



Board of Trustees

MINUTES

June 5, 2024 • 8:00 a.m. • Room 512

The Clovis Community College Board of Trustees held its regular meeting on Wednesday, June 5, 2024, at 8:00 a.m. in room 512.

MEMBERS PRESENT

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

MEETING PARTICIPANTS

Clovis Community College employees who participated in the meeting from the Board Room were Robin Jones, Bob Dart, Robin Kuykendall, Heather Lovato, Angel Anaya, Richard Benavidez, Nikkei Cardenas, April Chavez, Liz Chavez, Dannette Ewers, Billy Garcia, Emily Glikas, Nicolle Holcomb, Aaron Quaif, Kari Smith, Marcus Smith, and Kellyann Weber. Also present in the Board Room were Kameron Barnett, CCC legal counsel; Grant McGee, Eastern New Mexico News; Allison Ciancio and Kimberly Farrar, CCC students.

VIRTUAL ATTENDANTS

Based on details from the Zoom attendance report, virtual meeting attendants were Jacob Alvarado, Joleen Borja, Paul Boylan, Vicki Bridinger De Leon, Stacy Ciancio, Jared Cook, Natalie Daggett, Ashley Grissom, Melissa Ham, Perla Herrera, Sydney Higgs, Karen Jones, Nohemi Lara-Miller, Selina Marriott, Christy Mendoza, Cindy McDaniel, Paul Moore, Rachel Page, Santana Sena, Elena Soto, and Jessa Wood.

ROUTINE MATTERS

Declare a Quorum:

Madam Chair Harlan called the meeting to order at 8:03 a.m. and declared a quorum.

Approval of Agenda:

The agenda was approved as submitted.

ACTION: Martin 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 May 1, 2024, as submitted.

ACTION: Martin moved to approve the minutes of May 1, 2024, as submitted. Leal seconded and upon roll call vote the motion carried (4-0).

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 49 active participants. She provided the Board with an overview of the program.

Clovis Community College students and participants of TRIO Upward Bound, Allison Ciancio and Kimberly Farrar, shared their testimonies and spoke about the vast support they received from the TRIO Upward Bound staff.

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

2024-2025 Clovis Community College Catalog:

The Board was presented with a summary of the changes to the 2024-2025 course catalog as approved by Curriculum Council. Some of the updates included departmental and policy information as well as the addition of several courses and Certificates of Completion and updates to course prerequisites and course descriptions. It was requested that the Board approve the 2024-2025 Clovis Community College Catalog as submitted.

ACTION: Martin moved to approve the 2024-2025 Clovis Community College Catalog as submitted. Leal seconded and upon roll call vote the motion carried (4-0).

NEW BUSINESS Non-Instructional Matters

Emeritus Status for Mr. Norman Kia:

In accordance with the CCC Staff Handbook, faculty and administrators serving at the institution at the dean, division chair, director or administrator level are eligible for Emeritus status after serving twenty (20) years at Clovis Community College. Emeritus status is an honor that expresses the institution's appreciation for distinguished service and is approved by the Board of Trustees. The Board was presented with a recommendation letter for Mr. Norman Kia. Mr. Kia began employment at Clovis Community College in 1999 and retired as Vice President of IT and Operations in 2024. It was requested that the Board of Trustees grant Emeritus status to Mr. Norman Kia.

ACTION: Spence moved to grant Emeritus status to Mr. Norman Kia. Martin seconded and upon roll call vote the motion carried (4-0).

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. Spence 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 2024-2025 fiscal year as submitted.

ACTION: Martin moved to approve the 2024-2025 Board Meeting Calendar as submitted. Spence 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 appoint Mr. Carpenter, Mr. Switzer, and Ms. Palla to the Clovis Community College Labor Management Relations Board for a one-year term. Spence seconded and upon roll call vote the motion carried (4-0).

Award for Oracle and Oracle Products: Clovis Community College utilizes 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 \$117,702.83 to Mythics, Inc. through an existing contract with the State of New Mexico and to authorize the Interim President or her designee to execute all necessary documents. (New Mexico Statewide Price Agreement #40-00000-23-00033). 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. Leal seconded and upon roll call vote the motion carried (4-0).

Award for SMI/Clean Team: As of June 30, 2024, the professional services contract for custodial services will expire. As a result of this, a request for proposals was initiated for custodial services with only one proposal being received. Our current provider, Clean Team formally Supreme Maintenance Inc. (SMI), was evaluated by a committee. Based on the evaluation of the proposal, the committee recommends that Clean Team be awarded the contract for custodial services. It was requested that the Board approve the professional services contract for custodial services to Clean Team in the amount of \$221,016.00 annually plus applicable tax. The contract shall be an eight-year renewable contract with year one beginning July 1, 2024 to June 30, 2025.

