

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

May 22, 2023

The Mesalands Community College Board of Trustees met in regular session on Monday, May 22, 2023, at 5:30 p.m. in the Great Room, Building “A” in Tucumcari, New Mexico.

CALL TO ORDER

Mr. Richard Primrose, Chair, called the meeting to order at 5:39 p.m.

Pledge to the flags:

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. Phillip Box, Mr. Tom Sidwell, Mr. Jimmy Sandoval, and Mr. Richard Primrose.

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda – April 27, 2023
- 3) Approval to Change Board Meeting from August 15 to August 22, 2023
- 4) Approval to Appoint a Member to the Foundation Board
- 5) Approval of NMHED Quarterly Financial Actions Report
- 6) Approval for CTE Perkins Grant FY23-24 & Redistribute FY21-23
- 7) Approval of BARS – Tabled until 5/31/23
- 8) Approval of Financial Report for April 2023
- 9) Approval of FY24 Budget - Tabled until 5/31/23
- 10) Approval to go into Executive Session
- 11) Approval to Reconvene from Executive Session
- 12) Action if needed from Executive Session

APPROVAL OF AGENDA – ACTION

ACTION – Mr. Sidwell moved to approve the agenda with the following amendments: remove item 2, section VI (Appoint Foundation Member) it is on the agenda twice, and under section E table the approval for the BAR’s and FY24 Budget until May 31, 2023, at a special Board meeting. Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Ms. Stephenson, yes, Mr. Box, 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 – Mr. Box moved to approve the regular Board meeting minutes as presented dated April 27, 2023. Mr. Sandoval seconded the motion. A roll call vote was taken with members voting: Mr. Box, yes; Mr. Sidwell, yes; Mr. Sandoval, yes, Mr. Primrose, yes; and Ms. Stephenson, yes. The motion carried.

CHAIRPERSON'S REPORT

- Mr. Primrose stated that he will be out of town on August 15, 2023, and asked to move the Board meeting to August 22, 2023, if that will work for everyone. - **ACTION**

ACTION – Mr. Sidwell made the motion to reschedule the August Board meeting from the 15th to August 22, 2023, Mr. Box seconded the motion. A roll call vote was taken with members voting; Mr. Sidwell, yes; Mr. Sandoval, yes; Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Box, yes. The motion carried.

- Mr. Primrose stated that according to the Board Policy, the Board of Trustees can appoint two Foundation members. Mr. Sidwell is on the Foundation, do the trustees want to appoint a second member to the Foundation, if so, is there anyone that wants to volunteer? Mr. Sidwell nominated Mr. Primrose to be a member of the Foundation Board. - **ACTION**

ACTION – Mr. Sidwell made a motion to appoint Mr. Primrose as a member of the Foundation Board. Mr. Sandoval seconded the motion. A roll call vote was taken with members voting: Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Box, yes, Mr. Sandoval, yes; and Mr. Sidwell, yes. The motion carried.

- Mr. Primrose thanked Dr. Moss for the excellent PowerPoint presentation he gave to the State Board of Finance last Tuesday to keep them informed on where we are financially. They were appreciative of the report, and they have granted us some funding.

REPORTS

PRESIDENT'S REPORT

- **Dr. Allen Moss, Interim President**
 - Mr. Primrose and I went to Santa Fe to the State Board of Finance meeting last Tuesday, which went well.
 - Special thank you to the Center Street United Methodist Church for providing a meal for our students and our staff on May 2nd for “Student Appreciation Day” it

was a great meal and we really appreciate them for showing their support of our students.

- Athletic Banquet on May 4th which included our Rodeo, Esports and Cross-Country athletes
- Attended the City Council meeting May 11th to give an update on Mesalands
- Also attended the County Commissions meeting this morning. I will try to attend these meetings monthly
- HLC training for strategic planning this week
- Thank you to Blanca for all the work she and her team have done on the BAR's and the FY24 budget, these reports will be ready at next week's special Board meeting for approval.

