



Board of Trustees **MINUTES**

December 1, 2021 • 8:00 a.m. • Room 512

The Clovis Community College Board of Trustees held its regular monthly meeting on Wednesday, December 1, 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 Jan Bradburn, Lora Harlan, Terry Martin, and Carolyn Spence were present in the Board Room. Trustee Laura Leal 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, Beverly Aragon, Richard Benavidez, Steve Brooks, Bob Dart, Regina Dart, Perla Herrera, Corey Isaacs, Rex Regnier, Freddie Salazar, Kari Smith, Marcus Smith, and Trent Warner. Also present in the Board Room were Christina Tatum, CCC Foundation Board; Kameron Barnett, CCC legal counsel; Kevin Wilson, Eastern New Mexico News; and James Floyd, community member. Additionally, Natalie Daggett (CCC Foundation) participated via virtual meeting access.

VIRTUAL ATTENDANTS

Based on details from the Zoom attendance report, virtual meeting attendants were Joleen Borja, April Chavez, Pam Cornelison, Winona Johnson, Josue Lugaro, Nancy Meadows, Paul Moore, Santana Sena, Sandra Taylor-Sawyer, Brandi Varnado, Katrina Walley, Kellyann Weber, and Laura White.

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: Martin moved to approve the agenda as submitted. Bradburn seconded and upon roll call vote the motion carried (5-0).

Approval of Minutes:

The Board approved the Special Meeting minutes of November 10, 2021 as submitted.

ACTION: Martin moved to approve the Special Meeting minutes of November 10, 2021 as submitted. Spence seconded and upon roll call vote the motion carried (5-0).

OLD BUSINESS

There was no Old Business.

NEW BUSINESS Instructional Matters

Fall 2021 Graduation List:

The Fall 2021 graduation list includes 60 associate degree earners, 70 certificates of completion and 83 certificates of achievement, for a total of 213 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 Fall 2021 graduation list as submitted.

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

NEW BUSINESS Non-Instructional Matters

New Mexico Minimum Wage Changes:

On April 1, 2019, Governor Michelle Lujan Grisham signed legislation raising the State of New Mexico minimum wage for the first time since 2009. The third of four incremental increases to \$11.50 per hour will take place on January 1, 2022. Overall, in a series of yearly increases, the minimum wage will increase to \$12.00 per hour as of January 1, 2023. The short-term impact to CCC is primarily in the amount paid to student workers who must be paid minimum wage, and for part-time contract workers whose hourly rate is increased concurrently with minimum wage increases. Students work a maximum of 20 hours per week; part-time contract workers work a maximum of 29 hours per week. Presently, there are a total of 44 student employees due to limited campus operations. However, CCC usually employs approximately 60 student workers each semester. The long-term impact is the resulting salary compression caused to our current salary tables due to the \$4.50 per hour increase over the four-year rate increase period.

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

Employee Handbooks:

The Board was presented with a set of recently updated Clovis Community College Employee Handbooks. The handbooks testify to the generous benefits offered to Clovis Community College employees and to the professionalism employees are expected to demonstrate. The handbooks have been reviewed by Human Resource Services to ensure compliance with various employment laws. In past years, the staff handbooks were divided into separate Professional and Support handbooks. Topics common to the two handbooks have been combined to unify the content where possible. Areas that pertain specifically to either Professional or Support employees have been kept in their original form. It was requested that the Board approve the Employee Handbooks as submitted.

Trustee Spence voiced concerns regarding the information and verbiage stated in the "Hiring Process" section of the handbooks. Most specifically, the concerns were related to the applicant ethnicity categorization questions. Ms. Heather Lovato and Ms. Regina Dart confirmed this information is voluntarily provided by the applicants and is not a factor in the hiring decision-making process. Rather, the College utilizes this information for maintaining applicant pool data and for the completion of federal grant reporting, and also meets the U.S. Equal Employment Opportunity Commission (EEOC) requirements. Trustee Spence also noted the need for a typo correction under the "Institutional Values" section of the handbooks, changing the word *live* to *life* in the optimism statement.

