The Governing Board of Central New Mexico Community College convened for a regular meeting on April 13, 2010, at 5 p.m. in the auditorium of Smith Brasher Hall, 717 University Blvd. SE, Albuquerque, New Mexico.

Mr. Matteucci 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. Diana Chavez, clerk of the Board, called roll.

Present: Robert P. Matteucci, Chair
Penelope S. Holbrook, Vice Chair
John B. Mondragon, Secretary
Michael D. DeWitte
Blair L. Kaufman
Deborah L. Moore
Carmie Lynn Toulouse

STATEMENT RELATING TO CLOSED MEETING OF MARCH 25, 2010

Mr. Matteucci stated the Governing Board had met in closed session on March 25, 2010, to discuss collective bargaining matters and personnel matters. The collective bargaining discussion was closed pursuant to Sections 10-15-1H(5), and 10-15-1I(2), and the personnel matter was closed pursuant to Sections 10-15-1H(2), and 10-15-1I(2) in accordance with New Mexico Statutes Annotated 1978, 2007 Cumulative Supplement. The meeting related only to those matters listed on the notice of meeting and no action was taken.

APPROVAL OF THE AGENDA

Mr. Matteucci introduced for consideration approval of the agenda. Ms. Holbrook made and Dr. Mondragon seconded a motion to approve the agenda as written. The vote on the motion was: Mr. Matteucci—yes; Ms. Holbrook—yes; Dr. Mondragon—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Ms. Moore—yes; Ms. Toulouse—yes. Motion carried.

ITEMS OF GENERAL CONSENT

Minutes of the March 9, 2010, meeting, and Resolution 2010-14, Employment of Personnel

Mr. Matteucci introduced for consideration approval of the minutes of the March 9, 2010, meeting (see pages 25826-25828) and Resolution 2010-14, employment of personnel (see pages 25878-25879). Ms. Holbrook made and Mr. Kaufman seconded a motion to approve the items jointly. The vote on the motion was: Mr. Matteucci—yes; Ms. Holbrook—yes; Dr. Mondragon—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Ms. Moore—yes; Ms. Toulouse—yes. Motion carried.

REPORTS OF ADMINISTRATION AND STANDING COMMITTEES

President’s Report

President Katharine W. Winograd began her report by congratulating the students who competed in the State SkillsUSA Competition in March (see pages 25880-25881). She stated CNM students competed in 60 competitions and won 23 gold, 15 silver and 10 bronze medals. The students introduced themselves and were congratulated by the Board members. Dr. Winograd also congratulated Dr. Beth Pitonzo, vice president for Academic Affairs, for receiving the 2010 Exemplary Leaders Award from the Chair Academy. President Winograd discussed the budget development process for the 2010-2011 budget and said the State imposed a nine percent tuition credit that would result in a tuition increase at CNM. She invited everyone to participate in the 2010 Spring Graduation Ceremony set for April 30 at 6 p.m. at Tingley Coliseum. Lastly, she stated that on April 13 five percent of net sales from purchases made at the Whole Foods at the corner of Carlisle and Indian School would go to the CNM Foundation.

Governing Board Committee Reports

Ms. Holbrook, Audit Committee chair, stated the committee had not met since the last Board meeting; however, stemming from the March 8 meeting, the committee would present agenda item 20—Internal Audit Follow-up on Laptop Computers.
Mr. Kaufman, Capital Outlay Committee chair, stated the committee met on March 30 and considered agenda items 7, 8, 9 and 10—architectural design services for four building renovation projects. He stated the next meeting had been scheduled for March 30.

Ms. Toulouse, Finance Committee chair, stated the committee met on March 31 and would be presenting budget related agenda items including the college budget, tuition and fees, employee compensation package and budget adjustment request. She thanked the staff and President Winograd for their work on the budget. She stated the next meeting of the committee had been scheduled for April 21.

Dr. Mondragon, Planning Committee chair, stated the committee had met on April 7 and would be presenting agenda items 11, 12 and 13, program changes and new degree and certificate programs.

Mr. Matteucci, Executive Committee chair, stated the committee had met on March 31 and adopted the agenda for the Board meeting.

RESOLUTION 2010-15, ARCHITECTURAL DESIGN SERVICES FOR JEANNETTE STROMBERG HALL/S BUILDING RENOVATION

Mr. Matteucci introduced for consideration Governing Board Resolution 2010-15, architectural design services for Jeannette Stromberg Hall/S Building Renovation project (see pages 25882-25912). Charlotte Gensler, director of Purchasing, presented the resolution, stating 13 offers were received. She stated a selection team reviewed all offers and interviewed the top six firms. Ms. Gensler requested approval to award the service to FBT Architects. Mr. Kaufman made and Ms. Holbrook seconded a motion to approve the resolution. The vote on the motion was: Mr. Matteucci—yes; Ms. Holbrook—yes; Dr. Mondragon—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Ms. Moore—yes; Ms. Toulouse—yes. Motion carried.

