

**MESALANDS COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR BOARD MEETING  
January 21, 2025**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, January 21, 2025, at 3:00 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 3:02 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, and Mr. Jimmy Sandoval.  
Mr. Phillip Box was absent.

**LIST OF ACTION ITEMS**

- 1) Approval of Agenda
- 2) Approval of Consent Agenda – Minutes from December 10, 2024
- 3) Approval to change the Regular Board meeting time to 3:00 p.m.
- 4) Approval of Purchase Requisition for FY24 Audit
- 5) Approval of the Financial Report for December 2024
- 6) Approval to go into Executive Session
- 7) Approval to Reconvene from Executive Session
- 8) Approval to Adjourn the meeting

**APPROVAL OF AGENDA – ACTION**

**ACTION** – Mr. Sidwell made a motion to approve the agenda as presented in Exhibit 1. Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Ms. Stephenson, yes; Mr. Sidwell, 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** – Ms. Stephenson made a motion to approve the regular Board meeting minutes as presented in Exhibit 2, dated December 10, 2024. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Sidwell, yes; Mr. Sandoval, yes; Mr. Primrose, yes; and Ms. Stephenson, yes. The motion carried.

## **CHAIRPERSON'S REPORT**

### **➤ Mr. Richard Primrose**

- Foundation Shrimp Boil – February 15<sup>th</sup>- cost is \$35 per person.
- Mr. Primrose discussed changing the regular Board meeting time to 3:00 instead of 5:30 – Everyone was ok with this.

**ACTION** – Mr. Sidwell made a motion to approve changing the regular Board meeting time to 3:00 p.m. Mr. Sandoval seconded the motion. A roll call vote was taken with members voting: Mr. Sandoval, yes; Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Sidwell, yes. The motion carried.

## **PRESIDENT'S REPORT**

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

- I met with Ms. Montgomery, with Altrusa will contribute to the Foundation fundraising with homemade desserts.
- I will be meeting with Altrusa February 5<sup>th</sup> to talk about Mesalands
- Quay Day is tomorrow morning, leaving at 4:15 a.m.
- Union County lunch is January 27<sup>th</sup>.
- We have three of the five nursing students pass the NCLEX.
- We did talk with the Office of the State Auditor, I asked if there is something we can start doing now: They suggested creating a Finance Committee with two Board members, Dr. Moss, Mark Martinez, and Ms. Arias.
- Go Bond – November 2026. We need to determine a project.
  - Mr. Primrose thought having a Finance Committee would be good.
  - Mr. Sandoval asked if HUD would help us with housing?

### **2. Discuss Academic Calendar 2025-2026**

- Move the fall semester forward one week to start on August 18<sup>th</sup> and go one week longer in December until the 11<sup>th</sup>. We will make this an action item next month.
  - Joel thought this would be better for the students as well.

### **3. PURCHASE REQUISITION FY24 ADUIT OFFICE OF THE STATE - ACTION**

**ACTION** – Ms. Stephenson made a motion to approve the Purchase Requisition # 117922 and the MOU for the FY24 audit to the Office of the State Auditor as presented in Exhibit 4. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Sidwell, yes; and Mr. Sandoval, yes. The motion carried.

### **4. December 2024 Financial Report – ACTION**

- Ms. Judy Scharmer has been working on an overview of the budget as well as Ms. Arias, this will make it easier to see where we are every month.
- Mr. Primrose stated that we are maintaining a good cash balance.
- Ms. Arias says it is nice to have everyone in the Business Office in the same room. There is more training that needs to be conducted in the Business Office.

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

## **ACADEMIC AFFAIRS**

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

- Events:
  - Main campus classes began on the 13<sup>th</sup>
  - Corrections classes began the 20<sup>th</sup>
  - Mid-terms - March 3<sup>rd</sup> - 6<sup>th</sup>
  - Spring Break - March 17<sup>th</sup> - 20<sup>th</sup>
  - Finals Week – May 5<sup>th</sup>-8<sup>th</sup>
  - Graduation – May 9<sup>th</sup>
- Successes
  - We had our third nursing student pass the NCLEX exam.
  - I am working with Mr. Dean Garcia on Adult Ed, we were approved for 65K for the IET program through HED, these funds can be used for the CNA program.
- Major projects
  - HLC – Our teams are collecting evidence for the HLC accreditation review. By March 25<sup>th</sup>, we want all our documentation and assurances in place. We will start putting it all together into one voice and have it ready by July 1, 2025.
  - Integration of our LMS system into Canvas, we are working with IT to get a test phase using the two factor authentication.
  - Dr. Moss stated that Ms. Gutierrez said they have hired three of our nursing students at the hospital.
  - It helps to have small classes; they get more one on one attention.

