

**MESALANDS COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR BOARD MEETING  
October 15, 2024**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, October 15, 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 5:32 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 September 17, 2024
- 3) Approval of the Financial Report for September 2024
- 4) Approval of the Purchase Requisition for Instructure, Inc. (Canvas LMS)
- 5) Approval to go into Executive Session
- 6) Approval to Reconvene from Executive Session
- 7) 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** – Ms. Stephenson made a motion to approve the regular Board meeting minutes as presented in Exhibit 2, dated September 17, 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.

**CHAIRPERSON'S REPORT**

- Mr. Richard Primrose
  - I want to thank all the faculty and staff who volunteer and show up to special events, not only for the college, but for the city and community events as well.

Also, thank you Coach Bo Segerman and everyone that helped with the Rodeo, I thought it was a good turn-out.

## **PRESIDENT'S REPORT**

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

- I want to invite the Board to come to the ENMERC dinner at the ENMU campus in Portales on Monday, December 2, 2024.
- The RPSP meeting today went fine, thank you to Mr. McVey and Mr. Kiser for putting that together. We need to make a few changes and resubmit it.
- Board of Nursing visit; they discussed the findings of their visit; they may be removing the warning finding.
- Finances – our report of actuals looks good with over \$500,000 in surplus.
- Study on Mesalands surveys went out to students, staff, community leaders, local schools, and Facebook.
- New hires – Ms. Chantel Lujan, Evening Coordinator, and Mr. Andy Shelton, Maintenance/Custodian, he has a lot of years of experience in building trades.
- ERB – may be able to recover money that was not used during Covid.
- Tentatively, I am going to Santa Fe next Tuesday for the LFC meeting. I want to talk about ways to improve more Workforce and CTE funding.
- Thursday, Joel, and I climbed the Turbine, we also took our State CTE Regional supervisor with us. That was a great experience.

### **2. September 2024 Financial Report**

- Ms. Arias has made some minor adjustments to the Financial report.
- We did get the draft findings for the FY23 audit, we may need a special meeting for the FY23 audit exit, and the FY24 audit entry.
- We are seeing more financial reports we are able to generate with Jenzabar.
- We are still holding to a tight budget.

**ACTION** – Mr. Sidwell made a motion to approve the September 2024 Financial Report as presented in Companion Exhibit 1. 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.

## **ACADEMIC AFFAIRS**

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

- Faculty & Staff successes:
  - Dr. Stephen Edwards, our History Professor, contributor in a new book, "Playing at War: Identity and Memory in Civil War Video Games".
  - Director of the Library, Ms. Nikki Vazquez and Ms. Kim Enriquez developed a process for our correctional students to conduct research.
- We are getting ready for our course offerings for our Spring semester.
- Looking at purchasing a new postage machine, this is important for shipping materials to the correctional facilities, and the general flow of mail.

### **2. Purchase Requisition to Instructure, Inc. for Canvas LMS**

This is used for the Learning Management System. At present, we use Moodle for our LMS which is free, however, it is very limited in its capabilities. After a cost

analysis and consulting with our faculty I would recommend Canvas. Many universities, high-school students and prison inmates use Canvas. On the instructor side, Canvas is able to keep a grade book, and it integrates well with Jenzabar. It offers pre-made course shells shared by many colleges. Canvas Studio Cloud can create videos for instruction. This quote includes instructor support and implementation. The remaining HEERF funds will pay for the first year of implementation and training, then student fees will help pay for this.

**ACTION** – Ms. Stephenson made a motion to approve the purchase requisition #117762 for \$50,480.00 to Instructure, Inc. for Canvas Learning Management Systems. 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.

## **STUDENT AFFAIRS**

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

- Thank you to the Board, for your leadership and helping us move forward.
- The Rodeo went very well, thank you Coach Bo Segerman for your hard work, Ms. Jessica Gonzales, and all that helped!
- Dr. Moss said the fall rodeo drew an estimated 300 spectators.
- Our fall enrollment has grown 14% from a year ago.
- Workshop for the Iron Pour will be November 24<sup>th</sup>
- “Gear up New Mexico” will be here tomorrow for a tour. Thank you, Ms. Shelby, for putting this together and for your recruiting efforts.
- Early enrollment for the spring semester will begin next week.

### **2. Strategic Management Enrollment Plan**

- Dr. Hackett and I made some changes to the demographics
- Our enrollment has increased 14% from last year.
- We are taking into account the “enrollment cliff” that many colleges are anticipating for 2025 and 2026 due to the falloff in birthrates after the 2008 recession.
- Faculty will be asked to do at least two recruiting trips to high schools
- We are working more with the workforce for dual students, utilizing our CNA, phlebotomy, Wind Energy, and Nursing programs providing a bridge into their academic careers.
- Mesalands’ student population is about 70% male and 30% female. The college saw an increase in women enrollees in 2022, but the number of male students rose again in 2023. We see a high Hispanic population of 47%.
- We are working with Impact Wind and other Industries partners.
- The U.S. Department of Labor projects the wind energy and nursing will see growth in employment of 60% and 40%, respectively.
- We have a lot of opportunities to help our students succeed.
- We submitted this report to HED and will submit a report with more details.
- Mr. Sandoval – how can we get more students to come to Tucumcari?
- We get students to come and train them to be able to work here in Tucumcari.

## **ADMINISTRATIVE AFFAIRS**

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

- Community involvement: Mesalands will be hosting a “Lunch & Learn” with the Chamber of Commerce next week, October 21<sup>st</sup> at 11:30 at the Lecture Hall at the Wind Energy Building.
- We will be posting a position for Accounts Receivable. Thank you, Ms. Tamara Claudio, for all the work you did while here at Mesalands.
- Ms. Arias will be doing more budget training in Jenzabar.
- We do expect to have a full budget report by the November meeting.
- The Bookstore will start migrating to the new area in building “A”.
- Coordinating the roof of building “E” and the HVAC in building “A”
- Received approval for the ER&R funds for 10 thousand and BR&R funds for \$153 thousand for working on improvements of the facilities.
- I want to thank our new hire for Maintenance, Mr. Andy Shelton, he comes with a lot of experience in general contract work which has been great.
- The AEI circuit board and tools will be ordered to repair the turbine.
- Our 15 passenger van that was damaged has been approved by our insurance company to repair it. I would like to thank the public schools for loaning us a vehicle for the golf team to attend tournaments.
- Dr. Moss – Thank you to Mr. Phil Bidegain for donated the funds to purchase a trailer to haul the golf equipment.

## **REPORTS FROM SHARED GOVERNING SENATES**

### **1. Staff Senate President – Mr. Dean Garcia – Mr. Garcia was not present**

## **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; Mr. Sandoval, yes; and Mr. Box, yes. The motion carried.

## **RECONVENE FROM EXECUTIVE SESSION – ACTION**

**ACTION** – Mr. Box 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. 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.

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, November 19, 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. Ms. Stephenson made the motion to adjourn the meeting. 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 meeting was adjourned at 6:50 p.m.

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Richard D. Primrose  
Chair

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Thomas Sidwell  
Secretary/Clerk