RESOLUTION 2010-16, ARCHITECTURAL DESIGN SERVICES FOR ALAMEDA BUSINESS CENTER PHASE I

Mr. Matteucci introduced for consideration Governing Board Resolution 2010-16, architectural design services for Alameda Business Center Phase I (see pages 25913-25946). Ms. Gensler presented the resolution, stating 12 offers were received. She stated a selection team reviewed all offers and interviewed the top four firms. Ms. Gensler requested approval to award the service to SMPC Architects. Mr. DeWitt made and Mr. Kaufman seconded a motion to approve the resolution. The vote on the motion was: Mr. Matteucci—yes; Ms. Holbrook—yes; Dr. Mondragon—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Ms. Moore—yes; Ms. Toulouse—yes. Motion carried.

RESOLUTION 2010-17, ARCHITECTURAL DESIGN SERVICES FOR TOM WILEY HALL/H BUILDING RENOVATION

Mr. Matteucci introduced for consideration Governing Board Resolution 2010-17, architectural design services for Tom Wiley Hall/H Building Renovation (see pages 25947-25978). Ms. Gensler presented the resolution, stating 16 offers were received. She stated a selection team reviewed all offers and interviewed the top three firms. Ms. Gensler requested approval to award the service to Rohde, May, Keller, McNamara Architecture. Mr. Kaufman made and Ms. Holbrook seconded a motion to approve the resolution. Following discussion, the vote on the motion was: Mr. Matteucci—yes; Ms. Holbrook—yes; Dr. Mondragon—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Ms. Moore—yes; Ms. Toulouse—yes. Motion carried.

RESOLUTION 2010-18, ARCHITECTURAL DESIGN SERVICES FOR MAIN CAMPUS BOOKSTORE AND STUDENT ACTIVITIES BUILDING

Mr. Matteucci introduced for consideration Governing Board Resolution 2010-18, architectural design services for Main Campus Bookstore and Student Activities Building (see pages 25979-26008). Ms. Gensler presented the resolution, stating 14 offers were received. She stated a selection team reviewed all offers and interviewed the top three firms. Ms. Gensler requested approval to award the service to NCA Architects. Mr. Kaufman made and Ms. Toulouse seconded a motion to approve the resolution. The vote on the motion was: Mr. Matteucci—yes; Ms. Holbrook—yes; Dr. Mondragon—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Ms. Moore—yes; Ms. Toulouse—yes. Motion carried.
RESOLUTION 2010-19, NEW ASSOCIATE OF ARTS DEGREE PROGRAMS

Mr. Matteucci introduced for consideration Governing Board Resolution 2010-19, new associate of arts degree programs (see pages 26009-26015). Richard Calabro, dean of the School of Math Science & Engineering, requested approval of the addition of an associate of arts degree in biology and an associate of arts degree in physics. He stated the additions would support CNM students planning to transfer to a four-year university and receive a bachelor’s or master’s degree in physics or biology. He also said the degrees would help CNM identify student intent and provide the necessary support for student success. Dr. Pitonzo stated the addition would also provide a clearer pathway for students and tracking their progress would be simplified. Mr. Calabro acknowledged Philip Carman, physics instructor, and Susan Johnson, chair of biology, for their work on the program proposals. Dr. Mondragon made and Ms. Moore seconded a motion to approve the resolution. The vote on the motion was: Mr. Matteucci—yes; Ms. Holbrook—yes; Dr. Mondragon—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Ms. Moore—yes; Ms. Toulouse—yes. Motion carried.

RESOLUTION 2010-20, NEW DIETARY MANAGER CERTIFICATE PROGRAM

Mr. Matteucci introduced for consideration Governing Board Resolution 2010-20, new dietary manager certificate program (see pages 26016-26037). Mr. Calabro stated the dietary manager would be the first certificate program offered in the School of Math, Science & Engineering. He explained in addition to receiving food service management skills, dietary managers are also trained in nutritional assessments for patients and are able to develop nutritional care plans. Graduates would be eligible to take the Dietary Association National Exam and receive the nationally recognized CDM certification. Graduates could be employed at that level or continue their education toward becoming a registered dietitian. Mr. Calabro stated three new courses would need to be developed and grant funds are available for curriculum development for the dietary manager certificate program. He acknowledged instructors Paula Cochrane, Mary Martinez and Lisa Gurule for their efforts in preparing the proposal. He stated the program is scheduled to begin in fall 2010. Dr. Mondragon made and Ms. Holbrook seconded a motion to approve the resolution. The vote on the motion was: Mr. Matteucci—yes; Ms. Holbrook—yes; Dr. Mondragon—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Ms. Moore—yes; Ms. Toulouse—yes. Motion carried.

