



# Board of Trustees MINUTES

August 2, 2023 • 8:00 a.m. • Room 512

The Clovis Community College Board of Trustees held its regular meeting on Wednesday, August 2, 2023, at 8:00 a.m. in room 512.

## MEMBERS PRESENT

Trustees Jan Bradburn, Lora Harlan, Terry Martin, and Carolyn Spence were present in the Board Room. Trustee Laura Leal participated via virtual meeting access.

## MEETING PARTICIPANTS

Clovis Community College employees who participated in the meeting from the Board Room were Robin Jones, Norman Kia, Heather Lovato, Angel Anaya, Richard Benavidez, April Chavez, Bob Dart, Milo Drake, Dannette Ewers, Billy Garcia, Emily Glikas, Nicolle Holcomb, Greg Rapp, Kari Smith, Marcus Smith, Elena Soto, and Katrina Walley. Also present in the Board Room were Kameron Barnett, CCC legal counsel and Ken Lindsey, community member.

## VIRTUAL ATTENDANTS

Based on details from the Zoom attendance report, virtual meeting attendants were Julia Alexander, Jolene Borja, Vicki Bridinger De Leon, Natalie Daggett, Nancy Meadows, Santana Sena, Sandra Taylor-Sawyer, and Jessa Wood. Also present via Zoom was Landry Sena, Eastern New Mexico News.

## ROUTINE MATTERS

*Declare a Quorum:*

Madam Chair Harlan called the meeting to order at 8:00 a.m. and declared a quorum.

*Approval of Agenda:*

The agenda was approved as submitted.

**ACTION: Martin moved to approve the agenda as submitted. Spence seconded and upon roll call vote the motion carried (5-0).**

*Approval of Minutes:*

The Board approved the minutes of July 5, 2023, as submitted.

**ACTION: Martin moved to approve the minutes of July 5, 2023 as submitted. Bradburn seconded and upon roll call vote the motion carried (4-0). Spence abstained.**

## OLD BUSINESS

There was no Old Business.

## NEW BUSINESS Instructional Matters

*Summer 2023 Graduation List:*

The Board was presented with the list of Clovis Community College students who have met the requirements for graduation during the Summer 2023 term. Included in the list were 38 associate degree earners, 15 certificates of completion earners, and 16 certificates of achievement earners, for a total of 69 graduates. Summer graduates may choose to participate in the May 2024

graduation ceremony. It was requested that the Board approve the Summer 2023 graduation list as submitted.

**ACTION: Martin moved to approve the Summer 2023 graduation list as submitted. Bradburn seconded and upon roll call vote the motion carried (5-0).**

## NEW BUSINESS Non-Instructional Matters

### *Employee Benefit Plans:*

Clovis Community College offers two tax-sheltered benefit plans, which are available to employees on a voluntary basis. There is an institutional savings associated with tax-sheltered payments due to matching Federal Insurance Contribution Act (FICA) payments. Last year eight employees participated in tax-sheltered 403(b) Plan providers, with contributions totaling \$37,202.00. Thirty-one employees participated in the flexible spending plan, which allowed employees to tax shelter \$38,200.36. The total net savings to the College was \$4,517.05.

**ACTION: No action was requested of the Board of Trustees.**

### *Campus Security Presentation:*

Mr. Richard Benavidez, Director of Campus Security, provided the Board with a presentation on Clovis Community College's Campus Security. The presentation included an overview of the staff, equipment, daily security functions, laptop recovery, Clery Act Reporting, surveillance, current incident report and security/community involvement. Additional concerns addressed were in regard to opening and closing the campus each day; escorting staff, faculty, and students to their cars when requested; how surveillance is used to help prevent incidents; responding to alarms; the local departments that Security works with to report incidents and participate with in drills; and the Panic Button app and the Rave alert system.

**ACTION: No action was requested of the Board of Trustees.**

### *Public Relations Presentation:*

Ms. Nicolle Holcomb, Director of Communication and Marketing, provided the Board with a Public Relations presentation. The presentation included a review of Clovis Community College's marketing goals, marketing strategy, current advertising, and internal/external marketing. Also, included in the presentation were examples of social media posts, online and print ads, and an example of one of our billboards. Ms. Holcomb shared that the themes and/or messaging are reviewed yearly, and any updates are approved by the Executive Team.

**ACTION: No action was requested of the Board of Trustees.**

### *Financial Actions Report for Fourth Quarter FY 2023:*

The Board was presented with a copy of the Financial Actions Report for the fourth quarter of fiscal year 2023. It was requested that the Board approve the report for final submission to the New Mexico Higher Education Department.

**ACTION: Spence moved to approve the Financial Actions Report for the fourth quarter of fiscal year 2023 as submitted. Martin seconded and upon roll call vote the motion carried (5-0).**

## OTHER BUSINESS

### *Presidential Search Update*

To keep the community informed of where Clovis Community College is in the Presidential Search process, the Presidential Search Update agenda item will be added to each regular meeting's agenda. Since the last board meeting, Trustees Bradburn and Harlan reviewed different entities that provide presidential search services. Information has been assembled into

binders for all Trustees to review and a Special Study Session will be scheduled to discuss and then decide on which company to hire.

**ACTION: No action was requested of the Board of Trustees.**

*President's Remarks:*

Dr. Jones shared that approximately 17 new faculty have been hired, and all are very excited to be at Clovis Community College.

Senator Heinrich will be here on August 21 to tour the Allied Health and Occupational Technology areas. Board members are welcome to join Dr. Jones and Senator Heinrich.

A Cultural Arts Kick-Off is planned for August 24 at the Mesa Theater. Different acts will be performing along with a local band and students from the Arts Academy at Bella Vista. There is a plan for some food trucks to be there.

Clovis Community College is working on an MOU with Mountain View Vocational Institute in El Paso, Texas to bring CDL to the area. There may be a couple of classes per year with 10-12 students in each cohort group.

We are in the planning stages with EPCOG on a grant for cybersecurity. The application is due on August 15. Dr. Jones has written our letter of support.

On July 26, Mr. Norman Kia, Dr. Marcus Smith, Mr. Bob Dart, Mr. Billy Garcia, and Dr. Jones met at ENMU for the NMHED Summer Hearings and presented our proposals for the Cosmetology HVAC updates and parking lot renovations.

The architects for the Allied Health Expansion are finishing up their plans and be brought to the September board meeting. CCC will then ask for HED approval in October. Groundbreaking would then follow. A proposed name by the Bonners is the Bonner Foundation Nursing Annex.

A planned tour of the Allied Health and Occupational Technology programs for the Board members will be after the September meeting.

The Calendar of Events for August was distributed to the Board to review.

**ACTION: No action was requested of the Board of Trustees.**

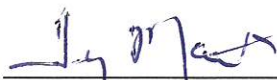
**ANNOUNCEMENTS**

The next regular Board meeting is scheduled for September 6, 2023, at 8:00 a.m. in room 512.

The meeting adjourned at 8:57 a.m.

**ACTION: Martin moved to adjourn the meeting. Bradburn seconded and upon roll call vote the motion carried (5-0).**

Respectfully submitted,



Terry Martin, Secretary  
Board of Trustees

Approved Sept. 6, 2023