



Board of Trustees

MINUTES

December 7, 2022 • 8:00 a.m. • Room 512

The Clovis Community College Board of Trustees held its regular monthly meeting on Wednesday, December 7, 2022, 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, Robin Kuykendall, Heather Lovato, Angel Anaya, Richard Benavidez, Steve Brooks, Karen Burns, April Chavez, Bob Dart, Milo Drake, Billy Garcia, Emily Glikas, Perla Herrera, Nicolle Holcomb, Shawna McGill, Lauren Rowley, Kari Smith, Marcus Smith, and Elera Soto. Also present in the Board Room were Kameron Barnett, CCC legal counsel; and Steve Hansen, Eastern New Mexico News.

VIRTUAL ATTENDANTS

Based on details from the Zoom attendance report, virtual meeting attendants were Beverly Aragon, Joleen Borja, Paul Boylan, Bill Cheville, Gnosis Cincinnatus, Pam Cornelison, Natalie Daggett, Celia Donofrio, Dannette Ewers, Ashley Grissom, Winona Johnson, Nohemi Lara-Miller, Nancy Meadows, Christy Mendoza, Paul Moore, Gregory Rapp, Amiah Robinson, Santana Sena, Sandra Taylor-Sawyer, Mindy Watson, Kellyann Weber, Sandra Whitehead, and Jessa Wood.

ROUTINE MATTERS

Declare a Quorum:

Madam Chair Harlan called the meeting to order at 8:04 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 November 29, 2022, as submitted.

ACTION: Martin moved to approve the minutes of November 29, 2022, as submitted. Bradburn seconded and upon roll call vote the motion carried (5-0).

OLD BUSINESS

There was no Old Business.

NEW BUSINESS Instructional Matters

Fall 2022 Graduation List:

The Fall 2022 graduation list includes 81 associate degree earners, 72 certificate of completion, and 86 certificate of achievement, for a total of 239 graduates. It was requested that the Board of Trustees approve the Fall 2022 graduation list as submitted.

ACTION: Martin moved to approve the Fall 2022 graduation list as submitted. Spence seconded and upon roll call vote the motion carried (5-0).

NEW BUSINESS Non-Instructional Matters

New Mexico Minimum Wage Changes:

On April 1, 2019, Governor Michelle Lujan Grisham signed legislation raising the State of New Mexico minimum wage for the first time since 2009. The Final of four incremental increases to \$12.00 per hour will take place on January 1, 2023. Overall, in a series of yearly increases the minimum wage will increase to \$12.00 per hour as of January 1, 2023. The short-term impact to CCC is primarily in the amount paid to student workers who must be paid minimum wage, and part-time contract workers whose hourly rate is increased concurrently with minimum wage increases. Students work a maximum of 20 hours per week; part-time contract employees work a maximum of 29 hours per week. Presently there are a total of 44 student employees.

ACTION: No action was requested of the Board of Trustees

Award of Proposal 2023-2-C for the Architectural Design Phase of the Allied Health Triage Center Expansion:

A Request for Qualifications (RFQ) process was recently completed for the architectural design phase of the allied health triage center expansion. As permitted by the state procurement code, this RFQ was sourced under an existing contract held by Cooperative Educational Services (CES) and this allowed the committee to deal directly with one preferred vendor. The Board was presented with the proposal recap. In addition, Dr. Jones elaborated that Mr. Tom Drake was contracted to assist with the project of the allied health expansion as he was instrumental in the construction of the first building. At the advisement of the evaluation committee, it was requested that the Board of Trustees approve the award of this contract to Dekker/Perich/Sabatini in the amount of \$355,000 with the total amount of the contract including gross receipts tax to be \$383,622.

ACTION: Martin moved to approve the award of the contract to Dekker/Perich/Sabatini in the amount of \$355,000 with the total amount of the contract including gross receipts tax to be \$383,622. Bradburn seconded and upon roll call vote the motion carried (5-0).

