

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

October 17, 2023

The Mesalands Community College Board of Trustees met in regular session on Tuesday, October 17, 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 5:31 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 – September 26, 2023
- 3) Approval to Reschedule the November Board Meeting
- 4) Approval of the Financial Report for September 2023
- 5) Approval of Spring Break Dates
- 6) Approval to go into Executive Session
- 7) Approval to Reconvene from Executive Session
- 8) Action if needed from Executive Session
- 9) Approval to Adjourn the meeting

APPROVAL OF AGENDA – ACTION

ACTION – Mr. Box made a motion to approve the agenda in Exhibit 1 as presented. Mr. Sidwell 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. Sidwell made a motion to approve the regular Board meeting minutes as presented in Exhibit II, dated September 26, 2023. Mr. Box 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. Primrose:
- Thank you to Coach Matt Hughes and the Rodeo team and all those that helped put the rodeos on, it was quite an undertaking to do two rodeos in two days. They did a good job!

REPORTS

PRESIDENT’S REPORT

- **Dr. Allen Moss, Interim President**
 - The State Board of Nursing visit is in progress, we just met with them this afternoon. They conduct this visit for any new program. They will come back in about a year; we did get some good ideas to help us be successful.
 - We did get notified that we did not get any of the Capital funds that Mr. Martinez presented this summer, probably because we do not have our audits finished. We will be in a better position for this funding next year.
 - Mr. Kiser and Mr. McVey will be presenting the RPSP (Research and Public Service Projects) proposals Thursday for Nursing, Wind Energy and the CDL programs, and recurring funding for athletics.
 - Budget – Ms. Scharmer worked to change some of the math, we did hear that this should be approved by HED. Ms. Scharmer will begin working on actuals for FY22 and FY23.
 - I attended the Tucumcari school board meeting last night to introduce myself and let them know of some things we can offer students towards preparation for college. Possibly host a “School Day” with Juniors and Seniors tour the campus and learn what they need to do to enroll, apply for financial aid and answer any questions they may have. We want to work with them and build a better partnership. I think our future needs to look towards developing CTE programs.
 - Mr. Box – I was at that meeting, and I think you did a very good job at presenting Mesalands and what we are trying to do, and how far we have come. I appreciate it.
 - I want to echo what Mr. Primrose said; Coach Hughes and the rodeo team did a great job, that is something to be proud of!
 - Mr. Sandoval asked if the budget allowed for Board travel? There is nothing in the budget for that, but that is something that can be added when we submit the BAR.
 - Does the Board want to have a meeting with the community, school, & hospital boards?
 - Mr. Box stated that what Dr. Moss did at the school board meeting last night went a long way towards building partnerships, and with Dr. Moss attending the County and City Commissions meetings.

- Mr. Primrose – I think you are doing a good job of keeping up with all of the boards and letting all of them know what we are doing and where we are at is extremely helpful.
- Mr. Sandoval stated that he would like to get a partnership the Game & Fish so we could do something with the lake with a science program.
- Dr. Moss said we would follow up on that.

1. Reschedule the Board of Trustees November Meeting – ACTION

Change from Tuesday, November 14th to Wednesday, November 15, 2023

ACTION – Mr. Sidwell made the motion to approve rescheduling the November Board of Trustees meeting from Tuesday, November 14th to Wednesday, November 15, 2023. Mr. Box 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. September Financial Report – ACTION

- Dr. Moss said we are starting to see some of the Financial Aid coming in, I think we are operating at a good level. Hopefully, once Ms. Scharmer gets the actuals report completed, we will be in a better position to know our finances.
 - Mr. Primrose – I do like seeing the cut checks report, once we get everything set up, I would like to see the requisitions that go with the checks cut report.
 - Mr. Martinez thinks that he can create a requisition report.

ACTION – Mr. Box made the motion to approve the September 2023 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. Primrose, yes; Ms. Stephenson, yes; Mr. Sidwell, yes; and Mr. Box, yes. The motion carried.

- Mr. Box asked – Where are we in getting a SBDC Director?
- Dr. Moss - We are in the process of interviewing applicants; we are still waiting for some of the references. We are hosting the Business Boot Camp on the 26th that is sponsored by SBDC.

ACADEMIC AFFAIRS

- **Mr. Joel Kiser, Vice President of Academic Affairs**
 - Thank you, Coach Hughes, and our amazing students, they excel on the ground and in the classroom as well!
 - Today we had the first of our two day Board of Nursing visit, the theme from the reviews: One was from the Board of Nursing specific to education, and the other was specific to national accreditation; “How can we get your nursing program to success?”
 - They will meet with our students, our faculty and our Director of Nursing, Ms. Shannon Fries.
 - Their goal is to assess the program, assess the curriculum and meet with our students and make recommendations – I think we

