

The Governing Board of Central New Mexico Community College convened for a regular meeting on April 14, 2015, at 5 p.m., at the Main Campus, Richard Barr Board Room, 835 Buena Vista Dr. SE, Albuquerque, New Mexico.

Mr. DeWitte, Chair, called the meeting to order at 5:02 p.m. and stated notice of the meeting had been posted in accordance with the Open Meetings Act.

Diana Chavez, clerk of the Board, called roll.

Present: Michael D. DeWitte, Chair  
Mark D. Armijo, Vice Chair  
Deborah L. Moore, Secretary  
Pauline J. Garcia  
Blair L. Kaufman  
Robert P. Matteucci, Jr.  
Virginia M. Trujillo

#### PUBLIC COMMENT

There were no requests for public comment.

#### STATEMENT OF CLOSED MEETING

Mr. DeWitte stated that the Governing Board met in closed session on April 6, 2015, to discuss collective bargaining and personnel matters. The collective bargaining discussion was closed pursuant to Sections 10-15-1 (H)(5) and 10-15-1 (I)(2), and the personnel discussion was closed pursuant to Sections 10-15-1 (H)(2) and 10-15-1 (I)(2), New Mexico Statutes Annotated 1978 (2005 Cumulative Supplement). The meeting related only to the matters listed on the notice of meeting and no action was taken.

#### ORGANIZATION OF THE BOARD

Mr. DeWitte stated the next item on the agenda was election of Board officers—chair, vice chair and secretary—and opened the floor for nominations for chair.

Ms. Garcia nominated Ms. Moore for chair. There being no further nominations, Mr. DeWitte closed nominations for chair. Ms. Moore accepted the nomination for chair of the Governing Board.

Mr. DeWitte opened the floor for nominations for vice chair. Ms. Trujillo nominated Mr. Armijo for vice chair. There being no further nominations, Mr. DeWitte closed nominations for vice chair. Mr. Armijo accepted the nomination for vice chair of the Governing Board.

Mr. DeWitte opened the floor for nominations for secretary. Mr. Armijo nominated Ms. Garcia for secretary. There being no further nominations, Mr. DeWitte closed nomination for secretary. Ms. Garcia accepted the nomination for secretary of the Governing Board.

Mr. DeWitte asked for a vote as a whole for Deborah Moore as chair, Mark Armijo as vice chair, and Pauline Garcia for secretary. The vote was: Mr. Armijo—yes; Mr. DeWitte—yes; Ms. Garcia—yes; Mr. Kaufman—yes; Mr. Matteucci—yes; Ms. Moore—yes; Ms. Trujillo—yes. Motion carried. Mr. DeWitte handed the gavel to Ms. Moore who chaired the remainder of the meeting.

#### APPROVAL OF THE AGENDA

Ms. Moore introduced for consideration approval of the agenda. Ms. Garcia made and Mr. Kaufman seconded a motion to approve the agenda. The vote on the motion was: Ms. Moore—yes; Mr. Armijo—yes; Ms. Garcia—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Mr. Matteucci—yes; Ms. Trujillo—yes. Motion carried.

#### ITEMS OF GENERAL CONSENT

##### Minutes of the March 10, 2015, meeting and Resolution 2015-24, Employment of Personnel

Ms. Moore introduced for consideration approval of the minutes of the March 10, 2015 meeting (see pages 30378-30381), and Resolution 2015-24, employment of personnel (see pages 30432-30433).

Mr. Kaufman made and Ms. Garcia seconded a motion to approve the items jointly. The vote on the motion was: Ms. Moore—yes; Mr. Armijo—yes; Ms. Garcia—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Mr. Matteucci—yes; Ms. Trujillo—yes. Motion carried.