ACTION: Martin moved to approve the award of this contract to Clean Team for professional services for custodial services as submitted. Spence seconded and upon roll call vote the motion carried (4-0).

OTHER BUSINESS

President's House Update: Mr. Bob Dart, Interim Vice President of IT and Operations, presented an update on the President's house renovations. All the interior and the exterior painting

has been completed by CCC Physical Plant personnel. The replacement of the roof that was damaged in last year's storm is in progress and it is anticipated that it will be completed by the time Dr. Fuentes moves in next week. Physical Plant personnel removed the old carpet and tack strips, and the floor is prepped for the installation of the new laminate wood look tile. For the cabinets, all the hinges will be replaced, a missing cabinet door will be built and replaced, and a fresh coat of stain and sealer will be applied to all. The missing garage door panel will be replaced in the next day or two. The shower floor has been cleaned up, the grout will be touched up and sealed. Physical Plant personnel are tearing down and removing the cover on the outdoor kitchen area. We are waiting on proposals from three different companies to replace the cover in the new fiscal year. Mr. Dart and Dr. Jones recognized and thanked the Physical Plant personnel for their hard work. Also, Mr. Dart noted that CCC Grounds personnel are doing the weekly mowing, maintenance on the beds, and pruning and cleaning up the trees.

President's Remarks:

Dr. Jones and Mr. Dart met with Conner Jorgenson from NMHED for a campus tour to see where we have used funding in the recent past as well as what will be done in the future. Mr. Jorgenson was very pleased with the campus and enjoyed the tour. He liked knowing where we were going and where we have been.

Dr. Jones had a Zoom meeting with Vanessa Kennedy from the Governor's office to discuss the Governor's visit on July 8th. They will be setting up in the Commons to assist with a variety of items such as signing up for WIC, legal representatives providing legal advice, Public Health immunizations, etc. They will also be at ENMU in Portales on the 8th.

The Nurses' and RADT Pinnings were held on May 9th. These were the last pinnings for both her and Shawna McGill, Allied Health Division Chair, whose last day is also June 28th.

Commencement was on May 10th and the emphasis this year was on the student. Student participation and presentations were the focus.

A CoAMP site visit for the Paramedic program was held on May 14th. The purpose was to obtain final approval to add the EMT Paramedic program to our course catalog. Students will now be able to earn a Certificate of Completion from CCC. We will no longer be under UNM and subject to their guidelines and processes. Dr. Kuykendall noted that an addendum to the catalog will be added in August and the first cohort will be able to start Fall 2024.

An Automotive site visit is scheduled for next week. No issues are anticipated as Paul Blair and the Automotive advisory group are well aware of the requirements and the program's curriculum.

New faculty have been hired in Biology, Psychology, and Theater; they will start in the fall. There are 3-4 more pending and interviews are being scheduled.

Dr. Jones is in contact with Dr. Fuentes. To make the transition as smooth as possible, she is sending him documents and information that he requests.

Dr. Jones concluded with a review of the Calendar of Events for June and July. It was noted that there are two campus closures, one for Juneteenth and the other for Independence Day. Kids College registration continues, and classes launched on June 3rd. A Nurses' Pinning ceremony will be held on July 25th. A copy of the calendar was shared with the Board of Trustees.

ANNOUNCEMENTS

Trustee Spence announced that this was Dr. Robin Jones's last meeting as Interim President of Clovis Community College. She expressed her appreciation for the superb job Dr. Jones has done with keeping the meetings interesting,

informative, and so thorough that everything is much clearer than it has been in the past. She thanked her for her service and wished her well. Secretary Martin and Chair Harlan expressed their appreciation and thanks to Dr. Jones as well.

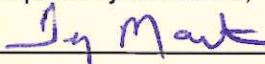
The Board of Trustees Retreat is scheduled for June 18, 2024, at 9:00 a.m. in the Allied Health Building, Room 104.

The next regular Board meeting is scheduled for August 7, 2024, at 8:00 a.m. in room 512.

The meeting was adjourned at 9:13 a.m.

ACTION: Martin moved to adjourn the meeting. Spence seconded and upon roll call vote the motion carried (4-0).

Respectfully submitted,



Terry Martin, Secretary
Board of Trustees

Approved

