

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

February 21, 2023

The Mesalands Community College Board of Trustees met in regular session on Tuesday, February 21, 2023, at 5:30 p.m. via Google Meet in Tucumcari, New Mexico.

CALL TO ORDER

Mr. Streetman, Chair, called the meeting to order at 5:30 p.m.

ROLL CALL

The following board members were present: Ms. Teresa Stephenson, Mr. Phillip Box, Mr. Jimmy Sandoval, Mr. James Streetman, and Mr. Tom Sidwell.

Mr. Streetman announced those in attendance at the meeting, are the following:

- Mr. James Streetman
- Ms. Teresa Stephenson
- Mr. Jimmy Sandoval
- Mr. Phillip Box
- Mr. Tom Sidwell
- Dr. Allen Moss
- Mr. Joel Kiser
- Mr. Josh McVey
- Ms. Blanca Pauliukevicius
- Mr. Mark Martinez
- Dr. Denise Hackett
- Mr. Julio Galindo
- Dr. Duane Brooks
- Mr. Russell Irby
- Ms. Margaret Ragland
- Institutional Computing (Justin Hatterman)
- Accreditation

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval to change Board Meeting in March
- 4) Approval to Reaffirm Dr. Allen Moss, Temporary Acting President
- 5) Approval of Academic Calendar 2023/2024
- 6) Approval of Quarterly Financial Actions Report to HED
- 7) Approval of Financial Report
- 8) Approval of Personnel Handbook 2023/2024

- 9) Approval to go into Executive Session
- 10) Approval to Reconvene from Executive Session
- 11) Action if needed from Executive Session

APPROVAL OF AGENDA (Exhibit 1) – ACTION

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

Mr. Streetman asked Ms. Ragland if she received any Public Comments. She responded there are several (six) Public Comments received at this time and proceeded to read comments from the following:

1. Falyn Benavidez
2. Carla Benavidez
3. Matthew Benavidez
4. Ken Pacheco
5. Allyssa Zukevich
6. Philip Kaatz

APPROVAL OF CONSENT AGENDA (Exhibit 2) – ACTION

ACTION – Mr. Box moved to approve the Special Board meeting minutes dated February 14, 2023, as presented. Mr. Sandoval seconded the motion. A roll call vote was taken with members voting: Mr. Box, yes; Mr. Sandoval, yes; Mr. Sidwell, yes. Ms. Stephenson, yes; and Mr. Streetman, yes. The motion carried.

CHAIRPERSON'S REPORT

-Mr. Streetman stated due to Spring Break, we need to change the March Board of Trustees meeting from March 21st to March 14, 2023. – **ACTION**

ACTION – Mr. Sidwell made the motion to change the March meeting from the 21st to the 14th. Mr. Sandoval seconded the motion. A roll call vote was taken with members voting: Mr. Sandoval, yes; Mr. Sidwell, yes; Ms. Stephenson, yes; Mr. Streetman, yes; and Mr. Box, yes. The motion carried.

-Mr. Streetman asked for reaffirmation of Dr. Allen Moss as Temporary Acting President with full presidential powers of authority. – **ACTION**

ACTION – Mr. Sandoval made the motion to reaffirm Dr. All Moss as Temporary Acting President with full presidential powers of authority. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Sidwell, yes; Ms. Stephenson, yes; Mr. Streetman, yes; Mr. Box, yes, and Mr. Sandoval, yes. The motion carried.

REPORTS (Exhibit 3)

PRESIDENT’S REPORT

- **Dr. Allen Moss, Temporary Acting President**
- Immediately after the meeting last Tuesday, I met with the Executive Staff, we had a great meeting and followed up with a meeting on Wednesday. I don’t want to interfere with everything that has been done, I just want to help, I think we are all on the same page moving forward.
- Dr. Brooks, Blanca and I met with the State Board of Finance this morning along with Mr. Gerald Hoehne, and Cabinet Secretary Stephanie Rodrigues from the Higher Education Department (HED). I cannot emphasize enough the amount of support that HED has shown towards Mesalands, thanks to the tremendous work the Executive Staff began and continues still. The State Board of Finance did vote to approve the full request for emergency funds for \$763,650 to come to Mesalands, designated for specific purposes; complete reimplementation of Jenzabar ERP on a Cloud basis and contractors to help with the implementation and training. The purpose for reimplementation and training is to be able to get good reliable reports. Also, to help with the cost of getting contract help in accounting and also funds for the 2022 audit. This was a close vote, even the ones that voted in support expressed some strong issues with the decisions made in the past years, by both the Board and Administration without good information.
- The HED and the Legislative Finance Committee (LFC) and the State Board of Finance want to see us moving forward with better communication and better physical oversight. However, they did have some praise for the steps that have been taken in our solvency plan and steps that are proposed that we will be looking at in the future. They do want to see our college move forward on a firm financial footing. HED will remain in oversight over those funds as well as any others we receive from the State. Everyone here at the College has continued working hard and doing their jobs. We will have an all-employee meeting in lieu of the Cabinet meeting this Thursday. I can say with confidence that Mesalands will finish the semester and we are looking forward to the Fall semester. We will not receive an increase in appropriation for FY24, so we will have to continue to make some changes to fit into the budget we are given.
- I will be attending the Foundation meeting tomorrow they will be looking into if or what they can do to help in this situation.
- HB-2 -The appropriation bill did move through the House Representative and will continue through Senate. We have a couple of meetings tomorrow to talk about our allocation in that bill. Ms. Blanca and Dr. Brooks are working on this.
- We did receive a letter from the Higher Learning Commission (HLC) will be doing monitoring similar to what HED is doing.
- It would be a good move to have the March Board meeting in person and those who cannot attend can zoom into the meeting.