## REPORTS OF ADMINISTRATION AND STANDING COMMITTEES

### President's Report

President Katharine Winograd began her report by thanking Mr. DeWitte for his two-year leadership role as chairman of the Governing Board and she presented him with a gift (see pages 30434-30435). She presented the CNM Candy Dish Award to Penny DeRose, Erin Johnson Krufft and Brianna Davis for assisting with the Culinary Contract Training that was ultimately cancelled because of a snow day at the college. The group made sure CNM's obligations were upheld. Dr. Winograd also presented the Candy Dish Award to Anthony Rael for his quick response and assistance at the Westside Campus during a recent power outage; and Carol Perez for improving the organization and display of artwork around the college and organizing the Public Art Acquisition efforts. President Winograd recognized Mr. DeWitte for being honored as a 2015 Junior Achievement New Mexico Business Hall of Fame Laureate. She reported that nine early-stage business owners celebrated the completion of the first of several 12-week IGNITE Community Accelerator programs with a celebration on Friday, April 10. She stated 18 CNM students received gold medals in the State SkillsUSA Championships and are qualified to compete at the National SkillsUSA Championships in June, in Louisville, Kentucky. Dr. Winograd stated the annual Career Technical Education Day was a success with over 900 high school students from around the region visiting Main Campus and touring several CTE programs. She recognized student Ana Watson, who was one of 10 community college students to receive a \$500 scholarship from the American Association for Women in Community Colleges National Scholarship for academic accomplishments, community involvement, and contributions in support of women's issues at their colleges. Lastly, she announced that the Spring Graduation Ceremony would take place on May 9 at Tingley Coliseum.

### Board Committee Reports

Mr. Kaufman, Audit Committee Chair, stated the Committee met on March 19 and discussed the selection process for the external auditor and considered agenda item 9) Follow-up Audit 2015-01: Substitute Pay in Academic Schools.

Mr. Armijo, Capital Outlay Committee Chair, stated the Committee had met on March 16 and considered Oracle Software License Renewal that did not require full Board approval and agenda item 11) Master Plan for 2015-16.

Mr. Matteucci, Finance Committee member, stated the Committee had met on April 1 and considered the final budget adjustment request for 2015, and the Tuition & Fee Plan, the Employee Compensation Plan and the overall budget for 2016.

Ms. Garcia, Planning Committee member, stated the committee had met on March 17 and also heard the 2015-16 Master Plan presentation as agenda item 11.

Mr. DeWitte, Executive Committee Chair, stated the committee had met on April 2 and approved agenda item 12) a revision to the Employee Handbook - Domestic Abuse Leave policy; agenda item 13) revision to the Governing Handbook – Fiscal Management; and they approved the Governing Board agenda.

### Lobbyist Report

Mark Duran, CNM Lobbyist, discussed the 2015 legislative session that concluded with the Governor signing legislation on April 10. He stated that House Bill 2 that contained funding for the college was partially vetoed by the Governor with the funding for capital outlay eliminated, which resulted in a \$1.5 million decrease of expected funding for CNM. He stated that CNM met all the outcome measures that were considered in the funding formula and did very well compared to other schools around the state. Mr. Duran stated a new Cabinet Secretary was named and that may result in the development of a new funding formula in the future. He reviewed other legislation that passed that would benefit CNM, including the Distance Education Act and program and funding changes to the endowment

fund. He stated there was a possibility a special legislative session would be scheduled. Mr. Duran thanked the legislators that support CNM, President Winograd, Vice President of Finance & Operations Kathy Ulibarri and Derrick Welch, senior director for Business Strategy & Grant Development. Ms. Trujillo and Ms. Moore thanked Mark for his continued service to the College.

#### RESOLUTION 2015-25, FOLLOW-UP AUDIT: SUBSTITUTE PAY IN ACADEMIC SCHOOLS

Ms. Moore introduced for consideration Governing Board Resolution 2015-25, Follow-up Audit: Substitute Pay in Academic Schools (see pages 30436-30446). Mark Lovato, senior staff auditor, presented the report and stated at the time of the original audit, faculty leave and substitute verification was centralized in the Human Resources Department. The College assigned a staff member within each school to process payroll for full and part-time faculty using an electronic system. He stated seven findings were resolved and with additional training for faculty and staff, the remaining findings should be resolved. Mr. Lovato stated a second follow-up on substitute pay would be conducted in 2016. Mr. Kaufman made and Mr. Armijo seconded a motion to approve the resolution. The vote on the motion was: Ms. Moore—yes; Mr. Armijo—yes; Ms. Garcia—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Mr. Matteucci—yes; Ms. Trujillo—yes. Motion carried.

