



Board of Trustees

MINUTES

June 7, 2023 • 8:00 a.m. • Room 512

The Clovis Community College Board of Trustees held its regular meeting on Wednesday, June 7, 2023, at 8:00 a.m. in room 512.

MEMBERS PRESENT

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

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, Richard Benavidez, Karen Burns, April Chavez, Bob Dart, Milo Drake, Dannette Ewers, Billy Garcia, Emily Glikas, Nicolle Holcomb, Kari Smith, Marcus Smith, Katrina Walley, and Kellyann Weber. Also present in the Board Room were Kameron Barnett, CCC legal counsel and Landry Sena, Eastern New Mexico News.

VIRTUAL ATTENDANTS

Based on details from the Zoom attendance report, virtual meeting attendants were Jacob Alvarado, Jolene Borja, Natalie Daggett, Celia Donofrio, Perla Herrera, Winona Johnson, Nohemi Lara-Miller, Nancy Meadows, Paul Moore, Santana Sena, and Sandra Taylor-Sawyer. Also present via Zoom was Kathy Ulibarri, CEO, Collaborative for Higher Education Shared Services (CHES).

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 (4-0).

Approval of Minutes:

The Board approved the minutes of May 3, 2023, as submitted.

ACTION: Martin moved to approve the minutes of May 3, 2023 as submitted. Leal seconded and upon roll call vote the motion carried (4-0).

CHES Update

Kathy Ulibarri, CHES CEO, presented the Board with an update to CHES. CHES is a collaborative of member colleges. CHES provides a structure for independently governed colleges and universities to achieve the benefits of a shared services system while maintaining locally elected Boards of Trustees or independent Boards of Regents. Currently, there are six member colleges: Clovis Community College, Central New Mexico College, Luna Community College, Northern New Mexico College, San Juan College, and Santa Fe Community College. Four of these colleges are now live on Workday Platform (Finance, Human Capital Management and Payroll) and they are in the planning stage for implementing Workday Student. The other

two are currently implementing the Workday Platform and will go live in December 2023.

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

OLD BUSINESS

There was no Old Business.

NEW BUSINESS Instructional Matters

Upward Bound Program Review

TRIO Upward Bound is a federally-funded educational opportunity outreach program designed to generate in program participants the skills and motivation necessary to complete a program of secondary education and to enter and succeed in a program of postsecondary education. The program provides academic support, assistance in secondary and postsecondary course selection, assistance in preparing for college entrance exams, and completing college admission applications. Education and counseling services are offered to improve the financial and economic literacy of students. The grant is funded to serve 55 students. Participants are rising 8th to 12th grade students from Clovis High School, Early College High School, and Clovis High School Freshman Academy and they must be low-income and/or first-generation college students. Ms. Kellyann Weber, Director of TRIO Upward Bound, and her staff are currently serving 52 active participants. She provided the Board with an overview of the program.

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

Spring 2023 Supplemental Graduation List

The Board was presented with the list of additional Clovis Community College students who have met the requirements for graduation during the Spring 2023 term. Included in the list were 9 associate degree earners and 1 certificate of achievement earner, for a total of 10 additional graduates and a semester total of 404 graduates. It was requested that the Board approve the supplemental Spring 2023 graduation list as submitted.

ACTION: Martin moved to approve the supplemental Spring 2023 graduation list as submitted. Leal seconded and upon roll call vote the motion carried (4-0).

2023-2024 Clovis Community College Catalog

The Board was presented with a summary of the changes to the 2023-2024 course catalog as approved by Curriculum Council. The updates included departmental and policy information as well as the addition of several courses and some course title changes. It was requested that the Board approve the 2023-2024 Clovis Community College Catalog as submitted.

ACTION: Leal moved to approve the 2023-2024 Clovis Community College Catalog as submitted. Martin seconded and upon roll call vote the motion carried (4-0).

NEW BUSINESS Non-Instructional Matters

Open Meetings Notice Resolution

New Mexico Statutes Sections 10-15-1 through 10-15-4 require the Board of Trustees to pass an Open Meetings Notice Resolution each year. The resolution complies with the notification requirements of Board meetings. It was requested that the Board approve the Open Meetings Notice Resolution as submitted.

ACTION: Martin moved to approve the Open Meetings Notice Resolution as submitted. Leal seconded and upon roll call vote the motion carried (4-0).

Board Meeting Calendar

The Board of Trustees must formally adopt an annual calendar of meetings to comply with the Open Meetings Act. Regular meetings will be held at 8:00 a.m. on the first Wednesday of each month, with the exception of January and July. It was requested that the Board approve the calendar of meeting dates for the 2023-2024 fiscal year as submitted.

ACTION: Martin moved to approve the Board Meeting Calendar as submitted. Bradburn seconded and upon roll call vote the motion carried (4-0).

Labor Management Relations Board

On June 10, 2009, the Board of Trustees passed a Labor Management Relations Resolution. As outlined in the resolution, the Labor Management Relations Board shall be comprised of three members. Currently, Mark Carpenter serves as the College's representative, Rick Switzer as the labor representative, and Megan Palla serves as Chair. All three members agreed to serve another one-year term. It was requested that the Board reappoint Mr. Carpenter, Mr. Switzer, and Ms. Palla to the Clovis Community College Labor Management Relations Board for a one-year term.

ACTION: Martin moved to reappoint Mr. Carpenter, Mr. Switzer, and Ms. Palla to the Clovis Community College Labor Management Relations Board for a one-year term. Bradburn seconded and upon roll call vote the motion carried (4-0).

