

**MESALANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
June 24, 2025**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, June 24, 2025, at 5:30 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 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: Mr. Richard Primrose, Ms. Teresa Stephenson, Mr. Tom Sidwell, and Mr. Phillip Box. Mr. Jimmy Sandoval was absent.

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda – Minutes from May 27, 2025
- 3) Approval of Open Meeting Act Resolution
- 4) Approval of the Financial Report for May 2025
- 5) Approval of the 2025-2026 Personnel Handbook
- 6) Approval of the 2025-2026 Administrative Affairs Handbook
- 7) Approval to go into Executive Session
- 8) Approval to Reconvene from Executive Session
- 9) Approval to Adjourn the meeting

APPROVAL OF AGENDA – ACTION

ACTION – Mr. Box made a motion to approve the agenda as presented in Exhibit 1. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Ms. Stephenson, yes; Mr. Sidwell, yes; Mr. Box, 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. Sidwell made a motion to approve the regular Board meeting minutes as presented in Exhibit 2, dated May 27, 2025. Mr. Box seconded the motion. A roll call vote was taken with members voting: Mr. Sidwell, yes; Mr. Box, yes; Mr. Primrose, yes; and Ms. Stephenson, yes. The motion carried.

CHAIRPERSON'S REPORT

Mr. Richard Primrose

- My granddaughter attended the Mesalands Summer Adventure Camp; she really enjoyed it. Thank you to all those who were involved.

Board of Trustee Training:

Dr. Jamie Stanesa, our Liaison with Higher Learning Commission (HLC)

- We are working on preparing for the HLC meeting in September.
- Advisory visit in fall of 2023 conducted analysis, Mesalands was recommended for probation at that time.
- The site probation visits in September 2025; they will be looking at all criteria
- A team of five will be coming in September. HED will send a couple of people to observe. This visit is treated as a fully comprehensive visit; with full arguments of all four criteria for accreditations, and the probation recommendations will be addressed.
- I have great faith in Mesalands due to the new leadership changes.
- The Board will need to be aware of the current financial situation and the evaluation of the new CEO.
- The team at Mesalands has been very transparent, my hope is Mesalands will get off of probation, they may still be on monitoring.
- The Board as a whole will be on the agenda; They should be aware of the strategy and operations with HED, more training for the Board. They usually meet with the Board as a whole at lunch or at the end of the day on the first day, usually Monday.
 - Mr. Primrose stated that the Board is working on training; We had an ACCT retreat with Dr. Jose Leyba on May 31, 2025.
 - Mr. Sidwell asked about the time frame.
- The team will meet Monday and Tuesday, and send the report to me, then it is due a month after the visit to HLC, and at that point Mesalands will receive a copy of the report along with an opportunity to respond with any corrections. It then goes back to HLC for review and corrections, then it goes to the Institutional Actions Council with a recommendation from the team for their review. It will then go to the Board of HLC, probably by the February Board meeting where they will make a recommendation.

PRESIDENT'S REPORT

1. Dr. Allen Moss, President

- The special audit exit visit is tomorrow; the full audit will be ready soon to present to the Board.
- The 2024 audit is getting close to being completed.
- NMICC; They are going to increase the annual dues from 16k to 20K. They are a great resource and benefit to the college.
- Ms. Judy Scharmer may not be able to work as a consultant to Mesalands due to her retirement situation.
- Josh McVey has taken over the Institutional Research work that Dr. Hackett was doing. At some point we may need to add a part-time person to help in this area.
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2. Open Meeting Act Resolution – ACTION

ACTION – Ms. Stephenson made a motion to approve the “Open Meeting Act Resolution” as presented in Exhibit 4 with correction of the Quay County Sun changing to The Eastern New Mexico News. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Box, yes; Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Sidwell, yes. The motion carried.

3. May 2025 Financial Report - On the May financial report; Dr. Moss will check with Rachelle about the CD report. We may want to consider opening another CD as well.

May 2025 Financial Report – ACTION

ACTION – Mr. Box made a motion to approve the May 2025 Financial Report as presented in Companion Exhibit 1 with follow up on the CD report. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Box, yes; Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Sidwell, yes. The motion carried.

4. 2025-2026 Personnel Handbook – ACTION

ACTION – Mr. Box made a motion to approve the 2025-2026 Personnel Handbook with updates as presented in Companion Exhibit 2 with the correction of adding 3.3 wording to nonexempt personnel as well. Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Sidwell, yes; and Mr. Box, yes. The motion carried.

ACADEMIC AFFAIRS

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

- Mr. Kiser is at the LFC meeting – He is working on remote access point under Quay County through Eastern Area Workforce Development.
- Ms. Fries and Mr. Kiser are working on expanding our phlebotomy program

STUDENT AFFAIRS

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

- Mr. McVey is on vacation at this time

ADMINISTRATIVE AFFAIRS

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

- The roofing project on building “E” is almost finished
- HVAC; three HVAC units have been installed at the Dinosaur Museum, the remaining seven HVAC units will be installed at building “A” next week.
- BR&R - working on the west side of building “G”, and repairing center-block work at the museum, we may need to do some remediation work.
- Working on the Administrative Handbook updates.
- Our John Deer tractor is at Clovis being repaired
- We have a custodian, accounts receivable, and an IT positions open.
- IT is working with the Student Services for the eDeer reporting.
- NMICC is a big help to Mesalands in helping with insurance questions and options, and athletics programs. It is well worth being a member of NMICC.

2. 2025-2026 Administrative Affairs Handbook – ACTION

ACTION – Mr. Sidwell made a motion to approve the 2025-2026 Administrative Handbook with updates as presented in Companion Exhibit 3. Mr. Box seconded the motion. A roll call vote was taken with members voting: Ms. Stephenson, yes; Mr. Sidwell, yes; Mr. Box, yes; and Mr. Primrose, yes. The motion carried.

Reports from Shared Governing Senates will resume in the fall

TRUSTEES COMMENTS

- Mr. Box said that Josh's graduation rates from the correctional facilities are good.
- Mr. Box asked if we could get a report from the SBDC.

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

- No action was needed from the Executive session.

CORRESPONDENCE

- A Thank you card was received from the Legislative Finance Committee thanking Dr. Moss and Mesalands for hosting the May LFC meeting.

INFORMATIONAL ITEMS

- A. Important Dates:
 - 1. Special Audit Report to the Financial Committee June 25th at 2:00 p.m.
 - 2. Independence Day Celebrated – July 7, 2025 – College Closed
- B. Board of Trustees – 12 Month Calendar
- C. Board of Trustees Annual Calendar of Reports

ANNOUNCEMENTS

- Tuesday, July 15, 2025, Mesalands Community College Board of Trustees Regular Board Meeting at 3:00 p.m.

ADJOURN – ACTION

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

Richard D. Primrose
Chair

Thomas Sidwell
Secretary/Clerk