

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

**June 20, 2023**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, June 20, 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 5:34 p.m.

**Pledge to the flag:**

Recited was the Pledge of Allegiance

**ROLL CALL**

The following board members were present: Ms. Teresa Stephenson, Mr. Phillip Box, Mr. Jimmy Sandoval, and Mr. Richard Primrose.  
Mr. Tom Sidwell was absent

**LIST OF ACTION ITEMS**

- 1) Approval of Agenda
- 2) Approval of Consent Agenda – May 22, 2023
- 3) Approval of Consent Agenda – May 31, 2023
- 4) Approval of Open Meetings Act Resolution
- 5) Approval of the Financial Report for May 2023
- 6) Approval to Adjust BARS
- 7) Approval to Adjust FY24 Budget
- 8) Approval of Purchase Requisition #116651 to CLA
- 9) Approval of Facilities Five-Year Plan - ICIP
- 10) Approval of RFP #2023-02 Committee Recommendation - Legal Services
- 11) Approval of Contract for Attorney awarded in RFP #2023-02
- 12) Approval to go into Executive Session
- 13) Approval to Reconvene from Executive Session
- 14) Action if needed from Executive Session
- 15) Approval to Adjourn the meeting

**APPROVAL OF AGENDA – ACTION**

**ACTION** – Mr. Box 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. 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 moved to approve the regular Board meeting minutes as presented in Exhibit 2, dated May 22, 2023. Mr. Box seconded the motion. A roll call vote was taken with members voting: Mr. Box, yes; Mr. Sandoval, yes; Mr. Primrose, yes; and Ms. Stephenson, yes. The motion carried.

**ACTION** – Mr. Box moved to approve the special Board meeting minutes as presented in Exhibit 3, dated May 31, 2023. Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Mr. Sandoval, yes; Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Box, yes. The motion carried.

## CHAIRPERSON’S REPORT

- Mr. Primrose stated that he did not have any reports at this time.

## REPORTS

### PRESIDENT’S REPORT

- **Dr. Allen Moss, Interim President,**
  - I have had several meetings with different community members; Mr. Mike Lee with Fast TV, Mr. John Pacheco, and Mr. Stephen Farmer, mostly dealing with future possibilities for the college.
  - I want to say thank you again for attending the Board of Trustees training conducted by HED on June 2<sup>nd</sup>, I think it made an important statement that everyone was there and participated in the training.
  - Contracts for the FY24 year should be going out early next week
  - National Rodeo finals, we had some great students representing Mesalands, unfortunately, no one made it to the final round. This is a great program for Mesalands.
  - Handbooks, the staff have finished their revisions on the Personnel Handbook, the faculty will submit their revisions, then they will go to our new legal counsel, then to the Board for final approval in July.
  - Update on Jenzabar; the priorities are still focused on our business office to get FY 22 closed to be able to open FY24. The project schedule is being updated with a better schedule for J1. Mr. Aaron Cash will be our project manager with the assistance of Mr. Larry Wickham.

### 1. Approval of the Open Meetings Act Resolution – ACTION

Dr. Moss went over the updates to the Open Meetings Act Resolution, which are the dates, and the meeting place changed from “Google Meet” to meeting

in person in the Board Conference room, A-214. We will continue following the Open Meetings Act.

**ACTION** – Ms. Stephenson made the motion to approve the Open Meetings Act Resolution as presented in exhibit 5. Mr. Box seconded the motion. A roll call vote was taken with members voting: Mr. Sandoval, yes; Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Box, yes. The motion carried.

## **ACADEMIC AFFAIRS**

- **Mr. Joel Kiser, Chief Academic Officer & Student Success**
  - We are working on summer course offerings with thirteen Gen Ed classes, active enrollment, mostly online at this point – a lot of pre-prerequisite classes, mainly for the nursing program.
  - Good News – Eight of our phlebotomy students all passed the national test, and all eight passed the national certification, which means the certification is good anywhere in the nation. Thank you to our Instructor, Ms. Bridgitte Davis!
  - Mr. Sandoval asked if there are going to be classes on first aid.
  - Classes on CPR and AED training for the workforce will be in the fall in September or October.

## **STUDENT AFFAIRS**

- **Mr. Josh McVey, Chief Communications Officer & Strategic Enrollment** - Absent
- **Ms. Jessica Gonzales, Executive Director of Admissions and Financial Aid** Presented the Enrollment Management Plan: Spring Persistence Report - Exhibit 6 for Mr. McVey.
  - Enrollment for the 2022/2023 is up from spring of 2022; we are up 183 students from spring to spring. The highest attended programs are Liberal Arts, University Studies, Business Administration, Wind Energy, and the Arts Programs. We had 232 students on campus, and 63 students graduated with degrees and certificates. We had a total of 1,790 students which took us back to where we were pre-covid. Our Strategic Enrollment Team is actively working with all the students that have applied for financial aid. We have Advisors that will be calling them this summer and getting them enrolled in the fall. This is a team effort, everyone on our campus is a recruiter.

## **ADMINISTRATIVE AFFAIRS**

- **Ms. Blanca Pauliukevicius, CFO & Sr. Executive Director of Business Services**
  - Year end for FY22 and FY23 - We are working with our state auditors, we are moving forward, the team is working very hard to get everything caught up.
  - Ms. Pauliukevicius went over the different reports and accounts with the current balances, check cut report for May for \$211,966. Cash flow projections include the \$400 thousand from HB2. This report is submitted every week to HED.
  - Mr. Primrose asked if HED ever had comments or questions on these reports? Blanca answered, yes, sometimes they need more clarification. We are in constant contact with them, also submitting the grant submission and reimbursements.

