



Board of Trustees MINUTES

October 6, 2021 • 8:00 a.m. • Room 512

The Clovis Community College Board of Trustees held its regular monthly meeting on Wednesday, October 6, 2021, at 8:00 a.m. in Room 512. This meeting 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 present in the Board Room.

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, Perla Herrera, Angel Anaya, Richard Benavidez, Bob Dart, Corey Isaacs, Nancy Meadows, Rachel Page, Kolby Rains, Rex Regnier, Erin Thomas, Trent Warner, and Laura White. Also present in the Board Room were Kameron Barnett, CCC legal counsel; and Kevin Wilson, Eastern New Mexico News.

VIRTUAL ATTENDANTS

Based on details from the Zoom attendance report, virtual meeting attendants were Joleen Borja, Pam Cornelison, Regina Dart, Melissa Johnson, Winona Johnson, Karen Jones, Cindy McDaniel, Sean Poindexter, Santana Sena, Kari Smith, Brandi Varnado, Katrina Walley, and Kellyann Weber.

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

Approval of Minutes:

The Board approved the minutes of September 1, 2021 as submitted.

ACTION: Martin moved to approve the minutes of September 1, 2021 as submitted. Leal seconded and upon roll call vote the motion carried (4-0).

Board of Trustees Vacancy Announcement:

Madam Chair Harlan presented the Board with the proposed Board of Trustees Vacancy Announcement. The purpose of the announcement is to publicly declare the Board of Trustees vacancy in the Clovis Community College District 2. As stated in the announcement, the Board of Trustees will accept Letters of Interest from registered voters and residents of Clovis Community College District 2 from October 6 through October 15, 2021 at 5:00 p.m. local time. Letters of Interest shall not be more than one (1) page in length and should include the candidate's

interest in serving on the Board; their skills, qualifications and/or experience; their available time commitment to serve on the Board; and their understanding of the benefit of a community college to its region and how Clovis Community College can maximize that benefit. The Board of Trustees will review and discuss the Letters of Interest with subsequent voting of appointment at either a special meeting on October 27, 2021, or at the November regular meeting. Tentatively, the newly appointed Trustee will be sworn in and begin their service at the regular meeting on November 3, 2021. It was requested that the Board approve the Board of Trustees Vacancy Announcement as requested.

ACTION: Leal moved to approve the Board of Trustees Vacancy Announcement as submitted. Martin seconded and upon roll call vote the motion carried (4-0).

OLD BUSINESS

There was no Old Business.

NEW BUSINESS Instructional Matters

Title V Individual Grant Review:

In 2020, Clovis Community College was awarded a Title V Individual Grant for "Partnership for Teacher Preparation" from the United States Department of Education. The total amount of CCC's award was \$2,995,925. This grant focuses on two main tasks – developing seamless education pipelines featuring engaging instructional strategies and developing effective, individualized student support services. Ms. Laura White, CCC's Title V Project Director, provided the Board with a thorough grant review. Her staff was also present to speak about the various projects associated with this grant including Phase II of the Science Lab Expansion, the Alternative Licensure Program, and Title V Success Coaching.

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

Advisory Committee Appointments:

Clovis Community College is privileged to have numerous volunteers from the community who provide assistance in planning and providing programs and services for students through Advisory Committees. A proposed list of Advisory Committee members was presented to the Board. Faculty and staff members who are responsible for working with Advisory Committees have reviewed the lists and revised them to reflect proposed membership for the Fall 2021 and Spring 2022 semesters. It was requested that the Board appoint the Advisory Committee members as submitted.

ACTION: Martin moved to approve the Advisory Committee members for the Fall 2021 and Spring 2022 semesters as submitted. Spence seconded and upon roll call vote the motion carried (4-0).

Fees:

The Board was presented with the Spring 2022 student and academic fees and miscellaneous fees lists. Additional textbook fees for the All-In Textbook Programs are also included. Fees occasionally change as a result of an increased costs in supplies. It was requested that the Board approve the Spring 2022 fees lists as submitted.

ACTION: Leal moved to approve the Spring 2022 fees lists as submitted. Martin seconded and upon roll call vote the motion carried (4-0).

