

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

January 16, 2024

The Mesalands Community College Board of Trustees met in regular session on Tuesday, January 16, 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 5:36 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 for December 12, 2023
- 3) Appointment of Chair to the Board of Trustees
- 4) Appointment of Vice Chair to the Board of Trustees
- 5) Appointment of Secretary/Clerk to the Board of Trustees
- 6) Approval of the Financial Report for December 2023
- 7) Approval of Administrative Handbook
- 8) Approval of Personnel Handbook
- 9) Approval of Audit Committee
- 10) Approval of Academic Calendar 2024/2025
- 11) Approval of Academic Calendar 2025/2026
- 12) Approval to go into Executive Session
- 13) Approval to Reconvene from Executive Session
- 14) Approval of Action, if needed, based on Executive Session
- 15) Approval to Adjourn the meeting

APPROVAL OF AGENDA – ACTION

ACTION – Ms. Stephenson made a motion to approve the agenda in Exhibit 1 with the correction of deleting 2023 from item 2 and 3 of the Academic Affairs calendar. Mr. Sidwell 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 December 12, 2023. Ms. Stephenson 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.

ORGANIZATION OF THE BOARD - Dr. Moss stated that according to our Board Policies 2.1.3; we need to elect or re-elect officers following each regular Board election, even if there was no opposition.

1. Election of Chair of the Board of Trustees – ACTION

Dr. Moss asked for nominations for the Chair of the Board, Mr. Sidwell nominated Mr. Richard Primrose, Dr. Moss asked if there were any other nominations, there were no other nominations.

ACTION – Mr. Sidwell made a motion to appoint Mr. Richard Primrose as Chair of the Board of Trustees. 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.

2. Election of Vice Chair of the Board of Trustees – ACTION

Mr. Primrose asked for nominations for the Vice Chair of the Board; Mr. Box nominated Ms. Teresa Stephenson. There were no other nominations.

ACTION – Mr. Box made a motion to appoint Ms. Teresa Stephenson as Vice Chair of the Board of Trustees. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Box, yes; Mr. Sandoval, no; Mr. Primrose, yes; Ms. Stephenson, yes, and Mr. Sidwell, yes; The motion carried.

3. Election of Secretary/Clerk of the Board of Trustees – ACTION

Mr. Primrose asked for nominations for the Secretary/Clerk of the Board of Trustees; Ms. Stephenson nominated Mr. Tom Sidwell. There were no other nominations.

ACTION – Ms. Stephenson made a motion to appoint Mr. Tom Sidwell as Secretary/Clerk of the Board of Trustees. Mr. Box 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 motion carried.

CHAIRPERSON'S REPORT

- Mr. Richard Primrose:
 - The Higher Learning Commission (HLC) recommends the Board get further training and education on the duties of a Board. The Higher Education Department (HED) conducted a Board training in June, we need to follow up and set up a time to do some virtual training. Is there a good time to do this?
 - Dr. Moss – HLC does not have any training. ACCT does have some training; we will follow up on possibly some virtual training and times.
 - Mr. Box – Let's find out what times are available.
 - Foundation Fundraiser; Shrimp Boil Dinner on February 10th at 6:00 p.m. at the Elks Lodge, tickets are \$30 each.

REPORTS

PRESIDENT'S REPORT

- **Dr. Allen Moss, Interim President**
 - The 2022 audit, we did have the exit meeting, Ms. Scharmer and I were wandering if we should contest the disclaimer, HED said we should go ahead and move on and begin the 2023 audit. Tentatively we are looking at the February Board meeting to meet with Ms. Trujillo on the audit.
 - Special audit – it is very extensive; this will take some time to get all the information together. This is to determine how we got in this situation, and what we need to do to move forward.
 - Introduction of new hires: Ms. Baylee Roberts, Nursing Instructor, Ms. Nina Hatfield-Montano, Administrative Assistant – Mr. Si Parmar, part-time at the fitness center, Mr. Nick Bradfield – Director of Facilities.
 - Back to school “All Employee” meetings went well, we had to make some adjustments due to the weather.
 - HLC – The president of HLC may recommend we go on probation, although Dr. Hackett has been talking to our liaison; we may be put on notice instead of probation, showing the progress we have made over the past 5 months.
 - Mr. Primrose welcomed the employees to Mesalands.

