

**MESALANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
May 27, 2025**

The Mesalands Community College Board of Trustees met in regular session on Tuesday, May 27, 2025, at 3:00 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 3:05 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 April 29, 2025
- 3) Approval of NMHED Quarterly Financial Report
- 4) Approval of Purchase Requisition – Sheridan Wealth Advisors
- 5) Approval of CTE Budget
- 6) Approval of the Financial Report for April 2025
- 7) Approval of Purchase Requisition – WWRC for HVAC
- 8) Approval of Purchase Requisition – Firetrol Protection Systems
- 9) Approval of Purchase Requisition – Franken Construction, Inc.
- 10) Approval of ICIP – Facilities Five Year Plan
- 11) Approval of Capital Project Proposal
- 12) Approval to go into Executive Session
- 13) Approval to Reconvene from Executive Session
- 14) Approval to Adjourn the meeting

APPROVAL OF AGENDA – ACTION

ACTION – Mr. Sidwell 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. 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 as presented in Exhibit 2, dated April 29, 2025. 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.

CHAIRPERSON'S REPORT

Mr. Richard Primrose

- I would like to thank LFC for having their monthly meeting here at Mesalands. I especially want to thank Representative Chatfield and Senator Woods for setting that up. We have finished another semester. I would like to thank the staff, faculty, and leadership for all their hard work these last couple of years. Mr. Sidwell seconded that statement.

PRESIDENT'S REPORT

1. Dr. Allen Moss, President

- NMSU Agriculture Science and their ag center here; I went to Rotary in Clayton with our SBDC Director and was able to meet with some of the officials there, and they are interested in working together.
- Audits; We are looking at June, maybe July for the FY24 audit, and having the FY25 audit finished on time in November. They should have the Special Audit finished by the end of June so we can submit it for reimbursement. I have already received some preliminary findings; we already have 90% addressed and the other 10% is being worked on.
- We should be receiving the ERC funds soon, over \$700,000.
- Capital Outlay hearings in Roswell July 30, 2025.
- I presented an award to Mr. Aaron Chand, a high school graduate, for also completing his associate degree.
- EPCOG annual meeting will be at the Convention Center on June 11th.
- We are wanting to add a recruiter, a dean of instruction and an entry level person in Student Services and in IT.
- The New Mexico Chamber of Commerce has asked us to join; their annual membership is approximately \$900. This would give us more connections.
- I would like to have 2 or 3 years of financial projections for the June meeting.
- Please consider having the June meeting on the 24th to give more time to get our Personal and Administrative Handbooks ready for your approval.

HLC Update – Dr. Stephen Edwards

- You have Exhibit 4 showing findings in 2023 and an update of how we are addressing them. These items need to be corrected by the HLC visit in September. Thank you to Dr. Larry Sanderson for helping compile the documentation, also the Committee Heads: Ms. Kim Enriquez, Ms. Janet Griffiths, and Mr. Simon Chavez, they have done a great deal of work.
- Our response must be submitted to HLC in July.
- During the June Board meeting, our HLC liaison, Ms. Jamie Stanesa will meet with the Board to help prepare for the HLC visit.
- We may conduct some preparation meetings in August or September to help faculty and staff get ready.

- We want all faculty and staff to be here on campus for the site visit September 22nd and 23rd. Mesalands has a lot of hard working staff and faculty that are committed to student success and Mesalands.
- My hope is that HLC will remove the probationary status. I anticipate hearing about any status change by the first quarter of 2026.
- I do not foresee any major issues, "I am fairly optimistic we will have a favorable visit.

ACTION – Mr. Sidwell made a motion to approve the NMHED Quarterly Financial Actions Report as presented in Exhibit 5. 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.

ACTION – Ms. Stephenson made a motion to approve the Purchase Requisition to Sheridan Wealth Advisors as presented in Exhibit 6. 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. Sandoval, yes. The motion carried.

ACTION – Mr. Sidwell made a motion to approve the Career and Technical Education (CTE) Budget (Perkins funds) as presented in Exhibit 7. 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. Sandoval, yes. The motion carried.

- Ms. Rachelle Aries will update the CD's
- Dr. Moss said we may need to move the Wells Fargo and the ERC funds to a CD

ACTION – Mr. Sidwell made a motion to approve the April Financial Report as presented in Companion Exhibit 1. Ms. Stephenson 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.

ACADEMIC AFFAIRS

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

- Next week our summer classes and Correction courses will begin
- Workforce:
 - CNA program with eight students completed their clinical rotation.
 - Submitted integrated phlebotomy program
 - Welding program AWS American Welding class and a fundamental class
- IGA agreement will be due soon
- Special thanks to Dr. Edwards for his work on the criterion chairs and reports
- We are working on handbooks, SOP's, and building programs.
- In the next year or so, I would like to see some mechanical training to couple with the CDL program.

STUDENT AFFAIRS

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

- Mr. McVey is at Jenzabar training in Nashville, TN

ADMINISTRATIVE AFFAIRS

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

- Everything has been submitted and paid last week for the roof on building “E”
- HEERF funds; Ten HVAC units for building “A” and the dinosaur museum
- Fire alarms; Firetrol Protection Systems for new fire alarm stations and communicators and smoke detectors in Building “A”. This is BR&R funds.
- Repairs on the museum and Building “G”; Franken Construction from Albuquerque will do the work, insurance claims should cover these costs.
- Five Year Plan (ICIP) student housing, repower the turbine, and vehicles.
- Summer Capital hearing projects; Repower the wind turbine, and infrastructure repairs on Building “E” and heating and cooling in Building “D”,
- Updating the Administrative Handbook to reflect state statutes.
- Continuing to submit documentation for the special audit and FY24 audit.
- The Dinosaur museum will be closed the end of June to conduct inventory.
- We are waiting on a quote to repair the John Deer tractor.
- The new computers have been received; these were paid by HEERF funds.

ACTION – Mr. Sidwell made a motion to approve the Purchase Requisition to WWRC for HVAC as presented in Exhibit 12 (This is subcontracted through Wayne Faught).

Ms. Stephenson 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 – Ms. Stephenson made a motion to approve the Purchase Requisition to Firetrol Protection Systems for building “A” as presented in Exhibit 13. Mr. Sidwell 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.

ACTION – Mr. Sidwell made a motion to approve the Purchase Requisition to Franken Construction Inc. as presented in Exhibit 14. 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. Sandoval, yes. The motion carried.

ACTION – Ms. Stephenson made a motion to approve the facilities Five-Year Plan (ICIP) as presented in Exhibit 15. 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. Sandoval, yes. The motion carried.

ACTION – Mr. Sidwell made a motion to approve the Capital Project Proposal as presented in Exhibit 16. 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.

Reports from Shared Governing Senates will resume in the fall

TRUSTEES COMMENTS

- Mr. Sidwell said, “Keep up the good work.”

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

- No action was needed from the Executive session.
- No correspondence

INFORMATIONAL ITEMS

A. Important Dates:

a. May 31st – Board of Trustees ACCT Training

B. Board of Trustees – 12 Month Calendar in Exhibit 17

C. Board of Trustees Annual Calendar of Reports in Exhibit 18

ANNOUNCEMENTS

- Tuesday, June 24, 2025, Mesalands Community College Board of Trustees Regular Board Meeting at 5:30 p.m.
- ACCT Training - Saturday, May 31st from 9:00 a.m.- 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. Sidwell made the motion to adjourn the meeting. Ms. Stephenson 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 meeting was adjourned at 5:31 p.m.

[signature on original]

Richard D. Primrose
Chair

[signature on original]

Thomas Sidwell
Secretary/Clerk