

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

March 12, 2024

The Mesalands Community College Board of Trustees met in regular session on Tuesday, March 12, 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 5:32 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 February 20, 2024
- 3) Approval of Consent Agenda – Minutes from February 29, 2024
- 4) Approval to move Board Meeting room back to Building “G”
- 5) Approval to reschedule April Meeting from the 16th to April 30th
- 6) Approval of Purchase Requisition #117229 – State Audit 2022
- 7) Approval of the Financial Report for February 2024
- 8) Approval to go into Executive Session
- 9) Approval to Reconvene from Executive Session
- 10) Approval of Action, if needed, based on Executive Session
- 11) Approval to Adjourn the meeting

APPROVAL OF AGENDA – ACTION

ACTION – Mr. Sidwell made a motion to approve the agenda as presented in 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.

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 in Exhibit 2, dated February 20, 2024, with the year “2023” typo’s corrected. 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.

ACTION – Mr. Sidwell made a motion to approve the special Board meeting minutes as presented in Exhibit 3, dated February 29, 2024. 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.

CHAIRPERSON’S REPORT

- Mr. Richard Primrose:
 - I would suggest we start doing Board training from ACCT videos they are 15-20 minutes long, we could do this at the end of the meetings, they have some helpful training videos.
 - Dr. Moss asked that at each training session, to turn that in to be documented.

REPORTS

PRESIDENT’S REPORT

- **Dr. Allen Moss, Interim President**
 - The reason for rescheduling the April meeting is to have more time to prepare for the Budget for HED.
 - Letter from HLC, we are on probation, we are already working on these items and have completed well before the 2025 meeting.
 - HEERF funds, Dr. Hackett, Jessica Gonzales, and I met in regard to this, we still have over \$374,000 left to be used, it shows it on the student side. We think that whoever drew funds down, put it under the institutional side instead of student side.
 - HB2 - We may still have access to these funds, “those funds can be expended through MCC under another institution” which was struck out. For now we think we are ok with those funds.
 - Still waiting for the contract for the 2023 audit
 - We did get the 2022 audit uploaded in the portal for Financial Aid
 - The projections for the end of the year show around nine thousand in the red, I think we will still end the year in the black.
 - Special Audit – they are going to keep moving forward with this.
 - Coach Hughs is leaving at the end of the school year.

1. Move the Board meeting room back to Building “G” Room 606 – ACTION

ACTION – Ms. Stephenson made a motion to approve moving the Board meeting room back to Building “G” - room 606. 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.

2. Reschedule April Meeting from the 16th to April 30th – ACTION

ACTION – Mr. Sidwell made a motion to reschedule the April meeting from the 16th to April 30, 2024. Mr. Sandoval 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.

3. Purchase Requisition # 117229 for State Audit 2022 – ACTION

ACTION – Mr. Sidwell made a motion to approve the Purchase Requisition # 117229 for \$98,280.00 to the New Mexico Office of the State Auditor for the 2022 audit as presented in Exhibit 5, this comes out of the HB2 funds. 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.

4. February Financial Report – ACTION

- Cash balance is remaining high or increasing slightly. There is still some income that will be coming in.

ACTION – Ms. Stephenson the motion to approve the February 2024 financial report as presented in Companion Exhibit 1. 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.

ACADEMIC AFFAIRS

▪ Mr. Joel Kiser, Vice President of Academic Affairs

1. We are in our second, eight week session, Corrections classes are now in the fourth week of our sessions offering.
 - Ms. Stephenson – What does HSE mean – “High School Equivalency” and ESL means “English as a Second Language.”
2. Student Learning Assessment Annual Report

This is a systematic collection review and use of all the information pertaining to credit-based courses. At the end of the year you can assess the entirety of the program for its success, and does the course meet the student learning outcomes as assigned by the state of New Mexico. The biggest hit is students either being tardy or not showing up for class, this is mainly dual students.

These are averages of multiple classes – most show 70% of completions. This helps us identify where the gaps are and what we need to do to correct it and did we take the initiative and make a change to meet the students' needs.

- Mr. Primrose – which course are these averages coming from?
- It depends on the class the Faculty selected.
- We will work on getting this report more detailed and precise, an indirect survey would show more details.