- had a really supportive visit with our two Advisors. They see that we have invested faculty, committed to the success of our students.
 - Tomorrow it will be hands on with our faculty and students
 - This group represents the State, they are giving us the tools to succeed.
 - On our regional level, over 60% of them are employed in our region of Quay County.
 - This is part of our RPSP program. This program will help to grow our students, our community and possibly expand to Clayton.
- We are in the tenth week of instruction for the fall semester. I want to thank our faculty, our staff, and our students for doing a great job!
- The Corrections programs, we have nine different facilities, which has been successful due to the work of our Registrar, Mr. Brian Baily and our Director of Admissions, Ms. Jessica Gonzales, they have been doing an amazing job of getting these students what they need for financial aid status, and their plans of study.
- Vocational programs - We have a planning committee for welding curriculum across the State this Friday that will be accepted across the State and HED, and next week a meeting with all welding coordinators and VPs to go over learning outcomes that will be accepted across the State.
- Concerning our Spring Break, we sent out a survey to our employees, over 70% want the Spring Break to coincide with the public schools.

1. Spring Break Dates reschedule from 3/11 - 3/14 to 3/18 - 3/21 – ACTION

ACTION – Ms. Stephenson moved the Spring Break Dates to be rescheduled to coincide with the public schools, which will be March 18, 2024, to March 21, 2024. 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.

STUDENT AFFAIRS

- **Mr. Josh McVey, Vice President of Student Affairs**
 - The rodeo was fantastic! We had 291 on Friday, and 289 on Saturday. I also want to thank the class of 2026 with the concessions stand, it was great!
 - Athletic – Esports will be receiving their computers – Gaming systems on November 2nd – Generations Esports will be here
 - Enrollment has been moving along –
 - Mental health
 - Campus tours
 - Financial aid disbursements
 - Mr. Julio Galindo 176 prospective students, we will connect them to the Lead Faculty
 - Marketing the rodeo
 - Cleary Act has been completed and posted on our website.
 - Dr. Moss - A lot of input on the housing – Viola Manor is valuable to the college, and we do have other options, we want everything to be

done right and within the proper codes and laws, we have 7 students that are living there, the City Commission did change it to R1 - a single residence.

- The nursing visit – if you have a successful program for 5 years, a long-term program is a good option for pulling more of the health industry to Tucumcari.
- A Halloween Ballet Recital – October 26 at 5:30 in the Great Room

ADMINISTRATIVE AFFAIRS

- **Mr. Mark A. Martinez, Executive Director of Operations and Procurement**
 - Update on the building A project, the second change order will be to complete the restrooms, which will be approximately five thousand dollars. We need to make sure that they meet ADA compliance. Parkhill has signed off on this change order, as well as WWRC. Then we have to go through CES and HED to get it funded.
 - GO Bond for the Library purchases – making sure we don't take that out of our funds.
 - Procurement
 - Jenzabar InfoMaker training – a lot of opportunities to create numerous reports, we may be able to cancel some of the additional software.
 - Opening for Maintenance and Custodial, and HR Director.
 - We are working on partnering with Luna to host the SBDC Business 101 Boot Camp on October 25th from 10:00 a.m. to 12:00 p.m.
 - Working with Quay County Health Council to host a Mental Health Care Providers on November 8th
 - Attend meetings to discuss the Wind Turbine and priorities with the RPSP.
 - The Insurance company – keeping it updated. It has been disappointing in their lack of communication.
 - ❖ Mr. Box – Insurance - why has this drug on so long? It has been five months since the storm. This storm was classified as a cat loss.
 - This goes through NEMESIA, and they subcontract with POMS, and the adjuster is subcontracted with CCMS.
 - Our statement of values needs to be updated every November with our Insurance company.

REPORTS FROM SHARED GOVERNING SENATES:

- **Staff Senate President – Mr. Dean Garcia**
 - We had a meeting on October 5th and elected a new Vice President to take the place of Matthew Benavidez, Ms. Nikki Vazquez, our Librarian was elected as the new VP of Staff Senate.
 - The staff had some questions and concerns:
 - ❖ Move Spring Break
 - ❖ Status on the Personnel Handbook
 - ❖ Safety concern – Night Supervisor from 6-9, some of the faculty and maintenance are walking around, but there is no one at the front office
 - ❖ Job postings – what is current
 - ❖ Board meeting – where is the meetings posted
 - Dr. Moss sent an email that states where the meetings are posted

- ❖ Status of the fitness center – when will it go back to the 24/7
 - Mr. Martinez - we are waiting for parts for the keyless entry
 - We do have a short time of presence of student workers cleaning
- ❖ Area office update – they would like to be kept up to date on when employees leave.
- ❖ Smoking and vaping – students have not been using the designated areas
 - Mr. McVey will send out an all employee email on the rules
- ❖ The morale is very high because of the increase of students on campus
 - Dr. Moss – I appreciate Mr. Garcia and the staff for communicating their concerns to us.
 - Mr. Primrose – I think that communication is very important.

EXECUTIVE SESSION – ACTION

ACTION – Mr. Box 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. 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.

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

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

- Wednesday, November 15, 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. 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 meeting was adjourned at 7:13 p.m.

Richard D. Primrose
Chair

Thomas Sidwell
Secretary/Clerk