

The Governing Board of Central New Mexico Community College (CNM) convened for a regular meeting on December 11, 2018, at 5 p.m. at the Main Campus Smith Brasher Hall, Room 101, 717 University Boulevard SE, Albuquerque, New Mexico.

Ms. Garcia, Chair, called the meeting to order at 5 p.m. and stated notice of the meeting had been posted in accordance with the Open Meetings Act.

Erin Bradshaw, clerk of the Board, called roll.

Present:	Pauline J. Garcia, Madam Chair Thomas Swisstack, Vice Chair Virginia M. Trujillo, Secretary Nancy Baca Annette Chavez y De La Cruz Michael Glennon
Absent:	Michael Canfield

#### PUBLIC COMMENT

There were no requests for public comment.

#### STATEMENT OF CLOSED MEETING

Ms. Garcia stated the Governing Board met in closed session on December 5, 2018, to discuss collective bargaining, personnel and legal matters. The collective bargaining discussion was closed pursuant to Sections 10-15-1 (H)(5) and 10-15-1 (I)(2); the personnel discussion was closed pursuant to Section 10-15-1 (H)(2) and 10-15-1 (I)(2); and the legal matter was closed pursuant to Section 10-15-1 (H)(7), New Mexico Statutes Annotated 1978 (2005 Cumulative Supplement). She stated no action was taken.

#### APPROVAL OF THE AGENDA

Ms. Garcia introduced for consideration approval of the agenda. Mr. Swisstack made and Ms. Trujillo seconded a motion to approve the agenda. The vote on the motion was unanimous. Motion carried.

#### ITEMS OF GENERAL CONSENT

##### Minutes of the November 13, 2018 Meeting; and Resolution 2018-75, Employment of Personnel

Ms. Garcia introduced for consideration approval of the minutes of the November 13, 2018, meeting (see pages 33654-33657), and Resolution 2018-75, Employment of Personnel (see pages 33696-33697). Ms. Chavez y De La Cruz made and Mr. Swisstack seconded a motion to approve the items jointly. The vote on the motion was unanimous. Motion carried.

#### President's Report

President Winograd announced that CNM had received the Innovator of the Year Award by Education Dive, a national higher education news site. (see pages 33698-33699) She stated that CNM had earned the award for being a trailblazer in the use of blockchain technology and for being the first community college in the country to issue digital diplomas. Dr. Winograd announced that CNM had earned two additional awards: a PNM Energy Efficiency Award and the New Mexico Family Friendly Business Gold Award. The Energy Efficiency Award was for

making existing campus buildings more energy efficient through relatively small projects and the Family Friendly Business Award was received for adopting policies that give New Mexico organizations an edge in recruiting and retaining the best employees. Next, Dr. Winograd announced the Merry Maker Market and Craft Workshop hosted by CNM Ingenuity that was taking place at FUSE Makerspace on December 14. She reminded everyone that CNM campuses would be closed December 19 through January 1 and wished CNM staff, faculty, and the CNM Governing Board a happy holiday season.

#### Reports of Standing Committees

Mr. Swisstack, Audit Committee chair, stated that the Audit Committee met on November 20 and stated that a final report on the College's Administrative Leave process was presented to the committee. The next meeting was scheduled for January 24 at 4 p.m.

Ms. Trujillo, Capital Outlay Committee chair, stated that the Capital Outlay Committee did not meet in November and the next meeting was scheduled for December 13 at 4 p.m.

Mr. Glennon, Finance Committee chair, stated that the Finance Committee met November 26. He reported that Andrew Jacobson presented the Fiscal year (FY) 2019 Mid-Year Budget Adjustment Request and the Higher Education Department FY20 budget request. Wanda Helms presented the FY19 First Quarter Fiscal Watch Report and the next meeting was scheduled for January 28 at 4 p.m.

Ms. Baca, Planning Committee chair, said that the committee discussed the annual review process for certificates and degrees. She stated that Tamra Mason and Kristen Benedict presented the three requests for program eliminations. Lastly, Kristen Ferris presented the Strategic Direction End-of-Year Update and the next meeting was scheduled for January 22 at 4 p.m.

Ms. Garcia, Executive Committee chair, stated that the committee met on November 28 to review and approve the agenda for the Governing Board meeting. The next Executive Committee meeting would be December 12 at 1:30 p.m.

#### RESOLUTION 2018-76: FOLLOW-UP AUDIT #2018-02 ADMINISTRATIVE LEAVE PRACTICES

Ms. Garcia introduced for consideration Resolution 2018-76: Administrative Leave Practices. (see pages 33700-33706) Allen leatherwood, senior internal auditor, explained the five findings on the Administrative Leave Practices Follow-up Audit including: vice president approval not obtained, inadequate reporting and record keeping, no notification to Payroll Department regarding employees placed on administrative leave, inadequate tracking of employees placed on administrative leave, and inconsistent suspension of computer access when an employee is placed on administrative leave. Mr. Leatherwood reported that all findings had been resolved. Mr. Swisstack made and Mr. Glennon seconded a motion to approve the Follow-up Audit. The vote on the motion was unanimous. Motion carried.

