



# ***Board of Trustees*** **MINUTES**

**August 12, 2021 • 8:00 a.m. • Room 512**

The Clovis Community College Board of Trustees held its regular monthly meeting on Thursday, August 12, 2021, at 8:00 a.m. in Room 512. This meeting was moved from the originally scheduled date of August 4, 2021, and was held with COVID-safe practices as prescribed in the current Public Health Order. Due to limited seating capacity in the Board Room, the meeting was also livestreamed via Zoom.

## **MEMBERS PRESENT**

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

## **MEETING PARTICIPANTS**

Clovis Community College employees who participated in the meeting from the Board Room were Charles Nwankwo, Robin Jones, Norman Kia, Robin Kuykendall, Heather Lovato, Mindy Watson, Beverly Aragon, Richard Benavidez, Bob Dart, Regina Dart, Ricky Fuentes, Corey Isaacs, Rex Regnier, Freddie Salazar, Kari Smith, Katrina Walley, and Trent Warner. Also present in the Board Room were Kameron Barnett, CCC legal counsel; and Kevin Wilson, Eastern New Mexico News.

Additional guests who participated via virtual meeting access were CHES representatives: Kathy Ulibarri, Gerrie Becker, and Debbie Ramirez; CampusWorks representatives: Carolan Moran and Liz Murphy; and Workday representatives: Kevin Molloy, Zach Baird, Jack Keys, Mike Lopez, Patricia Oakey, Sarah Schwartz, and Rob Steele.

## **VIRTUAL ATTENDANTS**

Based on details from the Zoom attendance report, virtual meeting attendants were Joleen Borja, Steve Brooks, April Chavez, Pam Cornelison, Emily Glikas, Winona Johnson, Karen Jones, Josue Lugaro, Nancy Meadows, Paul Moore, Laura Mulry, Misty Padilla, Alex Slobin, Marcus Smith, Dawn Stoyanoff, Sandra Taylor-Sawyer, Erin Thomas, Brandi Varnado, Kellyann Weber, and Laura White.

## **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. Leal seconded and upon roll call vote the motion carried (5-0).

*Approval of Minutes:*

The Board approved the minutes of June 2, 2021 as submitted.

**ACTION: Martin moved to approve the minutes of June 2, 2021 as submitted. Leal seconded and upon roll call vote the motion carried (5-0).**

**OLD BUSINESS**

There was no Old Business.

**NEW BUSINESS Instructional Matters**

*Spring 2021 Supplemental Graduation List:*

The Board was presented with the final list of additional Clovis Community College students who have met the requirements for graduation during the Spring 2021 term. The list represents students who have completed course requirements for graduation as identified by reporting data from Institutional Research. Included in the list are 11 associate degree earners and 8 certificates of achievement, for a total of 19 additional graduates. This brings the total number for Spring 2021 to 377 graduates. It was requested that the Board approve the Spring 2021 supplemental graduation list as submitted.

**ACTION: Spence moved to approve the Spring 2021 supplemental graduation list as submitted. Martin seconded and upon roll call vote the motion carried (5-0).**

*Summer 2021 Graduation List:*

The Summer 2021 graduation list includes 46 associate degree earners, 18 certificates of completion and 27 certificates of achievement, for a total of 91 graduates. The 2021-2022 commencement ceremony is currently scheduled for Friday, May 13, 2022 at Curry County Events Center. It was requested that the Board approve the Summer 2021 graduation list as submitted.

**ACTION: Martin moved to approve the Summer 2021 graduation list as submitted. Leal seconded and upon roll call vote the motion carried (5-0).**

**NEW BUSINESS Non-Instructional Matters**

*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 eight employees participated in tax-sheltered annuities, with contributions totaling \$22,735.00. Thirty-four employees participated in the flexible spending plan, which allowed employees to tax shelter \$45,036.72. The total net savings to the College was \$5,397.18.

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

*Financial Actions Report for Fourth Quarter FY 2021:*

The Board was presented with a copy of the Financial Actions Report for the fourth quarter of fiscal year 2021. 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 fourth quarter of fiscal year 2021 as submitted. Leal seconded and upon roll call vote the motion carried (5-0).**



*Certification of Physical  
Inventory of Fixed Assets:*

The Board was presented with Clovis Community College's current physical inventory of fixed assets. As indicated in 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 2021 fixed asset report.

**ACTION: Leal moved to approve and certify the correctness of the Clovis Community College FY 2021 fixed asset report. Spence seconded and upon roll call vote the motion carried (5-0).**

*Contract Award for Banner  
Software Support Modules:*

Procurement policy stipulates that all contracts for services costing \$100,000 or more shall be submitted to the Board for approval. Clovis Community College has utilized the technology and services of Banner software for several years and would like to purchase modules to continue the support of the College's Elucian Banner Financial and Student Information Systems. It was requested that the Board approve the purchase of Oracle and Oracle products in the amount of \$108,748 to Mythics, Inc. through an existing contract with the State of New Mexico (NMSPA #00-00000-19-00037), and authorize the President or his designee to execute all necessary documents.

