



Board of Trustees

MINUTES

September 6, 2023 • 8:00 a.m. • Room 512

The Clovis Community College Board of Trustees held its regular meeting on Wednesday, September 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, Angel Anaya, Richard Benavidez, April Chavez, Bob Dart, Milo Drake, Billy Garcia, Emily Glikas, Perla Herrera, Shawna McGill, Melissa Reed, Santana Sena, Kari Smith, Marcus Smith, Elena Soto, Katrina Walley, and Kellyann Weber. Also present in the Board Room were Kameron Barnett, CCC legal counsel; Julie Alvarega, CSS student; Meggan Lyth, Dekker Perich Sabatini; and Landry Sena, Eastern New Mexico News.

VIRTUAL ATTENDANTS

Based on details from the Zoom attendance report, virtual meeting attendants were Jacob Alvarado, Julia Alexander, Jolene Borja, Vicki Bridinger De Leon, Bill Cheville, Natalie Daggett, Celia Donofrio, Dannette Ewers, Nicolle Holcomb, Cindy McDaniel, Nohemi Lara-Miller, Nancy Meadows, Paul Moore, and Jessa Wood. Also present via Zoom was Matt McKim, Dekker Perich Sabatini and Barry Taylor, Dekker Perich Sabatini.

ROUTINE MATTERS

Declare a Quorum:

Madam Chair Harlan called the meeting to order at 8:02 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 (5-0).

Approval of Minutes:

The Board approved the minutes of August 2, 2023, as submitted.

ACTION: Martin moved to approve the minutes of August 2, 2023 as submitted. Bradburn seconded and upon roll call vote the motion carried (5-0).

Allied Health Expansion:

Meggan Lyth of Dekker Perich Sabatini provided the Board a presentation on the Allied Health Expansion. She was joined online by Matt McKim and Barry Taylor also with Dekker Perich Sabatini. The project will add an additional classroom and simulation area to the north side of the existing Allied Health building. The presentation provided an overview of the project, projected timeline of construction, design documents (floor plan – base bid and additive alternate, site plan, base bid entrance elevation, additive alternate entrance elevation), and third-party cost estimate. Funding will come from New Mexico Severance Tax Bonds (\$2,000,000), private donation from the

Bonner Foundation (\$2,000,000), General Obligation Bond (\$235,000), and Institutional Building Renewal and Replacement (\$495,000) for a total of \$4,730,000. The floor plan – base bid or additive alternate will be determined once the bids come in. It was requested that the Board approve the submission of the Allied Health Expansion project to the New Mexico Higher Education Department.

ACTION: Martin moved to approve the submission of the Allied Health Expansion project to the New Mexico Higher Education Department. Bradburn seconded and upon roll call vote the motion carried (5-0).

OLD BUSINESS

There was no Old Business.

NEW BUSINESS Instructional Matters

Spring 2024 Academic Calendar Revision:

The Spring 2024 Academic Calendar was previously approved by the Board on October 5, 2022. Clovis Municipal School's Board of Education approved their Instructional Calendar on April 25, 2023, and scheduled their Spring Break for the week of March 25. This is the week after our current Board approved Spring Break for the week of March 18. Our calendar has been revised to reflect the same week for Spring Break as Clovis Municipal School's calendar. It was requested that the Board approve the revised Spring 2024 Academic Calendar as submitted.

ACTION: Martin moved to approve the revised Spring 2024 Academic Calendar as submitted. Leal seconded and upon roll call vote the motion carried (5-0).

Allied Health Presentation:

Ms. Shawna McGill, Allied Health Division Chair, provided the Board with a presentation on the Allied Health programs: Physical Therapist Assistant, Radiologic Technology, Nursing, EMS, Phlebotomy, and Nursing Assistant. The presentation included an overview of each program's current enrollment, faculty, pre-requisites, program completion, degrees and/or certificates, and student achievement data: graduation rates, pass rates, and employment rates. Ms. McGill addressed enrollment trends due to Covid and cost of programs, capacity for students in programs, recruitment, clinical placement for the students in the different programs, and the Allied Health Job Fair.

