

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

April 27, 2023

The Mesalands Community College Board of Trustees met in regular session on Thursday, April 27, 2023, at 5:30 p.m. in the Great Room, Building “A” in Tucumcari, New Mexico.

CALL TO ORDER

Ms. Stephenson, Vice Chair, called the meeting to order at 5:35 p.m.

Pledge to the flags

ROLL CALL

The following board members were present: Ms. Teresa Stephenson, Mr. Phillip Box, Mr. Tom Sidwell, Mr. Richard Primrose, and (Mr. Jimmy Sandoval arrived at 5:48)

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda – March 16, 2023
- 3) Approval of Consent Agenda – April 6, 2023
- 4) Approval to Update Signature Cards – New Mexico Bank & Trust
- 5) Approval to Update Signatures Cards – Tucumcari Federal Savings
- 6) Approval of Election of Chair for the Board of Trustees
- 7) Approval of Financial Report for March 2023
- 8) Approval of Purchase Requisition # 116564 to CLA
- 9) Approval of Purchase Requisition # 116558 to Jenzabar
- 10) Approval for CTE Perkins Grant BAR's
- 11) Approval to go into Executive Session
- 12) Approval to Reconvene from Executive Session
- 13) Action if needed from Executive Session

APPROVAL OF AGENDA (Exhibit 1) – ACTION

ACTION – Mr. Box moved to approve the agenda as presented. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Box, yes; Mr. Sidwell, yes; Mr. Primrose, yes; and Ms. Stephenson, 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 comments from the public.

APPROVAL OF CONSENT AGENDA (Exhibit 2) – ACTION

ACTION – Mr. Sidwell moved to approve the Regular Board meeting minutes dated March 16, 2023. Mr. Box seconded the motion. A roll call vote was taken with members voting: Mr. Sidwell, yes; Ms. Stephenson, yes; and Mr. Box, yes. (Mr. Primrose abstained from voting since he was not a member of the Board at that time.) The motion carried.

APPROVAL OF CONSENT AGENDA (Exhibit 3) – ACTION

ACTION – Mr. Box moved to approve the Special Board meeting minutes dated April 6, 2023. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Sidwell, yes; Ms. Stephenson, yes; and Mr. Box, yes. (Mr. Primrose abstained from voting since he was not a member of the Board until this meeting.) The motion carried.

CHAIRPERSON'S REPORT

-Ms. Stephenson stated that we need to update the New Mexico Bank & Trusts accounts. There are several people who need to be removed as signatories from the accounts: Mr. James Streetman, Dr. Gregory Busch, and Dr. Duane Brooks and we need to add Dr. Allen Moss as a signatory to the accounts. - **ACTION**

ACTION – Mr. Box made the motion to remove: Mr. James Streetman, Dr. Gregory Busch, and Dr. Duane Brooks, and add Dr. Allen Moss to the New Mexico Bank & Trust Accounts. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting; Mr. Sidwell, yes; Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Box, yes. The motion carried.

-Ms. Stephenson stated that we need to update the Tucumcari Federal Savings and Loan accounts; There are several people who need to be removed: Dr. John Groesbeck, Ms. Natalie Gillard, Dr. Aaron Kennedy, and Ms. Amanda Hammer. We need to add Dr. Allen Moss, and Ms. Blanca Pauliukevicius, as signatory to these accounts. For inquiry only permissions we need to remove Ms. Joanna Gutierrez, Ms. Lupe Gutierrez, and Mr. Ray Shafer, and we need to add Ms. Carla Benavidez, Ms. Tammy Hall needs to remain for inquiry only purposes. - **ACTION**

ACTION – Mr. Primrose made the motion to remove Dr. John Groesbeck, Ms. Natalie Gillard, Dr. Aaron Kennedy, and Ms. Amanda Hammer. We need to add Dr. Allen Moss, and Ms. Blanca Pauliukevicius, as signatories to these accounts. And for inquiry only permissions we need to remove Ms. Joanna Gutierrez, Ms. Lupe Gutierrez, and Mr. Ray Shafer, and we need to add Ms. Carla Benavidez for inquiry only purposes. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting. Mr. Sandoval yes; Mr. Sidwell, yes; Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Box, yes. The motion carried.

