

The Governing Board of Central New Mexico Community College (CNM) convened for a regular meeting on May 8, 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
Nancy Baca
Michael Canfield
Annette Chavez y De La Cruz

Absent: Virginia M. Trujillo, Secretary
Michael Glennon

PUBLIC COMMENT

Tucker Green, union member and vice president of the Instructional Support Unit (ISU), came before the Board to state that part-time tutors have not received their full raise of \$500 approved by the Governing Board in December 2017. He asked that an adjustment be made as soon as possible to provide accurate pay to the affected part-time tutors.

STATEMENT OF CLOSED MEETING

Ms. Garcia stated the Governing Board met in closed session on April 24 and May 3 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 Mr. Canfield seconded a motion to approve the agenda. The vote on the motion was unanimous. Motion carried.

ITEMS OF GENERAL CONSENT

Minutes of the April 10, 2018 Meeting; and Resolution 2018-32, Employment of Personnel

Ms. Garcia introduced for consideration approval of the minutes of the April 10, 2018, meeting (see pages 32948-32952), and Resolution 2018-32, Employment of Personnel (see pages 33157-33158). Mr. Swisstack made and Ms. Chavez y De La Cruz seconded a motion to approve the items jointly. The vote on the motion was unanimous. Motion carried.

President's Report

President Winograd began her report by recognizing the CNM Commencement Ceremony and thanking the faculty and staff for their hard work and the Governing Board for attending this special event. (see pages 33159-33160). She announced the Candy Dish Award

recipients and thanked Shelli Sutton for going above and beyond her job responsibilities to help students. Ms. Sutton worked quickly to resolve a check processing issue that guaranteed students received their scholarship checks on time. Dr. Winograd presented a Candy Dish Award to Larrison Nelson for organizing a philanthropic event that honored nesting owls located on Westside Campus. Baby shower items were collected in honor of the owls and donated to the Haven House Shelter. Mr. Nelson was also recognized for changing a flat tire for a fellow faculty member. President Winograd announced that more than 900 graduates participated in CNM's 2018 Spring Graduation Ceremony. She thanked everyone who helped organize and take part in the ceremony. Next, Dr. Winograd reported that CNM hosted the New Mexico SkillsUSA Championships in April and CNM students won 21 gold medals, five silver medals and six bronze medals. The gold medal winners will travel to Kentucky in June for the National SkillsUSA Championships. Dr. Winograd announced that CNM became the first community college in the country to partner with Facebook on an education program. CNM and Facebook are collaborating to develop a new Digital Marketing Certificate program that will launch in the Fall Term. She reported that 10 entrepreneurs from the IGNITE Community Accelerator would complete their 10-week program and present their business ideas and products to the community on May 18 from 3 p.m. to 5 p.m. at the Workforce Training Center. Lastly, President Winograd reminded everyone that the Summer Term would begin May 14.

Reports of Standing Committees

Mr. Swisstack, Audit Committee chair, stated that the Audit Committee met April 26. He said that Gerrie Becker gave a brief status update on the External Audit contract and Allen Leatherwood presented the Smith Brasher Hall Construction Audit. The next meeting was scheduled for May 24 at 4 p.m.

Ms. Chavez y De La Cruz, Capital Outlay Committee member, reported that the Capital Outlay Committee met April 17. Ken Cole, Candi Borrecco and Luis Brown provided the Quarterly Master Plan update and Marvin Martinez gave a tour of the Information Technology Services Data Center. The next meeting was scheduled for May 15 at 4 p.m.

Ms. Garcia, Executive Committee chair, reported that the Executive Committee met April 23 to review and approve the May Governing Board agenda. She stated that Samantha Sengel presented the amendment to the CNM and CNM Ingenuity Memorandum of Agreement and Michael Anaya summarized the revisions to the Employee Handbook. The next Executive Committee meeting would be May 23 at 4 p.m.