1. December Financial Report – ACTION

We finished the year with a cash balance of a little over one million, after January that will go up, we paid off the loan with the State Board of Finance. We will receive the local tax funds in February. Ms. Hall is looking at the CD's, she has been out some, but will get that information soon.

ACTION – Mr. Sidwell made the motion to approve the December 2023 financial report as presented in Companion Exhibit 1. 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.

2. Updates on the Administrative Handbook -ACTION

Mr. Primrose stated that we have already approved this contingent upon the attorneys review and corrections.

ACTION – Mr. Sidwell made the motion to approve the Administrative Handbook with our attorneys corrections as presented in Companion Exhibit 2. 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.

3. Updates on the Personnel Handbook – ACTION

Mr. Primrose stated that we have already approved this contingent upon the attorneys review and corrections.

-Ms. Stephenson said that it was good to see it is back the way that it was before it was changed the last time.

-Dr. Moss – This is something that we can show HLC; not only our cash flow, but also the updates to our handbooks by getting input from all the staff and faculty and giving everyone a chance to provide input.

ACTION – Mr. Box made the motion to approve the Personnel Handbook with our attorneys corrections as presented in Companion Exhibit 3. 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.

4. Audit Committee – ACTION

- Mr. Primrose stated; one of the things that the Auditor said is we should have an Audit Committee:
- They will receive regular updates and they may participate with responses in the audit exit meeting.
- Mr. Primrose suggested having two Board members and three staff members that comprise the Audit Committee.

ACTION – Mr. Sidwell made the motion to appoint the Chair of the Board, Mr. Primrose, and the Vice Chair along with Dr. Moss and two Staff members of his choice to comprise the Audit Committee. Mr. Box 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.

ACADEMIC AFFAIRS

▪ Mr. Joel Kiser, Vice President of Academic Affairs

1. Light Cast Economic Impact Analysis Report FY 2021-22 shows our impact on the community, the region, and all the major stake holder groups, which include students and taxpayers. The two-prong approach involves the economic impact analysis and an investment analysis. Operations spending impact was 5.3 million, student spending impact was 3.5 million, and our alumni impact was 5.1 million. Mesalands' total impact was \$13.9 million in income to the service area economy, a value

approximately equal to 2.7% of the region's total gross regional product. In terms of jobs, MCC's impact supported 247 jobs. Every dollar the students invest, they gain lifetime earnings of \$6.80 in higher future earnings. Students average annual rate of return is 23.0%, this is a higher percentage than other colleges in the state.

- Dr. Moss said NMICC (New Mexico Independent Community Colleges) wanted a study done that included all the New Mexico Community Colleges as a whole, but they also recommended we have an independent study done that was just for Mesalands. HED thought this would be beneficial to us and would tie in with the study that they are conducting. When Light Cast is done, we should also have access to the study that was done for all the Community Colleges as a whole.
 - Mr. Primrose – This is huge, the impact that Mesalands has on the three area counties; Harding, Union, and Quay county.
 - Mr. Box – This is very important, to show how important Mesalands is to the Eastern part of New Mexico.
 - Mr. Sandoval – This is the only college in Quay county. We have a unique training facility for the wind energy thanks to the people that helped Dr. Barry get the turbine here.
- We received notice from NMHED that we were awarded an additional \$18,204.64 to the Adult Education program to help develop the ESL and GED programs and also professional training and development for our staff.
 - Dean Garcia is going to create a BAR proposal if the budget did not include this.
 - Our Spring classes begin tomorrow. Looking at the numbers of enrollment, I want to highlight two classes: The First Year Experience class: the first section is full, with 24 students, and we will need to build another section. The Capstone class also has two sections. The General Ed classes are also filling up. We are getting more requests from other High Schools to support Gen Ed classes in the hybrid format.
 - I am requesting the Board's approval for two years of the academic calendar, 2024/2025 and 2025/2026. This is very important because it helps us plan ahead. It is the foundation of everything we do in Jenzabar for academic classes to be able to preload classes. These can be amended if necessary.

