

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

November 15, 2023

The Mesalands Community College Board of Trustees met in regular session on Wednesday, November 15, 2023, 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 5:30 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: Ms. Teresa Stephenson, Mr. Tom Sidwell, Mr. Phillip Box, Mr. Jimmy Sandoval, and Mr. Richard Primrose.

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda – October 17, 2023
- 3) Approval of NMHED Quarterly Financial Actions Report
- 4) Approval to Change the date of the Board meeting in March
- 5) Approval of the Financial Report for October 2023
- 6) Approval of the Administrative Handbook
- 7) Approval of the Personnel Handbook
- 8) Approval to change Annual Calendar of Reports (Academic Calendar)
- 9) Approval to go into Executive Session
- 10) Approval to Reconvene from Executive Session
- 11) Action if needed from Executive Session
- 12) Approval to Adjourn the meeting

APPROVAL OF AGENDA – ACTION

ACTION – Mr. Sidwell made a motion to approve the agenda in Exhibit 1 as presented. Mr. Box seconded the motion. A roll call vote was taken with members voting: Ms. Stephenson, yes; Mr. Tom Sidwell, yes; Mr. Box, 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 made a motion to approve the regular Board meeting minutes as presented in Exhibit 2, dated October 17, 2023. Ms. Stephenson seconded the motion. A roll call vote was taken with members voting: Mr. Sidwell, yes; Mr. Box, yes; Mr. Sandoval, yes; Mr. Primrose, yes; and Ms. Stephenson, yes. The motion carried.

CHAIRPERSON’S REPORT

- Mr. Richard Primrose:
 - Congratulations to Mr. Tom Sidwell on receiving the Conservation Award!
 - Do we pay for Adobe? Putting the Board of Trustees package together and sending it electronically would work better because it has an index, and this makes it easier to locate items instead of scrolling through everything.
 - Mr. Larry Wickham, yes, we do have Adobe, and this would be possible.

REPORTS

PRESIDENT’S REPORT

- **Dr. Allen Moss, Interim President**
 - I would like to welcome Mr. Larry Wickham as our Director of IT. Mr. Wickham is already helping us with the reimplementation of Jenzabar. We are excited to have him here at Mesalands.
 - Finance – Ms. Hall and I met yesterday; we will work on making the cash flow report more accurate and getting the report to match the cover sheet. We still have not needed to use the HB2 since we used the initial \$400,000 in July. If we do not need to utilize all of the HB2 it will go back into the State funds. We can use it for the Jenzabar implementation and training, cost of the audits and contractors that we currently have; Ms. Scharmer, and Mr. Gray that are helping in our business office.
 - I am working on getting meetings set up with LFC, DFA, the HED Liaison, and the Chief of Staff to Senator Munoz to make sure that they have the current information of where we are at and where we have come from in the last six or seven months.
 - 2022 audit - I did check with Ms. Trujillo this morning, she said they are extremely busy, they are hoping to get the report done this week
 - We still have several personnel positions open; we had another custodial position open-up this past Thursday.
 - I went to Santa Fe to the Legislative Finance Committee meeting yesterday, they were talking about the Higher Education formula and the K12 formula. I had a brief informal meeting with Senator Woods and Representative Chatfield, who are both on that committee. They introduced me to Rick May who is like the House GOP leadership, and they committed to whatever they could do to help us.
 - We should be getting an update on our insurance that shows what our insurance covers. I know Mark has an update on our insurance as well.

