

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

July 18, 2023

The Mesalands Community College Board of Trustees met in regular session on Tuesday, July 18, 2023, 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: Ms. Teresa Stephenson, Mr. Tom Sidwell, Mr. Phillip Box, Mr. Jimmy Sandoval, and Mr. Richard Primrose.

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda – June 20, 2023
- 3) Approval of the Financial Report for June 2023
- 4) Approval of Purchase Requisition #116707 for Xcel Energy
- 5) Approval of Purchase Requisition #116708 for NMPSIA Insurance
- 6) Approval of Purchase Requisition #116710 for New Mexico Gas
- 7) Approval of Purchase Requisition #116711 for the City Utilities
- 8) Approval of Agreement with the Office of the State Auditor
- 9) Approval to go into Executive Session
- 10) Approval to Reconvene from Executive Session
- 11) Action if needed from Executive Session
- 12) Approval to Adjourn the meeting

APPROVAL OF AGENDA – ACTION

ACTION – Mr. Box made a motion to approve the agenda with one correction: removing the item under Student Affairs Reports, section C, 2 (Out of State/In District Tuition). Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Ms. Stephenson, yes; Mr. Tom 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 – Ms. Stephenson made a motion to approve the regular Board meeting minutes as presented in Exhibit 2, dated June 20, 2023. Mr. Box seconded the motion. A roll call vote was taken with members voting: Mr. Tom Sidwell, yes; Mr. Box, yes; Mr. Sandoval, yes; Mr. Primrose, yes; and Ms. Stephenson, yes. The motion carried.

CHAIRPERSON'S REPORT

- Mr. Primrose stated that he did not have any reports at this time other than announcing the Stampede Golf Tournament on July 28-30. The Foundation will be working to promote this event, we have about thirty teams already signed up. The proceeds will help fund athletic scholarships and the men and women's golf program. Thanks to the rain we have been getting, the golf course looks really nice right now.

REPORTS

PRESIDENT'S REPORT

- **Dr. Allen Moss, Interim President**
 - I want to add a few things, the Foundation will be holding a meeting this Thursday to discuss the lease amounts, the report from the money management and Mr. Hardin's firm.
 - Received a grant for \$30K for Supporting Indigenous Artist Masters.
 - We had a second visit from the New Mexico Corrections Division yesterday, finishing grades, clearing up Fall 2022 and Spring 2023.
 - We had a Superintendence meeting last Wednesday with Superintendents from Roy, Mosquero, San Jon, Logan, and Tucumcari, we had input from Clayton, Des Moines, and House, which were not able to here due to previous scheduled events but expressed interest. We talked about a lot of things. Mr. McVey talked about enrollment and registration and how to make it a better process. Mr. Dean Garcia talked about the high school equivalency training and testing. Some of the schools did not realize that we offer this. Mr. Kiser talked about different programs we offer, also talked about CTE training, possibly doing some consolidating work to start the training here with Juniors and Seniors instead of waiting until they are out of school. It was a good meeting
 - We did not have to use any of the HB2 funding until after July 1st.
 - Convocation – We would like the Board to come and interact with the Staff & Faculty. Also, have a time for honoring all the people that retired, and for years of service.

- The State Auditor is here and working, they are still intending on having the FY22 audit done by the end of July, and the FY23 audit done by December. They realize that we are all trying to do everything we can to get everything caught up. The FY22 audit may be like the FY21 audit, hopefully the FY23 will look better.
- We will be posting three positions which are currently filled as Interims: Director of Instruction, Director of Facilities & Security, and Director of IT, and possibly some more Adjuncts positions. The Human Resources Director is currently open. We may need to add more positions as we start the year.