Sole Source Award for Ellucian Software Support & Maintenance

Procurement policy stipulates that all contracts for services costing \$100,000 or more shall be submitted to the Board for approval. Clovis Community College utilizes the services of Ellucian Company, LP for licensing, software, and hardware maintenance and support for the Ellucian Banner financial system for Information Technology. It was requested that the Board approve the first-year amount of \$284,250, the second-year amount of \$278,691, and the third-year amount of \$300,739, for a total contract amount of \$863,680 and authorize the Interim President or her designee to execute all necessary documents. The three-year agreement is based on the timeline of the migration to the CHES Workday system. The College is authorized to purchase this as a sole source pursuant to Section 13-1-126 NMSA 1978 of the Procurement Code and has met the notice requirements of Section 13-1-126.1 NMSA 1978 of the Procurement Code.

ACTION: Leal moved to approve the Sole Source Award for Ellucian Software Support and Maintenance as submitted. Martin seconded and upon roll call vote the motion carried (4-0).

Award for Oracle and Oracle Products

Procurement policy stipulates that all contracts for services costing \$100,000 or more shall be submitted to the Board for approval. Clovis Community College utilizes the Oracle and Oracle products to support the College's Ellucian Banner Financial and Student Information System. It was requested that the Board approve the purchase of Oracle and Oracle products in the amount of \$108,987.43 to Mythics, Inc. through an existing contract with the State of New Mexico and authorize the Interim President or her designee to execute all necessary documents. (New Mexico Statewide Price Agreement #00-00000-19-00037). The College is authorized to purchase from the State Price Agreements pursuant to Section 13-1-129 NMSA 1978 of the Procurement Code and by doing so satisfies any State Law requiring local public bodies to seek competitive bids for items.

ACTION: Martin moved to approve the award of this purchase to Mythics, Inc. for Oracle and Oracle Products as submitted. Bradburn seconded and upon roll call vote the motion carried (4-0).

Infrastructure Capital Improvement Plan FY 2025-2029

Each year, in accordance with State Statute Section 6-4-1 NMSA 1987 all state agencies must submit their Infrastructure Capital Improvement Plans by July 1. Agencies are asked to identify their highest-priority FY 2025-2029 projects for consideration during the executive capital outlay process. Each year, the New Mexico Department of Finance Authority requests an updated Infrastructure Capital Improvement Plan. Mr. Norman Kia, Vice President for IT and Operations, presented a summary of the projects that Clovis Community College would like to focus on for the next five years. It was requested that the Board approve the Infrastructure Capital Improvement Plan FY 2025-2029 as submitted.

ACTION: Martin moved to approve the Infrastructure Capital Improvement Plan FY 2025-2029 as submitted. Leal seconded and upon roll call vote the motion carried (4-0).

Capital Outlay Priority List Update

As a part of the New Mexico Higher Education Department's process, an institution's capital project list must be approved by its Board annually, prior to its submission for consideration for funding. These projects are prioritized based on our Master Plan/Infrastructure Capital Improvement Plan completed in 2022 and coincides with the Higher Education Department's directive to focus on existing campus infrastructure. Priority Project #1: HVAC Project – Cosmetology/Classroom South, cost estimate is \$1,792,000; and Priority Project #2: Parking Lot Improvements, cost estimate is \$850,000. The total estimate for these two projects is \$2,642,000 (\$1,981,500 requested from the State and the College's 25% matching portion is \$660,500). It was requested that the Board approve the prioritized capital projects listed for consideration for funding for FY 2025 and for submission to the New Mexico Higher Education Capital Projects Committee as submitted.

ACTION: Martin moved to approve the Capital Outlay Priority List Update as submitted. Leal seconded and upon roll call vote the motion carried (4-0).

OTHER BUSINESS

Legislative Funding Process

Dr. Marcus Smith, Dean of Student Services/Government Relations, provided the Board with a presentation on the Legislative Funding Process. The presentation included an overview on our legislators; how the lobby process works during a legislative session; money to lobby for which includes HB 2 (General Appropriation), HB 505 (Capital Outlay Projects), and Junior Money (Surplus Money); the Research and Public Service (RSPS) Request; and the Capital Outlay Request.

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

President's Remarks:

Dr. Jones shared that the external automatic door processes have been completed and the gaps under and over the doors have been fixed.

Snider Electric has started the campus-wide electrical upgrade project. At some point, a total shutdown of the campus will be needed to complete the project. Advance notice will be given.

Clovis Community College was awarded a Basic Needs grant through the Bill and Melinda Gates organization. We are one of ten schools in the state that received this grant. Secretary Stephanie Rodriguez stated that ours was the best application submitted. Dr. Jones gave credit for the writing to Emily Glikas, Director of Sponsored Projects. The Achieving the Dream grant will end in December and this one should start right after that.

The process for hiring new faculty has begun. There are approximately 11-12 openings with 3-4 applicants being interviewed for each opening. All applicants that have completed the final interview have been hired.

Kids College classes started on Monday, June 5 and will continue through the month of July.

The Calendar of Events for June and July was distributed to the Board to review.

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

ANNOUNCEMENTS

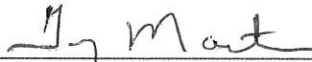
The Board of Trustees Retreat is scheduled for June 14, 2023, at 5:00 p.m. and June 15, 2023, at 9:00 a.m. in the Mayors Room at Fairfield Inn & Suites by Marriott, Clovis, NM.

The next regular Board meeting is scheduled for August 2, 2023, at 8:00 a.m. in room 512.

The meeting adjourned at 9:43 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

