



# **Board of Trustees**

## **MINUTES**

**April 3, 2019 • 8:00 a.m. • Room 512**

### **EXECUTIVE SESSION**

An executive session was held at 7:30 a.m. on Wednesday, April 3, 2019. Members present were Laura Leal, Terry Martin, Arnold Martinez and Raymond Mondragon. Dr. Becky Rowley, CCC President and Mr. David Richards, Greig & Richards, P.A. were also present. The only topic of discussion was limited personnel matters pursuant to NMSA 10-15-1(H)(2).

The Clovis Community College Board of Trustees held its regular monthly meeting on Wednesday, April 3, 2019, at 8:00 a.m. in Room 512.

### **MEMBERS PRESENT**

Members present were Laura Leal, Terry Martin, Arnold Martinez and Raymond Mondragon.

Chairman Martin announced that Trustee Russell Muffley passed away yesterday. He acknowledged Trustee Muffley's commitment to the local community and to Clovis Community College as a long-standing Board member. Chairman Martin requested a moment of silence to pay tribute to Trustee Muffley.

### **STAFF PRESENT**

Staff members present were Aaron Anderson, Beverly Aragon, Paul Aragon, Adrien Bennings, Shauma Brown, David Burch, Veronica Cano, Nikkei Cardenas, April Chavez, Bill Cheville, Natalie Daggett, Gay Goettsch, Teresa Guillen, Corey Isaacs, Janett Johnson, Karen Jones, Robin Jones, Norman Kia, Robin Kuykendall, Courtney Leafy, Heather Lovato, Desirée Markham, Nancy Meadows, Bill Moore, Becky Rowley, Amanda Lamb Rupe, Freddie Salazar, Marcus Smith, Marlee Stephenson, Mae Szaloy, Brandi Varnado, Katrina Walley, Mindy Watson, Kellyann Weber and Laura White.

### **OTHERS PRESENT**

Jamie Cushman with Eastern New Mexico News was also present.

### **ROUTINE MATTERS**

*Declare a Quorum:*

Chairman Terry Martin called the meeting to order at 8:05 a.m. and declared a quorum.

*Approval of Agenda:*

The agenda was approved as submitted.

**ACTION: Martinez moved to approve the agenda as submitted. Leal seconded and upon roll call vote the motion carried (4-0).**

*Approval of Minutes:* The Board approved the minutes of March 6, 2019 as submitted.

**ACTION: Mondragon moved to approve the minutes of March 6, 2019 as submitted. Leal seconded and upon roll call vote the motion carried (4-0).**

*Employee Service Awards:* Each year employees who have served Clovis Community College in five-year increments are recognized and awarded service pins. The Board recognized the following employees:

Five Years of Service – Matthew Benbennick, Shauma Brown, Teresa Guillen, Courtney Tempel, Patty Turner, Amy Tyson, Brandi Varnado, Katrina Walley and Callie Whittington.

Ten Years of Service – Bill Cheville, Ricky Fuentes, Freddie Salazar and Laura White.

Fifteen Years of Service – David Burch, Chris Garcia and Mae Szalay.

Twenty Years of Service – Dana Albright, Karen Jones and Norman Kia.

Twenty-five Years of Service – Becky Rowley

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

## **OLD BUSINESS**

There was no Old Business.

## **NEW BUSINESS Instructional Matters**

*Upward Bound Program Review:*

Clovis Community College implemented a TRIO Upward Bound program in September 2007. The program serves high school students who meet specific criteria for admission to the program. The program operates in a five-year grant cycle with the current cycle running from 2017 to 2022. Ms. Kellyann Weber, Upward Bound Director, provided the Board with an overview of the program.

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

*Fees:*

The Board was presented with the list of Fall 2019 student and academic fees. Fees occasionally change as a result of an increased cost in supplies. It was requested that the Board approve the Fall 2019 list of fees as submitted.

