

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

May 21, 2024

The Mesalands Community College Board of Trustees met in regular session on Tuesday, May 21, 2024, 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, Mr. Phillip Box, and Mr. Jimmy Sandoval.

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda – Minutes from April 30, 2024
- 3) Approval of the Financial Report for April 2024
- 4) Approval of the NMHED Quarterly Financial Actions Report
- 5) Approval of the Purchase Requisition - Jenzabar Annual Contract
- 6) Approval of the Purchase Requisition - CDW-G for Wi-Fi Access Upgrade
- 7) Approval of the Purchase Requisition - CES (WWRC) Bldg. “A” Project
- 8) Approval to go into Executive Session
- 9) Approval to Reconvene from Executive Session
- 10) 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. Box seconded the motion. A roll call vote was taken with members voting: Ms. Stephenson, yes; Mr. Sidwell, yes; Mr. Sandoval, 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 – Ms. Stephenson made a motion to approve the regular Board meeting minutes as presented in Exhibit 2, dated April 30, 2024. Mr. Box seconded the motion. A roll call vote was taken with members voting: Mr. Sidwell, yes; Mr. Sandoval, yes; Mr. Box, yes; Mr. Primrose, yes; and Ms. Stephenson, yes. The motion carried.

CHAIRPERSON’S REPORT

- Mr. Richard Primrose:
 - I want to thank everyone that worked so hard on the graduation, it was very well attended. It was great to see the number of students that we had receiving certificates and diplomas.

REPORTS

PRESIDENT’S REPORT

1. Dr. Allen Moss, Interim President

- Mr. McVey, Mr. Kiser, and the Graduation Committee did a great job coordinating our graduation this year. The high school auditorium was a nice venue for this. Special thank you to THS for letting us use their auditorium.
- I met with Mr. Marano, Superintendent of Tucumcari schools, he also met with Mr. Kiser. We are hoping to build some more bridges there.
- EAB contract; we were able to postpone that for a year, they did send us a termination agreement so we should not owe anything else for this.
- HEERF, we have approximately \$394,000 that is on the institution side; we filed an extension, and we are also able to get some things purchased and paid for before the June 30th deadline.
 - Extension includes: HVAC work, transition to Canvas for our Learning Management System (LMS), upgrading some classrooms for distance learning, and some technology upgrades and laptops for students, staff, and faculty.
- I am attending the NMSCPA Government Finance Experts Conference tomorrow in Albuquerque, the state auditor and special auditor will be there.
- There was a settlement reached with Mr. Rasic.
- I attended a webinar on the Sustainable Study which includes the funding formula, how each college in the state is funded, are there any discrepancy in how each college gets funded. This report should be finished by October, November, or December, at least in time before the legislature meets. It does not look like they will make any decisions this year.
- Insurance, we did get an email from NMPSIA, the rates are going to be lower than what they predicted, medical will increase 10% instead of 15%, and the risk insurance will go up 14.99% instead of 31-33%.
- I would like to introduce Mr. Nathan Krekula, he is the new SBDC Director. He has already attended some meetings in Albuquerque with other SBDC Directors. This will be a big help to our community, we are glad to have him.
- Next week we will have twelve people going to Dallas for Jenzabar training, this will be a good opportunity for them to learn and make connections.
- Thursday, Mr. Martinez and I will sit in on a GO Bond meeting, even though we do not have a project this year, it will help us be better prepared for the

next GO Bond in 2026. This GO Bond will be voted on in the November elections, this does not raise our taxes.

- We will need to schedule a special meeting next week for the Summer Capital Projects, as it is due June 1, 2024. Wednesday, May 29th at 3:00 will work for everyone.

2. APRIL FINANCIAL REPORT – ACTION

- Ms. Arias and Ms. Hall met with Mr. Scott Eccles (HED) in regard to the EFOP report, he feels we are moving forward and making good progress.

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

3. NMHED QUARTERLY FINANCIAL ACTIONS REPORT – ACTION

We submit this report every three months, not much has changed.

