

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

September 26, 2023

The Mesalands Community College Board of Trustees met in regular session on Tuesday, September 26, 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 (via Google Meet)

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda – September 12, 2023
- 3) Approval to Update Bank Accounts Authorization and Signatories
- 4) Approval of Revised FY23 BAR's
- 5) Approval of FY23-24 Foundation Property Leases
- 6) Approval of Purchase Requisition #116864 – Vexx Consulting
- 7) Approval of Purchase Requisition #116915 – Rodeo
- 8) Approval of Purchase Requisition #116922 – Mooring Recovery
- 9) Approval of the Financial Report for August 2023
- 10) Approval to go into Executive Session
- 11) Approval to Reconvene from Executive Session
- 12) Action if needed from Executive Session
- 13) Approval to Adjourn the meeting

APPROVAL OF AGENDA – ACTION

ACTION – Mr. Sidwell made a motion to approve the agenda in Exhibit I with the addition of **ACTION** added to item IX. Ms. Stephenson 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 – Ms. Stephenson made a motion to approve the special Board meeting minutes as presented in Exhibit II, dated September 12, 2023. 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.

CHAIRPERSON’S REPORT

- Mr. Primrose:
 - I would like to thank everyone that helped prepare for the HLC visit, I think it went well. We had a really good meeting, and they had good meetings with the faculty and staff.
 - I want to also thank Senator Pat Woods for speaking at our “Constitution Day”, I think he did an excellent job. It was well attended, and I appreciate all the students that came and participated.

REPORTS

PRESIDENT’S REPORT

- **Dr. Allen Moss, Interim President**
 - I want to thank everyone for coming to the HLC site visit and to the “Constitution Day”, it was a good opportunity to interact with the students
 - Ms. Judy Scharmer has been working on the FY23 BAR’s, she did the work on the amendment in Exhibit IV.
 - We are adding a retired Controller to help and train the business office on New Mexico Higher Education processes.
 - Our Home Rodeo is October 13th & 14th, we are hosting 2 rodeos, with 2 champions, we were asked to add this additional rodeo, this is a win-win for our rodeo students and community.
 - Thank you all for having a special meeting to review and approve the RPSP submittal.
 - The FY22 audit should be completed in approximately a week or so and then we will get started on the FY23 audit. We have already heard from the State Auditor on the special audit, they are collecting information for that audit. We are getting to the point where we will have accurate final data.
 - Over the weekend our IT department and Larry Wickham were able to transfer us from our on-site server status that we were using for Jenzabar to the Cloud base, which we are now operating on that Cloud. Also, over the last two weeks they were able to get everything lined out for the Synoptics software for the business office to be able to pull reports from Jenzabar to have a more accurate reporting capability.
 - We need to update our bank accounts and the New Mexico State Treasury by removing Ms. Blanca Pauliukevicius and adding Mr. Richard Primrose and Ms. Tammy Hall. See list below:

UPDATE BANK ACCOUNTS AUTHORIZATION AND SIGNATORIES – ACTION

ACTION – Mr. Sidwell made the motion to approve the updating of authorization and signatories to the following banks and accounts:

The New Mexico Bank & Trust Accounts:

Authorize the following people for the Operating Account, Payroll Account, and Travel (Debit card)

Allen Moss

Thomas Sidwell

Maria Stephenson

Add: Richard Primrose

Add: Tammy Hall

Remove Blanca Pauliukevicius and all others not listed above

Wells Fargo Bank:

Allen Moss

Add: Richard Primrose

Add: Tammy Hall

Remove Blanca Pauliukevicius and all others not listed above

Everyone's Federal Credit Union:

Allen Moss

Tammy Hall

Add: Richard Primrose

Remove Blanca Pauliukevicius and all others not listed above

Tucumcari Federal Savings & Loan:

Allen Moss

Add: Richard Primrose

Remove Blanca Pauliukevicius and all others not listed above

Inquiries only at Tucumcari Federal Savings & Loan:

Tammy Hall

Remove Carla Benavidez and all others not listed above

New Mexico State Treasurer – Endowment Funds:

Allen Moss

Maria Stephenson

Tom Sidwell

Add: Richard Primrose

Add: Tammy Hall

Remove: Blanca Pauliukevicius

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

REVISED FY23 BAR'S – ACTION

Dr. Moss – Blanca did a lot of work to get us to where she did, for the last few weeks Ms. Scharmer has been working on our budget to see what we may need to fix or change to complete the process through HED and DFA. During this time there were some formulas and math errors that she found in the FY23 Budget Adjustment Request (BAR) that was recently submitted. What we were wanting to do was possibly work on budget numbers, but we are not going to touch those right now, I expect we will do that in October or November when we get a better picture of the FY22 audit. Right now, we are not approving the budget, but we do need to adjust the FY23 BAR and the report of actuals that we submit to HED. If you look at step one and step two of Exhibit IV there is a significant increase in the revenues and the expenses. This report shows what we actually spent – one million, ninety-seven thousand dollars, this does not change what we have in the bank, as we progress in correcting errors and cleaning up information from the past two years, it changes the number on the front-end of the budget.

