



Board of Trustees

MINUTES

April 10, 2024 • 8:00 a.m. • Room 512

The Clovis Community College Board of Trustees held its regular meeting on Wednesday, April 10, 2024, 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, Bob Dart, Robin Kuykendall, Heather Lovato, Angel Anaya, Richard Benavidez, April Chavez, Milo Drake, Dannette Ewers, Billy Garcia, Emily Glikas, Nicolle Holcomb, Patty Pyle, Kari Smith, Marcus Smith, and Katrina Walley. 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 Joleen Borja, Vicki Bridinger De Leon, Bill Cheville, Natalie Daggett, Brandon Finney, Perla Herrera, Sydney Higgs, Karen Jones, Cindy McDaniel, Nohemi Lara-Miller, Rachel Page, Greg Rapp, Santana Sena, Elena Soto, Kellyann Weber, and Jessa Wood. Also, present via virtual access was Mr. Chris Garner, CPA, Pattillo, Brown & Hill, LLP.

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. Bradburn seconded and upon roll call vote the motion carried (5-0).

Approval of Minutes:

The Board approved the minutes of March 22, 2024, as submitted.

ACTION: Martin moved to approve the minutes of March 22, 2024, as submitted. Bradburn seconded and upon roll call vote the motion carried (5-0).

Employee Service Awards:

Each year employees who have served Clovis Community College in five-year increments are recognized and awarded service pins. Service Awards totaled 130 years. The Board recognized the following employees:

Five Years of Service – Richard Benavidez, Director of Security; Veronica Cano, AE/CSS Manager; Gina Castillo, Testing Center Coordinator; Courtney Cathey, Nursing Instructor; Brandon Finney, Math & Sciences Division Chair ;

Amy McBride, Nursing Instructor; Patty Pyle, Accountant II; and Jonathan Sisco, Financial Aid Specialist I.

Ten Years of Service – Teresa Guillen, Spanish Instructor; Courtney Tempel, Director of Institutional Research; and Katrina Walley, Comptroller.

Fifteen Years of Service – Bill Cheville, Senior Custodian.

Twenty Years of Service – Chris Garcia, Financial Aid Coordinator.

Twenty-Five Years of Service – Norman Kia, Vice President IT and Operations.

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

OLD BUSINESS

There was no Old Business.

NEW BUSINESS Instructional Matters

There was no New Business Instructional Matters.

NEW BUSINESS Non-Instructional Matters

Audit Report for FY Ending June 30, 2023:

A copy of the Audit Report for FY 2023, as prepared by the Certified Public Accounting Group of Pattillo, Brown & Hill (PB&H), LLP, was presented to the Board. Mr. Chris Garner of PB&H presented some of the highlights that were reviewed at the Audit Exit Conference. These included PB&H's responsibilities under U.S. and Government Auditing Standards. There were no significant audit adjustments, no corrected misstatements, and no disagreements with management. In the opinion of the audit firm, the basic financial statements of the College present fairly, in all respects, the respective financial position of the College and the CCC Foundation as of June 30, 2023. Mr. Garner reported one finding as required by NM State Statute Section 12-6-5-NMSA 1978. The 2023-001 Late Audit Report finding was due to the College moving from the Banner system in the first half of the fiscal year to Workday in the second half of the fiscal year. No future recurrences of this finding are expected now that the College is in only one system. It was requested that the Board accept the Audit Report for fiscal year ending June 30, 2023 as submitted by the Certified Public Accounting Group of Pattillo, Brown & Hill, LLP.

ACTION: Martin moved to approve the Audit Report for fiscal year ending June 30, 2023 as submitted. Spence seconded and upon roll call vote the motion carried (5-0).

Budget Adjustment Request #2 for FY 2023-2024:

The Board was presented with Budget Adjustment Request (BAR) #2 for FY 2023-2024. The request reflects changes in the previously submitted Budget Adjust Request (BAR) #1 submitted in December 2023. This request is to adjust budgets to allow for Unrestricted: Instruction & General, Renewals & Replacements, Internal Services Department and Capital Outlay budgets and to allow for Restricted: Grant revenue and associated expense adjustments based on funding letters. Upon approval, this request will be submitted to the New Mexico Higher Education Department. It was requested that the Board of Trustees approve Budget Adjustment Request #2 for FY 2023-2024 as submitted.