Ms. Baca, Finance Committee member, reported that Finance Committee met April 23. Derrick Welch reviewed the 2018-19 Finance Committee meeting schedule, Wanda Helms gave a Composite Financial Index Score update and presented the Signature Authority. Ms. Baca stated that Ms. Hartzler gave an overview of the amendment to the FY19 Compensation Plan. The next meeting was scheduled for May 22 at 4 p.m.

Ms. Baca, Planning Committee chair, stated that Planning Committee met on April 16. She stated that Lis Turkheimer gave an update on the 2018-20 Course Catalog, Kristen Ferris presented Graduate Outcomes and John Corvino gave a security update. She announced that the next meeting was scheduled for May 18 at 4 p.m.

Presentation of the Certificate of Achievement for Excellence in Financial Reporting

Lupita De Herrera, Treasurer/Finance Director for the Town of Bernalillo and the Past President for the New Mexico Government Finance Officers Association, presented the Certificate of Achievement for Excellence in Financial Reporting to CNM employees Kathy Ulibarri, executive vice president, Wanda Helms, comptroller, and Wencui Yang, senior accounting director. Ms. Garcia thanked Ms. De Herrera for attending the Governing Board

meeting and presenting the award to CNM. President Winograd and Ms. Garcia stated that it was a great honor that CNM was being recognized with this award.

RESOLUTION 2018-33: CARL D. PERKINS GRANT

Ms. Garcia introduced for consideration Resolution 2018-33: Carl D. Perkins Grant. (see pages 33161-33167) Sharon Gordon-Moffett, director of service learning, requested approval to accept the new Perkins Basic Grant Award of \$1,169,881 for fiscal year (FY) 2017-18 and the redistribution award of \$181,594 for FY16-17. Mr. Swisstack made and Ms. Chavez y De La Cruz seconded a motion to approve the Carl D. Perkins Grant. The vote on the motion was unanimous. Motion carried.

RESOLUTION 2018-34: SELECTION OF EXTERNAL AUDITOR

Ms. Garcia introduced for consideration Resolution 2018-34: Selection of External Auditor. Tom Swisstack, Audit Committee Chair, presented the External Auditor Selection. (see pages 33168-33171) He stated that CNM submitted a Request for Proposal on March 15, 2018, and CNM received eight responsive bids. He stated that the committee met to review the responses on April 4 and agreed to accept the highest ranked firm. Mr. Swisstack requested approval to award the three-year contract to MP Group, Inc., for \$224,800, excluding New Mexico Gross Receipts Tax. Mr. Swisstack made and Ms. Garcia seconded a motion to approve the External Auditor. The vote on the motion was unanimous. Motion carried.

RESOLUTION 2018-35: RATIFICATION OF UNION CONTRACT FOR PART-TIME FACULTY

Ms. Garcia introduced for consideration Resolution 2018-35: Ratification of Union Contract for Part-time Faculty. (see pages 33170-33172) Tom Manning, senior director for Human Resources, presented the resolution for approval and stated that this was a collective bargaining agreement between CNM and the CNM Employees Union for employees in the part-time faculty unit. He confirmed that the agreement was reached on April 13, 2018, and ratified on May 12, 2018. Mr. Manning noted that the parties agreed to change the methodology for calculating part-time faculty course pay from formula-based on contact hours to credit hours. He recognized Derrick Welch, the part-time faculty bargaining team members, and part-time faculty for their roles in reaching this agreement. Lastly, Mr. Manning announced that if this resolution was approved, the substitute pay would increase from \$22 per hour to \$27 per hour. Ms. Chavez y De La Cruz made and Mr. Swisstack seconded a motion to approve Resolution 2018-35. The vote on the motion was unanimous. Motion carried.