ACTION – Mr. Box made a motion to approve the NMHED Quarterly Financial Actions Report correcting the signature page to the 3rd Quarter in Exhibit 4. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Box, yes; Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Sidwell, yes; and Mr. Sandoval, yes. The motion carried.

4. PURCHASE REQUISITION - JENZABAR ANNUAL CONTRACT – ACTION

This is the annual maintenance contract for the next fiscal year 24/25.

ACTION – Mr. Sidwell made a motion to approve the Purchase Requisition # 117351 for the Jenzabar Annual Contract as presented in Exhibit 5. Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Sidwell, yes; Mr. Sandoval, yes; and Mr. Box, yes. The motion carried.

5. Purchase Requisition – CDW for Campus Wi-Fi Access Upgrade – ACTION

This purchase should count towards HEERF funding before the June 30th deadline.

ACTION – Ms. Stephenson made a motion to approve the Purchase Requisition # 117406 to CDW-G for Campus Wi-Fi Access Upgrade as presented in Exhibit 6. Mr. Box seconded the motion. A roll call vote was taken with members voting: Ms. Stephenson, yes; Mr. Sidwell, yes; Mr. Sandoval, yes; Mr. Box, yes; and Mr. Primrose, yes. The motion carried.

ACADEMIC AFFAIRS

▪ Mr. Joel Kiser, Vice President of Academic Affairs

- Thank you for your show of support at our graduation, it encourages our students, faculty, and staff to see the Board members attend.
- Our 24th Annual Hot Iron Pour; Mr. Bill Raney and Mr. Nate Glaspie are coordinating this event. We have 24 students enrolled; we are looking to hit 30. These are students from all over the country, some are professional artists, some are educators, and some are our art students. Mr. Raney is the Foundry Master, a world known artist with 26 years of experience, he is doing

a great job with our students. Wednesday from 10-5 is open to the public, the pour is on Friday starting at noon. Thanks to the students, faculty, and staff for their participation.

- Summer sessions 1, 2, and 3 will start soon.
- We have been updating our handbooks, thank you to the support staff.
- There will be “Kids Camp” in July, more information to come.

STUDENT AFFAIRS

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

- We received several emails and comments from the public thanking us for a very well done graduation ceremony. I want to thank the Graduation Committee for their hard work that made it a success. The attendance was larger this year than in the past, the auditorium was full.
- We are training and working out the kinks for the new FASFA form.
- Athletics;
 - We have a new Rodeo Coach, Mr. Bo Segerman, he started May 13th
 - We had two qualify for the (CNFR) National Rodeo in Casper, WY.
 - We already have several recruits from the Northwest and others that are coming from various places. We could have 7-12, possibly more students competing in the fall rodeo.
- International Students; Jessica has completed and submitted the DSO report
- Mr. Julio Galindo has been working on recruiting and new opportunities for grants. We did receive a grant last year for \$30,000 for our indigenous arts program. There is a potential for \$50,000 this year, we are applying for that.
- Cinco de Mayo; I do want to say thank you again to the committee and those that worked on this. We dispersed over 4,000 tickets and raised \$700.00 for next year’s Cinco de Mayo.
 - Ms. Stephenson, what is JAM?
 - Mr. McVey, it is the Jenzabar Annual Meeting, all our Modular Managers will be attending the training this year to be able to collaborate directly with the trainers and make connections with others that work in their same area.
 - We had 53 graduating this year, we also had 15 that graduated from the Adult Education. We are honored to have the first student in the state to do a comprehensive exam and graduate (GED) through this new program.
 - Mr. Sidwell on the Food and Educational grant – what is drought ring technology and how does that work?
 - Mr. McVey, They are looking for a grant to build a manufacturing facility for these rings are made up of plants that would supply water and be placed in urban agriculture. They are looking at Melrose being the place of manufacturing and they are reaching out to Mesalands to partner with them. I will ask Julio to write a summary of this and what it entails.
 - Mr. Sandoval, do we still have the same high schools for dual students?
 - Dr. Moss, we still have some. Due to budget cuts we have tried to concentrate on the schools that are closest to us. Mr. Kiser said, we are using highbred course delivery. We are building more classes that can be streamed. Once we go to Canvas, this will help with our delivery of virtual classes to dual students and our correctional facilities.

