

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

February 20, 2024

The Mesalands Community College Board of Trustees met in regular session on Tuesday, February 20, 2024, at 5:30 p.m. in the Board Conference room, 214, Building “A” 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. Phillip Box, and Mr. Jimmy Sandoval.

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda – Minutes from January 16, 2024
- 3) Approval of the Financial Report for January 2024
- 4) Approval of NMHED Quarterly Financial Actions Report
- 5) Approval of Contract Agreement with Impact Wind
- 6) Approval of Lease Agreement with Stantec
- 7) Approval to go into Executive Session
- 8) Approval to Reconvene from Executive Session
- 9) Approval of Action, if needed, based on Executive Session
- 10) Approval to Adjourn the meeting

APPROVAL OF AGENDA – ACTION

ACTION – Mr. Sidwell made a motion to approve the agenda in Exhibit 1 with item # 2 under President’s Report - State Audit 2022 exit meeting deleted due to Ms. Trujillo not being able to be here. Mr. Box seconded the motion. A roll call vote was taken with members voting: Ms. Stephenson, yes; Mr. Sidwell, yes; Mr. Box, yes; Mr. Sandoval, 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. Box made a motion to approve the regular Board meeting minutes as presented in Exhibit 2, dated January 16, 2024. Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Mr. Sidwell, yes; Mr. Box, yes; Mr. Sandoval, yes; Mr. Primrose, yes; and Ms. Stephenson, yes. The motion carried.

CHAIRPERSON'S REPORT

- Mr. Richard Primrose:
 - The Foundation had a shrimp boil fundraiser on February 10th, which was a success, with many positive comments; they are really glad we are doing this again and wanting us to have it again next year. I want to recognize all those who helped: Larry Moore supervised all the cooking, with others helping; Veronica Moore, Dean Cooper, Kathi Cooper, Jimmy English, Randy Block, Jim Lafferty, Billy Southard, and Franklin McCasland. The decorations; Diane Grap, Patricia Crook, and Eve Steele. Altrusa made desserts that were auctioned off, (Auctioneer; Franklin McCasland), they donated all the money to the Foundation, thank you Altrusa ladies, Kristen Southard and Nancy Primrose also helped with the auction. Clean-up done by Jim Lafferty. Special thanks to the Elks Club 1172 for allowing us to have this event at their facilities and splitting the cost of the band. Lendy Borden Band furnished the music, and Nitin Bhakta donated the rooms for the band. Phil Bidegain and Donny Segura worked the entrance door. I want to thank everyone for doing a really good job!
 - ACCT Training – One of the things that HLC wants to see is training of the Board. Trustee 101 training course; we could do some training through an ACCT online seminar. We will set up a time to do this that will work for everyone.

REPORTS

PRESIDENT'S REPORT

- **Dr. Allen Moss, Interim President**
 - The final day of the Legislation was Thursday, we will not be getting any extra money for RPSP or Capital project funds, we may get the remainder of the HB2 funds reappropriated to go into FY24/25. We have drawn down approximately \$490,000, which leaves \$1,500,000, this will help pay for the 2022 audit, 2023 audit, special audit and extra business contractors; Judy Scharmer, and David Gray that are helping our business office get caught up. Representative Chatfield, and Senator Woods were huge in supporting this in the Legislative Finance Committee (LFC) and the approval process. They voted for a 3% raise that will begin July 1st if the Governor signs it. The Family Leave Act did not pass.
 - Mr. McVey and Mr. Kiser went to the Higher Ed Days in Santa Fe on the 13th.
 - Shrimp Boil – Mr. Primrose was also a cook and a major contributor to putting this together. I think it is great that the Foundation did this, it shows they are active and getting their name out there. Great response from the community.

- Thursday night – Meeting at Wind Center Lecture Hall at 6:00 – 8:00 New Mexico Department of Environment effort in applying for grant to have hubs along I-40 with charging stations. We have been invited to participate in this, Mr. Andy Swapp has been a big part of this. If any of you can come, that would be great. This is one more thing that will advance our renewable energy program.
 - We have been moving some people to different offices, Mr. McVey and Mr. Kiser are now in building “A.”
 - What about moving the Board room back to building “G,” the sound and camera is better. We would need to update the opens meeting act to a different location. This will be put on the agenda for the March meeting.
- Ms. Stephenson -Happy Anniversary to Dr. Moss, he entered this position last year, February 14, 2023.