**ACTION: Martinez moved to approve the Fall 2019 fee list as submitted. Leal seconded and upon roll call vote the motion carried (4-0).**

## **NEW BUSINESS Non-Instructional Matters**

*Emeritus Status for Christy Mendoza:*

Emeritus status is an honor that expresses the institution's appreciation for distinguished service. Faculty and administrators serving at the dean/division chair/director level are eligible for emeritus status after serving twenty (20) years at Clovis Community College. Ms. Christy Mendoza began employment with CCC in 1997 and retired as Instructor in Theater in 2018. It was requested that the Board grant emeritus status to Ms. Christy Mendoza.

**ACTION: Mondragon moved to grant emeritus status to Ms. Christy Mendoza. Leal seconded and upon roll call vote the motion carried**

**(4-0).**

*Emeritus Status for Caroline Popescu:*

Emeritus status is an honor that expresses the institution's appreciation for distinguished service. Faculty and administrators serving at the dean/division chair/director level are eligible for emeritus status after serving twenty (20) years at Clovis Community College. Dr. Caroline Popescu began employment with CCC in 1995 and retired as Instructor in Nursing in 2018. It was requested that the Board grant emeritus status to Dr. Caroline Popescu.

**ACTION: Leal moved to grant emeritus status to Dr. Caroline Popescu. Martinez seconded and upon roll call vote the motion carried (4-0).**

*Emeritus Status for Mona Lee Norman-Armstrong:*

Emeritus status is an honor that expresses the institution's appreciation for distinguished service. Faculty and administrators serving at the dean/division chair/director level are eligible for emeritus status after serving twenty (20) years at Clovis Community College. Ms. Mona Lee Norman-Armstrong began employment with CCC in 1998 and retired as Director of Center for Student Success in 2018. It was requested that the Board grant emeritus status to Ms. Mona Lee Norman-Armstrong.

**ACTION: Leal moved to grant emeritus status to Ms. Mona Lee Norman-Armstrong. Martinez seconded and upon roll call vote the motion carried (4-0).**

*Project Submittal for Electrical Project:*

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 capital funding. The electrical project was identified as Priority 1 on the 2018 Five-Year Capital Project Funding Plan as submitted to the New Mexico Higher Education Department through an evaluation of the 2015 Master Plan. The total cost of the project is estimated to be \$800,000 with \$600,000 of funding for the project proposed to be provided through capital funding. The remaining \$200,000 will be matching funds to be provided by Building, Renewal and Replacement funds. The next step is to submit the project to the New Mexico Higher Education Capital Projects Committee. Once approved, the RFP for financing on the project will be evaluated and the project will come back to the Board of Trustees for approval. It was requested that the Board of Trustees approve the electrical project for submission to the New Mexico Higher Education Capital Projects committee.

**ACTION: Martinez moved to approve the electrical project for submission to the New Mexico Higher Education Capital Projects Committee. Leal seconded and upon roll call vote the motion carried (4-0).**

*Project Submittal for Roofing and Parking Lots:*

In the November 2018 election, voters approved 1.5 million dollars in general obligation bonds for Clovis Community College for roof and parking lot repairs. 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 funding. The College has completed the architectural evaluation and specification for the scope of the project. The proposed project focuses on repaving the east parking lot and replacing roofs in Phase 1, Phase 4 and Phase 5 of the main campus building. This project coincides with the Higher Education Department's directive to focus on existing campus infrastructure. The total estimates for these projects are

\$1,520,144.88. The next step in the process is to present the project for approval to the New Mexico Capital Projects Committee. This approval process does not obligate the College to a contract for construction. Once this step is completed, the RFP for financing on the project will be evaluated and the project will come back to the Board for approval. It was requested that the Board of Trustees approve the Capital Project submittal for roofing and parking lots for submission to the New Mexico Higher Education Capital Projects Committee.