ACTION: Martin moved to approve Budget Adjustment Request #2 for FY 2023-2024 as submitted. Leal seconded and upon roll call vote the motion carried (5-0).

Proposed Operating Budget for FY 2024-2025:

The Board was presented with the Proposed Operating Budget for FY 2024-2025. State appropriation revenue as outlined in House Bill 2 has been approved by the New Mexico Legislature. The ending balance expense ratio for

Instruction and General is projected at 6.49%. This balance expense ratio is on target with the 3% to 5% recommended by the New Mexico Higher Education Department of colleges. Upon approval, this request will be submitted to the New Mexico Higher Education Department. It was requested that the Board of Trustees approve the Proposed Operating Budget for FY 2024-2025 as submitted.

ACTION: Martin moved to approve the Proposed Operating Budget for FY 2024-2025 as submitted. Spence seconded and upon roll call vote the motion carried (5-0).

Award of HVAC Control Server Upgrade:

The current control server, Siemens Insight, that the College employs to manage the HVAC system across campus is greatly outdated and no longer supported by Siemens Industry. As such no updates are being released to the system and we are not able to efficiently manage heating and cooling. We need to migrate to the new control application, DesigoCC, which will run on a virtual server in our IT infrastructure. The College is authorized to purchase from a Government Services Administration (GSA) Federal Acquisition contractor 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. Funds are available through Institutional Building Renewal and Replacement funds. It was requested that the Board of Trustees approve the award of this contract to Siemens Industry, Inc. in the amount of \$124,787.91 through an existing GSA contract GSA-07F-217CA and to authorize the Interim President or her designee to execute all necessary documents. Upon Board of Trustees approval, a purchase order will be issued to Siemens Industry, Inc. to begin this project with an anticipated completion date no later than June 30, 2024.

ACTION: Bradburn moved to approve the award of this contract to Siemens Industry, Inc. as submitted. Spence 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 enter executive session at 8:40 a.m. as authorized by Section 10-15-1(H)(2) of the Open Meetings Act to discuss limited personnel matters and 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 and Kameron Barnett (CCC's legal counsel).

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

The Board returned to regular session at 9:21 a.m. The only matters discussed were Limited Personnel Matters and the Purchase, Acquisition, or Disposal of Real Property.

Presidential Search Update:

Chair Harlan shared that the Presidential Search is nearing the end of the process. She thanked Dr. Marcus Smith for being the liaison and the work that he did to keep the process moving forward. She then thanked the Search Committee members for their work reviewing the applicants and presenting the Board with their recommendation of the five finalists. The Community and Staff were also thanked for their participation in the public forums and other meetings with the finalists.

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

President's Remarks:

Dr. Jones shared the Allied Health RFP ranking process is being done now. The group selected to do the expansion should be presented at the April 18th Special Board Meeting.

The Cultural Arts Series wrapped up with the final presentation, Mark Nizer 4D Theater, on April 6.

At the April 4th City Commission meeting, Mayor Mike Morris presented Dr. Jones with the Clovis Community College Month proclamation for 2024.

The Chamber Commerce Membership Breakfast was held at CCC on April 5th. Individuals from all the departments and divisions at the college also attended and presented information on their different areas.

A copy of the Calendar of April Events was shared with the Board of Trustees.

ANNOUNCEMENTS

The Board of Trustees Photo is scheduled for April 12, 2024, at 2:00 p.m. in the PTA area. *(This has been moved from the originally scheduled date of April 5, 2024.)*

The Board of Trustees will hold a Special Meeting on Thursday, April 18, 2024, 8:00 a.m. in room 512.

The next regular Board meeting is scheduled for May 1, 2024, at 8:00 a.m. in room 512.

The meeting was adjourned at 9:29 a.m.

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

Respectfully submitted,



Terry Martin, Secretary

Board of Trustees

Approved

18 April 2024