



Board of Trustees

MINUTES

April 12, 2023 • 8:00 a.m. • Room 512

The Clovis Community College Board of Trustees held its regular meeting on Wednesday, April 12, 2023, at 8:00 a.m. in room 512.

MEMBERS PRESENT

Trustees Jan Bradburn, Lora Harlan, and Carolyn Spence were present in the Board Room. Trustee Laura Leal participated via virtual meeting access. Trustee Terry Martin arrived after the start of the meeting.

MEETING PARTICIPANTS

Clovis Community College employees who participated in the meeting from the Board Room were Robin Jones, Norman Kia, Robin Kuykendall, Heather Lovato, Angel Anaya, Karen Burns, April Chavez, Bob Dart, Milo Drake, Dannette Ewers, Perla Herrera, Sandra Jones, Orlinda Lopez, Josue Lugaro, Kari Smith, Marcus Smith, Ray Walker, and Katrina Walley. Also present in the Board Room were Kameron Barnett, CCC legal counsel; and Steve Hansen, Eastern New Mexico News.

VIRTUAL ATTENDANTS

Based on details from the Zoom attendance report, virtual meeting attendants were Joleen Borja, Paul Boylan, Bill Cheville, Pam Cornelison, Natalie Daggett, Vicki Bridinger De Leon, Celia Donofrio, Emily Glikas, Ashley Grissom, Winona Johnson, Amber Langford, Paul Moore, Amiah Robinson, Santana Sena, Courtney Tempel, and Jessa Wood.

ROUTINE MATTERS

Declare a Quorum:

Madam Chair Harlan called the meeting to order at 8:01 a.m. and declared a quorum.

Approval of Agenda:

The agenda was approved as submitted.

ACTION: Bradburn 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 minutes of March 6, 2023, as submitted.

ACTION: Spence moved to approve the minutes of March 6, 2023, as submitted. Bradburn seconded and upon roll call vote the motion carried (4-0).

Employee of Service Awards:

Each year employees who have served Clovis Community College in five-year increments are recognized and awarded service pins. Service Awards totaled 190 years. The Board recognized the following employees:

Five Years of Service - Angel Anaya, Karen Burns, Jennifer Duke, Michelle Garcia, and Andrea Zamora.

Ten Years of Service - Gina Hochhalter, Michelle Hughes, David Sena, Grace Tafoya, and Raymond Walker.

Fifteen Years of Service – Josue Lugaro

Twenty-Five Years of Service – April Chavez, Robin Jones, Sandra Jones, and Cathy Pace.

ACTION: No action was requested of the Board of Trustees

OLD BUSINESS

There was no Old Business.

NEW BUSINESS Instructional Matters

There was no New Business Instructional Matters.

NEW BUSINESS Non-Instructional Matters

Budget Adjustment Request #2 for FY 2022-2023:

The Board was presented with Budget Adjustment Request (BAR) #2 for FY 2022-2023. The request reflects changes in the previously submitted Budget Adjust Request (BAR) #1, which was submitted in November 2022. The current BAR adjusts for additional revenue and expenditures estimated to incur before the end of the fiscal year. Upon approval, this request will be submitted to the New Mexico Higher Education Department. It was requested that the Board of Trustees approve Budget Adjustment Request #2 for FY 2022-2023 as submitted.

ACTION: Spence moved to approve Budget Adjustment Request #2 for FY 2022-2023 as submitted. Martin seconded and upon roll call vote the motion carried (5-0). <NOTE: Trustee Martin arrived just before this agenda item and participated in the remainder of the meeting.>

Proposed Professional Salary Increase for FY 2023-2024:

A proposed salary increase of 11% is being requested for Professional staff. This includes the 6% State Appropriation for compensation and the additional increase of 5% from Clovis Community College, for a total cost of \$96,955. It was requested that the Board approve the recommended increase for professional staff beginning July 1, 2023.

ACTION: Bradburn moved to approve the Professional Salary Increase for FY 2023-2024 as submitted. Martin seconded and upon roll call vote the motion carried (5-0).

Proposed Part-Time Faculty Increase for FY 2023-2024:

A proposed rate of \$700 per credit hour is being requested for Part-Time Faculty compensation, which is an increase of 12%. The proposed rate is more in line with other institutions and allows for the recruitment and retention of part-time faculty.