1. May 2023 Financial Report – **ACTION**

**ACTION** – Mr. Box made the motion to approve the May 2023 financial report as presented in Companion Exhibit 1. Mr. Sandoval seconded the motion. A roll call vote was taken with members voting: Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Box, yes; and Mr. Sandoval, yes. The motion carried.

2. BAR's Adjustments – **ACTION**

The projections from the HB2 funds usage have been adjusted, we will not need as much for this year - FY23, so we will have more funds for the FY24 year. This adjustment impacts the FY23 budget ending balances and the FY24 budget.

**ACTION** – Ms. Stephenson made the motion to approve the adjusted BAR's as presented in Exhibit 7. Mr. Sandoval seconded the motion. A roll call vote was taken with members voting; Ms. Stephenson, yes; Mr. Box, yes; Mr. Sandoval, yes; and Mr. Primrose, yes. The motion carried.

3. Budget Adjustments – **ACTION**

As we are reconciling FY 22 and FY23 this impacts the beginning balances on the budget for FY24. There may need to be more BAR's throughout the year, as situations will change.

**ACTION** – Mr. Box made the motion to approve the adjusted Budget for FY24 as presented in Exhibit 8. Mr. Sandoval seconded the motion. A roll call vote was taken with members voting; Mr. Box, yes; Mr. Sandoval, yes; Mr. Primrose, yes; and Ms. Stephenson, yes. The motion carried.

4. Purchase Requisition #116651 - CLA Consultant – **ACTION**

The State Board of Finance grant will be reimbursing us for this consultant fee (they are under GSA pricing) to help us get caught up in the business office.

**ACTION** – Ms. Stephenson made the motion to approve purchase requisition #116651 to CLA Consultants as presented in Exhibit 9. Mr. Box seconded the motion. A roll call vote was taken with members voting: Mr. Sandoval, yes; Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Box, yes. The motion carried.

**ADMINISTRATIVE AFFAIRS CONTINUED**

▪ **Mr. Mark A. Martinez, Chief of Campus Operations & Procurement Officer**

1. Summer Capital Project Proposal as presented in Exhibit 10 is the scope of language for the capital project proposal for the main needs at Mesalands. This will be GO funds available in FY25. This does not include the insurance that we will receive for the damage from the rain and hail. Mr. Sandoval asked if the skylights have any protection. Mr. Martinez answered that the skylights have two layers.

2. Facilities Five-Year Plan - ICIP Approval – **ACTION**

We can request Capital Outlay funds for our most immediate infrastructure needs. This plan is fluid, it can be changed or reprioritized with proper approval from the Board. This will go to the Legislative Finance Committee that will meet in December.

**ACTION** – Ms. Stephenson made the motion to approve the Facilities Five-Year Plan – ICIP as presented in Exhibit 11 Mr. Box seconded the motion. A roll call vote was taken with members voting: Mr. Sandoval, yes; Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Box, yes. The motion carried.

3. Requesting approval of recommendation from Evaluation Committee for RFP #2023-02 Legal Services. There were very strict grading criteria and evaluation for the proposals. – **ACTION**

**ACTION** – Ms. Stephenson made the motion to approve the recommendation from the Evaluation Committee for RFP #2023-02 for legal services as presented in Exhibit 12. Mr. Sandoval seconded the motion. A roll call vote was taken with members voting: Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Box, yes; and Mr. Sandoval, yes. The motion carried.

4. Approval of contract with Holcomb Law Office awarded in RFP #2023-02 for Legal Services for Mesalands. They have extensive experience in working with Higher Education Institutions. This will be a one-year term beginning July 1, 2023, through June 30, 2024. We will have the option to renew for three consecutive years based on our appropriation. – **ACTION**

**ACTION** – Mr. Box made the motion to approve the contract with Holcomb Law Office awarded in RFP #2023-02 for legal services as presented in Exhibit 13. Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Ms. Stephenson, yes; Mr. Box, yes; Mr. Sandoval, yes; and Mr. Primrose, yes. The motion carried.

- **Dr. Denise Hackett, Chief Institutional Research, Effectiveness, & Accreditation Officer**
  - Update on HLC schedule review with Jill in late August.
  - An advisory visit is scheduled for September 12-13, Jamie will be here and someone from HED will also be here.
  - Submit a report to HLC by June 30<sup>th</sup>.
  - I went to Tempe, AZ for advanced strategic planning, it was wonderful.
- **Dr. Duane Brooks, Chief of Staff & Assistant to the President - Absent**
- **Mr. Julio Galindo, Chief of Diversity, Inclusion, Equity, and Belonging Officer and Sr. Executive Director of Institutional Advancement - Absent**
- **Reports from Shared Governing Senates will resume after summer break**

## **EXECUTIVE SESSION - ACTION**

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

## **RECONVENE FROM EXECUTIVE SESSION – ACTION**

**ACTION** – Mr. Box 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. Box, 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. No action, just discussion

## **NEW BUSINESS**

- No new business presented.

## **CORRESPONDENCE**

- No correspondence was presented.

## **INFORMATIONAL ITEMS**

Presented were the following:

1. Important Dates:
  - Independence Day – College Closed – July 3 & 4, 2023
2. Board of Trustees – 12 Month Calendar
3. Board of Trustees Annual Calendar of Reports

## **XIII. ANNOUNCEMENTS**

- Tuesday, July 18, 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. Sandoval seconded the motion. A roll call vote was taken with members voting: Mr. Sandoval, yes; Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Box, yes; The meeting was adjourned at 7:27 p.m.

[signature on original]

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Richard D. Primrose  
Chair

[signature on original]

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Thomas Sidwell  
Secretary/Clerk