



Board of Trustees

Special Meeting

MINUTES

March 6, 2023 • 8:00 a.m. • Room 512

The Clovis Community College Board of Trustees held a special meeting on Monday, March 6, 2023, at 8:00 a.m. in room 512.

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 Robin Jones, Norman Kia, Robin Kuykendall, Heather Lovato, Richard Benavidez, Karen Burns, April Chavez, Bob Dart, Perla Herrera, Nicolle Holcomb, Shawna McGill, Aaron Quaif, Amiah Robinson, Kari Smith, and Marcus Smith. 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 Julia Alexander, Joleen Borja, Paul Boylan, Diana Byers, Bill Cheville, Pam Cornelison, Natalie Daggett, Vicki Deleon, Celia Donofrio, Dannette Ewers, Winona Johnson, Karen Jones, Nohemi Lara-Miller, Nancy Meadows, Christy Mendoza, Paul Moore, Gregory Rapp, Santana Sena, Sandra Taylor-Sawyer, Katrina Walley, and Jessa Wood.

ROUTINE MATTERS

Declare a Quorum:

Madam Chair Harlan announced that due to last minute circumstances, this meeting was changed from its original regular meeting date of March 1, 2023. All public notification was done in compliance with the Open Meetings Act.

Madam Chair Harlan called the meeting to order at 8:05 a.m. and declared a quorum.

Chair Harlan communicated that when she attended the Board meeting via Zoom last month, she became aware of the complexity of hearing and understanding the meeting online. For the courtesy of virtual attendees, she asked the trustees and participants to speak distinctly, slowly, identify themselves, and address the Chair when speaking during the meeting.

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 minutes of February 1, 2023, as submitted.

ACTION: Martin moved to approve the minutes of February 1, 2023, as submitted. Bradburn seconded and upon roll call vote the motion carried (5-0).

OLD BUSINESS

There was no Old Business.

NEW BUSINESS Instructional Matters

Fees:

The Board was presented with the lists of Summer and Fall 2023 student and academic fees. Fees occasionally change as a result of an increased cost in supplies. Additional textbook fees for the All-In Textbook Programs are also reflected. It was requested that the Board approve the Summer and Fall 2023 fee lists as submitted.

ACTION: Leal moved to approve the Summer and Fall 2023 fee lists as submitted. Spence seconded and upon roll call vote the motion carried (5-0).

NEW BUSINESS Non-Instructional Matters

Purchase Approval for Welding Booths:

The Board was presented with a quote from WWRC Inc. for 12 welding booths and associated support items/equipment in the amount of \$106,285.34 including gross receipts tax. The New Mexico State Purchasing code allows purchases that exceed \$60,000 to be awarded a non-competitive basis to one specific vendor if that vendor is a holder of a contract through a purchasing cooperative. WWRC Inc. holds the applicable contract through Cooperative Educational Services (CES). It was requested that the Board approve the purchase through WWRC Inc., with the total amount of the purchase to be \$106,285.34 including gross receipts tax.

ACTION: Spence moved to approve purchase of 12 booths and associated support items/equipment from WWRC inc. in the amount of \$106,285.34 including gross receipts tax. Martin seconded and upon roll call vote the motion carried (5-0).

Award of Bid 2023-3-B for fire Alarm System Upgrade:

An Invitation for Bid (IFB) process was recently completed for campus electrical improvements. The Board was presented with the bid recap of the vendor that responded to the IFB. It was requested that the Board of Trustees approve the award of this contract to DAVTEK in the amount of \$864,680.00 with the total amount of the contract, including gross receipts tax, to be \$934,394.83.

ACTION: Martin moved to approve the award of the contract to DAVTEK in the amount of \$864,680.00 with the total amount of the contract, including gross receipts tax, to be \$934,394. Spence seconded and upon roll call vote the motion carried (5-0).

Fire Alarm Upgrade Project Submission to NMHECPC:

As a part of the New Mexico Higher Education Department's process, an institution's capital project proposal must be approved by its Board prior to its submission for consideration for vendor engagement. Clovis Community College completed the bidding process and seeks approval from the New Mexico Higher Education Capital Projects Committee (NMHECPC) to proceed with the project. The fire alarm upgrade project focuses on fire detection sensors and control systems throughout the campus. This project coincides with the Higher Education Department's directive to focus on existing campus infrastructure. The next step in the

process is to present the project for approval to a monthly New Mexico Capital Projects Committee hearing. Once this step is completed, CCC can then engage with the vendor to proceed with the fire alarm upgrade project. It is requested that the Board of Trustees approve the Capital Project submittal for submission to the New Mexico Higher Education Capital Projects Committee.

ACTION: Spence moved to approve the fire alarm upgrade project submission to the New Mexico Higher Education Capital Projects Committee. Bradburn seconded and upon roll call vote the motion carried (5-0).

OTHER BUSINESS

Executive Session:

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

The Board moved to recess and entered executive session at 8:20 a.m. as authorized by Section 10-15-1(H)(2) of the Open Meetings Act to discuss limited personnel matters regarding Acting or Interim President of Clovis Community College.

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).

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

The Board returned to regular session at 10:18 a.m. The only matters discussed in executive session were limited personnel matters and threatened or pending litigation matters.

Regarding Acting or Interim President:

ACTION: Bradburn moved to appoint Dr. Robin Jones as the Interim President with retroactive compensation until the appointment of a permanent President. Martin seconded and upon roll call vote the motion carried (5-0).


ANNOUNCEMENTS

The next regular Board meeting is scheduled for April 5, 2023, at 8:00 a.m. in room 512.

The meeting adjourned at 10:20 a.m.

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

Respectfully submitted,



Terry Martin, Secretary
Board of Trustees

Approved April 12, 2023