- We are looking at the CD reports and the maturity dates, Mr. Box said they looked like those were out of date, so Tammy is looking at those to update the report.
- Foundation Leases - I apologize, we said we would bring this back up in the November meeting, when Margaret sent the agenda last week for my approval, I completely forgot about adding this to the agenda. I even called our school attorney Monday and asked if we could add this to our agenda since it was a tabled item, she looked at the published agenda and said we could not add it to this agenda. We will be sure to put this on the agenda for the December meeting.
 - The Foundation met a few weeks ago and changed the cost of the leases.
 - We received the revised leases Monday; the total will be about \$5,000. I appreciate them being willing to work with us on this and cutting back on the cost.
- When we come back from the Thanksgiving break, we will go to the Legislative Educational Dinner at ENMU in Portales. Mr. Chatfield said this is a good opportunity to get information.
 - Mr. Primrose – I looked at the agenda prior to approval and I also forgot about adding the Foundation leases.
 - Mr. Sidwell - Is the financial report still in an Xcel spreadsheet?
 - Dr. Moss, yes, it is in an Xcel spreadsheet, we are working on this to make sure all the formulars are correct.

1. New Mexico Higher Education Department (NMHED) Quarterly Financial Actions Report – ACTION

This is a report that everyone files every quarter, it is not just because of our situation.

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

2. Reschedule the Board of Trustees March Meeting – ACTION

Due to changing the dates of Spring Break we need to move the Board meeting from March 19, 2024, to March 12, 2024.

ACTION – Mr. Sidwell made the motion to approve rescheduling the March Board of Trustees meeting from March 19, 2024, to March 12, 2024. Mr. Box seconded the motion. A roll call vote was taken with members voting: Mr. Sandoval, yes; Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Sidwell, yes; and Mr. Box, yes. The motion carried

3. October Financial Report – ACTION

- Dr. Moss said we will try to make the reports go from the last meeting date to the present meeting date, so it is the current month.

ACTION – Mr. Box made the motion to approve the October 2023 financial report as presented in Companion Exhibit 1. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Sidwell, yes; Mr. Box, yes; and Mr. Sandoval, yes. The motion carried.

4. Administrative Handbook – ACTION

- Dr. Moss – The main change was in the procurement process; changing the amount thresholds to match the States.
- Mr. Primrose asked about the Professional Services, should this procurement process threshold be \$60,000 before RFP/Sealed Bids?
- Mark said he thought it was in the handbook, but he would check and make sure it is included.

ACTION – Ms. Stephenson made the motion to approve the Administrative Handbook as presented in Companion Exhibit 2, pending our attorneys' changes/approval. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Ms. Stephenson, yes; Mr. Sidwell, yes; Mr. Box, yes; Mr. Sandoval, yes; and Mr. Primrose, yes. The motion carried.

5. Personnel Handbook – ACTION

- Dr. Moss – The staff and faculty met and noted changes, then Ms. Enriquez and I went over everything. The big changes were converting the days off to hours since we went to a four day week; three days bereavement would be 30 hours, two personal days would be 20 hours, and annual leave would be calculated into hours not days. This change is also necessary when we go from ADP to Jenzabar.
- Mr. Primrose said adding the history back was nice, although it only goes to 2015.
- Ms. Stephenson said she appreciated seeing the changes that were made in the handbooks from the previous handbooks are highlighted or in red.

ACTION – Ms. Stephenson made the motion to approve the Personnel Handbook as presented in Companion Exhibit 3, pending our attorneys' changes/approval. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Sidwell, yes; Mr. Box, yes; Mr. Sandoval, yes; Mr. Primrose, yes; and Ms. Stephenson, yes. The motion carried.

ACADEMIC AFFAIRS

- **Mr. Joel Kiser, Vice President of Academic Affairs**
 - Finals week is December 4th through 7th
 - December 5th – Honors College Presentation, Director, Mr. Dean Garcia
 - We have 3 students, one paleontology degree, two nursing degrees.
 - Their displays will be in the Commons area from 5:00 pm -7:00 pm.
 - The student takes on an additional project, critical research.
 - The benefit is for those that pursue a four year degree.

- Wrapping up the Fall semester, there is a group that supports the Academic Affairs department I would like to thank: Dr. Denise Hackett, working on Institutional Research and Accreditation, Ms. Nikki Vazquez working with students and after hour study sessions, Ms. Joanna Gutierrez in student support and retention, Ms. Kim Enriquez working with Distant Education and Workforce and supporting our LMS systems, and Mr. Dean Garcia and Ms. Kyeli Collins in ESC & ESL and providing private tutoring. They do a great job!
- Mr. Primrose – Thank you all for your work and your commitment to Mesalands!
- Mr. Sidwell seconded that!