## **STUDENT AFFAIRS**

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

- Registration for Corrections is 315, more may register
- Ongoing advisement going on with dual students
- Workshops are going to be held at high schools encouraging students to submit their FAFSA for the next school year.
- 594 enrollments so far for this semester, there will be more for the second eight week courses. This number does not include Impact Wind.
- We have seen a 7.4% increase for main campus enrollment so far
- Recruiting is ongoing, Shelby is doing a wonderful job! Our faculty is also very important in recruiting by visiting schools.
- Rodeo is going to begin March 1<sup>st</sup>
- Utilizing the CRM Hub-Sport software to be more effective in customer retention management.
- Institutional Advancement – We are working on an EDA Grant for possibly 2M
- Investments from wind energy companies, such as Impact Wind, Leeward Renewable Energy, GE, Pattern, and Next Era. They are expecting 60% growth over the next 10 years. Mesalands will potentially be able to create

- 24M in the economy over the next 10 years and potentially create over 2,000 jobs as well. This justifies the value of our Wind turbine and program.
- Marketing – we continue with our advertising; The Veteran View publication will feature our Dinosaur Museum in a future article based on which location was visited the most that they advertised.
  - Chantel Lujan is now fulltime and working in advising in Student Affairs.
  - I think we have seven on the rodeo team, maybe one or two more this spring.

## **ADMINISTRATIVE AFFAIRS**

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

- Facilities: Contractors have begun work on building “E” today, expected to complete this project in six to eight weeks.
- Revisiting all the buildings for damage claimed with our insurance, hoping to get additional help whether it is new or was existing damage.
- The Fitness Center did receive all of its new equipment. We have a lot of new members. Promotion; purchase any five consecutive months and get the sixth month free. We have started using Square for making payments in the fitness center, or you can pay your membership online. The fitness center is staffed Monday-Thursday 7 a.m.- 6 p.m. and Friday & Saturday 8 a.m.- 1 p.m.
- CPO training – I will be going through recertification training, and Mr. Josh McVey will be doing the certification training.
- Maintenance has been working on changing the lighting to LED.
- Two MOU’s were submitted to the City – 1. Our golf team can use the golf course for practice. 2. First Responders can use our fitness center free of charge.
- Corn Hole Teams in the community are meeting at the Armory.

## **REPORTS FROM SHARED GOVERNING SENATES**

### **1. Staff Senate President – Mr. Dean Garcia**

- Some of the heating is not working in building “A”
- Stampede Day – maybe doing that on Wednesday instead of Thursday
- Accreditation process for HLC, making sure everyone is on the same page
- Adult Ed – we had 13 graduates and 9 more scheduled for the Hight-Set
- CNA-IET training and implementation, we need to spend funds by June 30
- I will be attending the Adult Ed Day at the Capital on February 10<sup>th</sup>
- Adult Education grant funding expires June 30, 2025, we need to submit a new application by March 21, 2025, this is for the next four years.
- ELS classes started last week – Mr. Simon Chavez, and Dr. Stephen Edwards are helping with this program again this spring.

### **1. Faculty Senate – No report at this time**

## **TRUSTEES COMMENTS**

- No comments were made

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

- No action is needed from the Executive session.
- No correspondence

## **INFORMATIONAL ITEMS**

A. Important Dates:

1. January 20, 2025, “Martin Luther King Day” – College was closed

B. Board of Trustees – 12 Month Calendar

C. Board of Trustees Annual Calendar of Reports

## **ANNOUNCEMENTS**

- Tuesday, February 18, 2025, Mesalands Community College Board of Trustees Regular Board Meeting at **3:00 p.m.**
- ACCT Training – Policy Development between the Board and CEO handout

## **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. Primrose, yes; Ms. Stephenson, yes; Mr. Sidwell, yes; and Mr. Sandoval, yes. The meeting was adjourned at 4:30 p.m.

[signature on original]

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Richard D. Primrose  
Chair

[signature on original]

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Thomas Sidwell  
Secretary/Clerk