

**MESALANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
November 19, 2024**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, November 19, 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 October 15, 2024
- 3) Approval of FY23 Audit
- 4) Approval of NMHED Quarterly Financial Actions Report
- 5) Approval of the Financial Report for October 2024
- 6) Approval to go into Executive Session
- 7) Approval to Reconvene from Executive Session
- 8) 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 October 15, 2024. 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.

CHAIRPERSON’S REPORT

- **Mr. Richard Primrose**
 - Trustees comments will be added to future agendas.

- Dr. Moss introduced the team from the Office of the State Auditor, Mr. Shawn Beck, Ms. Alanna Goodman, and Ms. Audrey Jaramillo from the Jaramillo Accounting Group.

Audit FY23 – ACTION

- Ms. Donna M. Trujillo, Financial Director, Office of the State Auditor (joined virtually). Ms. Trujillo went over the main points of the FY23 audit.
 - Mesalands Financial Statement Opinions – “clean” Unmodified
 - Foundation-Discretely Presented Component Unit - Disclaimer
 - Total Number of Findings - 10
 - Number of material weakness findings - 4
 - Number of significant deficiency findings - 3
 - Number of material noncompliance findings - 1
 - Number of other noncompliance findings - 2
 - Number of Repeated or repeated and modified findings - 7
 - Opinion for Major Federal Programs - Unmodified
 - The State Auditor, Mr. Joseph M. Maestas, stated in the exit meeting that Mesalands has come a long way, and he is really pleased with the progress that has been made in getting things cleared up.
 - Ms. Trujillo thanked the staff and stated that Mesalands has made amazing improvements since the FY22 audit.
 - Mr. Primrose thanked the Mesalands staff and Dr. Moss for their hard work on the audit.

ACTION – Ms. Stephenson made a motion to approve the Audit FY23 as presented in Companion Exhibit 2. 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.

PRESIDENT’S REPORT

1. Dr. Allen Moss, President

- In regard to our FY23 audit, I think the reason we were so successful was that Ms. Scharmer was a huge help, and Ms. Arias and our business office staff were able to help get information to the auditor. The Foundation needs to get caught up with their audits. We will start the FY24 audit soon.
- We went a couple of years without any RPSP funding, so I submitted a special request for help with our nursing program. HED has recommended substantial funding for our nursing program, and an increase to our Wind Energy program, and possibly some help for this year’s nursing program.
- We have had several meetings with Leeward Renewable Energy and America Clean Power looking towards growing the workforce programs.
- I want to thank our Maintenance/Custodial and IT staff for their work in getting the Bookstore and Business office moved.
- Ms. Fries and I were at the State Board of Nursing meeting yesterday, we did get the full approval and the warning was removed. We will graduate our first cohort this fall. Thank you to Ms. Fries, our nursing staff and Mr. Kiser.
- Mr. Sidwell –Will we be able to meet the recommendation in the audit?
- Dr. Moss - Some of the findings were late submissions, I am hoping to get the FY24 audit done by February or March, we should be caught up then.
- Ms. Arias stated that by the FY25 audit we should not have these late findings

2. NMHED QUARTERLY FINANCIAL ACTIONS REPORT – ACTION

- The number 1 box continues to be checked as long as we draw on the HB2 funds for the additional contractors; Ms. Scharmer, Mr. Gray, also for Jenzabar, and Jenzabar training, and for some of the audits.

ACTION – Mr. Sidwell made a motion to approve the New Mexico High Education Department (NMHED) Quarterly Financial Actions Report as presented in Exhibit 4. 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.

3. October 2024 Financial Report – ACTION

- Dr. Moss said Ms. Arias has completed a lot of training in Jenzabar and has been able to put the budget in Jenzabar. This will help in pulling more reports.

ACTION – Mr. Box made a motion to approve the October 2024 Financial Report as presented in Companion 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.

