



# **Board of Trustees**

## **MINUTES**

**August 7, 2019 • 8:00 a.m. • Room 512**

The Clovis Community College Board of Trustees held its regular monthly meeting on Wednesday, August 7, 2019, at 8:00 a.m. in Room 512.

### **MEMBERS PRESENT**

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

### **STAFF PRESENT**

Staff members present were Beverly Aragon, Paul Aragon, Adrien Bennings, David Burch, Bob Dart, Dustin Fite, Emily Glikas, Gay Goettsch, Corey Isaacs, Norman Kia, Robin Kuykendall, Heather Lovato, Desirée Markham, Shawna McGill, Nancy Meadows, Al Potthoff, Alice Ravan, Scott Richeson, Freddie Salazar, Marcus Smith, Marlee Stephenson, Sandra Taylor-Sawyer, Katrina Walley, Mindy Watson, Kellyann Weber and Laura White.

### **OTHERS PRESENT**

Also present were Kameron Barnett, Harmon Barnett Morris, P.C.; and Kevin Wilson, Eastern New Mexico News.

### **ROUTINE MATTERS**

#### *Declare a Quorum:*

Chairman 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 (5-0).**

#### *Approval of Minutes:*

The Board approved the minutes of June 5, 2019 as submitted.

**ACTION: Leal moved to approve the minutes of June 5, 2019 as submitted. Martinez seconded and upon roll call vote the motion carried (5-0).**

#### *Approval of Special Meeting Minutes:*

The Board approved the special meeting minutes of June 7, 2019 as submitted.

**ACTION: Mondragon moved to approve the minutes of June 7, 2019 as submitted. Harlan seconded and upon roll call vote the motion carried (5-0).**

### **OLD BUSINESS**

There was no Old Business.

**NEW BUSINESS Instructional Matters**

*Summer 2019 Graduation List:*

The Summer 2019 graduation list includes 40 associate degree earners, 17 certificates of completion and 1 certificate of achievement, for a total of 58 graduates. The 2019-2020 commencement ceremony will be held on Friday, May 15, 2020 at Curry County Events Center. It was requested that the Board approve the Summer 2019 graduation list as submitted.

**ACTION: Mondragon moved to approve the Summer 2019 graduation list as submitted. Leal seconded and upon roll call vote the motion carried (5-0).**

**NEW BUSINESS Non-Instructional Matters**

*Ruffalo Noel Levitz Employee Survey Results:*

The College Employee Satisfaction Survey (CESS) is designed to assess the campus environment for college employees (faculty, staff, and administration). The survey was administered to CCC employees during the Spring 2019 semester. The total response rate was 43% (75 out of 175) and the overall rate of satisfaction with the employer was 4.29 (out of 5.00). Dr. Robin Kuykendall gave a thorough review of the Ruffalo Noel Levitz Employee Survey results.

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

*Employee Benefit Plan Review:*

Clovis Community College is pleased to offer 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 FICA payments. Last year eighteen employees participated in tax-sheltered annuities, with contributions totaling \$38,995. Thirty-three employees participated in the flexible cafeteria plan, which allowed employees to tax shelter \$45,083.40. The total net savings to the College was \$3,650.74.

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

*Certification of Physical Inventory of Fixed Assets:*

The Board was presented with CCC's current physical inventory of fixed assets. As per NMAC Section 2.20.1.16€, results of an institution's physical inventory shall be recorded in a written inventory report, certified as to correctness and signed by the governing authority agency. It was requested that the Board approve and certify the correctness of the Clovis Community College FY 2019 fixed asset report.

**ACTION: Mondragon moved to approve and certify the correctness of the Clovis Community College FY 2019 fixed asset report. Leal seconded and upon roll call vote the motion carried (5-0).**

*Deletion of Items from Fixed Asset Inventory:*

As per Section 13-6-1, NMSA, 1978, the governing authority may remove lost or stolen personal property from the physical inventory after reasonable investigation determines negligence is not indicated and every effort has been made to recover lost or stolen items. The Finance Department reported that Clovis Community College has no equipment to be removed from inventory for FY 2019.

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

*Financial Actions Report for Fourth Quarter FY 2019:*

The Board was presented with a copy of the Financial Actions Report for the fourth quarter of fiscal year 2019. It was requested that the Board approve the report for final submission to the New Mexico Higher Education Department.

**ACTION: Leal moved to approve the Financial Actions Report for**

**fourth quarter of fiscal year 2019 as submitted. Martinez seconded and upon roll call vote the motion carried (5-0).**

*Bank Depository Services:*

A request for proposal (RFP) process was recently completed for bank depository services. The Board was presented with the proposal recap for the two vendors that responded to the RFP. At the advisement of the evaluation committee and the recommendation of CCC's Chief Procurement Officer, it was requested that the Board approve the professional services contract for bank depository services with New Mexico Bank & Trust in the total initial five-year amount of \$36,240, as well as the optional renewal periods for the remainder of the contract.