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

Occupational Technology Presentation:

Dr. Melissa Reed, Occupational Technology Division Chair, provided the Board with a presentation on the Occupational Technology programs: Automotive Technology, Cosmetology, Esthetics, Industrial Technology, Electrical Maintenance, and Welding. The presentation included an overview of each program's accreditation and/or licensing, faculty, maximum enrollment numbers, program requirements, and degrees and/or certificates. Dr. Reed also shared information on the different Advisory Committees that provide feedback on curriculum and employment opportunities. The different services that are offered to the public in the full-service Cosmetology salon and Esthetics spa were mentioned. She addressed waiting lists and capacity for students in the Cosmetology program and the contact hours students are required to complete by the state licensing board. The Welding program's pathway for students in outlying high school welding programs to complete the program at CCC and earn certificates and/or degrees was also mentioned.

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

Center for Student Success Program Review:

The Center for Student Success (CSS) offers unlimited, free educational opportunities to Clovis Community College students and community members with the aim to help remove any barriers that might stand in the

way of completing their educational goals. Resources available in the Center for Student Success include Adult Education, Computer Lab, Tutoring, and Testing. CCC is one of twenty-six New Mexico institutions offering Adult Education. The program is offered completely free of charge for anyone age 16 and older who are not currently enrolled in high school. The program assists students in improving their quality of life through opportunities to study for the high school equivalency (HSE) exam, learn English as a second language (ESL), receive tutoring in a variety of academic subjects, and gain assistance in preparing for postsecondary education. The ENLACE Program at CCC partners with area K-12 schools to provide educational outreach and support services to students and families in Clovis, Portales, and the surrounding rural areas with the goal of increasing high school graduation and college enrollment rates among served populations. Ms. Emily Glikas, Executive Director, presented the Board with an overview of the program. During the 2022-2023 academic year, Ms. Glikas and her staff served 327 adult education students and 692 Enlace students. The Board also heard a student testimonial from Ms. Julie Alvarega, CSS student.

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

NEW BUSINESS Non-Instructional Matters

Governance Documents:

Clovis Community College has a history of participatory governance where constituent groups are involved in decisions as much as possible. The updated Governance document lays out how employees through Councils, Committees, and constituent groups can have input in CCC's decision-making processes.

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

Art Committee Appointments:

The Clovis Community College Art Committee provides assistance for our visual arts program, including our permanent collection of art, our exhibition program, and our participation in the New Mexico One Percent for Art program, which has provided public art for several of our buildings. It was requested that the Board appoint Mr. Raymond Walker as the Representative of Property Users and Ms. Khaatimah Medina as the Student Representative on the Clovis Community College Art Committee.

ACTION: Spence moved to appoint Mr. Raymond Walker and Ms. Khaatimah Medina to the Clovis Community College Art Committee as submitted. Bradburn seconded and upon roll call vote the motion carried (5-0).

Endowment Report:

In accordance with Statute 21-1-27-1 and 21-1-38 and NMAC 5.3.6 and 5.3.6.10B (2), Clovis Community College is required to annually report the status of all state endowments received by the institution. As of June 30, 2023, Clovis Community College has received \$150,000 and matched the funds with \$132,500 of local unrestricted funds. The original and matching funds cannot be used for any purpose other than to generate interest that can then be used for the stated development. The current endowment fund balance is \$306,045.63. It was requested that the Board approve the Endowment Report for submission to the New Mexico Higher Education Department.

ACTION: Martin moved to approve the Endowment Report for submission to the New Mexico Higher Education Department. Bradburn seconded and upon roll call vote the motion carried (5-0).

Certification of Physical Inventory:

The Board was presented with Clovis Community College's current physical inventory of fixed assets. As indicated in Section 2.20.1.16 of New Mexico Administrative Code (NMAC) results of an institution's physical inventory shall be recorded in a written inventory report, certified as to correctness,

and signed by the governing authority of agency. It was requested that the Board approve and certify the correctness of the Clovis Community College FY 2023 fixed asset report.