- Election of Chair of the Board of Trustees - ACTION

- Ms. Stephenson stated according to the Board Policy 2.1.2: In the event that a position on the Board of Trustees becomes vacant, a majority of the remaining trustees shall appoint a new member to serve until the next scheduled Board

election. Ms. Stephenson called for nominations for Chair of the Board of Trustees:

ACTION – Mr. Sidwell made a motion to nominate Ms. Teresa Stephenson as Chair of the Board of Trustees. Mr. Box seconded the motion. Ms. Stephenson asked if there were any other nominations. Mr. Sandoval made the motion to nominate Mr. Richard Primrose as Chair of the Board of Trustees. Mr. Box seconded the motion. Ms. Stephenson asked if there was any discussion. There was no discussion. Mr. Box moved that the nominations cease, and we proceed with the vote. Mr. Sidwell seconded the motion. Dr. Allen Moss called for a vote for the nominees. A roll call vote was taken to elect Ms. Stephenson as Chair of the Board with members voting: Mr. Sandoval, no; Mr. Box, no; Mr. Sidwell, yes; and Mr. Primrose, no. The motion did not pass. A roll call vote was taken to elect Mr. Richard Primrose as Chair of the Board with members voting: Mr. Sandoval, yes; Mr. Box, yes, Ms. Stephenson, yes; and Mr. Sidwell, yes. The motion carried. Mr. Richard Primrose was elected as Chair of the Board of Trustees.

REPORTS (Exhibit 4)

PRESIDENT'S REPORT

- **Dr. Allen Moss, Interim President**
- I want to add a few things to my report; the Higher Education Department (HED) wants to conduct training for the Board members, possibly May 24th - as soon as I get a date, I will pass that on to the Board.
- We had a CTE visit last week for the Perkins Grant. Last year the Perkins Grant was used primarily for the Wind Energy program, however, it needs to be used to work with high school students and other possibilities.
- An RFP will be going out for legal services as Mr. Frost will be retiring soon.
- We received a letter from the Office State Auditor due to our FY21 auditor, they will be reaching out to us in the next week. We will be starting our FY22/ FY23 audit, and we will have this audit also. The FY21 audit which ended 2 years ago, a lot of us were not here during that time, but we still need to correct it, some of those plans and corrections are already in place.
- Mr. Irby is working on our contracts; they should be different for different types of employees.
- Regarding the new structure, I have received feedback from the staff, faculty, and the executive team. I have also contacted other colleges in the area. The new structure needs to be fluid, there are a lot of different ideas. We need to keep in mind we have to stay within the budget and also keep our expertise as much as possible. When we lose someone, we need to evaluate if we need to fill that position or combine it with other positions.
- The State Board of Finance Committee gave us \$763,000 to help with reimplementation of Jenzabar, contracted staff to assist with implementing Jenzabar and extra help in the business office, and to pay for the FY22/FY23 and the State audits. We did receive the full amount that we requested from HED, and we did receive other revenue that we did not expect. We cannot use these funds for FY23/24 year. They are asking us to return some of the funds that will not be used, approximately \$191,000, to the State Board of Finance. Dr. Moss stated, "I would like to recommend to HED to return those unused funds." Mr.

Primrose asked, "What if some of those expenses are more than we anticipated?" There should be enough left in the appropriation to cover any extra cost. Tom Sidwell stated that it would be a good jester and show that we are trying and being successful if we are able to return \$191,000 to the State Board of Finance.

ACADEMIC AFFAIRS

- Mr. Joel Kiser, Chief Academic Officer & Student Success

The idea of a pipeline means recruiting and bringing students to Mesalands, and finding a landing for our students after they graduate, by transferring to a four-year college or job placement in the industry. We have some wonderful examples of this by the following:

- On March 29th we had our "College Transfer Day" coordinated by Mr. Matthew Benavidez. There were ten Universities with two Industries Partners representing regional feed lots and ag industry. We had over fifty students attend.
- Also, on March 29th we had our articulation agreement finalized with Menlo College and Mesalands coordinated by Dr. Brooks. This helps facilitate our students to go on to further their education. This also includes a \$20,000 scholarship from Menlo for MCC students for two years.
- Zane Mahanna and Nate Glaspie coordinated a tour of over 35 students from Fort Sumner High School, they were able to cast aluminum in our foundry.
- Community Ed – The Beautiful Ballerinas (ages 4-9) performance on April 20th - coordinated by Ms. Kim Enriquez.
- Esports Open House celebrating their wonderful semester with student activities, pizza, games, and they even recruited eight students.
- On April 25th Phi Theta Kappa (PTK) Student Induction Ceremony was sponsored by Mr. Gregg Howard