**ACTION: Martinez moved to approve the professional services contract for bank depository services with New Mexico Bank & Trust in the total initial five-year amount of \$36,240, as well as the optional renewal periods (subject to continued appropriations for this contract). Leal seconded and upon roll call vote the motion carried (5-0).**

*Database Administrator Services:*

The College is authorized to purchase from an existing contract pursuant to 13-1-129 NMSA 1978 of the Procurement Code and by doing so satisfies any State Law requiring local public bodies to seek competitive bids for items. It was requested that the Board approve the purchase of database administrator services for Information Technology in the estimated amount of \$110,381 from Strata Information Group through an existing contract with Central New Mexico Community College (CNMCC Contract # P-323).

**ACTION: Martinez moved to approve the purchase of database administrator services for Information Technology in the estimated amount of \$110,381 from Strata Information Group through an existing contract with Central New Mexico Community College (CNMCC Contract # P-323). Leal seconded and upon roll call vote the motion carried (5-0).**

*Parking Lots Improvement Project:*

An invitation for bid (IFB) process was recently completed for the parking lots improvement project. The Board was presented with the bid recap for the two vendors that responded to the IFB. At the advisement of the evaluation committee and the recommendation of CCC's Chief Procurement Officer, it was requested that the Board approve the professional services contract for the parking lots improvement project with Nick Griego & Sons Construction, Inc. in the amount of \$745,753 (plus applicable gross receipts tax).

**ACTION: Mondragon moved to approve the professional services contract for the parking lots improvement project with Nick Griego & Sons Construction, Inc. in the amount of \$745,753 (plus applicable gross receipts tax). Harlan seconded and upon roll call vote the motion carried (5-0).**

*Roofing Improvement Project:*

The College is authorized to purchase from a cooperative purchasing program with an external procurement unit pursuant to 13-1-135 NMSA 1978 of the Procurement Code and by doing so satisfies any State Law requiring local public bodies to seek competitive bids for items. It was requested that the Board approve the professional services contract for the roofing improvement project for Physical Plant in the amount of \$870,631 (plus applicable gross receipts tax) from Reed Roofing and Construction through an existing contract with Cooperative Education Services (CES Contract #18-03B-R2033-356).

**ACTION: Martinez moved to approve the professional services contract for the roofing improvement project for Physical Plant in**

**the amount of \$870,631 from Reed Roofing and Construction through an existing contract with Cooperative Education Services (CES Contract #18-03B-R2033-356). Harlan seconded and upon roll call vote the motion carried (5-0).**

## **OTHER BUSINESS**

### *Presidential Search Update:*

Secretary Mondragon gave an update on the search process for the permanent president position. The draft timeline is available on the CCC website. He noted that all search committee members were hand delivered an invitation to participate. The search committee members completed training, signed confidentiality agreements, and were recently apprised of the need for search process confidentiality. The Presidential Profile was compiled using information gathered at the open forums held earlier this summer. Once the Board approved the Presidential Profile at the June meeting, the profile was published on the Clovis Community College (CCC) and Association of Community College Trustees (ACCT) websites, in addition to several external advertising sources. ACCT began reaching out to potential candidates and answering correspondence from individuals who contacted them for assistance with the application process. The target date for applications, August 14, is quickly approaching. The search committee will begin evaluating applications from August 15 through August 26. On August 27, the ACCT consultants will return to CCC and work with the search committee to narrow the search to 8 – 12 candidates. The 8 – 12 potential candidates will be scheduled for confidential video conference interviews in mid-September. The search committee will then select 5 finalists to forward to the Board for further consideration. The final candidates will interview with the Board during the last week of September. In early-October, the Board will conduct a site visit to the first-choice candidate's institution. The Board intends to announce the next president of Clovis Community College in mid-October, with the president officially starting on January 1, 2020.

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

### *Executive Session:*

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

The Board moved to recess and enter executive session at 8:35 a.m. as authorized by Section 10-15-1(H)(8) of the Open Meetings Act to discuss Acquisition or Disposal of Property matters.

*NOTE: Those present for Executive Session included Lora Harlan, Laura Leal, Terry Martin, Arnold Martinez and Raymond Mondragon (CCC Board of Trustees); Kameron Barnett (CCC's legal counsel); Beverly Aragon, Corey Isaacs, Norman Kia and Robin Kuykendall (CCC staff).*

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

The Board returned to regular session at 9:09 a.m. The only matter discussed in Executive Session was Acquisition or Disposal of Property matters.

## **ANNOUNCEMENTS**

A calendar of August events was discussed.

Clovis Community College has three Board positions for Districts 1, 3, and 4 on the ballot for the upcoming election in November. The candidate filing date is August 27, 2019, during the hours of 9:00 a.m. to 5:00 p.m., in the Curry County Clerk's Office located at 417 Gidding Street.

The Board of Trustees will tour the College-owned property located at

1621 E. 21<sup>st</sup> Street at the conclusion of the meeting. The tour is open to the public.

The next regular Board meeting is scheduled for September 4, 2019, at 8:00 a.m. in Room 512.

The meeting adjourned at 9:19 a.m.

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

Respectfully submitted,



Raymond Mondragon, Secretary  
Board of Trustees

Approved September 4, 2019