ACADEMIC AFFAIRS

- **Mr. Joel Kiser, Vice President of Academic Affairs**
 - We have reached the end of our summer session of courses
 - Met with the New Mexico Corrections Division to resolve outstanding grades. Also, to determine a better way of communication and delivery. We are in the process of verifying grades (over 100 grades), it is a comprehensive audit for incompletes and “F” grades, we are developing better checks and balances going forward to prevent students from failing.
 - Dr. Denise Hackett, Executive Director of Institutional Research and Accreditation just completed a 999-page data report to prepare us for the HLC Advisory visit on September 12-13, 2023.
 - Upcoming HLC Correctional site visit with three correction locations; Dr. Moss, Mr. Matthew Benavidez, and I will be going in and working with the Program Managers (PM) in the prisons to discuss how to better deliver content.
 - We were awarded the Supporting Indigenous Artist Mastery (SIAM) Grant for \$30,000 per year for 2 years. This was made possible by the efforts of Mr. Julio Galindo and Art Professor Nate Glaspie. This helps support an Indigenous Master artist and brings scholarships for indigenous students and our degree seeking students in silversmithing. At this point we know the amount of the award for students, so we can start talking about scholarships awards and the process. For our first Indigenous Artist Master we will highlight is Mr. Eugene Ross, Master Navajo Silversmith Artist, and also our Adjunct Instructor. His work will be documented, placed in a catalog along with the students’ work. I would expect that work to be displayed not only at our campus, but other universities that are taking part in this grant consortium. This is really exciting for the fine arts and the cowboy arts programs.
 - We are preparing for Fall enrollment, most of the general education classes already have five to ten students on average. Seeing a good variety of classes with students enrolled.
 - Working on updating the catalog, and our next semester’s offerings of 2024.
 - Mr. Box asked, since Gene Ross attends a lot of different events, can we send some advertising for Mesalands with him? Josh says we have pamphlets with his bio, and also information cards with QR codes on them for him to take when he attends these events. The Main Street Artis Grant was good recognition for Mesalands.

- Mr. Sidwell asked– how many students were in the summer session? Mr. Kiser replied, there were seventeen courses offered and ten gen ed courses with a class limit of eight. Most of those were online classes, pre-nursing filled-up, along with developmental psychology and biology.
 - Mr. Sidwell asked, in the courses for this Fall, are there any Ag courses? Mr. Kiser answered, “We are working with the enrollment team, I think we are going to complete a twelve-credit hour Ag certificate. The Ag certificate is broken down with utilitarian use, skill sets, welding, Ag Business, and if they are interested in animal science, there will be a substitution for that. This still needs to go through the curriculum committee.
- Ms. Stephenson asked about last week’s Adventure Camp, it looked like it was a success. Joel – it was, we had over eighty children that participated, which is good because it gets the parents and families on campus. We had arts & crafts, a lot of nerf activates, esports, guitar classes, ballerina classes, and STEM classes.
- Mr. Box asked, what is the latest and where are we at on the meat processing classes? Joel – our instructor has other obligations right now; we are still working on this, and we are going to leave it open. This would be a certificate of twelve to fifteen credit hours.
 - Jimmy – CDL class? – Joel – we are working on this and doing a cost analysis for a semi-truck, we have a tester that can serve as an instructor.
 - Mr. Box asked – is there any interest in the building trades such as plumber, electrician, etc.? We are looking at this, these will need to be submitted to the State for approval.
 - Dr. Moss added that we do have to be careful and not move too fast, we have to make sure we stay within our resources.

STUDENT AFFAIRS

- **Mr. Josh McVey, Vice President of Student Affairs**
1. Strategic Enrollment Management Plan Update – five years from 2022 to 2027.
 - The plan was put together by the Strategic Enrollment Planning Committee comprised of stakeholders from across the College.
 - This document was a summary of the committee’s document and was submitted last year with big ambitions.
 - We looked at this; what was accomplished, and what can we move forward with. We must have the infrastructure and the financial capital first to move forward. The highlighted area is the updates.
 - Our enrollment grew 21% last year. We are working with our students on pathways. Our part-time students decreased from 90.9% to 86.3%, but our full-time students increased 126.9%. The Female population increased by 4% and the Latinx population increased from 33% to 49.5%
5% of on-campus students participated in our mental health services
 - We are focusing on our on-campus students – our goal is to reach two hundred this year.
 - We are enrolling students now and not waiting until Stampede Days.
 - Enrollment is coming in at approximately 5 students per day.
 - Mr. Sidwell asked if our goal is to get 200 on-campus students, how are they going to be housed? Mr. McVey – we are connecting them to our

area hotels, apartments and realtors, this information is also on our website under housing opportunities. Some of these places are giving us competitive pricing to help our students.

- Dr. Moss – We not only want people to come to Tucumcari, but also want to get students that already live here. Josh – we are planning more community events to get the community involved with Mesalands. The first week of classes we are talking about have a big watermelon feed and invite the community and businesses.
- Dr. Moss – we are looking at what we are doing and what is effective and what is not, and try to target more area students, and more dual students.
- Josh – we want to visit our area High School and recruit more dual students, having our faculty go to the High Schools and conduct demonstrations on their classes.
- Working on a grant for the Wind Energy program for a four-five million grant to help upgrade our turbine.
- We have applied for the Lodgers Tax Board to help with the Dino Museum billboards. Both billboards on I-40, one going east, and one going west.
- Working on stickers, lanyard, magnets, new rack cards for outreach.
- Student Life – We are working on more activities to help our students prosper and grow.
 - Mr. Sandoval thinks we need to talk to city commissioners, county commissioners, and hospital commissioners on why our town is not growing. Dr. Moss stated that he has been going to the county commissioners' meetings about once a month, and also going to the city commissioners' meetings to try to get more involved in the community. I am also going to start putting an article in the paper on a monthly basis to inform the community on what Mesalands is doing. As a college, we must show we are willing to all work together.