Summer 2022 Academic Calendar Revision:

The Summer 2022 Academic Calendar was previously approved by the Board on December 2, 2020. Since then, Juneteenth has been approved

as a federal holiday to be observed on June 19th of each calendar year. When the date of June 19th falls on a Saturday, the holiday will be observed on the Friday before; when the date of June 19th falls on a Sunday, the holiday will be observed on the Monday after. The Summer 2022 Academic Calendar has been revised to include Juneteenth as an official holiday to be observed on June 20, 2022. It was requested that the Board approve the revised Summer 2022 Academic Calendar as submitted.

ACTION: Martin moved to approve the revised Summer 2022 Academic Calendar as submitted. Leal seconded and upon roll call vote the motion carried (4-0).

Fall 2022, Spring 2023, and Summer 2023 Academic Calendars:

The Board was presented with Academic Calendars for Fall 2022, Spring 2023, and Summer 2023. Academic calendar information includes registration dates, course terms, holidays, and ceremony dates. The calendars have been coordinated with the area school systems as much as possible. It was requested that the Board approve the Fall 2022, Spring 2023, and Summer 2023 Academic Calendars as submitted.

ACTION: Spence moved to approve the Fall 2022, Spring 2023, and Summer 2023 Academic Calendars as submitted. Martin seconded and upon roll call vote the motion carried (4-0).

NEW BUSINESS Non-Instructional Matters

Research and Public Service Programs Funding Request for HVAC Program Creation:

Clovis Community College is requesting Research and Public Service Programs (RPSP) funding for costs associated with the development and restart of a Heating, Ventilation, and Air Conditioning (HVAC) program, including the renovation of a storage facility adjacent to the welding laboratory and unutilized laboratory space south of the welding building. To meet education and labor demands for qualified HVAC service and installation personnel, the College seeks to develop an HVAC program that will have capacity for 15 students and aligns well with our existing industrial technology and welding programs. Phase I of this project will include the renovation of a 1700 sq. ft. storage facility and adjacent 960 sq. ft. unutilized laboratory space, hire of (1) HVAC faculty member to identify programmatic equipment and supplies and to develop curriculum. Costs include salaries/benefits at \$47,500 (for one half of the year); institutional support including project management at \$25,500; equipment and supplies at \$290,000; and renovation at \$725,000. CCC's total RPSP HVAC request is for \$914,500 with an additional \$180,500 in institutional funds. Institutions are allowed to apply for additional funding for this project through RPSP for up to four consecutive years, and it is anticipated that the development and restart of the HVAC program can be completed within this timeline. As part of the New Mexico Higher Education Department process, CCC's RPSP proposal was submitted on September 15, 2021 to comply with state-level submission deadlines. Final consideration is contingent upon Board approval. It was requested that the Board approve the Research and Public Service Programs funding request for the HVAC Program Creation for final approval of the submission to the New Mexico Higher Education Committee.

ACTION: Martin moved to approve the Research and Public Service Programs funding request for the HVAC Program Creation for final approval of the submission to the New Mexico Higher Education Committee. Leal seconded and upon roll call vote the motion carried (4-0).

*Research and Public Service
Programs Funding Request
for Nursing Program
Expansion:*

Clovis Community College is requesting Research and Public Service Programs (RPSP) funding for costs associated with the expansion of our Nursing Program, including hiring and training additional faculty and purchasing additional simulation laboratory equipment and supplies. To meet education and labor demands for qualified Nursing personnel especially resulting from COVID-19 related shortages, the College seeks to expand our existing nursing program capacity by 32 students per year. This expansion can occur in our existing educational space but will require the purchase of additional mannequins and ancillary program supplies and educational software and testing licenses. CCC last applied for Nursing Program funding through the RPSP process approximately 8 years ago. After that time, funding was distributed through the state funding process without requisite RPSP submissions. The New Mexico Higher Education Department has reviewed its funding process for these funds and has requested that institutions submit RPSP submissions for funding. CCC received \$256,600 in Nursing allocation funds for fiscal year 2022. Anticipated expenses include salaries and benefits at \$297,000; travel and training at \$76,500; equipment and supplies at \$79,500; and software and testing at \$60,000. CCC's total RPSP Nursing Program Expansion request is for \$513,000. This funding will support program expansion and the higher salaries paid for high-demand nursing faculty members. The institution will continue to support the nursing department through existing faculty and staff salaries and other programmatic expenditures. As part of the New Mexico Higher Education Department process, CCC's RPSP Nursing Program Expansion proposal was submitted on September 15, 2021 to comply with state-level submission deadlines. Final consideration is contingent upon Board approval. It was requested that the Board approve the Research and Public Service Programs funding request for the Nursing Program Expansion for final approval of the submission to the New Mexico Higher Education Committee.

