

The Governing Board of Central New Mexico Community College (CNM) convened for a regular meeting on July 13, 2021, at 5 p.m., at the Main Campus, Smith Brasher Hall, Room 101, 717 University Boulevard SE, Albuquerque, New Mexico and via video conference.

Mr. Swisstack, Chair, called the meeting to order at 5:02 p.m.

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
Robert Schoenfelder

PUBLIC COMMENT

There were no requests for public comment.

STATEMENT OF CLOSED MEETING 6/14/21, 6/21/21

Mr. Swisstack stated that the Governing Board met on June 14, 2021 and June 21, 2021, to discuss property and personnel matters. The personnel discussion was closed pursuant to Section 10-15-1(H)(2) and 10-15-1 (I)(2) New Mexico Statutes Annotated 1978 (2005 Cumulative Supplement). The property discussion was closed pursuant to Section 10-15-1(H)(8) and 10-15-1 (I)(2) New Mexico Statutes Annotated 1978 (2005 Cumulative Supplement). He stated the meeting was related only to those matters listed in the notice and no action was taken.

APPROVAL OF THE AGENDA

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

ITEMS OF GENERAL CONSENT

MINUTES OF THE JUNE 8, 2021 MEETING, MINUTES OF JUNE 22, 2021 SPECIAL MEETING, AND RESOLUTION 2021-45, EMPLOYMENT OF PERSONNEL

Mr. Swisstack introduced for consideration approval of the minutes of the June 8, 2021 (see pages 35918-35923) and June 22, 2021 meetings (see pages 35961-35962), and Resolution 2021-45, Employment of Personnel (see pages 35974-35975). Ms. Garcia made and Mr. Chavez seconded a motion to approve the items. The vote on the motion was unanimous. Motion carried.

PRESIDENT'S REPORT

President Hartzler began her report by recognizing several CNM students from the Career Technical Education program for their participation in the National SkillsUSA Championship. She noted this year the competition was held virtually and several CNM students

qualified for the national event by winning gold medals at the state SkillsUSA competition in April. Ms. Hartzler announced the results of the National Competition: Abenicio Gallegos and Dylan Harvey won gold medals in welding; Josiah Sierra placed among the top 10 in the Diesel Technology competition and Angel Sital placed among the top 10 in Carpentry. President Hartzler thanked the students for their dedication to the programs and thanked staff and faculty for their support and involvement in the SkillsUSA competition. Next, she reported that Senator Heinrich visited CNM's campus last week to discuss the Early Childhood Education programs at the College and CNM Ingenuity's involvement with the state's Early Childhood Education and Care Department. Lastly, President Hartzler reviewed the Return to Campus plan to Board members. She noted that CNM supports individuals who choose to wear masks and the College would continue to require a daily health self-assessment for individuals on campus. Ms. Hartzler emphasized the College's remarkable record with no COVID spread on campus, and fewer than 100 cases of COVID on campus since March 2020. Member Chavez asked about the statistics for the College vaccination rates. Ms. Hartzler responded that CNM was at a 65% vaccination rate for employees in May, 2021. Member Chavez asked about if there were surveys for self-reporting and Ms. Hartzler stated that CNM is not requiring self-reporting of vaccinations.

REPORTS OF STANDING COMMITTEES

Ms. Garcia, Audit Committee chair, said the Audit Committee met on June 15, and Allen Leatherwood presented the Audit Committee Responsibilities and Audit Committee Charter. She said the committee discussed the hiring process for the Director of Internal Audit and Mr. Leatherwood presented the FY22 Audit Plan. The next Audit Committee is scheduled for July 20 at 4 pm.

Ms. Baca, Capital Outlay Committee chair, stated the Committee met June 24. She said Gerrie Becker presented Vendor Selection for Construction Manager at Risk (CMAR) for the Student Services Facility project and Andrew Jacobson presented an Out-of-Cycle Master Plan project for the purchase of property at 961 Buena Vista SE in Albuquerque. The next Capital Outlay Committee would be July 22 at 4 pm.

Mr. Swisstack, Executive Committee chair, reported that the Executive Committee met on June 25 and Michael Anaya presented the revision to Governing Board Handbook: CNM Investment Policy. Additionally, the Committee reviewed and approved the July Board meeting agenda. The next meeting is scheduled for July 23.

Ms. Chavez y De La Cruz said the Finance Committee met June 28. Olivia Padilla-Jackson presented a CNM Investment Guidelines Update and Michael Anaya presented the CNM Investment Policy revisions. She stated Tom Hudgens presented the Out-of-Cycle Program Fee and Olivia Padilla-Jackson presented the Out-of-Cycle Master Plan Project for the UNM Family Housing property purchase. The next meeting is July 26.

Ms. Trujillo, Planning Committee chair, said the Planning Committee met on June 21 and Kristen Ferris presented both the year-end report on the progress of the Strategic Plan Objective Teams and the Higher Learning Commission Annual Report. Organizational Excellence Team I and II made presentations to the Committee highlighting their goals, objectives, and implementation timeline and efforts. The next Planning Committee Meeting would be July 19 at 4pm.

CONSIDERATION OF GOVERNING BOARD RESOLUTION 2021-46: VENDOR SELECTION FOR STUDENT SERVICES FACILITY

Mr. Swisstack introduced for consideration Resolution 2021-46: Vendor Selection for the Student Services Facility. (see pages 35976-35977) Gerrie Becker, chief procurement officer, presented the Vendor Selection and stated that a Request for Proposal was issued on April 16 for the Construction Management at Risk (CMAR) Project, Student Services Facility. She noted that five responses were received and interviews were held on June 4 for the top three respondents. Ms. Becker requested approval for Brycon Corporation as the vendor for the Student Services Facility CMAR project as a result of being the highest scoring firm after interviews. She stated that the Maximum Allowable Construction Cost for this project was \$25,000,000 plus New Mexico Gross Receipts Tax. Ms. Trujillo made and Ms. Garcia seconded a motion to approve the Vendor Selection. The vote on the motion was unanimous. Motion carried.

