

The Governing Board of Central New Mexico Community College (CNM) convened for a regular meeting on June 9, 2020, at 5 p.m., via Webex video conference in Albuquerque, New Mexico.

Mr. Swisstack, Chair, called the meeting to order at 4:59 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: Tom Swisstack, Chairman
Annette Chavez y De La Cruz, Vice Chair
Virginia M. Trujillo, Secretary
Nancy Baca
James A. Chavez
Pauline J. Garcia
Michael Glennon

PUBLIC COMMENT

There were no requests for public comment.

STATEMENTS OF CLOSED MEETING

Mr. Swisstack stated that the Governing Board met on June 3, 2020, to discuss personnel and legal matters. 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). He stated no action was taken.

ITEMS OF GENERAL CONSENT

APPROVAL OF THE AGENDA

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

Minutes of the May 12, 2020 Meeting; and Resolution 2020-28, Employment of Personnel

Mr. Swisstack introduced for consideration approval of the minutes of the May 12, 2020, meeting, (see pages 34732-34735) and Resolution 2020-28, Employment of Personnel (see pages 34906-34907). Ms. Chavez y De La Cruz made and Ms. Garcia seconded a motion to approve the items jointly. The vote on the motion was unanimous. Motion carried.

President's Report

President Hartzler began her report by presenting the Excellence Award to Manny Lucero, constituent relationship management communications coordinator. Mr. Lucero went above and beyond to assist many departments across the College as CNM transitioned quickly to remote work. Additionally, he provided an innovative approach to helping students stay informed regarding the distribution of student aid funds from the federal CARES Act. (see pages) Ms. Hartzler announced that the Air Force Research Lab Tech Engagement Office selected Deep Dive Coding as the Higher Ed Program of the Year for its Excellence in STEM Awards. She congratulated CNM Ingenuity employees, including Andrea Sisneros-Wichman and Devonna James, for their contributions to Ingenuity's success. Ms. Hartzler reported that the College & Career High School (CCHS) located on CNM Main Campus topped the Albuquerque Public Schools graduation rate list with a 98.5%

graduation rate. She congratulated Todd Resche, principal of CCHS, and Jennifer McDonald, senior director of Outreach and Recruitment, for supporting the high school. President Hartzler reported that the College would be entering Phase 1 of the Return to Campus plan on June 15. She confirmed that a limited number of employees would be on campus during this phase and that every employee is required to wear a mask, complete a Facility Authorization Usage Notification Form, and a daily Health Self-Assessment Checklist prior to going to campus. Lastly, President Hartzler emphasized CNM's commitment to equity and justice. She asked that everyone continue to make CNM more equitable where all students achieve high levels, and all levels of CNM reflect the diversity of the community.

Foundation Presentation

Clint Wells, executive director of the CNM Foundation, introduced Shad James, president of the CNM Foundation Board of Directors. Mr. James thanked the Board for the opportunity to speak with them and stated his appreciation for the opportunity to serve as the President on the Foundation Board of Directors. Lastly, he announced that Georgie Ortiz would be the new President as his term would soon come to an end. Mr. Wells thanked all of the volunteers and staff that worked on the \$20 million by 2020 campaign. He announced that the Foundation had received a total \$20,246,476 in donations two months prior to the end of the campaign. Mr. Wells identified where the funds were allocated across CNM, CNM Ingenuity and the CNM Foundation for scholarships, equipment purchases, veterans support, serving Native American students and program creation. Mr. Wells reported that \$542,660 in scholarships were awarded to 711 students, the Making Money Work financial literacy program helped 1831 students, and the Milestone Scholarship was awarded to 96 Suncat Scholars. He stated that the Foundation was able to hire staff that was successful in increasing alumni outreach and communication. Lastly, he noted that the Foundation had increased their assistance to CNM during the COVID-19 pandemic. Member Garcia thanked Shad James for his work on the Foundation Board and asked that he pass on her appreciation to other Board members. Member Trujillo, Member Chavez y De La Cruz and Member Swisstack thanked Shad James, Foundation Board members, volunteers, Clint Wells and the CNM Foundation staff for their fundraising efforts. Mr. Wells confirmed that the CARES Act funding goes through CNM and the Foundation has been able to help undocumented students who are not eligible for CARES Act student aid.

Reports of Standing Committees

Ms. Garcia, Audit Committee chair, announced that the Audit Committee did not meet in May and the next meeting was scheduled for June 16 at 4 p.m.