ACTION: Leal moved to approve the Research and Public Service Programs funding request for the Nursing Program Expansion for final approval of the submission to the New Mexico Higher Education Committee. Martin seconded and upon roll call vote the motion carried (4-0).

*Exterior Door Replacement
Project Contract Award:*

Procurement policy stipulates that all contracts for services costing \$100,000 or more shall be submitted to the Board for approval. Clovis Community College is preparing for the Exterior Door Replacement Project. As identified in the 2015 Master Plan, this project will replace twenty-seven (27) exterior doors across campus, install hardware on seven (7) fire doors on the main campus, install hardware on four (4) doors in Classroom South and Cosmetology, and reinforce the framing on five (5) doors in Allied Health. Funding for this project is available through the 2020 General Obligation Bond from the State of New Mexico, and Building Renewal and Replacement funds. The College is authorized to purchase from a cooperative purchasing program with an external procurement unit pursuant to New Mexico Statutes Annotated 1978 Section 13-1-135 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 a contract to Nick Griego & Sons Construction, Inc. in the amount of \$414,724 through an existing contract with Cooperative Educational Services (CES Contract #2021-10-G1126-356), and authorize the President or his designee to execute all necessary documents.

ACTION: Martin moved to approve the contract award for the

Exterior Door Replacement Project to Nick Griego & Sons Construction, Inc. in the amount of \$414,724. Leal seconded and upon roll call vote the motion carried (4-0).

Classroom Desks Purchase and Installation Approval:

Procurement policy stipulates that all contracts for services costing \$100,000 or more shall be submitted to the Board for approval. Clovis Community College is preparing for the purchase and installation of single-student desks. The purchase of these desks supports the College's COVID-19 response efforts. It will allow students to achieve greater distancing and allow for more classroom flexibility as distancing requirements change than the existing two-student tables that are currently present in many classrooms on campus. Funding for this project is available in the Higher Education Emergency Relief Fund III (American Rescue Plan). The College is authorized to purchase from a cooperative purchasing program with an external procurement unit pursuant to New Mexico Statutes Annotated 1978 Section 13-1-135 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 a contract to Business Environments in the amount of \$123,315 through an existing contract with Cooperative Educational Services (CES Contract #2021-13-C215 ALL), and authorize the President or his designee to execute all necessary documents.

ACTION: Martin moved to approve the contract award for the Classroom Desks Purchase and Installation to Business Environments in the amount of \$123,315. Leal seconded and upon roll call vote the motion carried (4-0).

Deletion of Items from Fixed Asset Inventory:

Pursuant to New Mexico Statutes Annotated 1978 Section 13-6-1 of the Procurement Code, the governing authority of each state agency, local public body, school district, and state educational institution may sell or otherwise dispose of personal property belonging to that authority and delete the item from its public inventory upon a specific finding by the authority that the item of property is of current resale value of \$5,000 or less; and, worn-out, unusable or obsolete to the extent that the item is no longer economical or safe for continued use. The governing authority may also remove lost or stolen personal property from inventory after reasonable investigation determines negligence is not indicated, and every effort has been made to recover lost or stolen items. The Board was presented with Clovis Community College's Asset Disposition List, which represents items that are categorized as scrapped, damaged, lost, or stolen, and, as a result, these items are no longer tangible and need to be removed from the official College inventory; and the FY22 Auction List, which represents an inventory of worn-out, unusable, or obsolete equipment items that have been stored since the last surplus property auction in November 2017. Once approved by the Board, the inventory deletion list, the certification of proper erasure or destruction of hard drives for computers, and the approval of action will be forwarded to the State Auditor and the New Mexico Higher Education Department. An auction will subsequently take place in Spring 2022 and all items will be officially removed from inventory. Additionally, the Miscellaneous Auction Item List was presented, which represents non-inventory and miscellaneous items that will also be included in the auction. It was requested that the Board approve the removal of listed surplus equipment and lost, stolen, scrapped, and damaged items from the official College inventory.