ACTION: Martin moved to approve the Employee Handbooks, with the recommended typo correction, as submitted. Leal seconded and upon roll call vote the motion carried (5-0).

*Budget Adjustment Request
#1 for FY 2022:*

An operating budget consists of the institution's revenue and expenditure estimates. The Budget Adjustment Request (BAR) reflects changes that have developed as the fiscal year has progressed. The Board was presented with the BAR #1, which includes adjustments for bringing cash balances to actuals as of 07/01/2021; plant projects including roofing, parking lots, and electrical upgrades; capital outlay for severance tax bond and GO bond funding; continued renovation of the Norman and Vi Petty Performing Arts Center; and budget inclusion for enterprise resource planning. Upon approval by the Board, BAR #1 will be submitted to the New Mexico Higher Education Department. It was requested that the Board approve Budget Adjustment Request #1 for Fiscal Year 2022 as submitted.

ACTION: Martin moved to approve Budget Adjustment Request #1 for Fiscal Year 2022 as submitted. Bradburn seconded and upon roll call vote the motion carried (5-0).

*Compensation Study
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 recently conducted a Request for Proposal (RFP) for Compensation Study services. The primary objective of this RFP is for a vendor to review the current compensation philosophy and organizational structure of Clovis Community College and make recommendations for improvement. Funds are available in the Human Resource Services budget index for this purpose. It was requested that the Board approve the award of RFP No. 2021-12-C for a six (6) month contract with one twelve (12)-month College-optional renewal for an organizational structure review, classification, and compensation study to Salary.com, in the total amount of \$105,985, and authorizing the President or his designee to execute all necessary documents and approve optional renewal periods.

ACTION: Martin moved to approve the contract award for Compensation Study services to Salary.com in the amount of \$105,985 as submitted. Bradburn seconded and upon roll call vote the motion carried (5-0).

*Terminal Unit Upgrades
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 Terminal Unit Upgrades on the main campus. The project consists of upgrading 39 pneumatic boxes to match the existing heating, ventilation, and air conditioning building automation systems in Phase 4 and Phase 5. The work includes replacing the modulating valves, controllers, duct sensors, damper actuators, switches, relays, and programming. Funding for this project is available in the Higher Education Emergency Relief Fund (HEERF II). 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 Siemens Industry, Inc. in the amount of \$390,563 through an existing contract with Government Services Administration Schedule 84, and authorize the President or his designee to execute all necessary documents.

ACTION: Martin moved to approve the contract award for Terminal

Unit Upgrades to Siemens Industry, Inc. in the amount of \$390,563 as submitted. Bradburn seconded and upon roll call vote the motion carried (5-0).

*Network Infrastructure
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 Network Infrastructure Project. This project will replace various hardware and will also allow the College to redesign some of the architecture throughout the network. Through this project, IT administrators will be able to provide a more stable and robust network, which will help the College ensure continued compliance with industry and government regulations, be able to adapt more quickly to changing business conditions, and provide the best posture to adapt and respond to new threats. Funding for this project is available through the Higher Education Emergency Relief Fund (HEERF II) and Severance Tax Bond from the State of New Mexico. 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 (E&I Contract No. CNR01439) to CDW Government, LLC in the amount of \$481,456.99 and authorize the President or his designee to execute all necessary documents.

ACTION: Martin moved to approve the contract award for the Network Infrastructure Project to CDW Government, LLC in the amount of \$481,456.99 as submitted. Bradburn seconded and upon roll call vote the motion carried (5-0).