**ACTION: Martin moved to approve the contract award for Banner software support modules to Mythics, Inc. in the amount of \$108,748. Spence seconded and upon roll call vote the motion carried (5-0).**

*Contract Award for Camera  
Replacement and Security  
Access System:*

Procurement policy stipulates that all contracts for services costing \$100,000 or more shall be submitted to the Board for approval. In an effort to improve campus security, Clovis Community College would like to replace cameras campus-wide and install a security access system in the Allied Health and Library complex. It was requested that the Board approve the purchase of these security upgrade items in the amount of \$474,958 to Valcom (VLCM) through an existing contract with Cooperative Educational Services (CES #2020-37-C104-ALL), and authorize the President or his designee to execute all necessary documents.

**ACTION: Spence moved to approve the contract award for camera replacement and security access system to Valcom (VLCM) in the amount of \$474,958. Martin seconded and upon roll call vote the motion carried (5-0).**

*MOU Approval with  
Collaborative for Higher  
Education Shared Services  
("CHESS"):*

For the past eighteen months, five New Mexico independent colleges have collaborated on plans in preparation to acquire 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. By collaborating, these five colleges will positively impact student success in the State of New Mexico and increase business efficiencies while also maintaining each college's independence. The five higher education institutions – Central New Mexico Community College, Clovis Community College, Northern New Mexico College, San Juan College, and Santa Fe Community College – formed Collaborative for Higher Education Shared Services ("CHESS") and seek to enter into a Memorandum of Understanding (MOU) for the expressed purpose of signing with the selected ERP vendor – Workday. Representatives from "CHESS", CampusWorks, and Workday gave a formal presentation and stood for questions regarding the ERP Shared Services implementation process. It was requested that the Board approve the Memorandum of Understanding (MOU) with Collaborative for Higher Education Shared Services ("CHESS") as submitted.

**ACTION: Leal moved to approve the Memorandum of Understanding (MOU) with Collaborative for Higher Education Shared Services (“CHESS”) as submitted. Martin seconded and upon roll call vote the motion carried (5-0).**

## **OTHER BUSINESS**

### *President's Remarks:*

Dr. Nwankwo began with an expression of gratitude to the Board for the approval of the MOU with “CHESS”, noting that collaboration and partnership among higher education institutions is the future of Higher Education. He acknowledged all of the hard work from the Clovis Community College team to make “CHESS” become a reality. Dr. Nwankwo also recognized his fellow “CHESS” presidents for their transformative and visionary leadership.

Clovis Community College has been enjoying a very busy summer. In efforts to increase enrollment, the College held two Open House events. During these events, prospective students and their families had the opportunity to complete admission applications and financial aid applications, as well as meet with academic advisors and faculty. The events were highly successful and the College saw a bump in enrollment numbers following each event. During the two Open House events, the College also hosted the New Mexico Department of Health COVID-19 Vaccine Clinic for members of the community. Over 400 people attended both events, and of which, over 160 received COVID-19 vaccinations. An additional Vaccine Clinic will be held during Super Saturday Registration on Saturday, August 14.

On July 29, the College held a very impressive Nurses' Pinning Ceremony where fifteen students (8 for RN and 7 for LPN) received nursing pins.

The work between Clovis Community College and Achieving the Dream (ATD) continues and intensifies. Dr. Nwankwo reminded the Board that ATD is a national non-profit organization that works with community colleges to use data in an effort to improve student success and close achievement gaps. CCC was admitted into the ATD network to work on the Building Resiliency in Rural Communities for the Future of Work grant. On August 5, the College hosted a campus visit to ATD coaches, Dr. Paula Pitcher and Dr. Rick Woodfield.

Later today, CCC will make a Zoom presentation at the New Mexico Higher Education Capital Projects Summer Hearing. The project requests are from the 2015 Campus Master Plan and include a \$780,000 drainage improvement project and a \$1,551,000 parking improvement project for the north and west lots.

The College is excitedly preparing for the fall semester. Zero Week occurs August 16 – 20, and faculty returns to campus to participate in a week of professional development activities, as well as to make final preparations for their classes. The Fall 2021 semester begins on August 23.

Dr. Nwankwo's remarks concluded with a review of the calendar of events for the month of August.

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

## **ANNOUNCEMENTS**

The next regular Board meeting is scheduled for September 1, 2021, at 8:00 a.m. in Room 512. The in-person meeting will be held in compliance with the prevailing Public Health Order. However, should the Public Health Order change between now and the next meeting, a virtual meeting will take place instead. Proper notification of the meeting format will be shared

with the public.

The meeting adjourned at 9:34 a.m.

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "T. Martin", is written over a horizontal line.

Terry Martin, Secretary  
Board of Trustees

Approved September 1, 2021