

Board of Trustees

MINUTES

August 7, 2024 • 8:00 a.m. • Room 512

The Clovis Community College Board of Trustees held a regular meeting on Wednesday, August 7, 2024, at 8:00 a.m. in room 512.

MEMBERS PRESENT

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

MEETING PARTICIPANTS

Clovis Community College employees who participated in the meeting from the Board Room were Jonathan Fuentes, Heather Lovato, Nikkei Cardenas, Dominique Chairez, April Chavez, Elizabeth Chavez, Dannette Ewers, Billy Garcia, Ashley Grissom, Gabe Johnson, Nohemi Lara-Miller, Bridget Lucero, Kari Smith, Sandra Taylor-Sawyer, and Kellyann Weber. Also present in the Board Room were Kameron Barnett, CCC Legal Counsel and Grant McGee, Eastern New Mexico News.

VIRTUAL ATTENDANTS

Based on details from the Zoom attendance report, virtual meeting attendants were Julie Alexander, Joleen Borja, Paul Boylan-Torres, Vicki Bridinger De Leon, Abigail Gordon, Perla Herrera, Nancy Meadows, Christy Mendoza, Paul Moore, Santana Sena, and Jessa Wood. Also, present via virtual access was Adriene Gallegos, NM SBDC.

ROUTINE MATTERS

Declare a Quorum:

Madam Chair Harlan called the meeting to order at 8:01 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 (5-0).

Approval of Minutes:

The Board approved the minutes of July 17, 2024, as submitted.

ACTION: Martin moved to approve the minutes of July 17, 2024, as submitted. Spence seconded and upon roll call vote the motion carried.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS Instructional Matters

SBDC Program Review:

The New Mexico Small Business Development Center (SBDC) has provided services to small businesses since 1989. Dr. Sandra Taylor-Sawyer, Director of the CCC Small Business Development Center, and Mr. Dominique Chairez, Assistant Director, strive to provide quality assistance, education, and resources to potential and existing small businesses to strengthen the economy of New Mexico. Dr. Taylor-Sawyer and Mr. Chairez presented the Board with a program review. SBDC is state and federally funded by the State of New Mexico and the U.S. Small Business Administration. The CCC SBDC serves Curry, Roosevelt, and De Baca counties. There is a cooperative agreement with centers throughout New Mexico; the NM SBDC lead center is at Santa Fe Community College. The SBDC mission is to develop skilled entrepreneurs and strong businesses. They provide confidential business consulting and business training at low or no cost to startups and existing businesses. Dr. Taylor-Sawyer provided information on some statistics for the 2024 calendar year. Their goal for the number of clients they should advise is at 138%, the number of business starts is at 129%, and the number of capital infusions/transactions is currently at 82%.

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

Summer 2024 Graduation List:

The Board was presented with the list of Clovis Community College students who have met the requirements for graduation during the Summer 2024 term. Included in the list were 34 associate degree earners, 8 certificates of completion earners, and 31 certificates of achievement earners, for a total of 73 graduates. It was requested that the Board approve the Summer 2024 graduation list as submitted.

ACTION: Martin moved to approve the Summer 2024 graduation list as submitted. Leal seconded and upon roll call vote the motion carried (5-0).

Paramedic Programmatic Textbook Fee:

The Paramedic program was approved at the last Board meeting and will be offered for the first time this fall. The Board was presented with the list of Fall 2024 student and academic fees for this program. It was requested that the Board approve the Fall 2024 Paramedic Programmatic Textbook Fee as submitted.

ACTION: Martin moved to approve the Fall 2024 Paramedic Programmatic Textbook Fee as submitted. Bradburn seconded and upon roll call vote the motion carried (5-0).

Spring 2025 Academic Calendar Revision:

A revised Spring 2025 Academic Calendar was approved at the last Board meeting. Upon further review an error was found in the Spring Break dates. The previous calendar reflected the break from March 17-24. The Spring 2025 Academic Calendar has been amended to reflect the correct Spring Break dates of March 17-21. It was requested that the Board approve the revised Spring 2025 Academic Calendar as submitted.

ACTION: Martin moved to approve the revised Spring 2025 Academic Calendar as submitted. Leal seconded and upon roll call vote the motion carried (5-0).

NEW BUSINESS Non-Instructional Matters

Emeritus Status for Dr. Robin Jones:

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 Dr. Robin Jones. Dr. Jones began employment at Clovis Community College in 1997 and served a total of 27 years. She served as a nursing instructor, Division Chair for Allied Health/Nursing Program Director, Dean of Allied Health, Executive Vice President, and Interim President. Dr. Jones has been a vital part of the institution, and her experience and service has left a lasting legacy across the institution. It was requested that the Board of Trustees grant Emeritus status to Dr. Robin Jones.

ACTION: Martin moved to grant Emeritus status to Dr. Robin Jones. Bradburn seconded and upon roll call vote the motion carried (5-0).

Employee Benefit Plan Review:

The Board was presented with a summary of the Employee Benefit Plan for calendar year 2023. Clovis Community College offers two tax-sheltered benefit plans, which are available to employees on a voluntary basis. There is an institutional savings associated with tax-sheltered payments due to matching Federal Insurance Contribution Act (FICA) payments. Last year seven employees participated in tax-sheltered 403(b) Plan providers, with contributions totaling \$11,892.00. Twenty-three employees participated in the flexible spending plan, which allowed employees to tax shelter \$30,182.66. The total net savings to the College was \$4,039.01.

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

Financial Actions Report for Fourth Quarter FY 2024:

The Board was presented with a copy of the Financial Actions Report for the fourth quarter of fiscal year 2024. It was requested that the Board approve the report for final submission to the New Mexico Higher Education Department.

ACTION: Martin moved to approve the Financial Actions Report for the fourth quarter of fiscal year 2024 as submitted. Leal seconded and upon roll call vote the motion carried (5-0).

OTHER BUSINESS

President's Remarks:

Dr. Fuentes thanked the Board for their part in the President's Welcome Reception on August 5. He enjoyed visiting with people he's already met and meeting new people. He and his family are enjoying being a part of the Clovis community.

He shared that there is a committee working on enrollment strategies and the month of August has been keeping them busy. The previous evening, they participated in National Night Out. They were working on recruitment and making deliveries to students that they would like to see back in the fall. Year to date from last year to this year, enrollment is up and the plan is to keep it moving that way.

In-Service week is next week, and faculty return on Monday, August 12. An all-campus convocation will be held on Tuesday. Offices will be closed to the public from 8:00-9:30 a.m.

Dr. Fuentes shared that the launch of the CDL (Commercial Driver License) program will be next week.

The Calendar of August Events was shared with the Board. The following items were noted:

Extended hours for registration will be August 6, 8, 14 and Super Saturday registration will be August 10.

CCC will have a booth at the Curry County Fair August 13-17.

On August 19, classes begin and registration for GED and ESL opens.

CCC will have a booth at the Roosevelt County Fair August 20-25.

The artist reception for the summer exhibit is August 22 at the CCC Eula Mae Edwards Museum and Gallery.

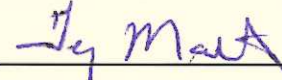
ANNOUNCEMENTS

The next regular Board meeting is scheduled for September 4, 2024, at 8:00 a.m. in room 512.

The meeting was adjourned at 8:42 a.m.

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

Respectfully submitted,



Terry Martin, Secretary
Board of Trustees

Approved

4 September 2024