ACTION: Martin moved to approve the removal of listed surplus equipment and lost, stolen, scrapped, and damaged items from the

official College inventory. Leal seconded and upon roll call vote the motion carried (4-0).

OTHER BUSINESS

President's Remarks:

Dr. Nwankwo announced that Clovis Community College has been awarded a \$275,000 grant from the Los Alamos National Laboratory (LANL) for various program improvement and development. As a result, Dr. Robin Jones will be working with the faculty to develop Environmental Science and Technology programs and expand our Welding program offerings.

Dr. Robin Kuykendall and Ms. Sarah Fulmer have led the efforts to increase Student Life and Development on CCC's campus. One such project – InternCCC – is a semester-long internship program designed to strengthen students' job skills by integrating classroom learning with closely related work experiences. The goal is to match students with a local business or organization to establish a real-world, out-of-the-classroom professional learning experience that is mutually beneficial to the student and the host business. Some of the academic programs that are currently participating in InternCCC are Business Administration, Marketing, Information Technology Systems, Graphic Art, and Psychology.

Dr. Nwankwo recognized Dr. Mindy Watson and Dr. Marcus Smith and shared information on recent staff development opportunities for each of them. Dr. Watson has been named to EAB's Student Success Innovation Council (SSIC). EAB was formerly known as Education Advisory Board, and SSIC is in its ninth year. EAB formed SSIC to gather the collective experience and expertise of student success leaders from across the United States to help EAB in its research agenda of continuous refinement to the student success matrices. Dr. Watson has also been accepted into a year-long Emerging Leader Program with the Society for College and University Planning (SCUP). This program features a tailored learning experience for participants to gain knowledge of integrated higher education planning. Dr. Smith will participate in the American Association of Community College's (AACC) Future Leaders Institute (FLI). FLI is a three-day seminar designed for emerging leaders in community colleges to sharpen their leadership skills, and Dr. Smith is one of this year's FLI 30-member cohort.

On August 23, 2021, Madam Chair Harlan, Trustee Leal, Trustee Spence, President Nwankwo, and Ms. Aragon completed a four-hour New Mexico Open Meetings Act and Inspection of Public Records Act compliance training. The training sessions were hosted and led by the New Mexico Office of the Attorney General. Dr. Nwankwo thanked the Trustees for their service to the community and their time commitment and willingness to engage in this professional development opportunity.

The architectural firm of Dekker/Perich/Sabatini was on campus on September 14 to conduct visioning sessions with students, staff, faculty, and community members. Dr. Nwankwo thanked everyone who participated in this process and he is excited to provide more details on the 2021-2025 Campus Master Plan as the project progresses.

The renovations of the Clovis Community College Petty Performing Arts Center continue. Dr. Nwankwo reminded everyone that CCC received fiscal year 2022 funding from the New Mexico Legislature in the amount of \$125,000 for necessary repairs. Mr. Norman Kia and his team have done tremendous work at the Petty Performing Arts Center, and the next round of renovations is anticipated to be completed towards the end of October in time for the November programming by the CCC Cultural Arts Committee.

Dr. Nwankwo was pleased to report that the conversions of Rooms 104 and 206 to modern Science Labs have been completed. The State of New Mexico Severance Tax Bond for fiscal year 2021 provided funds for these conversions. The two new labs will give the College flexibility in increasing its Science, Technology, Engineering, and Mathematics (STEM) offerings.

This Thursday, October 7, President Nwankwo, Dr. Jones, and Mr. Kia will appear before the New Mexico Higher Education Department to present and answer questions on the two RPSPs that were approved at today's Board of Trustees meeting.

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

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

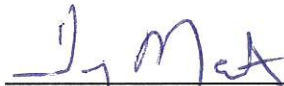
ANNOUNCEMENTS

The next regular Board meeting is scheduled for November 3, 2021, at 8:00 a.m. in Room 512. If the Board determines a need for holding a Special Meeting on October 27, 2021, the public will be duly notified as per Open Meetings Act guidelines. The in-person meeting(s) 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 9:24 a.m.

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

Respectfully submitted,



Terry Martin, Secretary
Board of Trustees

Approved October 27, 2021