

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

May 31, 2023

The Mesalands Community College Board of Trustees met in special session on Wednesday, May 31, 2023, at 5:41 p.m. in room 214 of Building “A” in Tucumcari, New Mexico.

I. CALL TO ORDER AND ROLL CALL

Mr. Primrose, Chair, called the meeting to order at 5:41 p.m.

The following board members were present: Ms. Teresa Stephenson, Mr. Phillip Box, Mr. Tom Sidwell, and Mr. Richard Primrose. Mr. Jimmy Sandoval was absent

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Budget Adjustment Request (BAR's)
- 3) Approval of FY24 Budget
- 4) Approval to Adjourn

II. APPROVAL OF AGENDA (Exhibit 1) – ACTION

ACTION – Ms. Stephenson moved to approve the agenda as presented. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Box, yes; Mr. Sidwell, yes; Mr. Primrose, yes; and Ms. Stephenson, yes. The motion carried.

III. BUDGET ADJUSTMENT REQUEST (BAR'S) – ACTION

Ms. Blanca Pauliukevicius went over the FY23 Budget with the additional funding from the HB2 emergency supplemental funding of two million, 1.250 million to be used for FY23, and the remaining balance of 750 thousand to be used towards the FY24 budget. The restricted BAR's and the Unrestricted BAR's require approval from the Board and HED to transfer funds to the appropriate departments where needed.

-Discussion – Mr. Primrose asked how the funds were transferred. Blanca answered, this is reported to the Higher Education Department (HED) and those funds are transferred as needed to cover operational expenditures, most of the funds are used for salaries and benefits, this gets coded to each department and the transfer covers the cost.

ACTION – Mr. Sidwell moved to approve the Budget Adjustment Request (BAR's) as presented. Mr. Box seconded the motion. A roll call vote was taken with members voting: Mr. Sidwell, yes; Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Box, yes. The motion carried.

IV. FISCAL YEAR BUDGET 2024 – ACTION

Ms. Blanca Pauliukevicius explained the summary of the total projected budget for FY24 of \$8,614,143.00 which includes revenues, restricted and unrestricted, local tax levy, tuition/fees, appropriations, grants, etc. and expenditures. There will not be an increase in tuition and fees this year, they are going to remain the same as FY23.

-Discussion – Mr. Primrose asked how much of the 8.61 million is for salaries and benefits? Blanca answered approximately 3,621 million plus 30-35% for fringe benefits, this reflects a cut close to two million from the current year. Once we migrate ADP into the Jenzabar financial system, I will be able to project more reports. The business office will be crossed-trained in Jenzabar, this will be a long process, 20-24 months.

-Dr. Moss stated that we can do a BAR at any time to adjust our course of action, the Board will need to approve the BAR's, then it is submitted to HED for approval.

ACTION – Mr. Sidwell made the motion to approve the Fiscal Year 2024 Budget as presented. Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Mr. Primrose, yes; Mr. Sidwell, yes; Ms. Stephenson, yes; and Mr. Box, yes. The motion carried.

-Discussion on the storm - Dr. Moss said “probably every building was damaged” from the severe hailstorm on May 25. Much of the damage was broken skylights, damaged roofs, and damaged interiors due to water leaks. He said employees did manage to shut down the main computers before they overheated, they were able to get everything back up and running by Sunday afternoon.

-HED Board training this Friday from 9:00 – 11:30 in the Great room.

-Ms. Stephenson stated how much nicer it is to be back in the Board room, it is much easier to relate to each other.

V. ANNOUNCEMENTS

A. Regular Board meeting Tuesday, June 20, 2023, at 5:30 p.m. in room 214.

VI. ADJOURN

ACTION – Mr. Primrose entertained a motion to adjourn if there is no further business. Mr. Box made the motion to adjourn. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Sidwell, yes; Ms. Stephenson, yes; Mr. Box, yes; and Mr. Primrose, yes. The motion passed to adjourn the meeting at 6:20 p.m.

Richard Primrose
Chair

Thomas Sidwell
Secretary/Clerk