



# **Board of Trustees**

## **MINUTES**

**February 1, 2023 • 8:00 a.m. • Room 512**

The Clovis Community College Board of Trustees held its regular monthly meeting on Wednesday, February 1, 2023, at 8:00 a.m. in room 512.

### **MEMBERS PRESENT**

Trustees Jan Bradburn, Terry Martin, and Carolyn Spence were present in the Board Room. Trustees Lora Harlan and 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, Emily Glikas, Perla Herrera, Nicolle Holcomb, Karen Jones, Shawna McGill, Paul Moore, 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. Additionally, Chris Garner (Pattillo Brown & Hill Audit Firm) participated via virtual meeting access.

### **VIRTUAL ATTENDANTS**

Based on details from the Zoom attendance report, virtual meeting attendants were Julia Alexander, Jacob Alvarado, Beverly Aragon, Joleen Borja, Paul Boylan, Darlene Brown, Bill Cheville, Pam Cornelison, Natalie Daggett, Vicki Deleon, Celia Donofrio, Dannette Ewers, Ashley Grissom, Melissa Ham, Sydney Higgs, Karen Jones, Nohemi Lara-Miller, Joseph Madrid, Nancy Meadows, Gregory Rapp, Larry Sanderson, Santana Sena, Sandra Taylor-Sawyer, Erin Thomas, Katrina Walley, Mindy Watson, Kellyann Weber, and Melissa Winn.

### **ROUTINE MATTERS**

#### *Declare a Quorum:*

Secretary Martin 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 (5-0).

#### *Approval of Minutes:*

The Board approved the minutes of December 7, 2022 as submitted.

**ACTION:** Bradburn moved to approve the minutes of December 7, 2022 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

### *Supplemental Fall 2022 Graduation List:*

The Board was presented with the list of additional Clovis Community College students who have met the requirements for graduation during the Fall 2022 term. The list included students who applied after the graduation deadline, as well as those identified by Institutional Research as having met graduation requirements. Included in the list were 8 associate degree earners and 11 certificates of achievement, for a total of 19 additional graduates. This brings the total number of graduates for Fall 2022 to 258. It was requested that the Board approve the supplemental Fall 2022 graduation list as submitted.

**ACTION: Bradburn moved to approve the supplemental Fall 2022 graduation list as submitted. Spence seconded and upon roll call vote the motion carried (5-0).**

## NEW BUSINESS Non-Instructional Matters

### *Quarterly Financial Report for Second Quarter FY 2023:*

The Board was presented with Clovis Community College's Quarterly Financial Report for second quarter of fiscal year 2023, which includes Statement of Net Position; Statement of Revenues, Expenses, and Change in Net Position; Statement of Cash Flows; and Schedule of Budgeted and Actual Revenues and Expenses.

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

### *Financial Actions Report for Second Quarter FY 2023:*

The Board was presented with a copy of the Financial Actions Report for the second quarter of fiscal year 2023. It was requested that the Board approve the report for final submission to the New Mexico Higher Education Department.

**ACTION: Bradburn moved to approve the Financial Actions Report for second quarter of fiscal year 2023 as submitted. Harlan seconded and upon roll call vote the motion carried (5-0).**

### *Audit Report for Fiscal Year Ending June 30, 2022:*

A copy of the 2021-2022 audit report, as prepared by the Certified Public Accounting firm of Pattillo, Brown & Hill (PBH) LLP, was presented to the Board. Mr. Chris Garner of PBH provided a thorough review of the report. Mr. Garner confirmed that Clovis Community College received a clean audit report with zero findings. It was requested that the Board accept the Audit Report for fiscal year ending June 30, 2022 as submitted.

**ACTION: Spence moved to approve the Audit Report for fiscal year ending June 30, 2022 as submitted. Leal seconded and upon roll call vote the motion carried (5-0).**

## OTHER BUSINESS

### *President's Remarks:*

Dr. Jones began by providing the Board CHES project update. Two cycles of payroll have been completed through the Workday system with minimal errors claimed throughout the five Institutions. Ms. Kathy Ulibarri, Executive Director of CHES, is establishing a financial aid committee to

consider centralizing the financial aid process throughout the five schools. CCC's committee representatives will be Ms. April Chavez, Director of Financial Aid, and Ms. Katrina Walley, Comptroller.

Dr. Jones will attend the CHESS Board Retreat on Thursday, February 2 in Santa Fe. The focus of the meeting will be to update the strategic planning process.