Today represents the last day of our spring instruction, next week is finals, and this will close out the most unusual academic year that I have ever been involved in. I would like to express my heartfelt gratitude to our campus community, as together we have delivered our shared commitment to serve our students and provide a high-quality education for all. We have shown that we are a community of educators that can rise above any challenges that come our way. I would like to thank each and every person at Mesalands for making it possible for us to move forward through this semester. In service of our students, faculty, staff, alumni, and our greater community, thank you for helping in keeping Mesalands strong and continuing to *LEAD THE WAY!*

STUDENT AFFAIRS

- **Mr. Josh McVey, Chief Communications Officer & Strategic Enrollment**
 - Graduation is May 5th at 6:00 pm at the High School Rattler Gymnasium; our commencement speaker is Mr. Carlos Marquez, an alumnus of Mesalands, he serves at the Mesa Winds Health Mart Pharmacy.
 - Thank you to all those who are working on our graduation to Ms. Jessica Gonzales and Ms. Allice Johnson, and everyone that is helping.
 - Events: Esports, PTK, tours last week and upcoming tours

- Continue to work towards parchment software to work more efficiently.
- Graduates, we will have more than 60, and 11 High Set (HED) graduates.

ADMINISTRATIVE AFFAIRS

- **Ms. Blanca Pauliukevicius, CFO & Sr. Executive Director of Business Services**
 - FY 21 audit has been finalized and submitted
 - Business office working on closing out the year
 - HEERF – Ms. Carla Benavidez has been updating the HEERF reporting
 - Tammy – working on collecting grant funds and other accounts along with Ms. Tamara Claudio
 - We have had a few meetings with Jenzabar to assess our needs
 - Working with Synoptics software to help create reports for the Board
 - The business office is still understaffed, we are very grateful to HED for allowing us to hire some contractors to help us get caught-up. We are working with HED to hire a CPA company to secure extra help. Mr. Mark Martinez is working on an RFP for these services
 - Going over the financial statements, we have been able to collect about \$560,000 from drawdowns, grants, and reimbursement that had not been previously collected, this is helping our bottom line of our cash flow and the estimations that we gave to HED
 - We are waiting to hear back from the State Treasury Office regarding the approval request to open an account to deposit the two-million-dollar Nursing Endowment funds.
 - I attended the Capital Outlay training by HED in Albuquerque, this helped in the understanding of the New Mexico budgeting and planning, etc.
 - Estimated summary assets as of April 22nd - approximately \$ 902,000 of unrestricted assets, and \$2,495,459 in restricted assets, of which two million is the Nursing Endowment funds.
 - Investment report for the end of March is \$485,376.32 including the Wind Turbine contingencies
 - Check cut reports
 - Weekly cash flow reporting to HED that demonstrates a reduction in salaries
 - I will be submitting a new report the first of May to HED
 - Questions:
 - Mr. Box had a question on the check cut report for \$77,000, what was this for? This was for the Capital Project for the micro grid for the solar project
 - Mr. Box - Xcel bills are high, does the turbine not help with the electricity? There are revenues of approximately \$2,500 per month that have not been going into our account, we are researching this.
 - Mr. Sidwell – Is HED paying for the accounting firm that will be helping? That is being funded through the State Board of Finance Grant
 - Mr. Sidwell - What is the return interest on the two-million-dollar nursing endowment? The State Treasury Office has a variable rate of approximately 4.5%
 - Mr. Sidwell – Can the corpus of the nursing endowment be used? No, just the earning from interest may be used towards the nursing program salaries
 - Mr. Primrose – On the estimated cash report, can the restricted and the unrestricted be separated for the different projects and funds? Will this new software help with this so we know how much money we have for each

project? Because we are so behind on our bank reconciliations, I am having to go by our bank statements. We need to get everything reconciled first.