ACADEMIC AFFAIRS

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

- Upcoming events:
 - Exam Slam (Finals preparation) this Wednesday 1:00 p.m.
 - Esports with live stream competitions tomorrow afternoon 4:00-6:00
 - Fire Dancer Performance tomorrow at 7:30 to 9:00 p.m.
 - Farrier Demo by Mr. Paul Leonard Thursday from 10:00 to 11:00 a.m.
 - Iron Tile Workshop Thursday from 1:00 to 5:00 p.m.
 - Turkey Iron Pour Friday from 6:00 to 8:00 p.m.
 - Finals week December 2nd – 5th.
 - Honors College Presentation December 3rd from 5:00 to 6:00 p.m.
 - Nursing Pinning Ceremony December 7th from 5:00 to 6:00 p.m.
- Projects: LMS System - Canvas implementation will begin, we are hoping to have our nursing students use this first, and full migration by Fall '25.
- Board of Nursing; the warning status being removed opens up the ACEN program, now we can apply, this provides many opportunities for our nursing students when they apply for jobs. ENCLEX after those results are in, we can apply for a full two year rotation.
- Prison Education Program (PEP) if we achieve this status, it would be established at each delivery site we serve.
- NMCD corrections, our schedule has been posted for Spring '25. Special thanks to Ms. Gonzales and our enrollment team for putting together comprehensive training for our facilitators.
- Feasibility study program for low level prisoners – having them be able to train for the Wind Energy and different programs, CDL, Rigging, and Workforce.
- Looking into IET funding which is designed to support entry level training, such as CNA students.
- Mr. Sandoval asked about a program for recycling tires?

- The workforce programs we will be focusing on for now are Wind Technology, CNA, Phlebotomy, and possibly Solar programs.

STUDENT AFFAIRS

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

- Marketing/athletics, new rodeo vest.
- Academics has been putting together some events for our students.
- Recruiting efforts: Mr. Gene Ross, and Mr. Nate Gillespie and some students at Albuquerque on silversmithing.
- Thursday - tour from Mountain Airs
- Getting the schedules out early has been very beneficial
- Conducting training on registration has been helpful with corrections
- Heritage month had several student activities.

2. Strategic Management Enrollment Plan

- This plan goes into more detail than the one presented last month, this uses HED template.
- Enrollment trends, we are pulling out of the decline, we are up 14%.
- Encouraging our faculty to build relationships with High Schools
- Shows what programs are most popular, this helps us know what needs to be changed.
- The two fastest growing jobs in the U.S. in the next ten years with over 60% growth in wind energy technicians, and a 40% growth in healthcare.
- Focus on student completions by creating pathways to success
- More workforce is in the process of being developed.
- This helps us know how to work more effectively for our students success.

3. Annual Financial Aid Award Report

Ms. Jessica Gonzales, Executive Director of Admissions & Financial Aid

- Financial Aid that was awarded to students.
- FY23/24 – 359 students benefited from these funds for a total of \$1,156,132.
- FY24/25 - 265 students benefited from these funds for a total of \$912,416, we may be close to the 350 to 375, about a 6% growth by the end of the year.

ADMINISTRATIVE AFFAIRS

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

- The Business office, and Bookstore has been moved. Thank you to the Maintenance and IT departments for moving these offices.
- We are working on updating the Administrative Handbook.
- Attended the FY24 entrance conference.
- The Accounts Receivable position has been filled.
- Insurance claims; waiting on permits.
- Building “A” roof will be repaired during our Winter break.
- Some of the HVAC units in Building A and the old Armory have been replaced
- Working on the turbine, we may need to update the laptop software “SCADA”
- Maintenance has been installing new LED lights and exit signs.
- Our 15 passenger van should be repaired shortly.
- The Fitness center will offer a free month if registered for January–May.

REPORTS FROM THE SHARED GOVERNING SENATES

1. Staff Senate President – Mr. Dean Garcia

- Adult Education program – Nine students completed their High School Equivalency; they have the option to take the test in English or Spanish.
- We had our first ESL student complete their High School Equivalency.
- Thank you, Dr. Edwards, and Mr. Simon Chavez for working with the ESL students, and also Ms. Nikki Vazquez.
- Tuesday, December 3rd – Honors College presentations from 5:00 to 6:00.
- Thursday, December 5th ESL Potluck from 6:00–7:00 p.m. in room A-123.
- We will be helping with the Exam Slam tomorrow.

EXECUTIVE SESSION – ACTION

ACTION – Ms. Stephenson 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: 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). 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.

- No action is needed from the Executive session.
- No correspondence

INFORMATIONAL ITEMS

A. Important Dates:

1. November 25-28, 2024 – Thanksgiving Break – College Closed

B. Board of Trustees – 12 Month Calendar

C. Board of Trustees Annual Calendar of Reports

ANNOUNCEMENTS

- Tuesday, December 10, 2024, Mesalands Community College Board of Trustees Regular Board Meeting at 5:30 p.m.
- ACCT Training Conference – we will try to go when the funds are available.

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: Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Sidwell, yes; Mr. Sandoval, yes; and Mr. Box, yes. The meeting was adjourned at 7:43 p.m.

[signature on original]

Richard D. Primrose
Chair

[signature on original]

Thomas Sidwell
Secretary/Clerk