a critical infrastructure project totaling \$1.5 million, with \$990,000 requested in FY2026 and \$510,000 requested in FY2027.
  - Second priority for FY2026 is \$62,000 to buy a three-quarter ton pickup truck.
  - Third is \$250,000 for a semi-truck and trailer for the CDL training program.
  - FY2027 - \$59,593 for roof and exterior repairs to the dinosaur museum.
  - FY2028 - \$153,480 for a new business center.
  - FY2029 - \$1,490,000 to convert all the lighting to energy-efficient LEDs.
  - FY2030 - \$168,449 request to build an esports arena

**ACTION** – Mr. Sidwell made a motion to approve the Facilities Five-Year Plan (ICIP) as presented in Exhibit 11. 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.

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

**ACTION FROM EXECUTIVE SESSION - PRESIDENTIAL SEARCH**

The Presidential Search Committee submitted the top final five applications for the position of President to the Board of Trustees for consideration:

- Dr. Sandra Kiddoo
- Dr. Leffler Lyvier
- Dr. Stacy Pfluger
- Dr. Allen Moss
- Dr. Billy Adams

**ACTION** – Mr. Box made a motion for the Board of Trustees to consider the five final applicants for President of Mesalands Community College. 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 correspondence

**INFORMATIONAL ITEMS**

- A. Important Dates:
  - 1. Independence Day – July 4, 2024 - College closed
- B. Board of Trustees – 12 Month Calendar
- C. Board of Trustees Annual Calendar of Reports

**ANNOUNCEMENTS**

- Tuesday, July 16, 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 was conducted**

Trustee Talk Handout: Board and Trustee Micromanagement

**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. 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 7:17 p.m.

---

Richard D. Primrose  
Chair

---

Thomas Sidwell  
Secretary/Clerk