2. Approval of Academic Calendar 2024/2025 – ACTION

ACTION – Mr. Sidwell made the motion to approve the Academic Calendar 2024/2025 as presented in Exhibit 5. This can be amended if needed. Ms. Stephenson 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 motion carried.

3. Approval of Academic Calendar 2025/2026 – ACTION

ACTION – Mr. Box made the motion to approve the Academic Calendar 2025/2026 as presented in Exhibit 6. This can be amended if needed. Mr. Sidwell 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**
 - Enrollment
 - We had Stampede Day last week registering students
 - We will have student Orientation on January 24th.
 - Recruiting:
 - Mr. Galindo has been working with some international students
 - Institutional Advancement:
 - Mr. Galindo continues to work with Senator Henricks office, and different opportunities to be able to upgrade our wind turbine.
 - Food Security Grant – Maintains the same amount we had previously.

ADMINISTRATIVE AFFAIRS

- **Mr. Mark A. Martinez, Executive Director of Operations and Procurement**
 - Good news; WWRC is expected to be back this week to finish the punch list.
 - Mr. Nicholas Bradfield, our new Director of Facilities, has hit the ground running. Safety is going to be a big area that he will address.
 - The first portion of the furniture arrived today.
 - Insurance – They have been working with CES and all the paperwork. They will begin working on building “E.” We overpaid the deductible, which will be completely reimbursed. A third party vendor; Alliance Appraisals, will be here next week to appraise the rest of the items, such as the rodeo truck and tractor.
 - The HVAC units have been installed in building “C,” as well as the evaporative cooler in building “D.”
 - Fitness Center – Now open 24/7 - We have had over 30 new people enrolled, not including our students. Out of the 30, 20 opted for the five months, get one month free special. Thank you to Josh McVey for getting that posted.
 - Dr. Moss and I attended a virtual business/government relations type meeting with NMICC. The main concern that I have noticed in the community; is Mesalands is going to be combined with another college. From everything that I have seen, I do not see that happening because the recommendation of LFC from the department of finance is slightly more than last year, so we are not getting cut, we are getting funds that are recommended for our athletics program, and for our wind energy program. So this is very encouraging to see that information.
 - The Purchase Order report will be including the specific department.
 - I would like to thank Chester Bobbitt for working on the restrooms, which should be operational in a few weeks. We will be working on a complete renovation meeting ADA compliance with a new contractor.
 - Mr. Sandoval – Will another college be taking over?
 - Mr. Martinez – I do not see that happening since they are recommended an increase in funding for Mesalands, I see that as a positive move.

-Dr. Moss – I do not think that will happen because the other colleges that were mentioned do not have an interest in taking us in, it is not fiscally in their plans. I think as long as we stay financially sound and continue to improve our reporting we are in a good place. HED will probably not have any recommendations until the next legislative session, which gives us more time to get things in order.

-Mr. Sandoval – What about the meat procession program?

-Dr. Moss – We are still having some conversation about that; we are keeping that open. It is still in the Master Plan. HLC has recommended we not begin any new programs yet.

-Mr. Sandoval - Game & Fish – do we need to wait on this also?

-It is not something we can do now; we still want to keep that option open.

-Mr. Primrose - Do we have staff in the fitness center?

-Mr. Martinez – We do have someone part-time during the weekends.

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: Ms. Stephenson, yes; Mr. Sidwell, yes; Mr. Box, yes; Mr. Sandoval, yes; and Mr. Primrose, 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). 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.

Mr. Primrose stated that no action is needed from the 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, February 20, 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. Ms. Stephenson made the motion to adjourn the meeting. Mr. Sandoval 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 6:47 p.m.

Richard D. Primrose
Chair

Thomas Sidwell
Secretary/Clerk