#### RESOLUTION 2018-77: FY19 MID-YEAR BUDGET ADJUSTMENT REQUEST

Ms. Garcia introduced for consideration Resolution 2018-77: FY19 Mid-Year Budget Adjustment Request. (see pages 33707-33712) Andrew Jacobson, associate vice president of Finance and Budget, requested an adjustment of the FY19 beginning fund balances to reflect an increase of \$6.4 million in unrestricted current fund balances and \$3.6 million in unrestricted capital and bond funds. Mr. Jacobson also requested a \$2.7 million adjustment to unrestricted expenditures and reported that new budgets were established for the Risk Office and the Strategic Direction Oversight Committee. Mr. Glennon made and Ms. Baca seconded a motion to

approve the FY19 Mid-Year Budget Adjustment. The vote on the motion was unanimous. Motion carried.

RESOLUTION 2018-78: PROGRAM ELIMINATION OF ELECTRONIC HEALTH RECORD CERTIFICATE OF COMPLETION

Ms. Garcia introduced for consideration Resolution 2018-78: Program Elimination of Electronic Health Record Certificate of Completion. (see pages 33713-33717) Tamra Mason, dean for the School of Health, Wellness, & Public Safety, requested the elimination of the program as a result of low student enrollment and employer interest. Ms. Chavez y De La Cruz made and Ms. Baca seconded a motion to approve the elimination of the Electronic Health Record Certificate of Completion. The vote on the motion was unanimous. Motion carried.

RESOLUTION 2018-79: PROGRAM ELIMINATION OF ELECTRONIC HEALTH INFORMATICS ASSOCIATE OF APPLIED SCIENCE

Ms. Garcia introduced for consideration Resolution 2018-79: Program Elimination of Electronic Health Informatics Associate of Applied Science. (see pages 33714-33717) Dr. Mason requested elimination of the Electronic Health Informatics Associate of Applied Science because of low enrollment and confirmed that employers prefer their employees to have a Health Information Technology Associate of Applied Science Degree. Ms. Baca made and Ms. Chavez y De La Cruz seconded a motion to approve the program elimination. The vote on the motion was unanimous. Motion carried.

RESOLUTION 2018-80: PROGRAM ELIMINATION OF ASSOCIATE OF SCIENCE IN SURVEYING

Ms. Garcia introduced for consideration Resolution 2018-80: Program Elimination of Associate of Science in Surveying. (see pages 33718-33723) Kristen Benedict, dean for the School of Applied Technologies, stated that because of low enrollment, faculty was requesting elimination of the Associate of Science in Surveying. Ms. Benedict confirmed that the classes would continue to be offered to students and the school would develop a pathway in the architecture program. Ms. Trujillo made and Ms. Chavez y De La Cruz seconded a motion to approve the program elimination. The vote on the motion was unanimous. Motion carried.

RESOLUTION 2018-81: BOARD MEETING SCHEDULE FOR 2019-20

Ms. Garcia introduced for consideration Resolution 2018-81: Board Meeting Schedule for 2019-20. (see pages 33724-33726) President Winograd presented the new Board Meeting Schedule for 2019-20 and stated that the new two-year schedule has ten meetings at Main Campus each year and the months April and October will rotate campuses. Ms. Trujillo made and Mr. Swisstack seconded a motion to approve the meeting schedule.

RESOLUTION 2018-82: NOTICE OF MEETINGS

Ms. Garcia introduced for consideration Resolution 2018-82: Notice of Meetings. (see pages 33727-33730) Dr. Winograd presented the Resolution to the Board and stated that there were no changes made to the Notice of Meetings. Mr. Swisstack made and Ms. Trujillo seconded a motion to approve the Notice of Meetings.

BOARD COMMENT

Member Swisstack thanked Dr. Winograd and CNM employees for their hard work and recognized the College's accomplishments. He stated that he was proud to serve on the CNM Governing Board and thanked everyone for their support. Member Trujillo stated her

appreciation for CNM staff and faculty; and wished everyone a safe and happy holiday. Member Chavez y De La Cruz thanked CNM employees for making a difference in the lives of students and President Winograd announced the birth of Member Canfield's new grandchild. Lastly, Chair Garcia wished CNM employees a happy new year and wished Tamra Mason a wonderful retirement.

NEXT MEETING ANNOUNCEMENT

Ms. Garcia announced that the next regular meeting of the Governing Board would be Tuesday, January 8, 2018, at 5 p.m. at the Main Campus Smith Brasher Hall, Room 101, 717 University Boulevard SE, Albuquerque, New Mexico.

ADJOURNMENT

The meeting adjourned at 5:38 p.m.

APPROVED:

ATTEST:

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Chair

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Secretary