



Clovis Community College

Board of Trustees

MINUTES

August 5, 2026 • 8:00 a.m. • Room 512

MEMBERS PRESENT

The Clovis Community College Board of Trustees held a regular meeting on Wednesday, August 5, 2026, at 8:00 a.m. in room 512.

Trustees Jan Bradburn, Lora Harlan, Laura Leal, Terry Martin, and Raymond Mondragon were present in the Board Room.

MEETING PARTICIPANTS

Clovis Community College employees who participated in the meeting from the Board Room were Jonathan Fuentes, Bob Dart, Robin Kuykendall, Heather Lovato, Richard Benavidez, Nikkei Cardenas, Dominique Chairez, Dannette Ewers, Jerri Garcia, Ashley Grissom, and Kari Smith. Also present in the Board Room were Kameron Barnett, CCC Legal Counsel and Victor Leal, Guest.

VIRTUAL ATTENDANTS

Based on details from the Zoom attendance report, virtual meeting attendants were Rodolfo Arceo, Linda D'Amour, Celia Donofrio, Billy Garcia, Emily Glikas, Cindy McDaniel, Paul Moore, Melissa Reed, Monica Turner, Magali Valdez-Robles, Alicia Saber, Santana Sena, and Katrina Walley.

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. Mondragon seconded and upon roll call vote the motion carried (5-0).

Approval of Minutes:

The Board approved the minutes of June 3, 2026, as submitted.

ACTION: Mondragon moved to approve the minutes of June 3, 2026, as submitted. Martin seconded and upon roll call vote the motion carried (5-0).

OLD BUSINESS

There was no Old Business.

NEW BUSINESS Instructional Matters

SBDC Program Review:

The New Mexico Small Business Development Center (SBDC) has provided services to small businesses since 1989. Mr. Dominique Chairez, Director of the CCC Small Business Development Center, strives to provide quality assistance, education, and resources to potential and existing small businesses to strengthen the economy of New Mexico. Mr. Chairez presented the Board with a program review. The center at CCC continues to operate effectively as a one-person office, reflecting a trend toward improved efficiency with one director managing each center. SBDC is evaluating ways to expand its reach by engaging experienced community leaders as consultants. During

its recent five-year accreditation review, artificial intelligence (AI) was identified as a significant factor shaping future services. The center is incorporating AI into client advising while emphasizing the continued value of personalized, in-person consulting. Increased efficiency has allowed advisors to provide more in-depth support to clients. SBDC is state and federally funded by the State of New Mexico Legislature and the U.S. Small Business Administration. The CCC SBDC serves Curry, Roosevelt, and De Baca counties and advances the college's mission by empowering individuals, enriching lives, and fueling economic vitality. There is a cooperative agreement with centers throughout New Mexico; the NMSBDC lead center is at Santa Fe Community College. The SBDC mission is to develop skilled entrepreneurs and strong businesses. They provide confidential business consulting and business training at low or no cost to startups and existing businesses. The SBDC complements CCC's academic and technical training by offering practical, experience-based learning that leads to self-sufficiency and economic growth. The SBDC at CCC serves more than 200 community members annually, including at least 10% of CCC students. It connects clients with relevant CCC courses, partners with Workforce & Economic Development, Career Services, and Adult Education, and collaborates with leadership in Clovis and Portales. Through statewide SBDC initiatives, it enhances CCC's visibility while supporting community and economic development.

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

Summer 2026 Graduation List:

The Board was presented with the list of Clovis Community College students who have met the requirements for graduation during the Summer 2026 term. Included in the list are 50 associate degree earners, 21 certificate of completion earners, and 30 certificate of achievement earners, for a total of 101 graduates. This item aligns with Goal 1 of CCC's current Strategic Plan—Creating an environment that promotes a successful experience that meets students' needs. It was requested that the Board approve the Summer 2026 graduation list as submitted.

ACTION: Mondragon moved to approve the Summer 2026 graduation list as submitted. Leal seconded and upon roll call vote the motion carried (5-0).

Spring 2027 Amendment; Fall 2027, Spring 2028, and Summer 2028 Academic Calendars:

The Board was presented with the amended Spring 2027 Academic Calendar and proposed academic calendars for Fall 2027, Spring 2028, and Summer 2028. The amended Spring 2027 Academic Calendar was previously approved by the Board of Trustees on June 3, 2026. Due to the recent change to Spring Break, the dates for the second 8-week term were also impacted, including the class start and end dates, the last day to register, add or drop courses, and the TAP withdrawal deadline. The Spring 2027 Academic Calendar has been updated to reflect these corrected dates. The academic calendars for Fall 2027, Spring 2028, and Summer 2028 include registration dates, course terms, holidays, and ceremony dates. They have also been coordinated with the area school systems as much as possible and will be published once approved by the Board. It was requested that the Board approve the amended Spring 2027, Fall 2027, Spring 2028, and Summer 2028 Academic Calendars as submitted.

ACTION: Martin moved to approve the amended Spring 2027, Fall 2027, Spring 2028, and Summer 2028 Academic Calendars as submitted. Leal seconded and upon roll call vote the motion carried (5-0).