Ms. Baca, Capital Outlay Committee Chair, reported that the committee met to discuss the Master Plan update, vendor selection for Professional Design Services for the Student Services Facilities, CNM Lease Agreement with CU Anytime and Lease agreement with PTAC. She summarized the discussion that took place during the committee meeting and the next meeting would be in July.

Mr. Swisstack, Executive Committee chair, said that the Executive Committee met to review and approve the agenda for the June Governing Board meeting. The committee had a lengthy discussion regarding the leave policy revisions.

Mr. Glennon, Finance Committee chair, reported that the Committee met May 27 to discuss the 3rd Quarter Budget report as an information item. He stated that Signature Authority and the Series 2021 GO Bonds Reimbursement Resolution were presented to the committee and approved. Lastly, he reviewed the financial data presented in the 3rd Quarter Financial Report.

Ms. Trujillo, Planning Committee chair, stated that Planning Committee met on May 18 and Kristen Ferris presented the Higher Learning Commission Update and Sydney Gunthorpe presented the College Curriculum Committee Update. The next meeting was scheduled for June 15.

RESOLUTION 2020-29: REVISION TO EMPLOYEE HANDBOOK, SECTION 8.20: CATASTROPHIC LEAVE DONATION PROGRAM

Mr. Swisstack introduced for consideration Resolution 2020-29: Revision to Employee Handbook, Section 8.20 Catastrophic Leave Donation Program. (see pages 34908-34910) Michael Anaya, counsel, presented the revision to the Employee Handbook and stated that the donation of annual and personal leave had been removed and only donation of sick leave was permitted. He noted that the donated hours would be managed in a pool and the maximum hours an employee could donate had increased to 40 hours. Member Trujillo stated that the Committee thoroughly reviewed the revisions and felt that the managed pool was the best option for employees for confidentiality reasons.

Ms. Garcia made and Ms. Chavez y De La Cruz seconded a motion to approve the revision to Employee Handbook Section 8.20. A roll call vote was taken: Ms. Baca – yes; Mr. Chavez – yes; Ms. Chavez y De La Cruz – yes; Ms. Garcia – yes; Mr. Glennon – yes; Mr. Swisstack – yes; Ms. Trujillo – yes. The vote on the motion was unanimous. Motion carried.

RESOLUTION 2020-30: REVISION TO EMPLOYEE HANDBOOK, SECTION 8.10: ANNUAL LEAVE & SECTION 8.11 ANNUAL LEAVE PAYMENT.

Mr. Swisstack introduced for consideration Resolution 2020-30: Revision to Employee Handbook, Section 8.10 & Section 8.11. (see pages 34911-34912). Michael Anaya stated that if approved, the revisions to Section 8.10 and 8.11 would include the suspension of the 240 hour annual leave cap for FY21. He stated the purpose of the change would be to allow employees to continue to accrue hours during the COVID-19 pandemic. Mr. Anaya thanked the departments that assisted with the revisions. Member Garcia thanked all of the departments that worked on the policy revision, and appreciated their thoughtfulness in helping CNM employees during the pandemic. Ms. Chavez y De La Cruz made and Ms. Trujillo seconded a motion to approve the revisions to Handbook Sections 8.10 and 8.11. A roll call vote was taken: Ms. Baca – yes; Mr. Chavez – yes; Ms. Chavez y De La Cruz – yes; Ms. Garcia – yes; Mr. Glennon – yes; Mr. Swisstack – yes; Ms. Trujillo – yes. The vote on the motion was unanimous. Motion carried.

RESOLUTION 2020-31: VENDOR SELECTION FOR PROFESSIONAL DESIGN SERVICES FOR STUDENT SERVICES FACILITY, CMAR PROJECT

Mr. Swisstack introduced for consideration Resolution 2020-31: Vendor Selection for Professional Design Services for Student Services Facility, CMAR Project. (see pages 34913-34917) Gerrie Becker, senior director of Purchasing, stated that a Request for Proposal was issued on March 13, 2020, and 12 responses were received. She reviewed the list of responses and stated that the two highest ranked firms were interviewed on April 20, 2020, and requested approval to select Dekker/Perich/Sabatini, Ltd. as the vendor. Ms. Becker reported that the project cost excluding special services was \$1,680,000 plus New Mexico Gross Receipts Tax, or up to \$3,295,000 including all special services and tax. Ms. Trujillo made and Ms. Baca seconded a motion to approve the vendor selection. A roll call vote was taken: Ms. Baca – yes; Mr. Chavez – yes; Ms. Chavez y De La Cruz – yes; Ms. Garcia – yes; Mr. Glennon – yes; Mr. Swisstack – yes; Ms. Trujillo – yes. The vote on the motion was unanimous. Motion carried.