- **Rodeo Report – Coach Matt Hughes**

- The season ended very well, I am proud of our student's performance in and out of the arena, I heard a lot of good comments from sponsors and the community on the conduct of our students.
- Ended in third place in the Grand Canyon Region, and we are sending four students to the College National Finals in Casper, WY. This is good considering all the injuries this year.
- We graduated nine students out of the eleven that came in 2021, with high academic standards, this is a good percentage, with a lot going on to four-year schools.
- Next year we look forward to another good year, we will have more students from Australia coming along with the two-time North Dakota State bull riding champion joining our team, I look forward to that.
- Mr. Sidwell asked - How many rodeo students do you think we will have; Matt says nine to eleven first-year students already coming in the Fall, with more possible.

ACADEMIC AFFAIRS

- **Mr. Joel Kiser, Chief Academic Officer & Student Success - Absent**

STUDENT AFFAIRS

- **Mr. Josh McVey, Chief Communications Officer & Strategic Enrollment**
- Next month I will be giving you a more detailed report on our spring enrollment. This year we experienced a 21% growth from last year, last year we had an 11% growth from the previous year.
- We have surpassed our pre-covid number of 1393 students, this past year we had 1,615 students.
- Mental health resources with Ms. Patricia Crook, she has been counseling our students. Her goal for the year was to reach 5% of our student population, she was able to reach just under 10% of those that responded and took advantage of her services.
 - Mr. Sandoval asked about dual enrollment. Mr. McVey said it has grown significantly, along with Corrections. I will have a specific number next month.
 - Mr. Sidwell asked what is the major field of study? Mr. McVey answered that he will have more specific information next month in his report.

ADMINISTRATIVE AFFAIRS

- **Ms. Blanca Pauliukevicius, CFO & Sr. Executive Director of Business Services**

- We had a visit entrance with the State Auditor, and discussed how we are going to catch up on the reporting. They will be back next week; we also hired a consultant - Mr. Scott from CLA to help with backlogs
- We were able to move the endowment funds to the State Treasurer's Office
- New Mexico Higher Education Department (NMHED) Quarterly Financial Actions Report – **ACTION**

ACTION – Ms. Stephenson made the motion to approve the NMHED Quarterly Financial Actions Report. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting; Mr. Sandoval, yes; Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Box, yes; and Mr. Sidwell, yes. The motion carried.

- Approval for the CTE Perkins Grant new for FY23-24 \$27,000 & Redistribution FY21-22 for \$57,000 – **ACTION**

ACTION – Mr. Box made the motion to approve the CTE Perkins Grant FY23-24 & Redistribution of the FY21-22 Grant. 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.

- Approval of BAR's – **ACTION**
 - This is tabled until the May 31st meeting
- April Financial Report – **ACTION**
 - Ms. Pauliukevicius went over the different reports and accounts
 - Mr. Primrose asked Blanca to include a trial balance in her future financial reports.

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

- Approval of FY24 Budget – **ACTION**
 - This is tabled until the May 31st meeting

ADMINISTRATIVE AFFAIRS CONTINUED

- **Mr. Mark A. Martinez, Chief of Campus Operations & Procurement Officer**
- I have been working on Capital Projects, I sent each of you the spreadsheets of all the appropriation, once we get caught-up we should be able to utilize more funds.
- Three draws have been submitted on the renovation of Building "A"
- Still waiting on approval from HED for pay app #9 hopefully by June 1, 2023
- Submitted the D3432 for Solar project, draw down request