Award of Bid 2023-1-B for Campus Electrical Improvements:

An Invitation for Bid (IFB) process was recently completed for campus electrical improvements. The Board was presented with the bid recap of

the vendor that responded to the IFB. It was requested that the Board of Trustees approve the award of this contract to Snider Electric, Inc., in the amount of \$385,680.41, with the total amount of the contract, including gross receipts tax, to be \$416,775.89.

ACTION: Martin moved to approve the award of the contract to Snider Electric, Inc., in the amount of \$385,680.41, with the total amount of the contract, including gross receipts tax, to be \$416,775.89. Bradburn seconded and Leal abstained. Upon roll call vote the motion carried (4-1-0).

Electrical Project Submission to NMHECPC:

As a part of the New Mexico Higher Education Department's process, an institution's capital project proposal must be approved by its Board of Trustees prior to its submission for consideration for vendor engagement. The College has completed the bidding process and seeks approval from the New Mexico Higher Education Capital Projects Committee (NMHECPC) to proceed with the project. The electrical project focuses on electrical upgrades, maintenance, and replacement through the Campus. This Project coincides with the Higher Education Department's directive to focus on existing campus infrastructure. The next step is to present the project for approval to a monthly New Mexico Capital Projects Committee hearing. Once this step is completed, Clovis Community College can then engage with the vendor to proceed with the electrical project. It was requested that the Board of Trustees approve the electrical project submittal for submission to the New Mexico Higher Education Capital Projects Committee.

ACTION: Martin moved to approve the electrical project submission to the New Mexico Higher Education Capital Projects Committee. Spence seconded and upon roll call vote the motion carried (5-0).

OTHER BUSINESS

President's Remarks:

Dr. Jones began the president's remarks by sharing that she and Dr. Robin Kuykendall met with Mr. Justin Howalt, Clovis City Manager. They discussed the educational needs for a new inpatient mental health facility that is currently being evaluated with the City of Clovis.

The CCC Veteran's Day event on November 10, was very well attended by staff, faculty, community members, and CAFB representatives.

Dr. Jones announced that the administrative team developed the funding request for the upcoming legislative session. The team evaluated the original 5-year master plan and the focus of this year's request will be the renovation of the campus' restrooms, welding expansion, and the update to the HVAC system in the cosmetology building.

Clovis Community College, along with the New Mexico Independent Community Colleges (NMICC), is a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA). SARA is an agreement designed to establish comparable national standards for interstate offering of postsecondary distance education courses and programs. Currently, institutions operating under SARA must submit their renewal yearly, which can be daunting for some due to the amount of information needed to complete the application. NMICC is working on potentially combining all NMICC participating schools to operate under one application resulting in collaborative efforts when completing the renewal. This process is in the beginning stages, Dr. Jones will share more

information as it develops.

Dr. Jones attended the ENMCERC (Eastern New Mexico Campus Educational Regional Cooperatives) meeting hosted at ENMU. The meeting included a presentation on school safety at the public school level and the work of ERC committees in the State. Attending legislators shared their thoughts and ideas for the upcoming legislative session.

Dr. Jones and the administrative team provided the Board with a CHEADS overview. The Collaborative Higher Education Shared Services (CHEADS) began with a discussion during an executive team meeting a few years ago. Former president Dr. Becky Rowley and the administrative team were having a difficult time finding a registrar, so Mr. Norman Kia informed the team about a statewide initiative that would allow independently governed colleges to share resources and support. Since then, the project has been successful in that there are now 5 colleges including; Clovis Community College, Central New Mexico Community College, Luna Community College, Northern New Mexico Community College, and Santa Fe Community College.

Each administrator serves on a different CHEADS committee.

Dr. Robin Jones is among the other presidents serving on the CHEADS Board of Directors committee. This group ensures a true collaboration among all colleges in the decision-making process. They also provide a strategic vision, approval for required policy, oversee the CHEADS budget and funding decisions, and drive all legislative efforts.

Dr. Robin Kuykendall serves on the steering committee. She works with members from the other CHEADS institutions to oversee the ERP project. They also oversee change management and use project reports to make decisions or recommendations. She is also serving on the student staffing committee. The Student Information System (SIS) will begin after the HCM and the finance phase concludes. Dr. Kuykendall and her counterparts at the other institutions are in the pre-planning process for the SIS phase.