1. January Financial Report – ACTION

- We did a rough estimate for the end of year, about 60k in red
- We are still watching our expenses very closely. Our cash has been stable.
 - Mr. Box - under cash payout, there is a percentage, what does that mean?
 - Dr. Moss, some of that may not be kept up, I will check with Tammy

ACTION – Mr. Box made the motion to approve the January 2024 financial report as presented in Companion Exhibit 1. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Box, yes; Mr. Sandoval, yes. Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Sidwell, yes. The motion carried.

2. New Mexico Higher Education Department (NMHED) Quarterly Financial Actions Report - Second Quarter – ACTION

- We send this report to HED every quarter. We drew down about 90k in the second quarter to pay for contracted help.

ACTION – Mr. Sidwell made the motion to approve the New Mexico Higher Education Department Quarterly Financial Actions Report – Second Quarter 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. Box, yes; and Mr. Sandoval, yes. The motion carried.

Mr. Primrose -The Light Cast final report is extremely beneficial to show how important Mesalands is to our community and surrounding areas. Dr. Moss sent the summary report to our Representative, HED, HLC and LFC.

ACADEMIC AFFAIRS

▪ Mr. Joel Kiser, Vice President of Academic Affairs

1. Highlights – Today is the start of our correctional ed program term which will run for sixteen weeks. Thirty-two courses offered across ten facilities in the

- state of New Mexico, and most of them are full, we are having to build out a couple more sections of our general ed classes for these students. This is a massive undertaking. Thank you to our support staff and our enrollment team for being able to do this, and our Registrar, Brian Baily, and Larry Wickham, Director of Institutional Technology, for creating a report in Jenzabar that pulls student information that updates in real-time, which saves us hours or time. Thank you to our academic team and Ms. Kim Enriquez for helping with the enrollment of correctional students.
- Mr. Sidwell asked about the classes that are being offered.
 - Mr. Kiser said we are offering, for the most part, the same classes we have for our on-campus students; Full AA in Liberal Arts, AAS in Business, Certificate of Arts, General Ed classes. These are transferable to 4 year colleges.
- Mr. Josh McVey, Mr. Dean Garcia, and I attended the Adult Education Day in the Round House at the State Capital in Santa Fe on February 13, 2024.
- Mr. Dean Garcia, Director of Educational Services presented the Adult Education program as of January 31, 2024. We received a grant from HED for just under 179K to help pay for salaries, supplies, books, computers, printers, furniture, and equipment. For our Adult Education we had 99 total students for High School Equivalency and ESL (English as a Second Language), 52 of the 99 students have completed at least twelve hours in our program. They are considered participants in our program for federal reporting, We send a monthly report to HED. Of the 52 students, 24 are High School Equivalency and 28 are English as a Second Language. ESL classes are Tuesday and Thursday morning and evenings, and Wednesday evenings.
 - Nine total High School Equivalency graduated, four are currently enrolled in Mesalands classes this spring.
 - ESC has severed 218 college students since July 1st
 - We have one of the largest completion rates out of the state
 - Next January I will reapply for the grant for the next 4 years.
 - I met with HED; they are very happy with our program.
 - Everything has been going really well!

2. Contract agreement with Impact Wind, LLC – ACTION

- Every agreement with Academic Affairs needs to benefit our students, what is in the short term, what is in the long term, and it must be cost effective. This agreement is largely due to the instructor of FieldCore Mr. Rene Teerlinck through our wind program and Mr. Andy Swapp. I would like to introduce Mr. Lawrence Urste and Mr. John Bishop with Impact Wind to share information on their company.
- Mr. Urste - We started in 2019 with 6 employees, today we are at 72 employees. We came to Mesalands to help train more people. The Global Wind Organization (GWO) certification will be signed this week. We will start our first class on March 4th with 12 people, and train 24 people every month and expand from that. They will also get credits and have a job before they get here by Impact Wind. We supply technicians to wind sites for service and

- maintenance. We are hiring 12 more employees this week; we are conducting a mentorships program to help in the process of training and learning.
- Dr. Moss - This will benefit us in the future with students and completions. Impact Wind will also help our community with new people moving here. There may be more modifications to this agreement as things progress.
 - March 20, 2024, will be the ribbon cutting for Impact in the Wind Energy Center at 11:00 followed by a catered lunch, and a concert at the Convention Center at 6:00 p.m. We are partnering with the City on this.
 - This also benefits with the updates to our wind energy facilities
 - State of the arts Industry standard are utilizing this GWO certification
 - Training basic safety Tech Safety Lines (TSL), and training the trainer, you must have a working turbine to conduct the training.
 - Andy – this is an incredible opportunity for our students to have a job.
 - Tom – how long is this contract?
 - Dr. Moss – I think it is for four years, every year we will look at it for modifications that need to be made.
 - Mark – the bulk has passed through their attorney, and some has gone through our attorney. GWO Certifications \$150 flat fee per student through the college – plus a lease agreement, which may be waived if there is a certain number of enrollments.