CONSIDERATION OF GOVERNING BOARD RESOLUTION 2021-47: UNM PROPERTY PURCHASE

Mr. Swisstack introduced for consideration Resolution 2021-47: UNM Property Purchase. (see pages 35978-35991) Andrew Jacobson, associate vice president for Finance, Budget & Planning, requested approval for the Out-of-Cycle Master Plan and Property Purchase. He explained that the purchase of land at 961 Buena Vista SE would be added to the FY22 Master Plan. Mr. Jacobson said the property consists of a 13-acre property that houses 12 apartment buildings, with a total of 200 apartments, and one common building. He noted that the property is adjacent to CNM's Main Campus, and would provide an ideal site for a future instructional facility, such as a CNM Trades facility. This parcel was considered when developing CNM's Visioning the Future Multi-Campus Facilities Plan 2019. He said CNM would purchase the property at market value for \$1,500,000 and demolish the existing structures and abate the asbestos known to be present on the property. Mr. Jacobson confirmed there was a 90-day review period for CNM to inspect the property and complete the environmental site assessment and review. Lastly, Mr. Jacobson said the purchase of this property would be treated as separate from the demolition/remediation phase. Member Chavez stated his enthusiasm for the project and President Hartzler thanked everyone involved in the process for the ongoing efforts over the years. Ms. Garcia made and Ms. Trujillo seconded a motion to approve the addition to the FY22 Master Plan and Property Purchase. The vote on the motion was unanimous. Motion carried.

CONSIDERATION OF GOVERNING BOARD RESOLUTION 2021-48: REVISION TO GOVERNING BOARD HANDBOOK: CNM INVESTMENT POLICY

Mr. Swisstack introduced for consideration Resolution 2021-48: Revision to Governing Board Handbook: CNM Investment Policy. (see pages 35992-35997) Michael Anaya, general counsel, presented the revision to the CNM Investment Policy. He noted that if approved the revisions would change annual reporting of investment activity and investment balances from annual to quarterly reporting. He confirmed these reports would be prepared as of September 30, December 31, March 31, and June 30 of each year and presented to the Governing Board. Ms. Chavez y De La Cruz made and Mr. Schoenfelder seconded a motion to approve the Governing Board Handbook; Investment Policy Revisions. The vote on the motion was unanimous. Motion carried.

CONSIDERATION OF GOVERNING BOARD RESOLUTION 2021-49: OUT-OF-CYCLE PROGRAM FEES

Mr. Swisstack introduced for consideration Resolution 2021-49: Out-of-Cycle Program Fees. (see pages 35998-36000) Tom Hudgens, academic curriculum manager, presented the new program fee and asked for approval for a new \$140 fee for the School of Business & Information Technology (BIT), Internet Technology Fundamentals pilot course. He said the fee covers course materials and the Information Technology Fundamentals + certification exam voucher. Member Trujillo asked if the courses taken could be used at Facebook or Amazon and Mr. Hudgens noted that they are not specifically associated with Facebook or Amazon. Ms. Chavez y De La Cruz asked if it is a prerequisite course and Mr. Hudgens confirmed this is a pilot course. Ms. Garcia made and Ms. Chavez y De La Cruz seconded a motion to approve the Out-of-Cycle Program Fees. The vote on the motion was unanimous. Motion carried.

CONSIDERATION OF GOVERNING BOARD RESOLUTION 2021-50: FY21-22 AUDIT PLAN

Mr. Swisstack introduced for consideration Resolution 2021-50: FY22 Audit Plan. (see pages 36001-36015) Allen Leatherwood, director of Internal Audit, presented the annual Audit Plan. He summarized the Plan and reported there would be three audits carrying forward into Fiscal Year (FY) 22: Faculty Load and Compensation (FLAC); Access and Key Controls for CNM Buildings; and CNM's Automotive Fleet Practices. Mr. Leatherwood reported that there would be three new audits added to the FY22 Audit Plan: Family Medical Leave Act (FMLA); Wage and Hour Audit; and Timely Reporting of Theft and Safety Incidents. He noted that there would be 10 follow-up audits and confirmed that each year the team performs follow-up reviews to verify that corrective actions have taken place which address findings noted in previous audits. This work involves performing test work necessary to determine that actions agreed upon with CNM management have been implemented in a timely manner. Mr. Leatherwood explained that Special Audits, Projects & Consulting requests are made by CNM's President or Vice Presidents. He said these projects are focused on specific issues that do not require the extensive analysis of an audit, but utilize the audit department's knowledge and expertise. Member Garcia thanked the staff for their work on external audits and wished Mr. Leatherwood well in his retirement. President Hartzler thanked Mr. Leatherwood for his service and commitment to CNM. Ms. Garcia made and Mr. Schoenfelder seconded a motion to approve the FY22 Audit Plan. The vote on the motion was unanimous. Motion carried.

BOARD COMMENT

There was no board comment.

NEXT MEETING ANNOUNCEMENT

Mr. Swisstack announced that the next regular meeting of the Governing Board would be Tuesday, August 10, 2021, 5 p.m. at the Main Campus, Smith Brasher Hall, Room 101, 717 University Boulevard SE, Albuquerque, New Mexico.

ADJOURNMENT

The meeting adjourned at 5:56 p.m.

APPROVED:

ATTEST:

Chair

Secretary