- Mr. Primrose - The CES checks – what are these for, and the different departments and projects? We are working on this with our new software
- We need to have an income expense report for each project and an expense to actuals balance. Jenzabar is partnering with Synoptics to help pull these reports.

- **Financial Report (Companion Exhibit 1) – ACTION**

ACTION – Mr. Sidwell made the motion to approve the financial report as presented. Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Mr. Sidwell, yes; Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Box, yes; and Mr. Sandoval, yes. The motion carried.

- Purchase Requisition # 116564 for \$23,705.00 to CLA for FY21 Audit – Final Invoice (Exhibit 5) – **ACTION**

ACTION – Ms. Stephenson made the motion to approve purchase requisition #116564 to CLA for FY21 audit. Mr. Box seconded the motion. A roll call vote was taken with members voting: Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Box, yes; Mr. Sandoval, yes; and Mr. Sidwell, yes; The motion carried.

- Purchase Requisition # 116558 for \$154,278.00 to Jenzabar - (Exhibit 6) – **ACTION**

ACTION – Mr. Box made the motion to approve purchase requisition #116558 to Jenzabar for reimplementation, support, and training. Mr. Sandoval seconded the motion. A roll call vote was taken with members voting; Ms. Stephenson, yes; Mr. Box, yes; Sandoval, yes; Mr. Sidwell, yes; and Mr. Primrose, yes. The motion carried.

- CTE Perkins Grant - Budget Adjustment Request (BAR) - Exhibit 7 - **ACTION**

ACTION – Mr. Sidwell made the motion to approve the CTE Perkins Grant Budget Adjustment Request (BAR). Ms. Stephenson seconded the motion. A roll call vote was taken with members voting; Mr. Box, yes; Mr. Sandoval, yes; Mr. Sidwell, yes; Mr. Primrose, yes; and Ms. Stephenson, yes; The motion carried.

ADMINISTRATIVE AFFAIRS CONT.

- **Mr. Mark A. Martinez, Chief of Campus Operations & Procurement Officer**

- Regarding the PPC solar project is to power the servers in the Wind building
- The energy that is generated by our turbine is set by a state tariff through New Mexico PRC, unfortunately we do not generate enough power to serves the entire campus, but it does service the Wind Energy building. We do receive those invoices with credit each month, minus the administrative fees.
- The RFP went out this week for audit services for FY22/FY23, and FY24. We already have had some interest this week, this will close May 17th, then be sent to the review committees, then conduct interviews with the finalist, then award a contract that has been approved.

- Current appropriation for the nursing program for the phlebotomy and nursing program. We are looking at the main needs, one is to finish the restrooms to accommodate the nursing program and their special needs. HED says it will work within that scope. Then work on the procurement for services.
- Procuring services for the accounting services to help with the business office, also looking at CES so we don't need to do an RFP
- Concerns with building "A" the best way to use BRR funds, possibly \$200,000 available to repair rooms and walls that have had water issues and the restrooms across from the business office.
- HED Summer Hearing Application - Funds that could be available in 2 years. Applications due by June 1, 2023, and hearings at Portales, NM on July 26, 2023, we will be submitting our top priorities at that time.
- RFP for Legal services completed by May 12, close Mid-June, hope to get a contract in place by July 1, 2023
- I was able to attend the HED Capital Outlay training, which was a big help
- Met with Dr. John Bauler with Poms insurance, they are our liability insurance company. We have some things that need to be addressed and fixed. Follow up visit on June 8, 2023.
- WWRC did reconvene construction on building "A", they are almost finished.
- Primrose – Could you share your updated spreadsheet for Capital Projects with the Board of Trustees? Mr. Martinez will send them a copy.