ACTION – Mr. Sidwell made the motion to approve the contract agreement with Impact Wind, LLC as presented in Exhibit 6, contingent on our attorneys approval.

Mr. Sandoval seconded the motion. A roll call vote was taken with members voting: Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Sidwell, yes; Mr. Box, yes; and Mr. Sandoval, yes. The motion carried.

STUDENT AFFAIRS

- **Mr. Josh McVey, Vice President of Student Affairs**
 - Our Enrollment team; Ms. Jessica Gonzales, Mr. Brian Bailey, and Ms. Kim Enriquez have been doing a great job with the correctional enrollment!
 - Advertising opportunities; We are investing in an ad campaign in USA Today for ag science. We are having more high schools students interested in ag.
 - I am on the radio station every Wednesday morning from 7:15 to 7:30
 - We have three people that volunteered to work with the City for the Cinco de Mayo celebration.
 - Box -Why didn't we get the food security grant?
 - Mr. McVey, I have asked, I have not received a response.
 - Future Farmers of America (FFA) regional contest - March 2nd we are hosting this event; we could have over 300 students with multiple schools participating.
 - Senator Heinrich's office is suggesting we look at some student opportunities, we are waiting for applications from the State.
 - Student recruitment – numbers by each group, we connect the prospective students to the faculty and then they work at getting them enrolled.
 - Thank you to Diane Grap for coordinating student events.
 - Mesalands will be hosting a concert with a pianist from Italy in September.

ADMINISTRATIVE AFFAIRS

- **Mr. Mark A. Martinez, Executive Director of Operations and Procurement**
 1. WWRC was back onsite and working on the punch list for building “A”, they replaced some carpet near the fitness center and the new student area, they will repair the counter, and install the new furniture.
 - I am working with the insurance to replace the roof.
 - Fitness center – a lot of community members are getting signed-up. We now have someone on site through the week.
 - Need to improve the fitness center, maintenance has been doing a good job at keeping it clean. We need to fix some of the equipment.
 - Restrooms across from the business office are open, thank you Chester. We will be working towards procuring a contractor to get those refinished.
 - We will be purchasing a new ice machine; it was more cost effective to buy a new one instead of repairing the old one.
 - Working on the kiosk in the nurses room by the library
 - We are working on filling some vacant positions in maintenance/custodian, museum aid, the IT vacant position, and business office.
 - Thank you to the business office, they have been very busy in transiting payroll from ADP back to Jenzabar. Thank you for all you do!
 - Working on getting information complied for the special audit.
 - More asset training and depreciation and documentation of disposal.
 - Electrical work for the nursing program, waiting to get with the contractor to get it finalized.

2. Lease Agreement with Stantec – ACTION

Lease agreement with Stantec and Mesalands providing office space for this company. This is standard and following state statues. Mesalands will provide internet with 150 MB per second both upload and download. Office in the old Armory building on the south side of the building. Stantec is a nationwide engineering company, like Engineers Inc. This is a short term lease until June 30, 2024, with a three consecutive year option.

ACTION – Mr. Box made the motion to approve the Lease Agreement with Stantec as presented in Exhibit 9. Mr. Sandoval seconded the motion. A roll call vote was taken with members voting: Ms. Stephenson, yes; Mr. Sidwell, yes; Mr. Box, yes; Mr. Sandoval, yes; and Mr. Primrose, yes. The motion carried.

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

- No action required from Executive Session
- No correspondence

INFORMATIONAL ITEMS

Presented were the following:

- A. Board of Trustees – 12 Month Calendar
- B. Board of Trustees Annual Calendar of Reports

ANNOUNCEMENTS

- Tuesday, March 12, 2024, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m. in Building A, room 214.

ADJOURN - 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. Sandoval, yes; Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Sidwell, yes; and Mr. Box, yes. The meeting was adjourned at 7:32 p.m.

(signature on original)

Richard D. Primrose
Chair

(signature on original)

Thomas Sidwell
Secretary/Clerk