ACTION: Martin moved to approve and certify the correctness of the Clovis Community College FY 2023 fixed asset report. Spence seconded and upon roll call vote the motion carried (5-0).

Award of Canopy Improvements:

The Canopy Improvements project, as identified in the 2022 Facility Assessment Plan, will renovate 10 canopy areas around the campus. The College is authorized to purchase from a cooperative purchasing program with an external procurement unit pursuant to Section 13-1-135 NMSA 1978 of the Procurement Code and by doing so satisfies any State Law requiring local public bodies to seek competitive bids for items. Funds are available through New Mexico General Funds (\$523,086.00) and Institutional Building Renewal and Replacement (\$75,877.54). It was requested that the Board approve a contract to WWRC in the amount of \$598,963.54 through an existing contract with Cooperative Educational Services and to authorize the President or her designee to execute all necessary documents. (Cooperative Educational Services Contract # 2021-11-R212-ALL). Upon approval, this project will be submitted to the New Mexico Higher Education October monthly meeting.

ACTION: Martin moved to approve the award of this contract to WWRC as submitted. Bradburn seconded and upon roll call vote the motion carried (5-0).

Research and Public Service Programs (RPSP) Funding Request for Nursing Program:

Clovis Community College is requesting Research and Public Service Programs (RPSP) funding for costs associated with the Nursing Program, including hiring and training additional faculty and purchasing additional training and certifications. To meet education and labor demands for qualified Nursing personnel especially resulting from COVID-19 related shortages, the College seeks to expand our existing nursing program capacity by 32 students per year. The New Mexico Higher Education Department requires yearly submissions and has requested that institutions submit RPSP submissions for funding. The breakdown for this year's request includes salaries and benefits at \$297,000; training and certification at \$39,000; and software at \$20,500. CCC's total RPSP Nursing Program request is for \$356,500. This funding will support program expansion and the higher salaries paid for high-demand nursing faculty members. The institution will continue to support the nursing department through existing faculty and staff salaries and other programmatic expenditures. As part of the New Mexico Higher Education Department process, CCC's RPSP Nursing Program proposal will be submitted on September 15, 2023 to comply with state-level submission deadlines. Final consideration is contingent upon Board approval. It was requested that the Board approve the Research and Public Service Programs funding request for the Nursing Program for final approval of the submission to the New Mexico Higher Education Committee.

ACTION: Martin moved to approve the Research and Public Service Programs funding request for the Nursing Program for final approval of the submission to the New Mexico Higher Education Committee. Bradburn seconded and upon roll call vote the motion carried (5-0).

Research and Public Service Programs (RPSP) Funding Request for Welding Program:

Clovis Community College is requesting Research and Public Service Programs (RPSP) funding for costs associated with the Welding Program, including the support of an additional faculty member and assistant. To meet education and labor demands for qualified Welding personnel, the College seeks to expand its Welding program for 12 students and aligns well with our existing industrial technology programs. The New Mexico Higher Education

Department requires yearly submissions and has requested that institutions submit RPSP submissions for funding. CCC's RPSP Welding request is for \$180,000, to cover salary and benefit expenses. As part of the New Mexico Higher Education Department process, CCC's RPSP proposal will be submitted on September 15, 2023 to comply with state-level submission deadlines. Final consideration is contingent upon Board approval. It was requested that the Board approve the Research and Public Service Programs funding request for the Welding Program for final approval of the submission to the New Mexico Higher Education Committee.

ACTION: Martin moved to approve the Research and Public Service Programs funding request for the Welding Program for final approval of the submission to the New Mexico Higher Education Committee. Bradburn seconded and upon roll call vote the motion carried (5-0).