#### RESOLUTION 2015-26, INSTRUCTIONAL PROGRAM OFFERINGS

Ms. Moore introduced for consideration Governing Board Resolution 2015-26, Instructional Program Offerings (see pages 30447-30448). Sydney Gunthorpe, vice president for Academic Affairs, requested approval of the resolution that included 12 new certificate and degree programs totaling 139 certificate and degree offerings. He thanked everyone involved in creating and updating all program offerings including faculty, College Curriculum Committee, Student Services and Finance & Operations staff. Ms. Garcia made and Mr. DeWitte seconded a motion to approve the resolution. Ms. Garcia commended staff members for their efforts in responding to the needs of the community by adding and modifying current offerings. The vote on the motion was: Ms. Moore—yes; Mr. Armijo—yes; Ms. Garcia—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Mr. Matteucci—yes; Ms. Trujillo—yes. Motion carried.

#### RESOLUTION 2015-27, MASTER PLAN

Ms. Moore introduced for consideration Governing Board Resolution 2015-27, Master Plan (see pages 30449-30486). Luis Campos, executive director for the Physical Plant Department, and Joe Gieri, executive director for Information Technology Services, presented the Master Plan for 2015-16. Mr. Campos stated the College was required to submit capital requests to the New Mexico Higher Education Department as a Governing Board approved prioritized list. He and Mr. Gieri presented the new additions to the Master Plan for Board consideration that included nine new IT and capital projects. Ms. Garcia thanked the staff for providing the scope for each project. Mr. Armijo made and Mr. Kaufman seconded a motion to approve the resolution. The vote on the motion was: Ms. Moore—yes; Mr. Armijo—yes; Ms. Garcia—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Mr. Matteucci—yes; Ms. Trujillo—yes. Motion carried.

#### RESOLUTION 2015-28, ADDITION TO THE EMPLOYEE HANDBOOK 8.21 DOMESTIC ABUSE LEAVE

Ms. Moore introduced for consideration Governing Board Resolution 2015-28, addition to the Employee Handbook 8.21 Domestic Abuse Leave (see pages 30487-30490). Denise Montoya, executive director for Human Resources, stated the Human Resources Department continued to review the Employee Handbook to ensure policies are current and relevant. She stated the new policy would allow employees to take up to 14 days of unpaid leave to attend to matters related to domestic abuse situations. Mr. DeWitte thanked administration for adding this to the handbook and supporting employees. Mr. DeWitte made and Ms. Trujillo seconded a motion to approve the resolution. The vote on the motion was: Ms. Moore—yes; Mr. Armijo—yes; Ms. Garcia—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Mr. Matteucci—yes; Ms. Trujillo—yes. Motion carried.

RESOLUTION 2015-29, REVISION TO GOVERNING BOARD HANDBOOK 8.01 FISCAL MANAGEMENT

Ms. Moore introduced for consideration Resolution 2015-29, revision to Governing Board Handbook 8.01 Fiscal Management (see pages 30491-30494). Loretta Montoya, comptroller, stated the revision updates general policy language, adds a reference for a memorandum of understanding, and incorporates electronic access to policy documents. Ms. Garcia made and Ms. Trujillo seconded a motion to approve the resolution. The vote on the motion was: Ms. Moore—yes; Mr. Armijo—yes; Ms. Garcia—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Mr. Matteucci—yes; Ms. Trujillo—yes. Motion carried.

RESOLUTION 2015-30, TUITION & FEE PLAN FOR FISCAL YEAR 2016

Ms. Moore introduced for consideration Resolution 2015-30, Tuition & Fee Plan for Fiscal Year 2016 (see pages 30495-30501). Dr. Montoya stated all revenue sources are reviewed prior to administration recommending any tuition increases. She proposed the following changes: a tuition increase for transfer courses from \$50 to \$51 per credit hour; a tuition increase for career and technical education courses from \$18 to \$25.50 per credit hour; an increase in the technology fee from \$4 to \$6 per credit hour, as well as a name change from technology fee to technology and facility fee. She stated program fees for students were adjusted pursuant to cost of equipment, drug screens, background checks etc. Ms. Garcia made and Mr. Kaufman seconded a motion to approve the resolution. The vote on the motion was: Ms. Moore—yes; Mr. Armijo—yes; Ms. Garcia—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Mr. Matteucci—yes; Ms. Trujillo—yes. Motion carried.