**ACTION: Martinez moved to approve the Capital Project submittal for roofing and parking lots for submission to the New Mexico Higher Education Capital Projects Committee. Mondragon seconded and upon roll call vote the motion carried (4-0).**

*Project Submittal for South Parking Lot Paving:*

Clovis Community College has identified a need to construct a parking lot on the south end of the campus near the demolition site for the barracks. This is necessary to allow for accessible parking in accordance with ADA requirements for Welding students and employees. The total cost of the project is estimated to be \$160,000 with \$120,000 of funding for the project proposed to be provided through the reauthorization of unexpended barracks demolition funding for FY20. The remaining \$40,000 funding for the project will be provided by Building, Renewal and Replacement funds. As part of the New Mexico Higher Education Department process, an institution's capital project proposal must be approved by its Board of Trustees prior to the creation of the grant agreement issuance by the State of New Mexico. The College has completed the architectural evaluation and specification for the scope of the project. The preliminary estimate is information only, and this approval process does not obligate the College to a contract for construction. Once this step is completed, the RFP for financing on the project will be evaluated and the project will come back to the Board for approval. It was requested that the Board of Trustees approve the south parking lot paving project for submission to the New Mexico Higher Education Capital Projects Committee.

**ACTION: Mondragon moved to approve the south parking lot paving project for submission to the New Mexico Higher Education Capital Projects Committee. Leal seconded and upon roll call vote the motion carried (4-0).**

*Budget Adjustment Request #2 for FY 2018-2019:*

The Board was presented with Budget Adjustment Request #2 for FY 2018-2019. The request reflects changes in the previously submitted Budget Adjustment Request #1, which was submitted in December 2018. The current BAR adjusts for additional revenue and expenditures estimated to incur before year end. It was requested that the Board approve Budget Adjustment Request #2 for FY 2018-2019 as submitted.

**ACTION: Mondragon moved to approve Budget Adjustment Request #2 for FY 2018-2019 as submitted. Leal seconded and upon roll call vote the motion carried (4-0).**

*Proposed Support Staff Increase for FY 2019-2020:*

A proposed increase of 10.8% is being requested for Support Staff. This includes the 4% State Appropriation for compensation and an additional increase of 6.8% from CCC. The total institutional cost will be \$61,357. It was requested that the Board of Trustees approve the recommended increase for support staff pay beginning July 1, 2019.

**ACTION: Mondragon moved to approve the recommended increase for support staff pay beginning July 1, 2019. Martinez seconded and**

*Proposed Operating Budget  
for FY 2019-2020:*

**upon roll call vote the motion carried (4-0).**

The Board was presented with the proposed operating budget for FY 2019-2020. State appropriation revenue as outlined in House Bill 2 has been approved by the New Mexico Legislature (pending Governor signature). The ending balance expense ratio for Instruction and General is projected at 5.94%. This balance expense ratio is on target with the 3% to 5% recommendation for colleges by the New Mexico Higher Education Department. It was requested that the Board approve the Proposed Operating Budget for FY 2019-2020 as submitted.

**ACTION: Mondragon moved to approve the Proposed Operating Budget for FY 2019-2020 as submitted. Martinez seconded and upon roll call vote the motion carried (4-0).**

#### OTHER BUSINESS

*CCC President Resignation:*

Dr. Becky Rowley announced her resignation as President of Clovis Community College. Her last day with CCC will be June 28, 2019. She recently accepted the position of President at Santa Fe Community College. The Board acknowledged Dr. Rowley for her dedicated service to CCC and her excellence in the leadership role as President for the past eight years.

Chairman Martin announced that the Board will advertise for the permanent President position and information will be forthcoming as Secretary Mondragon leads a committee in the search process. In the meantime, the Board plans to select an interim President from within the institution.

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

#### ANNOUNCEMENTS

A calendar of April events was discussed.

The next regular Board meeting is scheduled for May 1, 2019, at 8:00 a.m. in Room 512.

The meeting adjourned at 9:01 a.m.

**ACTION: Martinez moved to adjourn the meeting. Mondragon seconded and upon roll call vote the motion carried (4-0).**

Respectfully submitted,

  
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Raymond Mondragon, Secretary  
Board of Trustees

Approved

May 1, 2019