Research and Public Service Programs (RPSP) Funding Request for Occupational Technology Programs:

Clovis Community College is requesting Research and Public Service Programs (RPSP) funding for costs associated with the support of the various Occupational Technology (OT) programs (Welding, Cosmetology, Automotive and Industrial Technology). These funds will help to purchase, upgrade, or replace equipment and supplies that are needed throughout the various OT programs. The New Mexico Higher Education Department requires yearly submissions and has requested that institutions submit RPSP submissions for funding. CCC's RPSP OT request is for \$100,000. As part of the New Mexico Higher Education Department process, CCC's RPSP proposal will be submitted on September 15, 2023 to comply with state-level submission deadlines. Final consideration is contingent upon Board approval. It was requested that the Board approve the Research and Public Service Programs funding request for the OT Programs for final approval of the submission to the New Mexico Higher Education Committee.

ACTION: Spence moved to approve the Research and Public Service Programs funding request for the Occupational Technology Programs for final approval of the submission to the New Mexico Higher Education Committee. Martin seconded and upon roll call vote the motion carried (5-0).

OTHER BUSINESS

Presidential Search Update:

The Board of Trustees held a Special Study Session on August 30, 2023 to review and discuss Presidential Search firms: ACCT, Academic Search, AGB Search, Gold Hill Associates, Pauly Group, and RH Perry & Associates. Of the six firms contacted, three responded. The Board evaluated the information and quotes returned to them. The two firms, ACCT and Academic Search, that provided monetary quotes were within the established \$60,000 government regulations for issuing an RFP. The Board found that the information provided was adequate to select a firm. The last Presidential Search firm contract to ACCT was approximately \$35,000 (\$30,000 plus the additional for travel). Basic contract quote from ACCT is \$41,250 plus an additional \$7,000 which is under the \$60,000. The quote from Academic Works is \$55,000 plus an additional \$7,000 for travel which would be over the \$60,000. The basic services that are included within the ACCT proposal are recruiting, search team accessibility, technical assistance, and background references. It was requested that the Board approve ACCT and their quote as the contracted Presidential Search firm.

ACTION: Martin moved to approve ACCT and their quote as the contracted Presidential Search firm. Leal seconded and upon roll call vote the motion carried (5-0).

President's Remarks:

Dr. Jones shared that she participated in the Behavioral Health Community meeting. This group is discussing the behavioral health of the community and looking at having a place to offer mental health opportunities in Clovis. The Hope Center was toured with the idea of it being purchased but refurbishing it may be too costly. Additional sites are being considered. This group meets monthly so there will be more information to come.

Fall semester has begun and she delivered the President's message and conducted the Faculty General Session during zero week.

Senator Heinrich and his delegation visited the campus on August 21. They toured the Food Bank, Library, Allied Health buildings, Welding and Industrial Technology programs.

The Cultural Arts Kickoff Celebration was held at the Petty Theater on August 25. The Brandon Oliver and Company band and students from Bella Vista Arts Academy performed. Several Foundation board members attended, there were donations given, and a couple of season passes and tickets were sold.

She attended the Curry County Courthouse ribbon cutting and open house on August 31 with Dr. Marcus Smith.

The Calendar of Events for September was distributed to the Board to review.

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

Executive Session:

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

The Board moved to recess and enter executive session at 9:52 a.m. as authorized by Section 10-15-1(H)(8) of the Open Meetings Act to discuss the Purchase, Acquisition, or Disposal of Real Property.

NOTE: Those present for Executive Session included Janice Bradburn, Lora Harlan, Laura Leal, Terry Martin, and Carolyn Spence (CCC Board of Trustees); Kameron Barnett (CCC's legal counsel); Robin Jones (CCC Interim President), Norman Kia (CCC Vice President of IT and Operations), and Heather Lovato (CCC Chief Financial Officer).

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 10:35 a.m. The only matter discussed was the Purchase, Acquisition, or Disposal of Real Property.

ANNOUNCEMENTS

The next regular Board meeting is scheduled for October 4, 2023, at 8:00 a.m. in room 512.

The meeting adjourned at 10:37 a.m.

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

Respectfully submitted,



Terry Martin, Secretary
Board of Trustees

Approved Oct. 4, 2023