- Working on quotes to further the projects for the nursing program – upgrading electrical work and audio/visual, etc.
 - The Office of the State Auditor (OSA) will be conducting the FY22 & FY23 audit service, so I will pull the RFP for audit services.
 - Sent out the RFP for legal services, we have had several responses, I should have a recommendation for a contract to bring to the Board by the next Board meeting and I hope to begin new services on July 1, 2023.
 - Went to Clovis on May 10th for CES training, which was very beneficial.
 - Reviewed various contracts and requisitions for approval.
 - Met with City Manager, County Manager and Tim Dodge who is working with Sunrise Medical Group and others in the community for our nursing program
 - Met with Andy Swapp about the gear box for the turbine, it has exceeded its life expectancy, we have been fortunate it has lasted this long, due to our instructors and students' regular maintenance.
 - Thank you to our IT staff and our Maintenance staff for their assistance and hard work for all the special programs such as esports open house, graduation, Jenzabar implementation and all the daily work tickets.
 - Congratulations to Mr. David Arias on his retirement on May 1, 2023, after 25 years of service to Mesalands.
 - Ms. Stephenson asked, when is the close date for the RFP for legal services? Mr. Martinez said he thinks it is June 7, 2023.
 - Mr. Sandoval asked, when is the turbine going to power building "A". Mr. Martinez said that the grid electrical system is not built-out that way, right now the turbine just supports the Wind Energy building, and we are just producing enough energy for the Wind building, we are looking at how we can add the rest of the college buildings to get electricity from the turbine.
 - Mr. Primrose asked if they are considering doing a re-powering of the turbine which will produce about 20% more power from the same structure. Mr. Martinez answered that Mr. Swapp would be the one with the technical answers, but this would be the most efficient way to go, it could cost approximately two million for a complete re-power and approximately one million to replace just the gear box. We are looking at different funding opportunities for this project.
- **Dr. Denise Hackett, Chief Institutional Research, Effectiveness, & Accreditation Officer - Absent**
 - **Dr. Duane Brooks, Chief of Staff & Assistant to the President**
 - Additional items to my May 15th report; Jenzabar, we have had three half-day discovery strategy meetings, the purpose of the meetings is to discover how Jenzabar is being used, in enrollment, business office, payroll, human resources, to find out how Jenzabar is being used, how Jenzabar isn't being used in order to be able to develop a strategy report moving forward. How best to train and reimplement the system to make it more functional. I shared the strategic notes from the three sessions with our Module Managers (functioning teams) to review for accuracy with their respective teams. The next step, Jenzabar will develop additional training sessions for individuals. We are in the early stages; this typically takes 20–24 months to complete. We are looking at migrating ADP over to Jenzabar.

- NMICC attended one of the meetings – Lightcast will be performing an economic study. The majority of information will come from our enrollment department and Dr. Hackett. The report will cover; who do we serve, student demographic information, student population, student studies, student achievement, degree credential, credit/non-credit, etc. This will be a very comprehensive report which should be finalized around September.
 - Attended workshop with EAB unifying faculty with student affairs and assessment and outcomes, mapping outcomes, and programs.
 - Preparing for the upcoming accreditation self-study report
 - Comparing other college staff and faculty contracts to revise our contracts to be more inline with other institutions.
- **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 – 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. Sidwell, yes; Mr. Primrose, yes; Ms. Stephenson, 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. Sidwell, yes; Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Box, 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. No action, just discussion

NEW BUSINESS

- No new business presented.

CORRESPONDENCE

- No correspondence was presented.

INFORMATIONAL ITEMS

Presented were the following:

- Important Dates:
 - Memorial Day – College Closed - May 29, 2023
- Board of Trustees – 12 Month Calendar
- Board of Trustees Annual Calendar of Reports

XIII. ANNOUNCEMENTS

- Wednesday, May 31, 2023, Mesalands Community College Board of Trustees Special Board Meeting, at 5:30 p.m. in the Board conference room A-214, Building “A”
- Tuesday, June 20, 2023, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m. in Building “A”

ADJOURN

- Mr. Primrose stated if there was no further business, he would entertain a motion to adjourn the meeting. Ms. Stephenson made the motion to adjourn the meeting. Mr. Box 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 meeting adjourned at 7:34 p.m.

[signature on original]

Richard D. Primrose
Chair

[signature on original]

Thomas Sidwell
Secretary/Clerk