1. Change Annual Calendar of Reports – Change Academic Calendar Approval to January instead of February – ACTION

ACTION – Mr. Box made the motion to change the Annual Calendar of Reports to approve the Academic Calendar in January instead of February. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Box, yes; Mr. Sandoval, yes; Mr. Primrose, yes; Ms. Stephenson, yes; and Mr. Sidwell, yes. The motion carried.

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

- Report from HLC
 - We had a HLC advisory visit because of our designation of our financial distress. We sent them a 999 page report before their visit. They focused on different areas; Five criteria core components and five assumed practices. We remain fully accredited. We will have our ten year comprehensive visit on March 31, 2025, and April 1, 2025. This has been pushed back, it was going to be November 2024. After their visit, they see all the changes that we are making and that we need more time. Our window could have been 24/25, so we requested March 31, 2025 - April 1, 2025, and that has been approved. For the assumed practices criteria we met three out of five. The two that we need to work on are the institution has future financial projections addressing its long-term financial sustainability, and the other one was the institution undergoes an external audit. Both of these stems back from not having our audits completed on time. Those will be fixed. As far as the core components criteria are concerned, the institution needs appropriate staffing in the long term and knowledge and training are not equally strong across all institutional departments. An analysis of the gap is needed to ensure that key positions have knowledge and trained personnel with documented process for continuity.
 - Lightcast – New Mexico Independent Community College sourced a company called Lightcast, to conduct economic studies for all the Jr. Colleges in New Mexico, we had an option to do an independent study, which HED paid for, so basically it was free for Mesalands to have this economic impact study done. I submitted a ton of data and finally we got the draft report, I cannot talk official numbers because we are supposed to validate the data. They said maybe in mid-December we will have the official report. The

summary shows the importance of what Mesalands brings to the community and the economy and our students, and our employees. The service area of Mesalands is Harding, Quay, and Union counties. Mesalands creates value from multiple perspectives. The college benefits regional business by increasing consumer spending in the region and supplying a steady flow of qualified trained workers to the workforce. Mesalands enriches the lives of students by raising their lifetime earnings and helping them achieve their individual potential. Finally, Mesalands benefits society as a whole in New Mexico by creating more prosperous economy and generating a variety of savings through the improved lifestyle of students.

- Dr. Moss – how does our ratio compare to other Jr. Colleges – we are at the high end of the studies that they have done this year.
- Mr. Primrose said he thought the Lightcast report was great, it showed how important Mesalands is to this area, and also the HLC report was good and shows that we are headed in the right direction.
- Mr. Sidwell said he thought the report showed the Ag and Animal Science was vital to this area and the highest numbers in disciplines that people were interested in.

STUDENT AFFAIRS

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

- Recruiting:
 - We are excited about recruitment and Mr. Julio Galindo's efforts and the prospective students in the different programs and areas of interest. We look forward to those prospective students turning into full time students.
- Institutional Advancement:
 - We did receive full approval for the CTE/Perkins grant for \$25,738 for next year.
 - We continue to wait for the food security initiative grant that we had applied for. The State is continuing to consider those, so we are still waiting for an answer as to who will be awarded that grant.
 - We continue to search for funds for the Wind Turbine, finding different avenues to secure those funds. I noticed in the Personnel Handbook, the history of the turbine, it was interesting when it was first financed, the Department of Labor was a part of financing that project. We want to keep that in mind as another avenue of funding that we might be able to pursue as we move forward.
- Marketing:
 - As we are working with high school students and moving them to full-time students at Mesalands and helping them on their pathway and moving them forward. We are also marketing to dual students to help them to understand the value and the opportunity that they have in high school, some completing their two-year degrees when they graduate high school, which we have had. Part of that marketing campaign and reaching out, notifying them of something that is called "*Start Early, Finish First.*" We have made some T-shirts already and we are supporting local athletics.
- Annual Enrollment Management Report