Mr. Primrose - The Exhibits 4a & 4b were very helpful, it actually breaks it down to be able to understand the exact itemized adjustments we need to make.

Mr. Sidwell – How do you have a million dollar difference; how does that happen?

Dr. Moss - Some of the formulars were not correct, or for example, we did not carry over the 1.6 million from the previous year into the formular, and sometimes it is a simple mathematical error. We are trying to make sure that we are cleaning everything up and getting accurate data.

Mr. Sidwell – So will the Jenzabar reimplementation eliminate some of this?

Dr. Moss – By implementing Synoptics with Jenzabar, we should be able to get accurate reports for the Board meeting. Blanca was able to get this year's budget into Jenzabar, we are now able to see our budget, what we have spent, and the remaining balances.

Mr. Primrose - By submitting this, should we have everything to HED?

Dr. Moss – This should be close to accurate, although we are waiting for the FY22 audit, there may be some additional adjustment needed. HED is aware of this, and they understand our situation.

ACTION – Mr. Box made the motion to approve the revised FY23 Bar's as presented in Exhibit IV. Mr. Sidwell 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.

FY23-24 FOUNDATION PROPERTY LEASES – ACTION

Dr. Moss - At this point, this expense was not figured into our budget, Blanca had to cut some operational funds to be able to stay within our budget. I do not think that we have the funds to pay for any leases this year. The Foundation has helped in several areas of the college already this year. I think we are building a good relationship and have really good communication with the Foundation.

Mr. Bidegain – The Foundation has helped Mesalands a lot. I want to get these leases signed; we may be able to forgive these, I would like to make sure that this remains in

the budget for years to come. The equine center and the radio tower, the Alco building, even though it is not used at this time, the CDL is using the parking lot.

Mr. Sidwell – If the leases are not on budget, how can we pay for them?

Mr. Box - If we approve these leases and the college is not able to pay for them, then what? Would it be considered a loan?

Dr. Moss – I can not obligate the college to any loans

Josh – For a few years the Foundation only charged the college \$1.00, then in 2020 they went back to charging the regular prices.

Dr. Moss – Basically, we do not have it budget for this year. I do not want to make that commitment until we have a better picture of what our finances look like.

Mr. Primrose - Can we table this motion until the November meeting?

ACTION – Ms. Stephenson moved to table this motion until the November meeting. 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.

PURCHASE REQUISITION #116864 – VEXX CONSULTING – ACTION

Dr. Moss - This is for Larry Wickham as a consultant to lead in the implementation of Jenzabar, this will be paid by the HB 2 appropriation.

ACTION – Mr. Sidwell made the motion that the Board approve the Purchase Requisition #116864 to Vexx Consulting as presented in Exhibit 6. 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 motion carried.

PURCHASE REQUISITION #116915 – HOME RODEO – ACTION

ACTION – Mr. Box made the motion to approve the Purchase Requisition #116915 to Mike Johnson for the Home Rodeo as presented in Exhibit 7. Mr. Sidwell seconded the motion. A roll call vote was taken with members voting: Mr. Tom Sidwell, yes; Mr. Box, yes; Mr. Sandoval, yes; Mr. Primrose, yes; and Ms. Stephenson, yes. The motion carried.

PURCHASE REQUISITION #116922 – MOORING RECOVERY – ACTION

ACTION – Ms. Stephenson made the motion to approve the Purchase Requisition #116922 to Mooring Recovery as presented in Exhibit 8. The insurance company paid the college directly. 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

Mr. Sidwell stated that he thinks it is really a lot better that it shows who the requestor is on the requisitions and how it goes through the approval process. Mr. Primrose agreed.

