



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

**November 3, 2021 • 8:00 a.m. • Room 512**

The Clovis Community College Board of Trustees held its regular monthly meeting on Wednesday, November 3, 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. Before the meeting was called to order, Ms. Jan Bradburn was officially sworn in as Trustee of Clovis Community College District 2.

## **MEMBERS PRESENT**

Trustees Jan Bradburn, Lora Harlan, Terry Martin, and Carolyn Spence were present in the Board Room. Trustee Laura Leal was absent.

## **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, Beverly Aragon, April Chavez, Bob Dart, Ricky Fuentes, Perla Herrera, Corey Isaacs, Christy Mendoza, Rex Regnier, Freddie Salazar, Kari Smith, and Trent Warner. Also present in the Board Room were Unique Archibeque, CCC student; Pablita Cordova, CCC student; and Kameron Barnett, CCC legal counsel.

## **VIRTUAL ATTENDANTS**

Based on details from the Zoom attendance report, virtual meeting attendants were Joleen Borja, Winona Johnson, Josue Lugaro, Nancy Meadows, Paul Moore, Marcus Smith, Sandra Taylor-Sawyer, Brandi Varnado, Katrina Walley, Mindy Watson, 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. Spence seconded and upon roll call vote the motion carried (4-0).**

*Approval of Minutes:*

The Board approved the Special Meeting minutes of October 27, 2021 as submitted.

**ACTION: Spence moved to approve the Special Meeting minutes of October 27, 2021 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**

*Financial Aid Report 2020-2021:*

Ms. April Chavez, Director of Financial Aid, presented the Board with the annual Financial Aid Report for fiscal year 2020-2021. Clovis Community College dispersed a total of \$5,020,560.72 in financial aid last year. Ms. Chavez provided details on the various compositions of financial aid, as well as information on CCC's student loan default rate. The Board also heard student testimonials from Ms. Unique Archibeque and Ms. Pablita Cordova. Financial aid is an important resource in their educational journey and helps them to reach their academic achievement goals.

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

**NEW BUSINESS Non-Instructional Matters**

*Annual Campus Security Report:*

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 requires all institutions of higher education receiving federal aid to annually report incidents of crime occurring on campus. The Board received a copy of Clovis Community College's report for January 1, 2020 through December 31, 2020. Mr. Freddie Salazar, Director of Campus Security, was pleased to report that incidents of campus crime under Clery Act classifications was zero for the past year.

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

*Emeritus Status for Jan Williams:*

Emeritus status is an honor that expresses the institution's appreciation for distinguished service. Full-time faculty members that retire with a minimum of twenty (20) years of service are eligible for this prestigious consideration. The Board was presented with a recommendation letter from the Faculty Association of Clovis Community College for retired faculty member Jan Williams. Ms. Williams began employment with CCC in 1991. She retired as Instructor in Health and Physical Education in 2021 with thirty years of dedicated service. It was requested that the Board of Trustees grant Emeritus status to Ms. Jan Williams.

**ACTION: Martin moved to grant Emeritus status to Ms. Jan Williams. Spence seconded and upon roll call vote the motion carried (4-0).**

*Emeritus Status for Tina Zachry:*

Emeritus status is an honor that expresses the institution's appreciation for distinguished service. Full-time employees that retire at a director or administrator level with a minimum of twenty (20) years of service are eligible for this prestigious consideration. The Board was presented with a recommendation letter from the Professional Employee Association of Clovis Community College for retired employee Tina Zachry. Ms. Zachry began employment with CCC in 1996. She retired as Director of Systems and Networking in 2021 with twenty-five years of dedicated service. It was requested that the Board of Trustees grant Emeritus status to Ms. Tina Zachry.

**ACTION: Martin moved to grant Emeritus status to Ms. Tina Zachry. Bradburn seconded and upon roll call vote the motion carried (4-0).**

*Quarterly Financial Report for First Quarter of FY 2022:*

The Board was presented with Clovis Community College's Quarterly Financial Report for first quarter of fiscal year 2022, which includes Statement of Net Position; Statement of Revenues, Expenses, and Changes in Net Position; Statement of Cash Flows; Schedule of Budgeted and Actual Revenues and Expenditures.

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

*Financial Actions Report for  
First Quarter of FY 2022:*

The Board was presented with a copy of the Financial Actions Report for first quarter of fiscal year 2022. It was requested that the Board of Trustees approve the report for final submission to the New Mexico Higher Education Department.

**ACTION: Martin moved to approve the Financial Actions Report for first quarter of fiscal year 2022 as submitted. Spence seconded and upon roll call vote the motion carried (4-0).**

*South Parking Area  
Improvements 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 South Parking Area Improvements Project. As identified in the 2015 Master Plan, this project will renovate 106,750 square feet of parking areas on the south side of the campus. This renovation includes the Cosmetology and Classroom South parking lot, the south parking lot across from Automotive Technology and the Center for Student Success, and the driveway and parking lots between Phase 1 and Phase 3. 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 of Trustees approve a contract to K. Barnett & Sons, Inc. in the amount of \$647,698 through an existing contract with Cooperative Educational Services (Cooperative Educational Services Contract # 2021-12-G1113-5), and authorize the President or his designee to execute all necessary documents.

**ACTION: Spence moved to approve the contract award for the South Parking Area Improvements Project to K. Barnett & Sons, Inc. in the amount of \$647,698. Bradburn seconded and upon roll call vote the motion carried (4-0).**

## **OTHER BUSINESS**

*President's Remarks:*

Dr. Nwankwo congratulated Trustee Bradburn on her recent appointment to the Clovis Community College Board of Trustees. He also congratulated Madam Chair Harlan and Secretary Martin on their successful re-election to the Board of Trustees for additional six-year terms.

Dr. Nwankwo announced that Clovis Community College held a Workday ERP Implementation kickoff event in Town Hall on October 26. Staff members that will be heavily involved in this project were introduced and recognized.

On November 5, from 11:00 a.m. to 1:00 p.m., Clovis Community College offices will be closed to allow the staff to participate in the Employee Appreciation and Celebration event. Activities planned include teambuilding exercises, service award recognitions, and other fun activities. This event will be conducted with COVID-safe practices.

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

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

## **ANNOUNCEMENTS**

Madam Chair Harlan announced that a Special Meeting will take place at 8:00 a.m. on November 10, 2021 in Room 512. The public will be duly notified as per Open Meetings Act guidelines.

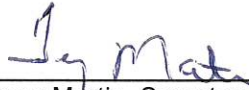
The next regular Board meeting will be held at 8:00 a.m. on December 1,

2021 in Room 512. The in-person meetings will be held in compliance with the prevailing Public Health Order. However, should the Public Health Order change between now and the dates of the next scheduled meetings, virtual meetings will take place instead. Proper notification of each meeting format will be shared with the public.

The meeting adjourned at 8:41 a.m.

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

Respectfully submitted,



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Terry Martin, Secretary  
Board of Trustees

Approved November 10, 2021