RESOLUTION 2018-36: FY19 COMPENSATION PLAN AMENDMENT

Ms. Garcia introduced for consideration Resolution 2018-36: FY19 Compensation Plan Amendment. (see pages 33173-33176) Ms. Hartzler presented the amended FY19 Compensation Plan and stated that the amendment reflected the ratification of the union contract for part-time faculty. Ms. Hartzler confirmed that if Resolution 2018-36 was approved, the Board would be approving the new salary ranges. Ms. Hartzler summarized the reasons for moving from a 155 percent to a 140 percent maximum salary to minimum salary range and confirmed that this was best practices in determining salary ranges. President Winograd explained that the Board approves the range policy but that the Master Salary Schedule is an administrative action approved through normal operating procedure. Mr. Canfield made and Mr. Swisstack seconded a motion to approve the amendment to the FY19 Compensation Plan. The vote on the motion was unanimous. Motion carried.

RESOLUTION 2018-37: REVISION TO EMPLOYEE HANDBOOK, SECTION 3: EMPLOYMENT POLICIES

Ms. Garcia introduced for consideration Resolution 2018-37: Revision to Employee Handbook, Section 3: Employment Policies. Michael Anaya, special counsel & senior director for policies, procedures and records management, requested approval for the revisions to Section 3 of the Employee Handbook. Mr. Swisstack made and Ms. Baca seconded a motion to approve Resolution 2018-37. The only revision that presented further discussion among Board members was related to Section 3.07 Involuntary Termination, which addressed removal of seniority language. Ms. Chavez y De La Cruz made and Ms. Baca seconded a motion to amend the original motion and reinstate the original language. After further discussion, Mr. Swisstack made and Mr. Canfield seconded a motion to table this agenda item. The vote on the motion was unanimous. Motion Carried.

RESOLUTION 2018-38: SIGNATURE AUTHORITY

Ms. Garcia introduced for consideration Resolution 2018-38: Signature Authority. (see pages 33177-33178) Wanda Helms, comptroller, presented for consideration Signature Authority Resolution 2018-38. She stated that this Resolution would update Signature Authority due to personnel changes as required by the Employee Handbook Section 8.01E. Ms. Baca made and Mr. Swisstack seconded a motion to approve the Resolution. The vote on the motion was unanimous. Motion carried.

RESOLUTION 2018-39 CNM/CNMI MOA AMENDMENT

Ms. Garcia introduced for consideration Resolution 2018-39: CNM & CNM Ingenuity MOA. (see pages 33179-33196) Samantha Sengel, chief advancement officer, requested approval for the amendment which would permit CNM Ingenuity to create policies, procedures and facilitate operating requirements. Mr. Canfield made and Ms. Baca seconded a motion to approve the CNM/CNMI MOA Amendment. The vote on the motion was unanimous. Motion carried.

RESOLUTION 2018-40: AUDIT #2018-01 SMITH BRASHER HALL CONSTRUCTION

Ms. Garcia introduced for consideration Resolution 2018-40: Audit #2018-01 Smith Brasher Hall Construction. (see pages 33197-33203) Allen Leatherwood reported that the Audit went very well and there were only two findings: performance and payment bonding for subcontractors and lack of appropriate approval documentation. Mr. Swisstack made and Ms. Chavez y De La Cruz seconded a motion to approve Resolution 2018-40. The vote on the motion was unanimous. Motion carried. Mr. Swisstack added that he found the Construction Manager at Risk (CMAR) process to be very efficient.

BOARD COMMENT

Mr. Canfield stated that he appreciated the opportunity to attend the Graduation Ceremony and was proud of the work that is being done at CNM.

NEXT MEETING ANNOUNCEMENT

Ms. Garcia announced that the next regular meeting of the Governing Board would be Tuesday, June 12, 2018, at 5 p.m. at the South Valley Campus, SV1, Room 104, 5816 Isleta Boulevard, Albuquerque, New Mexico.

ADJOURNMENT

The meeting adjourned at 5:55 p.m.

APPROVED:

ATTEST:

Chair

Secretary