ACADEMIC AFFAIRS

- **Mr. Joel Kiser, Vice President of Academic Affairs**

- Student & Faculty Success:
- We have three paleontologist students; Ryan Brown, Joseph Soto, and Mike Torino who were awarded the Lucille Pipkin Book Scholarship awarded by the New Mexico Geological Society. This is an amazing success for Dr. Axel Hungerbuehler.
- We also have a lot of critical research happening at the Dinosaur Museum due to the need for lab-based fieldwork sites that we can offer here. A lot of the four-year universities do not have access to these dig sites. We had seventeen students from Sam Houston State University out of Huntsville Texas. We also had Appalachian State University, North Carolina, they visited the science lab and also worked on some of the specimens and took their group out to Apache Canyon and another dig site. Again, having that critical research where you might have master's or doctoral level students working alongside our students to be able to see the full payoff of this degree and see it actually applied is great for our students. This is due to the work and attitude of Dr. Hungerbuehler, and his alumni usually come back as well and help support these activities.
- We had an amazing breakthrough with our IT Team assisting the library to be able to login from a remote site to do their research, especially our dual credit and corrections students.
- Corrections offerings; we have 27 courses, 3 degrees, 2 certificates, average class size is 22, total enrollment is 178 enrolled from corrections.
- Thank you, Dr. Hackett, for working with the HLC team, one of the reviewers said she was glad to see our faculty and staff are willing to work together to serve our students.

Jimmy – Dual credit, how is that doing?

Mr. Kiser - We are doing well; we will start working with the counselors for the spring classes. And a “First year” class to help get them ready for college, we are trying to host this class at the High School, this will help them be more prepared to enter college. Possibly having a High School Day.

Ms. Stephenson – How early can a dual student enroll?

Mr. Kiser – It varies, but usually is 11th & 12th grade.

- Community Education Annual Report
 - This was prepared by Ms. Kim Enriquez; she has been working on developing the Community Ed outreach programs, pretty much from the ground up.
 - Summer Adventure Camp, with over 125 students of various ages – K-12
 - There were five classes over the summer
 - We partnered with Trip Stem from Eastern New Mexico
 - A lot of activity this summer; eSports, Arts and Crafts, Beautiful Ballerinas, etc. The trick is to find a balance that serve the needs for our community
 - Other activities are planned to bring students to campus; board games, experience in reading, arts and crafts, photo basics, basic quilting. These offerings are for a non-traditional student population that are not seeking degrees, but they are seeking something where they can gain extra skills, or just enjoyment. This is another direction here at Mesalands.
 - Not only do we serve the degree seeking students, but to get involved in our community, it is more viable and sustainable to continue these programs.

- A breakdown of donations and revenue to help us predict the best way to offer these programs in the future.

STUDENT AFFAIRS

▪ Mr. Josh McVey, Vice President of Student Affairs

- The students on campus have increased with a total of 232, Corrections is at 178, and many more that have just come in today, and dual is at 129 students.
- The FIZZ Application is due on Friday. The DEER report has been completed, Ms. Gonzales has done a wonderful job with financial aid and overseeing those and ensuring that we are getting our reports in on time and correctly, as well as the financial aid disbursement being successfully completed.
- In Athletics, our golf team has four members, they come Texas, Oklahoma, and New Mexico. Rodeo has sixteen athletes, and eSports has six members, so we have students that are involved and active in our athletics.
- Our upcoming Rodeo is October 13th & 14th. We have the distinct pleasure of being able to host two rodeos in one weekend – Dine College from AZ, and our annual home rodeo. Slack will begin at 9:00 each morning, and gates will open at 5:00 p.m. and we will begin performances at 6:00 p.m. We would love to see everyone there for that as well.
- Recruitment – Julio Galindo has been on the road to college fairs and staying active and doing a wonderful job.
- Institutional advancement - Senator Heinrich has submitted one or more congressionally directed spending requests on our behalf to the Senate Appropriations Committee, we are very grateful for that. The Foundry grant has been approved and going through, we are excited about these developments.
- Marketing continues with recruiting and ensuring that we have the materials that we need to reach out to students and recruit and get information about our wonderful programs that we have available.
- Pre-enrollment will start in October for the spring semester
- Constitution Day was a great success, it was wonderful to see the Great Room full as we had Senator Pat Woods who was gracious enough to come and speak on the Constitution.
- We have had activities that are ongoing for our students. Students are able to go to the Oden during special movie nights for free.
- Mr. Box – I was impressed with the number of students that came for the Constitution Day, it was packed, it was a great turnout by the students!
- Mr. McVey – We were very excited; I want to say that Dr. Edwards did a fantastic job putting that event together. He is our Chair and our Resident Historian.

ADMINISTRATIVE AFFAIRS

- **Ms. Blanca Pauliukevicius, CFO & Executive Director of Business Services**
- Dr. Moss presented in Blanca's absence.