RESOLUTION 2020-32: CNM LEASE AGREEMENT WITH CU ANYTIME

Mr. Swisstack introduced for consideration Resolution 2020-32: CNM Lease Agreement with CU Anytime. (see pages 34918-34928). Clint Elkins, executive director of Finance & Business Strategy, presented the CNM Lease Agreement with CU Anytime and stated that the four-year lease would include two ATM machines in the Smith Brasher Hall parking lot on Main Campus. He confirmed that if approved, this lease would be presented at the New Mexico Board of Finance meeting on July 21. Ms. Baca made and Mr. Chavez seconded a motion to approve the Lease Agreement with CU Anytime. A roll call vote was taken: Ms. Baca – yes; Mr. Chavez – yes; Ms.

Chavez y De La Cruz – yes; Ms. Garcia – yes; Mr. Glennon – yes; Mr. Swisstack – yes; Ms. Trujillo – yes. The vote on the motion was unanimous. Motion carried.

RESOLUTION 2020-33: LEASE AGREEMENT WITH PTAC

Mr. Swisstack introduced for consideration Resolution 2020-33: Lease Agreement with PTAC. (see pages 34929-34939) Mr. Elkins reviewed the proposed lease agreement between CNM and the Procurement Technical Assistance Center, a government funded program that assists small businesses. He stated if approved, the agreement would be a three-year term with a two-year option to extend the lease. Mr. Elkins confirmed that PTAC would be located at the Workforce Training Center and the lease would begin October 2020. Ms. Baca made and Ms. Trujillo seconded a motion to approve the Lease Agreement with PTAC. A roll call vote was taken: Ms. Baca – yes; Mr. Chavez – yes; Ms. Chavez y De La Cruz – yes; Ms. Garcia – yes; Mr. Glennon – yes; Mr. Swisstack – yes; Ms. Trujillo – yes. The vote on the motion was unanimous. Motion carried.

RESOLUTION 2020-34: SIGNATURE AUTHORITY

Mr. Swisstack introduced for consideration Resolution 2020-34: Signature Authority. (see pages 34940- 34942) Wanda Helms, comptroller, presented updates to Signature Authority due to personnel changes. Mr. Glennon made and Ms. Garcia seconded a motion to approve the Signature Authority. A roll call vote was taken: Ms. Baca – yes; Mr. Chavez – yes; Ms. Chavez y De La Cruz – yes; Ms. Garcia – yes; Mr. Glennon – yes; Mr. Swisstack – yes; Ms. Trujillo – yes. The vote on the motion was unanimous. Motion carried.

RESOLUTION 2020-35: SERIES 2021 GO BOND REIMBURSEMENT RESOLUTION

Mr. Swisstack introduced for consideration Resolution 2020-35: Series 2021 GO Bond Reimbursement Resolution. (see pages 34943-34950) Clint Elkins reviewed with the Committee that in November 2019 the \$84 million General Obligation bond passed in the General Election. CNM had planned to issue the first series of GO bonds (\$38 million) and Education Technology Notes (\$4 million) in February 2021. He asked the Committee to approve the Bond Reimbursement Resolution which would allow CNM to be reimbursed for bond funds used prior to the sale of the 2021 bonds. CNM plans to use Plant Funds for the initial visioning, planning and design expenses for the Student Services Facility, South Valley Multi-Generation Facility, and Academic and Student Support Services at Westside Campus. Ms. Chavez y De La Cruz made and Mr. Glennon seconded a motion to approve the 2021 GO Bond Reimbursement Resolution. A roll call vote was taken: Ms. Baca – yes; Mr. Chavez – yes; Ms. Chavez y De La Cruz – yes; Ms. Garcia – recused; Mr. Glennon – yes; Mr. Swisstack – yes; Ms. Trujillo – yes. Motion carried.

BOARD COMMENT

Member Baca thanked each member of the Equity Council and stated her appreciation for listening, communicating and taking action. Ms. Hartzler noted that there were not students currently involved in the Equity Council, however, students have reached out with their interest in being involved. Member Trujillo thanked CNM employees for all of their efforts during the COVID-19 pandemic. Member Chavez y De La Cruz thanked President Hartzler and the Equity Council for their statements made in support of racial justice.

NEXT MEETING ANNOUNCEMENT

Mr. Swisstack announced that the next regular meeting of the Governing Board would be Tuesday, July 14, 2020, with the location to be determined.

ADJOURNMENT

The meeting adjourned at 6:03 p.m.

APPROVED:

ATTEST:

Chair

Secretary