- Overall enrollment has declined from last fall, but on-campus enrollment has increased 60%. The decline is due to our dual students, we are only serving high schools within our area, we have reduced that due to our finances. We want to be as efficient as possible.
 - Full-time students 12 hours or more, that number is very close to last years number FTE (full time enrollment), just two in difference.
 - Corrections – they are making some internal changes, which affect our overall enrollment numbers.
 - The three highest interest of the prospective students are in Animal Science, Nursing, and Wind Energy.
- Athletics:
- Esports is being awarded their gaming systems November 27, 2023. Mesalands is one of five colleges in the nation to receive this award.
 - Mr. Box – I see in recruitment possibilities, there is a large number interested in Ag /Animal Science, which gives us an idea of where we need to head.
 - Mr. Primrose – I think Ag has been part of the Quay County major economic development driver for years, and still is.
 - Mr. Primrose – Are we going to see Corrections continue to decrease?
 - Dr. Moss – Yes, they got the enrollment in late with missing information
 - Mr. Kiser – We are getting information from them and back to them in real time now using Google Docs, which will help to speed up the process in the future, this will help increase enrollment.
- **Ms. Jessica Gonzales, Executive Director of Admissions and Financial Aid**
- Annual Financial Aid Award Report:
 - This report shows the last 5 years; starting last year, I began including the year to date of our current year to show the trend that we might be on and the upward tick in financial aid and students receiving awards.
 - For 2022/2023
 - Federal Financial Aid awarded was \$925,233, this includes Pell Grants, Direct Loans, Federal Work Study, VA Education Benefits, SEOG, which is a Student Equal Opportunity Grant, HEERF funds of the last three fundings that we had to disperse to students, and Americore monies.
 - State Aid was \$284,317, this includes SSIG which is a State Student Incentive Grant, CAG which is a College Affordability Grant, which is now gone away because of the New Mexico Opportunity Scholarship, New Mexico Lottery Scholarship, State Work Study, DVR which is the Department of Vocational Rehabilitation, and the Legislative Endowment Scholarship which is also state funded.
 - Institutional funds were \$98,687, this includes Bridge Scholarship for lottery path students, athletic dollars as well as Institutional Work Study because we do have a percentage match to federal and state work study scholarship when we award it.
 - Third Party Financial Aid in the amount of \$50,425, this is private scholarships, which is all other organizations such as tribal monies, and private loans, which we have not processed private loans in several years because most students are eligible for Federal Direct loans when needed.

- Total Financial Aid awarded for the 2022/2023 year is \$1,358,662 and 327 students benefiting. You can see the increase from 2021 to 2022 was significant, it doubled, not only in money but also in students benefiting. That is in connection with the HEERF funds that I had to award, and that covered several years, so it increased significantly.
- As of today 2023/2024
 - Federal funds that we have awarded thus far are \$706,003, with 61 more students benefiting.
 - State Aid is \$176,869 a huge jump in our state aid, due the New Mexico Opportunity Scholarship and our Correctional students are now able to qualify for Federal and State Financial Aid. This increases our enrollment numbers because they are able to take more classes and are able to complete them faster.
 - Institutional funds awarded are \$65,471.
 - Third Party Scholarships we have awarded is \$18,004.
- We have more students' year to year receiving aid and awarding aid.
- Mr. Box – is the Foundation Scholarship classified under the Third Party Scholarships?
- Ms. Gonzales – Yes that is Third Party, there has not been any Foundation scholarships awarded yet, the committee will meet and review the applications and award some scholarships.
- Mr. Primrose – The State is always talking about the Opportunity Scholarships, is that increasing, or staying the same?
- Ms. Gonzales– We are finding more people are coming back, because a lot of students that were not eligible for other grants are eligible for the Opportunity Scholarship, and it pays 100% of tuition and fees, this helps the students and our numbers have increased. This is reimbursed based on those that qualify.