2. Out of State/In District Tuition – This item was removed from the agenda until we have more information from HED.

ADMINISTRATIVE AFFAIRS

3. Ms. Blanca Pauliukevicius, CFO & Executive Director of Business Services

1. June 2023 Financial Report - Dr. Moss presented in Blanca's absence.
 - What stood out to me was not needing to use the HB2 funds until after July 1st
 - We did have to close FY22 so that we could open the budget for FY23/24. My hope is that working with the State Auditor, we will be able to get current and move on to 2023. By January we should be able to be in a good place to start budgeting for FY24/25.

ACTION – Ms. Stephenson made the motion to approve the June 2023 financial report as presented in Companion Exhibit 1. 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

2. Purchase Requisition #116707 for Xcel Energy – **ACTION**

ACTION – Mr. Sidwell made the motion to approve the purchase requisition #116707 to Xcel Energy for estimated annual electricity for FY23/24 as presented in Exhibit 6. 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.

3. Purchase Requisition #116708 for NMPSIA Insurance – **ACTION**

ACTION – Mr. Box made the motion to approve the purchase requisition #116708 to NMPSIA (New Mexico Public Schools Insurance Association) for FY23/24 insurance as presented in Exhibit 7. 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.

4. Purchase Requisition #116710 for New Mexico Gas – **ACTION**

ACTION – Mr. Sidwell made the motion to approve the purchase requisition #116710 to the New Mexico Gas Co. for estimated annual gas as presented in Exhibit 8. 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.

5. Purchase Requisition #116711 for the City Utilities – **ACTION**

ACTION – Mr. Box made the motion to approve the purchase requisition #116711 to the City of Tucumcari for estimated annual water, sewer, and trash as presented in Exhibit 9. Mr. Sidwell 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.

ADMINISTRATIVE AFFAIRS CONTINUED

4. Mr. Mark A. Martinez, Executive Director of Operations and Procurement

1. Agreement with the Office of the State Auditor

The audit talks about the scope/objectives and compensation and fees.

The State Board of Finance will pay this, so it is not a cost to Mesalands.

ACTION – Mr. Sidwell made the motion to approve the Agreement with the Office of the State Auditor as presented in Exhibit 10. 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.

- Capital projects, we had to close-out the previous year by June 30 to HED with all reports and drawdown due, specifically the renovation of building “A” and some equipment purchased for the nursing program.
- Kiosk for the Nursing program – it will be installed in the next few weeks; our people will be doing the assessments and working with real patients.
- Request for drawdowns – HED will let us know by the end of July and when we can expect payment on those funds.

- Special thank you to our Maintenance and IT Staff for working on the items which were requested by POM's Insurance to be completed to reduce our risk assessment.
 - Special thank you to our IT staff for installing new security cameras in the Fitness Center. It is open seven days a week now. We are working towards opening the fitness center 24/7 once we get the keyless entry installed, hopefully before the fall semester begins.
 - Mr. Andy Swapp and I were able to meet with Mr. Patrick Lucero from Xcel Energy, he will put us in contact with some grant specialist in efforts to support the application for repowering of the Wind turbine and infrastructure and improvement to the building.
 - I am now working on the PO's and getting everything closed-out.
 - Any purchase requisition over \$19,999 must go to the Board for approval.
 - The Dino Storage building is completed, thank you to the Foundation for their donation to help cover the cost of the storage building.
 - Thank you to the city for the Lodger Tax to help with the Golf Tournament.
- **Reports from Shared Governing Senates will resume after summer break**

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

- No new business presented.

CORRESPONDENCE

- No correspondence was presented.

INFORMATIONAL ITEMS

Presented were the following:

1. Important Dates:
 - Fall Semester Begins – August 14, 2023
2. Board of Trustees – 12 Month Calendar
3. Board of Trustees Annual Calendar of Reports

XIII. ANNOUNCEMENTS

- Tuesday, August 22, 2023, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m. in Building A, room 214.

ADJOURN

- 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: Ms. Stephenson, yes; and Mr. Box, yes; Mr. Sidwell, yes; Mr. Sandoval, yes; and Mr. Primrose, yes; The meeting was adjourned at 7:35 p.m.

Richard D. Primrose
Chair

Thomas Sidwell
Secretary/Clerk