- I would like to have the Staff and Faculty Senate presidents to start giving a monthly report to the Board.
- We still have some challenges to overcome, but HED has been in full support of the college and the college remaining. The Executive team has been instrumental to getting us to this point.
- We have had several people from the community and previous employees that have offered to help, we appreciate that, we will be working to utilize whatever we can to get us back to where we need to be.

ACADEMIC AFFAIRS

- **Mr. Joel Kiser, Chief Academic Officer & Student Success**
 - There are two exhibits on the academic calendar, a four day, and a five-day work week. We surveyed our employees on these two choices; 72.5% prefer a four-day work week over a five. As far as the effect on childcare in our community, 80% sited it was a benefit to their needs, it also adds “work life, family and balance to our community.” Because of that survey, I would recommend on behalf of our employees, the four-day work week calendar for the FY23-24.
 - Academic Calendar 2023-2024 (Exhibit 4 (4 day) & Exhibit 5 (5day)) -

ACTION

ACTION – Mr. Box made the motion to approve the 4-day work week academic calendar for the fiscal year 2023/2024. Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Ms. Stephenson, yes; Mr. Streetman, yes; Mr. Box, yes, Mr. Sandoval, yes; and Mr. Sidwell, yes. The motion carried.

-Mr. Joel Kiser - Highlights of our students and faculty success for this month:

- *New eSports player for our “First Person Shooter” campaigns
- *Student Alumni - Ethan Bartlett is putting on a solo exhibition in Borger, TX themed “Paleo Art Exhibition”
- *Hosting the Northern Consortium climb on the 23rd with multiple schools attending
- *Kids Wind Challenge also on the 23rd with 44 students/kids from Tucumcari, Clovis and Portales
- *The American Society of Phlebotomy Technicians has certified that Mesalands Community College has satisfied all program standards established by the Board of Directors to host our phlebotomy program for the year of 2023. This was made possible by our wonderful instructor Bridgitte Davis who also received her phlebotomy technician certificate.
- *Special thank you to our faculty and students

STUDENT AFFAIRS

- **Mr. Josh McVey, Chief Communications Officer & Strategic Enrollment**
- Fall Enrollment Report (Exhibit 6)
- We saw an 11% increase from our enrollment in the Fall
- We were able to locate the “M” drive that will help Blanca in the Business Office

- Last month the Amarillo News Channel 10 “Second Cup” did a feature on our - Museum and interviewed Ms. Loni Monahan and me highlighting the Dinosaur Museum as well as the work of our paleontology students.
- March – We will have a Transfer Fair, looking to have great participation
- April – We will have a Job Fair connecting students with careers and giving opportunities for employers to come and set-up to advertise business.
- Advertising registration for graduation on May 5th at the Gymnasium at the High School

ADMINISTRATIVE AFFAIRS

- **Ms. Blanca Pauliukevicius, CFO & Sr. Executive Director of Business Services**
- You have received an extensive financial report, are there any questions? Mr. Box asked if this is the same information sent to HED? Blanca responded yes, however, some of the reports have been updated to HED since this report was sent to the Board. She went over some of the reports, the CD balances, the cash flow report, the check cuts report and also the Quarterly Financial Actions Report for the second quarter stating we have requested an advance of state subsidy for emergency grant from the State Board of Finance, which we received approval for today. This will help us reimplement Jenzabar and the cost of training. Also submitted was the assessment report done by a consultant that Blanca hired in November that shows the ERP systems, people and processes that need to be updated.

- Quarterly Financial Actions Report to HED (Exhibit 7) – **ACTION**

ACTION – Mr. Sidwell made the motion to approve the Quarterly Financial Actions Report to HED. Mr. Sandoval seconded the motion. A roll call vote was taken with members voting: Mr. Streetman, yes; Mr. Box, yes; Mr. Sandoval, yes; Mr. Sidwell, yes; and Ms. Stephenson, yes; The motion carried.