Mr. Norman Kia serves on the technical committee as the Workstream Lead. His team has been instrumental in gathering all data from the Banner and introducing it to the Workday system. The Networking team has been handling the security of authorized users to get into the Workday tenant. Ms. Rachel Page and her training team have been conducting training via Zoom to ensure faculty and staff are familiarized with the new system prior to Go-Live.

Ms. Heather Lovato serves on several committees. At the beginning stages of the HCM and finance project, she was on a staffing committee and created different implementation teams. She is currently on a cutover team to insure the systems from Banner are turned off when Workday becomes live and to communicate to faculty and staff on where to find the new system. Ms. Lovato also serves on all implementation teams which include; banking, assets, budget, grants and contracts, endowments, and HR.

Ms. Lovato shared that she took the procurement and finance team to a training in Albuquerque. The team enjoyed the opportunity to meet some of the consultants and people they have been virtually meeting with. She was very pleased with the training and the informative outcome.

Dr. Jones explained to the Board that Go-Live means all HR, payroll, finance data, and processes will go to Workday instead of Banner. Worday

Go-Live for HCM and Payroll will be December 17. Workday Go- Live for Finance processes will be on January 1.

The Student Informational System (SIS) is in the planning stage. The planning lead-in for SIS is two years. Upon successfully implementing the student system, students would have the ability to take courses with the other participating colleges without having to reapply or move over to another institution. Financial Aid and FASFA applications will also be integrated into the system. Students who qualify for Financial Aid can obtain the same resources regardless of where they choose to take their classes.

Trustee Spence requested clarity on whether the five different institutions would preserve their individuality with this collaboration. Dr. Kuykendall explained that with the collaboration, all participating institutions look at areas where they can be uniform while recognizing that each college is different. The functional teams are individuals from all institutions that work in their departments to align as many processes as possible and still maintain individuality.

Trustee Bradburn also requested clarity on the federal funding received for the CHES project. Ms. Lovato explained that each participating institution did a combined legislative ask and calculated funds by a percentage based on the number of employees by institution. Clovis Community College received \$2.1 million from the State of New Mexico to help fund the initiative. CCC also transferred \$500,000 from tuition fees into the ERP project. The allocated funds pay for the MOUs with CHES to include Workday license and implementation. Each college contributes a percentage to the MOUs; the more institutions that join the project, the less each college pays.

Dr. Jones' remarks concluded with a review of the calendar of events for the months of December 2022 and January 2023.

Executive Session:

ACTION: Martin moved to recess and enter executive session. Bradburn seconded and upon roll call vote the motion carried (5-0).

The Board moved to recess and entered executive session at 8:42 a.m. as authorized by Section 10-15-1(H)(2) of the Open Meetings Act to discuss limited personnel matters and regarding threatened or pending litigation pursuant to Section 10-15-1(H)(7).

NOTE: Those present for executive session included Jan Bradburn, Lora Harlan, Laura Leal, Terry Martin, and Carolyn Spence (CCC Board of Trustees); and Mr. Kameron Barnett (CCC legal counsel).

ACTION: Martin moved to return to regular session. Bradburn seconded and upon roll call vote the motion carried (5-0).

The Board returned to regular session at 9:39 a.m. The only matters discussed in executive session were limited personnel matters and threatened or pending litigation matters.

Regarding extension of Dr. Robin Jones as Acting President for Clovis Community College:

Ms. Harlan requested a motion, if any, on matters discussed during executive session.

ACTION: Spence made a motion to extend Dr. Robin Jones as Acting President of Clovis Community College until the next regular meeting on February 1, 2023. Bradburn seconded and Ms. Leal abstained. Upon roll call vote the motion carried (4-1-0).

ANNOUNCEMENTS

The next regular Board meeting is scheduled for February 1, 2023, at 8:00 a.m. in Room 512.

The meeting adjourned at 9:41 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

February 1, 2023