Dr. Denise Hackett, Chief Institutional Research, Effectiveness, & Accreditation Officer

- Congratulations to our Graduates, I believe it has been four years since the last in-person graduation.
- Every other month the HLC meets, I should be hearing soon on our provisional plan that was submitted
- Report is due in June for our advisory visit in September
- Completed IPEDS reporting, HEERF, reporting, and our HLC Institutional update
- HLC training in May, Mr. Gerald is looking at the cost, HED may pay for this. This is critical to learn to share techniques, processes, and tools for effective strategic planning in Higher Education, and we would leave with an action plan by HLC
- Call with Shelly, our Peer Reviewer with our Multi Location visit, they will be going to 3 locations: Springer, Santa Fe, and Los Lunas on July 18th, 19th & 20th

Dr. Duane Brooks, Chief of Staff

- Executive staff was asked to teach some classes, I have been teaching two classes
- Articulation Agreement with Menlo college was signed on March 29, 2023
- Norther New Mexico agreement
- Strategic planning needs to be updated, we will be working with staff and faculty
- HLC site visit – I did create a self-study templet, other data is assessment and outcomes
- Audit action plan, has been completed
- Jenzabar reimplemention is on the way, we have scheduled 4–half day discovery sessions - modular manager, letting Jenzabar know what our needs are and how Jenzabar need to work
- Working with Aaron Cash on the technical side for the migration process

- Proposal from a company by E-Campus, move to manage our inventory for us to help work directly with our students. We would receive a small percent of the book sales
- Tom- What kind of savings are we looking at by using E-Campus? I do not know that number, we would not have a loss by ordering too much inventory. It provides us with more efficiency, and they work with the prisons.

Mr. Julio Galindo, Chief of Diversity, Inclusion, Equity, and Belonging Officer and Sr. Executive Director of Institutional Advancement

- Fund raising- Government, fundraising,
- Working on State & Federal Grants,
- Working on Bell Ranch when they have their two-hundred-year anniversary, possibly have some kind of exhibit to display some items from the ranch, some art students to display some items, and invite the owners.
- Help to recruit more students

Mr. Box asked about the “Meat Grant”? They are waiting for the program to be developed. Joel talked to Eddy about partnering with other colleges. Mr. Sandoval is worried about us losing this grant.

Mr. Box asked about the Early Child Care Grant? We need to identify a new place to house that program, the Armory will not work since Palates has expanded their operations.

-Reports from Shared Governing Senates

Ms. Janet Griffiths, Faculty Senate President

- Clarendon College sent 21 students to work with Silversmithing and Farrier programs.
- Ryan Price, a Mesalands Community College alumnus, presented a research project to the Houston Museum of Natural History on a research project that was started when he was at Mesalands.
- Nursing: The mannequins are up and running—not really running but are working and talking.
- The Food Pantry entered a video contest and won 4th place. They will receive \$500.00 for the food pantry.
- The Pinning Ceremony for the CNA and Phlebotomy students will be held on May 18, 2023, at 6:00 pm.
- The Ft. Sumner Dual Enrollment class will be coming to cast at the Foundry and take a tour of the program.
- April 27 is Earth Day at the Tucumcari Elementary School. Farrier Science and Wind were part of that event.
- A high school from Albuquerque was on campus on April 19 to tour the wind facility. 12 prospective students attended.
- Mescalero High School sent 13 students to climb the wind turbine.
- We do have four Rodeo students that qualified for the National Finals in Casper, WY – 1 bareback rider, 1 saddle bronc rider, and 2 bull riders

Ms. Kim Enriquez, Staff Senate President,

- The Staff Senate met on April 27th
- Show our appreciation to be able to give our ideas on the organizational chart and some have concerns on the pay cuts

Mr. Juan Martinez, Student Government President,

- Mr. Martinez was not able to attend the meeting tonight.

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

RECONVENE FROM EXECUTIVE SESSION – ACTION

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

ACTION, IF NEEDED BASED ON EXECUTIVE SESSION

Mr. Primrose stated there are no action items that are needed, based on Executive Session.

NEW BUSINESS

CORRESPONDENCE

INFORMATIONAL ITEMS

- A. Important Dates:
 - 1. Graduation at the Rattler High School Gym – 6:00 p.m. May 5, 2023
- B. Board of Trustees – 12 Month Calendar..... (Exhibit 8)
- C. Board of Trustees Annual Calendar of Reports..... (Exhibit 9)

XIII. Announcements

- A. Tuesday, May 16, 2023, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m. in the Great Room of Building “A”

ADJOURN

Mr. Primrose stated there was no further business and the meeting adjourned. The meeting adjourned at 8:45 p.m.

[signature on original]

Richard D. Primrose
Chair

[signature on original]

Thomas Sidwell
Secretary/Clerk