ADMINISTRATIVE AFFAIRS

- **Mr. Mark A. Martinez, Executive Director of Operations and Procurement**
 - Updates on the building “A” project, I finally received information from the Architect at Parkhill, the cost of the furniture has increased, they will get the order for the furniture turned in. They wanted a downpayment, I told them that we could not pay for goods not received. We are working on this.
 - HVAC – WWRC will be here to install them in the first part of December.
 - I would like to thank our new IT Director, Mr. Larry Wickham, for getting quotes for parts for the keyless entry for the fitness center. We will get that ordered and installed as soon as possible.
 - Library purchases – making sure our purchases are eligible for the GO Bond.
 - We still have vacancies in the Custodial/Grounds and for an IT coordinator
 - Insurance – I finally heard back from our insurance, they are working with CES for estimates, focusing on the Wind Energy building, I am still waiting to hear back about the rest of the items. I did ask for an estimate of what would be paid.
 - We successfully hosted the Business101 Bootcamp as well as the Quay County Health Council Mental Health Providers Recognition, and also Legal Shield. We are doing what we can to utilize our facilities and benefit our community.

- We are working on an agreement that will bring more students to Mesalands.
 - Mr. Primrose – thank you for the Purchase Order and Requisition Report, it is helpful to see what these are used for. I see we have a drone.
 - Mr. Martinez – Yes, we do. I am going to fine tune this to show the departments that the funds are coming from.
 - Mr. Box – I think the drone is nice, we could also use it for checking our roofs as well as the turbine blades.

REPORTS FROM SHARED GOVERNING SENATES:

- **Faculty Senate President – Ms. Janet Griffiths**
 - There was a lot going on today with the fried bread demonstration and Navajoe Day.
 - Wyatt Bishop went to the ranch rodeo finals; it went well with lots of people picking up brochures and commenting on taking Silver Smithing.
 - One thing I try to do with my first year seminar class is to take them on a tour of our campus facilities. Today we went to the museum, Dr. Axel Hungerbuehler gave them a tour and showed them how they prep the bones and how to use the microscope. Loni asked me to announce that the three new billboards that were paid for by Lodgers' tax are working, 90% say they come from seeing them. She is also initiating a family pass, and December 1-24 everything is 20% off and she will also take your pictures.
 - Beginning to register students for Spring 2024.
 - We have two weeks left in the Fall semester.
 - My sister that takes "Strong Seniors" told me that the Armory looks so clean and nice!
- **Staff Senate President – Mr. Dean Garcia**
 - Staff Senate meeting – Everyone is happy that the Board changed the Spring Break to align with the public schools. It is easier for employees that have children in school.
 - Construction on building "A" and Fitness Center – when will it be open 24/7?
 - Everyone is really busy getting Fall semester completed.
 - There has been a lot of positive momentum generated this fall, looking forward to it continuing this spring. Things are going a lot better this semester.

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. Primrose, yes; Ms. Stephenson, yes; Mr. Sidwell, yes; and Mr. Box, 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). Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Primrose, yes; Ms. Stephenson, yes; Mr. Sidwell, yes; Mr. Box, yes; and Mr. Sandoval, yes. The motion carried. Mr. Primrose stated that no action is needed from the Executive Session.

CORRESPONDENCE

- No correspondence

INFORMATIONAL ITEMS

Presented were the following:

- A. Board of Trustees – 12 Month Calendar
- B. Board of Trustees Annual Calendar of Reports

XIII. ANNOUNCEMENTS

- Tuesday, December 12, 2023, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m. in Building A, room 214.

ADJOURN - ACTION

- 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: Ms. Stephenson, yes; Mr. Sidwell, yes; Mr. Box, yes; Mr. Sandoval, yes; and Mr. Primrose, yes. The meeting was adjourned at 7:28 p.m.

[signature on original]

Richard D. Primrose
Chair

[signature on original]

Thomas Sidwell
Secretary/Clerk