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

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

Dr. Duane Brooks, Chief of Staff

– As Dr. Moss mentioned, we had a meeting with the State Board of Finance to help fund the reimplement of Jenzabar in full and to receive training and to help with contract workers in the business office to assist in getting the financial records caught-up, and for funding for the auditor to complete fiscal year of 2022. This will fully implement Jenzabar and re-train all employees. This will be fully managed and updated by Jenzabar on their own environment in the cloud. This will be a yearly charge of approximately \$150,000 per year. These emergency funds will be managed by HED.

-Meeting on January 16 with members of the Legislative Finance Committee (LFC), which included David Abby, Corner Jorgenson, also DFA and HED to discuss the progress of our Emergency Solvency Plan and our emergency funding request, which was initially for 4.7 million, that request went down to 3.7 million with the assistance of

HED. LFC said we still need to make more cuts to get these funds needed down that would be reasonable. We are working on this.

Feb. 14th, meeting with Secretary Rodriguez to discuss the HB-2 bill – If things go well those funds will be dedicated for use in FY 2024. HED is drafting and sending a letter to NM State Auditor and the Attorney General detailing their finding from their visit on February 1, 2023. Also, items that have transpired since that visit.

Mr. Sidwell asked if Dr. Brooks had an idea of what amount Mr. Abby would like to see? Dr. Brooks responded that he did not, although he thinks at least half of the 3.7 million. If approved, this funding will be distributed for the current FY23 and maybe a small amount for reserve for FY24. We have already implemented the payroll cuts. We have had four or five employees quit, we will not be replacing them with the exception of possibly one.

Mr. Julio Galindo –

-Fundraising – we will be receiving \$21,000 extra funds for our Wild Horse program, plus two to three times that amount.

We were contacted by Senator Heinrich and Congresswoman Ledger Fernandez about funding for several special projects:

- Wind Energy
- Foundry
- Dino Museum

-Child Care center is still moving forward, we will be submitting an application for Funding for this project, approximately half million.

-Working with former Secretary Department, Mike Sandoval –Charging Service Station for Power Base EV charging for electric vehicles.

- Funding for \$150, 000 for meat judging contest is still in process.

Dr. Denise Hackett

-I have been submitting state and federal reports and forms on time.

-Special thanks to Mr. Galindo, he and I submitted the application for the emergency funding grant that was approved today for the Jenzabar reimplementation and training.

-HLC – received an official letter with an advisory visit in the next 6 months

-Multi location visit – we have been assigned a new person this needs to be done before August 2023.

Mr. Mark Martinez –

-Able to compile files for Capital Projects and drawdowns,

-Completed CPO training last week, I will be the official CPO

-HED will be able to send us funds for invoices without having to wait 45 days for reimbursement.

-Able to visit the old Quail Ridge facilities for possibly use in the future for student housing

-Submit for the drawn down for the Solar Project.

-Getting the RFP ready for the Auditor contractor

-Thank you to the Board for appointing Dr. Moss as Interim President, it has been very beneficial in helping us move forward with business and keeping things moving and making progress.

- **Mr. Russell Irby, Human Resources & Title IX Director**

Updated handbook, this was my first assignment. These updates bring us up to compliance.

Mr. Box asked a question – page 47, it shows 2017 does the years need to be updated? Mr. Irby, this is the same amounts, however, I will put in the extra years.

- Updated Personnel Handbook 2023-2024 (Companion Exhibit 2) – **ACTION**
ACTION – Mr. Sandoval made the motion to approve the updated Personnel Handbook for 2023/2024 as presented. Mr. Tom Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Sandoval, yes; Mr. Sidwell, yes; Ms. Stephenson, yes; Mr. Streetman, yes; and Mr. Box, 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). Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Mr. Sidwell, yes; Mr. Streetman, yes; Mr. Box, yes; Mr. Sandoval, 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. Box seconded the motion. A roll call vote was taken with members voting: Ms. Stephenson, yes; Mr. Box, yes; Mr. Sandoval, yes; Mr. Streetman, yes; and Mr. Sidwell, yes. The motion carried.

ACTION, IF NEEDED BASED ON EXECUTIVE SESSION

Mr. Streetman stated there is no action that is needed, based on Executive Session.

NEW BUSINESS

No new business presented.

CORRESPONDENCE

No correspondence at this time

INFORMATIONAL ITEMS

- A. Important Dates:
 - 1. Spring Break – College closed, March 20-24, 2023
 - 2. Spring Holiday – College closed, April 10, 2023
- B. Board of Trustees – 12 Month Calendar..... (Exhibit 8)
- C. Board of Trustees Annual Calendar of Reports..... (Exhibit 9)

XIII. Announcements

- A. Tuesday, March 14, 2023, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m.

ADJOURN

Mr. Streetman stated there was no further business and the meeting adjourned. The meeting adjourned at 7:29 p.m.

[signature on original]

[signature on original]

Teresa Stephenson
Vice Chair

Thomas Sidwell
Secretary/Clerk