RESOLUTION 2015-31, EMPLOYEE COMPENSATION PLAN FOR FISCAL YEAR 2016

Ms. Moore introduced for consideration Governing Board Resolution 2015-31, Employee Compensation Plan for Fiscal Year 2016 (see pages 30502-30504). Dr. Montoya stated the plan included a 15 cent per hour increase for student employees from \$8.60 to \$8.75, consistent with the City of Albuquerque's minimum wage ordinance. She stated the 2015 Legislature did not fund compensation increases for employees of higher education; therefore, the plan did not include compensation increases for CNM employees. Ms. Trujillo made and Mr. Armijo seconded a motion to approve the resolution. The vote on the motion was: Ms. Moore—yes; Mr. Armijo—yes; Ms. Garcia—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Mr. Matteucci—yes; Ms. Trujillo—yes. Motion carried.

RESOLUTION 2015-32, FINAL BUDGET ADJUSTMENT REQUEST FOR FISCAL YEAR 2015

Ms. Moore introduced for consideration Governing Board Resolution 2015-32, final Budget Adjustment Request for Fiscal Year 2015 (see pages 30505-30513). Dr. Montoya stated the documents provided to the Board included the original 2015 budget and adjustments needed to realign revenues, expenses and transfers to ensure sufficient budget authority prior to submitting to the New Mexico Higher Education Department on May 1. Mr. DeWitte made and Mr. Kaufman seconded a motion to approve the resolution. The vote on the motion was: Ms. Moore—yes; Mr. Armijo—yes; Ms. Garcia—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Mr. Matteucci—yes; Ms. Trujillo—yes. Motion carried.

RESOLUTION 2015-33, BUDGET FOR FISCAL YEAR 2016

Ms. Moore introduced for consideration Governing Board Resolution 2015-3, Budget for Fiscal Year 2016 (see pages 30514-30624). Ms. Moore thanked Dr. Montoya and her staff for their work on developing the budget items with a limited budget. Dr. Montoya stated submission of a Governing Board approved budget was required by the New Mexico Higher Education Department by May 1. She stated the proposed budget for 2016 was \$232,729,464 which addresses operational, capital and restricted needs effective July 1, 2015, with an estimated fund balance of 13.2 percent—well within the college fund policy requirements. Ms. Trujillo made and Ms. Garcia seconded a motion to approve the resolution. The vote on the motion was: Ms. Moore—yes; Mr. Armijo—yes; Ms. Garcia—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Mr. Matteucci—yes; Ms. Trujillo—yes. Motion carried. Dr. Montoya recognized Rosalinda Montoya, Jan Nixon and Debbie Martinez from the budget office for their efforts. She also noted that Ms. Martinez would be leaving CNM and will be missed.

RESOLUTION 2015-34, RATIFICATION OF UNION CONTRACT WITH PART-TIME FACULTY

Ms. Moore introduced for consideration Governing Board Resolution 2015-34, ratification of Union Contract with Part-time Faculty (see pages 30625-30627). Tom Manning, senior labor relations manager, recommended approval of the changes to the collective bargaining agreement between CNM and CNM employees union for employees in the part-time faculty bargaining unit. He stated the agreement was ratified and would be effective March 7. Ms. Garcia made and Mr. Kaufman seconded a motion to approve the resolution. The vote on the motion was: Ms. Moore—yes; Mr. Armijo—yes; Ms. Garcia—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Mr. Matteucci—yes; Ms. Trujillo—yes. Motion carried.

BOARD COMMENT

Ms. Moore thanked her fellow Board members for electing her as chair of the Board.

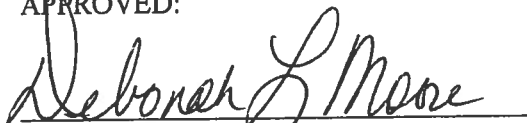
NEXT MEETING ANNOUNCEMENT

Ms. Moore announced that the next regular meeting of the Governing Board would be Tuesday, May 12, 2015, at 5 p.m., at the Rio Rancho Campus, Room 101, 2601 Campus Boulevard NE, Rio Rancho, New Mexico. She also announced items to be considered for the May 12 agenda should be submitted to the Board Chair, the President's Office or the Marketing and Communications Office by April 20.

ADJOURNMENT

The meeting adjourned at 5:02 p.m.

APPROVED:

  
Chair

ATTEST:

  
Secretary