Gift Agreement:

The Board was presented with a copy of the Gift Agreement between the Bonner Family Foundation and the Clovis Community College Foundation. The gift will go directly to the expansion of and completion of new facilities for the nursing program at Clovis Community College, and requires a match of State funds to achieve the donor's goal. On behalf of Clovis Community College, our eastern New Mexico State Legislative delegation are working to secure the matching funds from the State. According to the College's gift policy, "The Foundation Board will review all potential gifts where any issues relating to restrictions, terms, or valuations of a proposed gift may arise. It will review such restrictions, terms, or valuation questions and advise the President of the College on the acceptance of said gift. The President of the College will then recommend action to the Board of Trustees for final determination." Ms. Christina Tatum, CCC Foundation President and Ms. Natalie Daggett, CCC Foundation Advisor, confirmed that the Foundation voted electronically to approve the Gift Agreement on November 15, 2021. The agreement was then presented to President Nwankwo for final submission to the Board of Trustees. It was requested that the Board approve the Gift Agreement between the Bonner Family Foundation and the Clovis Community College Foundation as submitted.

ACTION: Martin moved to approve the Gift Agreement between the Bonner Family Foundation and the Clovis Community College Foundation as submitted. Leal seconded and upon roll call vote the motion carried (5-0).

OTHER BUSINESS

President's Remarks:

Dr. Nwankwo noted that the College's preparatory work on the Higher Learning Commission reaffirmation process is nearing its end. The staff is putting the finishing touches on the assurance argument, following the Mock Review visit conducted in October to help in our readiness. Dr. Nwankwo sincerely thanked everyone at the College for their help and participation in the reaffirmation efforts. He looks forward to the official HLC reaffirmation site visit in February 2022.

The spirit of the season is alive and well at Clovis Community College through the Employee & Community Outreach Council (ECOC). ECOC is sponsoring a "Giving Tree" located in the College Commons. The Giving Tree has many "angel tags" with names of little boys and girls in our community. The CCC community is taking part in fulfilling the dreams of these children by taking "angel tags" and purchasing special gifts to bring smiles to the children's faces this holiday season. Additionally, ECOC is sponsoring the holiday-themed door/office decorating contest. Non-perishable food items are used as votes to determine the winner. The winner will receive the coveted "Stinky Sneaker" award. All non-perishable food items will be donated to the Food Bank of Eastern New Mexico. Dr. Nwankwo recognized Professor Brandon Finney, Ms. April Chavez, Ms. Natalie Navarro, and others for coordinating these wonderful charitable events.

On November 21, 2021, the Clovis Community College Petty Performing Arts Center was officially opened. Following the Grand Opening ceremony and the presentation of the Proclamation of "CCC Petty Performing Arts Center Day" by the City of Clovis, the band *Farewell Angelina* gave a resounding performance the approximately one hundred people in attendance. This was the first performance in the historic auditorium since 2003 or more since the Center's donation to Clovis Community College. Dr. Nwankwo recognized Ms. Christy Mendoza, Ms. Natalie Daggett, and CCC's Cultural Arts Committee for their efforts to bring quality performing arts to the community.

Dr. Nwankwo announced that the collaborative celebration for the Enterprise Resource Planning (ERP) project will be held virtually tomorrow, December 2, 2021 at 1:00 p.m. All of the CHES-partnered colleges will join together via Zoom to celebrate the official ERP Kickoff.

Dr. Nwankwo's remarks concluded with a review of the calendar of events for December 2021 and January 2022.

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

Executive Session:

ACTION: Martin 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 9:07 a.m. as authorized by Section 10-15-1(H)(2) of the Open Meetings Act to discuss Limited Personnel matters.

NOTE: Those present for Executive Session included Jan Bradburn, Lora Harlan, Laura Leal, Terry Martin, and Carolyn Spence (CCC Board of Trustees); and Mr. Kameron Barnett (CCC legal counsel). After thirty minutes of the Executive Session, Dr. Charles Nwankwo (CCC President) was invited into the Executive Session.

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

The Board returned to regular session at 10:14 a.m. The only matters discussed in Executive Session were Limited Personnel matters.

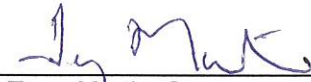
ANNOUNCEMENTS

The next regular Board meeting is scheduled for February 2, 2022, 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 10:15 a.m.

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

Respectfully submitted,



Terry Martin, Secretary
Board of Trustees

Approved