Dr. Jones also shared that there is currently an initiative in the local area to build a regional behavioral health care center in Clovis. The intent of this project is to establish mental health offerings not available in the area. The cooperative effort is between Curry County, De Baca County, Quay County, Roosevelt County, and Union County. The five counties are contributing funding to the initiative. Mayor Mike Morris was in Santa Fe this week advocating with the Legislators and the Governor to secure funding for this initiative. Dr. Jones will update the Board as she has more information.

Dr. Jones also shared that the Chamber of Commerce combined all the legislative request by organization for all of Curry County and Roosevelt County into one pamphlet and presented it to the legislators during the Legislative Dinner.

Clovis Community College has moved forward with plans to accept international students. Ms. Kari Smith shared that the process began in October 2021 when they submitted the initial application. The process was expected to be prolonged with a timeline of 6-9 months for the site visit. Since the evaluators were in the region during that time, they completed CCC's site visit in November 2021. Ms. Smith received an email from the Department of Homeland Security on Tuesday, January 31, 2023, stating that Clovis Community College was authorized to accept international students and sponsor them on an F1 Visa. The F1 Visa is a student visa; international students will not be allowed to work with that permit. Ms. Smith also shared that they hope to partner with students attempting to attend ENMU to offer education at a more affordable price and assist them when they are ready to transfer to a 4-year institution.

Dr. Kuykendall added that this initiative opened up a large opportunity to serve international students. She expressed her gratitude to Ms. Smith for all the time and research she did on this project.

Trustee Spence questioned whether the students come with their funding, or if they were allowed to ask for financial assistance. Dr. Kuykendall clarified that international students do not qualify for financial assistance. Before their acceptance, students have to go through a process of validation that they can fund their education, housing, and miscellaneous expenses.

Trustee Martin asked if CCC continues to serve online students and inquired about the percentage of the students. Dr. Kuykendall responded that the online presence is approximately 50%. Some of those students are entirely online and some are taking in-person and virtual classes. Trustee Bradburn asked if some of the online students are international. Ms. Smith added that if a student is looking to be sponsored through the Institution with this new process, they have to be full-time students with at least 12 credit hours and only 3 of those credit hours are allowed to be online. In addition, students must meet with Dr. Kuykendall, Ms. Smith, or Ms. Bridgett Wolford every semester throughout the course of their degree.

Dr. Jones announced that the City of Clovis is putting on a youth job fair for individuals 16 to 24 years of age from 9 a.m. to 3 p.m. on Tuesday, February 28. This initiative began as a small project and now they are expecting around 1,000 students at this event. Dr. Kuykendall added that Clovis Community College will be hosting this event in the Health and Fitness Center. This is a collaborative process with The City of Clovis, Workforce Solution, Clovis Community College, Clovis Municipal Schools, and all of the rural schools in the county. The intent is to provide career guidance and to make a connection with employers. As of yesterday, 51 tables will be set, and we could potentially get more as we get closer to the event.

Trustee Spence inquired about the enrollment numbers. Dr. Kuykendall shared that as of January 31, FTE increased 4.9% from the same time last year, and headcount is up 7.1%. These increases are much lower than the double-digit increases shown early in the registration process, which indicates that students are registering sooner than they usually do. Student Affairs are still working to increase the Spring 2023 enrollment through 2nd 8-week classes.

Dr. Jones' remarks concluded with a review of the calendar of events for the month of February.

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

*Executive Session:*

**ACTION: Bradburn 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 entered executive session at 8:39 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; and regarding threatened or pending litigation pursuant to Section 10-15-1(H)(7).

*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: Bradburn 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 9:32 a.m. The only matters discussed in executive session were limited personnel matters and threatened or pending litigation matters.

*Regarding Dr. Charles Nwankwo:*

**ACTION: Bradburn moved to enter into a settlement agreement accepting Dr. Charles Nwankwo's resignation. Spence seconded and upon roll call vote the motion carried (5-0).**

*Regarding Acting President:*

**ACTION: Bradburn moved to extend Dr. Robin Jones as the Acting President until the next regular meeting on March 1, 2023. Spence seconded and upon roll call vote the motion carried (5-0).**

**ANNOUNCEMENTS**

The next regular Board meeting is scheduled for March 1, 2023, at 8:00 a.m. in room 512.

The meeting adjourned at 9:34 a.m.

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

Respectfully submitted,



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Terry Martin, Secretary  
Board of Trustees

Approved March 6, 2023