ADMINISTRATIVE AFFAIRS

- **Mr. Mark A. Martinez, Executive Director of Operations and Procurement**
 - Update on capital project on building “A” - We are getting close to wrapping that up with the purchase requisition to pay the two remaining invoices from CES and the remaining funds approximately \$53,000 for bathroom repairs.
 - Summit Fire & Security will be installing a new fire alarm panel.
 - The State Fire Marshall will be here next Wednesday for the annual inspection.
 - Moved SBCD office from building “C” to the old Armory where Mr. Hockaday and Stantec have offices and moved the Maintenance department to building “C” where everything is centralized with their supplies and equipment.
 - Attended the HED Tech Summit, this was crucial training for capital outlay.
 - Thank you to the IT and Maintenance staff for getting everything ready for graduation!
 - We will need to have a special meeting next week to approve the Capital Outlay Projects. We will ask for a continuance from last year and that the match be removed. Dr. Moss and I will present this in August.
 - Received updates on insurance; more work will be performed on building A, building D, and continue the mold remediation in building E.
 - Mr. Primrose – When will the insurance work be finished?
 - Mr. Martinez; The roof should be finished in July/August. I will be getting more of an update tomorrow.
 - Mr. Sandoval – Summer Reading program?
 - The Cabinet Secretary, Ms. Rodriguez, sent out an email about this. The State needs enough response from the community to be able to have this in Tucumcari, our campus would be a great space to host this. The closest areas that host this program are Melrose and Clovis.

1. Purchase Requisition - CES (WWRC) - Bldg. “A” Project – ACTION

The contract for this project has already been approved by the Board. The remaining balance of \$172,353.12 which will go towards the two invoices from CES (WWRC) and the remaining \$53,771.49 will go towards the repairs of restrooms in building A.

ACTION – Mr. Sidwell made a motion to approve the Purchase Requisition # 117407 to CES (WWRC) for the Building “A” Project as presented in Exhibit 10. Mr. Sandoval seconded the motion. A roll call vote was taken with members voting: Mr. Sidwell, yes; Mr. Sandoval, yes; Mr. Box, yes; Mr. Primrose, yes; and Ms. Stephenson, yes. The motion carried.

REPORTS FROM SHARED GOVERNING SENATES – Resumes 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). Mr. Box seconded the motion. A roll call vote was taken with members voting: Mr. Sandoval, yes; Mr. Box, yes; Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Sidwell, 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). Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Mr. Box, yes; Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Sidwell, yes; and Mr. Sandoval, yes. The motion carried.

- No action required from Executive Session
- No correspondence

INFORMATIONAL ITEMS

A. Important Dates:

1. Memorial Day – May 27, 2024 - College closed

B. Board of Trustees – 12 Month Calendar

C. Board of Trustees Annual Calendar of Reports

ANNOUNCEMENTS

- Wednesday, May 29, 2024, Mesalands Community College Board of Trustees Special Board Meeting at 3:00 p.m. in Building “G” – Room 606.
- Tuesday, June 18, 2024, Mesalands Community College Board of Trustees Regular Board Meeting at 5:30 p.m. in Building “G”- Room 606.

ACCT BOARD TRAINING – No business was conducted

-Lesson 3 – CEO Responsibilities

-Lesson 4 – Communications between the Board and the CEO

ADJOURN - ACTION

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; Mr. Sandoval, yes; and Mr. Box, yes. The meeting was adjourned at 7:21 p.m.

[signature on original]

Richard D. Primrose
Chair

[signature on original]

Thomas Sidwell
Secretary/Clerk