3. **HLC Report - Dr. Denise Hackett, Executive Director of Institutional Research and Accreditation**

- We had our advisory visit this last September, it took them a few months to let us know they were going to recommend probation due mainly to the financial issues and being behind on our audits. We have two years to get caught up and correct any issues that were met with concerns. Even though we have been working on this, they say it has not been a long enough period of time. As time goes on it will get better. Steps that we need to take:
 - We have two years to get these issues corrected.
 - We had to notify all stakeholders, which I did (Board, Financial Aid, students, faculty, and staff) and I sent HLC copies of those communications.
 - I have ninety days to update our provisional plan.
 - Host a visit – we are scheduled for March 2025, and they want another visit before September 2025. I will try to get them to combine these visits.
 - Mr. Sidwell, if possible, could we move the September to the March meeting to speed things up?
 - Dr. Hackett, I will check on that.
 - We will continue adding updates to our financial projections, adding more training for the Board and staff, and cross training the staff.

STUDENT AFFAIRS

▪ **Mr. Josh McVey, Vice President of Student Affairs**

- The Future Farmers of America (FFA) contest was a really big success, which we hosted with over 466 students and 23 different schools from all over the state; It was a great recruitment opportunity. Esports was full of all the students playing video games in our arena during their breaks.
- VA review visit went very well; I believe we have three veteran students.
- Spring Enrollment Report
 - a. Comparison enrollment year over year, our total this spring is 589, the enrollment for last spring was 783. There has been some decline in dual and some increase in corrections. We have had meetings with schools to better partner with them and their programs. We are realigning with high schools that are in our area. On campus enrollment went down due to FieldCore not conducting their training here, so we are very excited about Impact Wind coming on board, they just began their classes March 4th. They will be bringing in twelve students every two weeks, so we will see an increase.

- Mr. Sidwell – The decrease in dual enrollment was due to us dropping some of the schools?
- Mr. McVey – Yes, we are supposed to stay within our territory. We are continuing to strengthen our relationship with schools in our area.
- Dr. Moss – We may see our on campus enrollment come close to 2023 at the end of this semester due to Impact Wind beginning training.
- Ribbon cutting for Impact Wind is March 20th at 11:00 with lunch served by Watson's BBQ at the Wind Energy building, everyone is invited to attend.
- We are starting early enrollment on the 16th for the summer and fall semester.

ADMINISTRATIVE AFFAIRS

- **Mr. Mark A. Martinez, Executive Director of Operations and Procurement**
 - Insurance claim, I received the J3 proposal, and during the evaluation of the roof, he noticed some items that were not included in the insurance. They will begin patching the roof, and the repair of the interior should be done by fall.
 - We have 110 enrolled in the fitness center, thank you to all the staff involved.
 - Welcome Ms. Melenie Jones, Custodial/Maintenance and Mr. Tegan Watson, as a part-time Museum Aid.

REPORTS FROM SHARED GOVERNING SENATES

- **Faculty Senate President – Ms. Janet Griffiths**
 - Everyone is busy this semester, classes are going well.
 - Student Appreciation Dinner is tonight, we had a good turn-out.
 - Met with Logan High School, we discussed what we can do to help each other. I felt like it was a productive meeting.
 - Mr. Sidwell – The Clarendon College Ranch and Feed operation, what does that consist of.
 - That is an articulation agreement where Clarendon College comes and does work with our Farrier Science with Mr. Paul Lenord, and they also work in the Cowboy Arts Silver Smithing. It is a shared exchange of credits that has been going on for about five years. They get the credits, and we get the numbers.
- **Staff Senate President – Mr. Dean Garcia**
 - Staff Senate meeting on March 5th
 - Everyone gave an update on what they are doing.
 - When is construction going to be finished?
 - There is a 3% raise that was passed during the legislations
 - Excited for Spring Break
 - Moral is good, and everyone is really busy.

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; Ms. Stephenson, yes: and Mr. Sidwell, 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). 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. Sidwell, yes. The motion carried.

- No action required from 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, April 30, 2024, Mesalands Community College Board of Trustees Regular Board Meeting at 5:30 p.m. in Building “G”- Room 606.

ADJOURN - ACTION

- Mr. Primrose stated if there was no further business, he would entertain a motion to adjourn the meeting. Mr. Sidwell made the motion to adjourn the meeting. Mr. Sandoval 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 6:56 p.m.

[signature on original]

Richard D. Primrose
Chair

[signature on original]

Thomas Sidwell
Secretary/Clerk