ACTION: Martin moved to approve the Part-Time Faculty Increase for FY 2023-2024 as submitted. Spence seconded and upon roll call vote the motion carried (5-0).

Proposed Operating Budget for FY 2023-2024:

The Board was presented with the Proposed Operating Budget for FY 2023-2024. State appropriation revenue as outlined in House Bill 2 has been approved by the New Mexico Legislature (pending Governor Signature). The ending balance expense ratio for Instruction and General is projected at 7.07%. This balance expense ratio is on target with the 3% to 5% recommended by the New Mexico Higher Education Department. Upon approval, this request will be submitted to the New Mexico Higher Education Department. It was requested that the Board of Trustees approve the Proposed Operating Budget for FY 2023-2024 as submitted.

ACTION: Leal moved to approve the Proposed Operating Budget for FY 2023-2024 as submitted. Martin seconded and upon roll call vote the motion carried (5-0).

OTHER BUSINESS

President's Remarks:

Dr. Jones shared that we received notification that the Governor has signed HB 2, HB 505, and SB 309. With HB 2 the funding for the Nursing expansion is at \$356,500, for the Welding program it is \$180,000, and for the HVAC program it is \$100,000. Because we do not have an HVAC program, the funds can be used by our Occupational Technology programs. With HB 505 – Capital Outlay the funding for bathroom renovations is \$280,000 and for the drainage and canopy improvement it is \$523,086. With SB 309 – Capital Outlay Reauthorizations the funding for electrical project is extended through FY 2025.

AJ's Wings Express opened on campus, Monday, April 10. Customers are very satisfied with the menu and Clovis Community College is looking forward to working with them.

Dr. Jones shared the following CHESS updates: CHESS is continuing to fill important positions such as project managers for various implementation topics. The President's group voted to accept the Financial Aid vision statements. Kathy Ulibarri is rescheduling her CHESS presentation to the Board.

At the March 7th Foundation meeting, Clovis Community College entered into an agreement with the Foundation to pay for software expenses as of the beginning of the fiscal year. This comes from an agreement between Clovis Community College and the foundation that was signed in the early 2000's and that has not been followed to this point. Beginning in July, the Foundation will follow the same procedures as the rest of the college and bring requests for software purchases to the Administrative team for approval before spending institutional funds.

Dr. Jones attended the Higher Learning Commission (HLC) Annual meeting. She attended the President's listening sessions which included the future of higher education, the current political landscape, and recent changes to higher education from a historical perspective. She noted that the President's Day of Learning is also open to the Board of Trustees members. Dr. Jones has talked with Madam Chair Harlan about having one of Clovis Community College's Board members attend next year's HLC Annual meeting to listen and sign up for sessions that would be beneficial.

Dr. Jones has talked to Kameron Barnett regarding the ability to have more open dialog with Board of Trustees members and the constraints on the process. Kameron is evaluating possibilities for the future.

Madam Chair Harlan asked Dr. Jones about funding opportunities for Board members. There is funding available for both the Board retreat and future professional development opportunities. This could include opportunities like the Higher Learning Commission annual meetings as well as future offerings through the Association of Community College Trustees (ACCT).

Dr. Jones and Mr. Kia attended the Capital Outlay training sessions on April 5 and 6. April Chavez attended the Financial Aid workshop on April 5. The training was beneficial in streamlining the processes used to apply for state funding. Dr. Jones, Mr. Kia, and Mr. Dart are also participating in today's Capital Outlay meeting to request approval to move forward on our Fire Suppression proposal.

Clovis Community College's Strategic Plan goes through 2023. It will be reviewed this summer to determine where our current plan stands, what we have accomplished, what we haven't, and what in the current plan we may want to move forward in to the next Strategic Plan.

Dr. Jones stated that the Five-Year Master Plan needs to be reevaluated. Board members, Academics, and the Administrative team have noted that

items such as moving the tennis courts and outdoor classrooms are not practical. Any updates to the plan will be brought back to the Board.

Nursing Pinning is May 11 at 1:00 p.m., RadTech Pinning is May 11 at 6:00 p.m., and Graduation is May 12 at 6:00 p.m. Board members are welcome to attend all.

ANNOUNCEMENTS

The next regular Board meeting is scheduled for May 3, 2023, at 8:00 a.m. in room 512.

The meeting adjourned at 8:30 a.m.

ACTION: Bradburn 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 May 3, 2023