NEW BUSINESS Non-Instructional Matters

Employee Benefit Plans:

The Board was presented with a summary of the Employee Benefit Plans for calendar year 2025. 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 five employees participated in tax-sheltered 403(b) Plan providers, with contributions totaling \$4,455.00. Twenty-nine employees participated in the flexible spending plan, which allowed employees to tax shelter \$41,246.93. Any amount above \$660 remaining in an employee's account at the end of the plan year will automatically be forfeited to meet IRS regulations. Seven employees did not claim an estimated amount of \$574.74 which then reverts back to the college.

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

Staff and Faculty Handbook Updates:

The Board was presented with an update to the faculty and staff handbooks that were previously updated in 2025 and then again in June 2026. The proposed change includes an update to the dress code for CCC employees. These changes are, for the most part, the guidelines followed the previous year, but these include specifics in the handbook for clarification purposes. It was requested that the Board approve the changes to the Clovis Community College Staff and Faculty handbooks as submitted.

ACTION: Mondragon moved to approve the changes to the Clovis Community College Staff and Faculty handbooks as submitted. Martin seconded and upon roll call vote the motion carried (5-0).

Emeritus Status for Nancy Meadows:

Emeritus status is an honor that expresses the institution's appreciation for distinguished service. Professional Employees are eligible for Emeritus status after meeting the eligibility requirements, which include twenty (20) years of service at Clovis Community College as a full-time employee or an administrator at the Director level or higher with good standing at the time of retirement; formal retirement from Clovis Community College as evidenced by NMERB status upon their separation from service, HRS will confirm eligibility; and Emeritus status must be applied for through Professional Employees Association of Clovis Community College (PEACCC) and approved by the Board of Trustees based upon the previous requirements. The Board was presented with a recommendation letter from PEACCC for Ms. Nancy Meadows. Nancy Meadows began employment at Clovis Community College in May of 2006 and retired in June of 2026. It was requested that the Board grant Emeritus status to Ms. Nancy Meadows.

ACTION: Mondragon moved to grant Emeritus status to Ms. Nancy Meadows. Bradburn seconded and upon roll call vote the motion carried (5-0).

Financial Actions Report for Fourth Quarter Fiscal Year 2026:

The Board was presented with a copy of the Financial Actions Report for the fourth quarter of fiscal year 2026. It was requested that the Board approve the report for final submission to the New Mexico Higher Education Department.

ACTION: Martin moved to approve the Financial Actions Report for the fourth quarter of fiscal year 2026 as submitted. Leal seconded and upon roll call vote the motion carried (5-0).

Fiscal Year 2027 Proposed CHESS Budget:

The Board was presented with the Fiscal Year 2027 Proposed CHESS Budget. In 2021, Clovis Community College and five other New Mexico independent colleges formed the Collaborative for Higher Education Shared Services (CHESS) and entered into a Memorandum of Understanding (MOU) to implement an Enterprise Resource Planning (ERP) and Student Information System (SIS). These two applications are the mainstay for how higher education institutions maintain student data and services. CCC's portion of the budget for this year is \$1,908,858. The portions of the other colleges are based on their percentages outlined in the MOU. CCC will receive just over \$1.7M from the state to help with our portion of the budget, and funds are available in the Workday ERP/ERP budgets. It was requested that the Board approve the Fiscal Year Proposed 2027 CHESS Budget for CCC through an existing Sole Source Procurement through the State of New Mexico.

ACTION: Mondragon moved to approve the Fiscal Year 2027 CHES Budget for CCC as submitted. Leal seconded and upon roll call vote the motion carried (5-0).

OTHER BUSINESS

President's Remarks:

Dr. Fuentes reported that the College is preparing for the Fall semester, with faculty and staff working to finalize schedules, prepare classrooms, welcome new employees, and assist students with registration. The beginning of a new academic year is one the most exciting times for educators and one of the reasons we do this work. Classes begin August 24, with registration continuing through August 28.

Dr. Fuentes and Dr. Kuykendall recently attended an AI workshop in North Carolina with approximately 60 higher education leaders across the country. The workshop explored practical ways for responsible uses of artificial intelligence in teaching, learning, and college operations. They returned with ideas and resources that will support the College's development of a thoughtful approach to AI, while maintaining our commitment to student success, innovation, and responsible governance. Additional structures and resources are expected to be introduced this fall.

Dr. Fuentes also highlighted the upcoming ribbon-cutting for the Chase Gentry Center for Workforce Education, to be held immediately following the Board meeting. The facility represents years of planning, collaboration, and investment in workforce education. The Center will expand opportunities for students pursuing careers in skilled trades and help address workforce needs across eastern New Mexico and the Texas Panhandle. He expressed appreciation to the Board, New Mexico Legislature, Clovis Economic Development, the Clovis-Curry County Chamber of Commerce, faculty, and staff for their support and contributions to the project.

Calendar of August Events:

The Board was provided a copy of the Calendar of August Events as the Chase Gentry Center ribbon-cutting ceremony was scheduled to take place following the Board meeting.

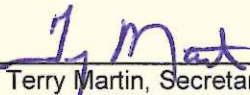
ANNOUNCEMENTS

The next regular Board meeting is scheduled for September 2, 2026, at 8:00 a.m. in room 512.

The meeting was adjourned at 8:49 a.m.

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

Respectfully submitted,



Terry Martin, Secretary

Board of Trustees

Approved