AUGUST FINANCIAL REPORT – ACTION

- We have added the cut-checks report in addition to the EFOP report that is filled out weekly and monthly. Blanca has transitioned this report to Ms. Tammy Hall, and Ms. Hall has been doing a great job at getting that on time to HED.
- In the EFOP report, we still have not had to tap into the HB2 funds. Over the next few months, we will start seeing some financial aid money come in, we will see money from the correction students whether it is from the New Mexico Corrections Department, or the private facilities or the opportunity scholarship or federal financial aid. So, it will be a balance on how far we can make it to that point, and then in January our local tax comes in. But right now, we are holding good on just our appropriations and the other revenues to meet our expenses. We will have to tap into it some, again, the longer we go without doing that just shows we are running pretty close to where we need to be.

ACTION – Ms. Stephenson made the motion to approve the August 2023 financial report as presented in Companion Exhibit 1. Mr. Sandoval 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.

ADMINISTRATIVE AFFAIRS CONTINUED

- **Mr. Mark A. Martinez, Executive Director of Operations and Procurement**
 - Capital projects – a slow down getting the contractor back to complete the building “A” project. Communication has increased, so that is moving forward. I submitted the paperwork to HED to make that happen.
 - I spoke with Mr. Swapp after receiving amendment number one for the reauthorization of funds for grant number D3432 that was the original grant the installed dual access tracker for the solar project. With that we have an additional two hundred and twelve thousand dollars through that same grant that was reauthorized, and also one hundred thousand dollars that had been previously reauthorized that was earmarked to do some work at the old Armory for the nursing program and since the nursing program was actually housed out of building “A” we are able to save that money and put it into the solar project. So, we have about a total of three hundred, twelve thousand. After discussion and planning, we will be procuring some engineering services and Mr. Swapp will be assisting me on the best way to move forward with the solar project.
 - After the Constitution Day, I had the opportunity to show Senator Woods some of the Capital Outlay projects that have been completed and also discussed some of the upcoming concerns and needs of what we may be requesting for Capital Outlay funds for the next legislative session. There are still some concerns about what exactly the insurance is going to cover and whatever they do not cover, based on our Capital Improvement plan the was submitted during the Summer Hearings that is the bulk of our needs; is to make sure we secure our infrastructure.
 - I met with Mr. James Ortega, the insurance adjuster, I would like to thank him for moving forward and pushing on the mold remediate it was completed very quickly. This was on a Tuesday, and by Thursday it was completed. We waited to release the building until the following Monday.
 - I am still going back and forth with the insurance about the roof in building “E” the biggest concern is the drainage. My concerns are the seams and edges.

The roof did not leak prior to that event. I will continue to work on this to get it done as soon as possible.

- Procurement – We have been changing some processes and we have had some training; I would like to thank Mr. Larry Wickham for providing training to all those that enter requisitions in Jenzabar. We want to make sure everyone is on the same page, providing the same information and following state and local procurement rules. This also helps us with our asset management by providing more of a description and more information, this makes it easier for future reports to be run and to track assets.
- IT – we had training with Informaker, which makes it able to pull specific reports, make it more streamlined and automated. Great attendance.
- We do have some vacancies in Maintenance, and IT
- HR – we have been getting some great applications; however, they are wanting more than we can pay, we are reclassifying this position.
- We were waiting for funds from HED for the Library, we did receive those GO funds for reimbursement.

▪ **Ms. Loni Monahan, Director of the Dinosaur Museum**

- Annual Dinosaur Museum Report
- Last year's revenue was down due to all but one billboard being taken down
- The billboards are a huge help in getting visitors to come visit the museum about 80%.
- Howard Shanks display was put up during Covid
- Student Research Presentations Display
- Revamped the Museum Gift Shop
- Selfie Wall
- Children's Reading Table
- Triceratops Anatomy for Children
- Students' Field Discoveries Display

REPORTS FROM SHARED GOVERNING SENATES:

▪ **Faculty Senate President – Ms. Janet Griffiths**

- My afternoon – Mr. Andy Swapp called me to come and give a welcome to the Steering Committee, there were about fourteen that came, that was a fun afternoon.
 - Phi Theta Kappa (PTK) will start up in October.
 - Student Government will be holding elections
 - Mr. Gregg Howard is trying to organize a reader's theater production of the Halloween story – "A Night in the Lonesome October."
- Mr. Sandoval would like to get all the Boards and Committees together to discuss how we can help Tucumcari grow.

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; Mr. Box, 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). Mr. Sandoval 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.

ACTION, IF NEEDED BASED ON EXECUTIVE SESSION

- Mr. Primrose stated there are no action items that are needed, based on Executive Session.

NEW BUSINESS

- No new business presented.

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, October 17, 2023, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m. in Building A, room 214.

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. Sandoval 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 meeting was adjourned at 7:52 p.m.

Richard D. Primrose
Chair

Thomas Sidwell
Secretary/Clerk