RESOLUTION 2010-21, NURSING ASSISTANT, NURSING HOME HEALTH ATTENDANT PROGRAM CHANGE

Mr. Matteucci introduced for consideration Governing Board Resolution 2010-21, nursing assistant, home health attendant program change (see pages 26038-26040). Nicholas Spezza, dean of the School of Health, Wellness & Public Safety, stated the department currently offers a 16-week nursing assistant program and an eight week nursing home health attendant program. He requested approval to consolidate the two certificate programs by combining both curricula which would eliminate duplication and offer one eight-week program. Dr. Pitonzo stated Board approval was required to remove the 16-week program from the catalog. Mr. Spezza recognized Elizabeth Berrey for her leadership and efforts on the consolidation process. Ms. Holbrook made and Mr. DeWitte seconded a motion to approve the resolution. The vote on the motion was: Mr. Matteucci—yes; Ms. Holbrook—yes; Dr. Mondragon—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Ms. Moore—yes; Ms. Toulouse—yes. Motion carried.

RESOLUTION 2010-22, INSTRUCTIONAL PROGRAM OFFERINGS FOR 2010-2011

Mr. Matteucci introduced for consideration Governing Board Resolution 2010-22, instructional program offerings for 2010-2011 (see pages 26041-26042). Dr. Pitonzo presented the resolution, stating annual Governing Board approval is required for all instructional programs. Mr. Kaufman made and Ms. Moore seconded a motion to approve the resolution. The vote on the motion was: Mr. Matteucci—yes; Ms. Holbrook—yes; Dr. Mondragon—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Ms. Moore—yes; Ms. Toulouse—yes. Motion carried.

RESOLUTION 2010-23, IDENTITY THEFT PREVENTION PROGRAM

Mr. Matteucci introduced for consideration Governing Board Resolution 2010-23, identity theft prevention program (see pages 26043-26052). Katherine Ulibarri, vice president for Planning and Budget, explained the Federal Trade Commission had implemented red flag rules for identity theft protection that applies to entities offering loans and payment plans. She stated CNM’s identity theft prevention program enhances and organizes activities that are currently in place at CNM and complies with the new rules. She stated implementation was required by June 1, 2010. Mr. DeWitte made and Ms. Moore seconded a motion to approve the resolution. The vote on the motion was: Mr. Matteucci—yes; Ms. Holbrook—yes; Dr. Mondragon—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Ms. Moore—yes; Ms. Toulouse—yes. Motion carried.
RESOLUTION 2010-24, BUDGET ADJUSTMENT REQUEST FOR FISCAL YEAR 2010
Mr. Matteucci introduced for consideration Governing Board Resolution 2010-24 (see pages 26053-26061). Ms. Ulibarri requested approval of the final budget adjustment request (BAR) for 2009-2010, stating the adjustment was necessary to accurately reflect revenues, expenditures, transfers and fund balances. She stated the BAR is due to the New Mexico Higher Education Department annually on May 1. Ms. Toulouse made and Ms. Moore seconded a motion to approve the resolution. The vote on the motion was: Mr. Matteucci—yes; Ms. Holbrook—yes; Dr. Mondragon—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Ms. Moore—yes; Ms. Toulouse—yes. Motion carried.

RESOLUTION 2010-25, 2010-2011 TUITION AND FEES
Mr. Matteucci introduced for consideration Governing Board Resolution 2010-25, 2010-2011 tuition and fees (see pages 26062-26067). Ms. Ulibarri requested approval for the 2010-2011 tuition and fee schedule that includes: a $3 per credit hour increase for in-district academic courses; and the implementation of a $5 per credit hour tuition for in-district career and technical and developmental education courses; a $44 per credit hour tuition for all courses for out-of-district students. She stated the program fees had also been adjusted and there were no changes in registration fees. Ms. Toulouse made and Mr. Kaufman seconded a motion to approve the resolution. The vote on the motion was: Mr. Matteucci—yes; Ms. Holbrook—yes; Dr. Mondragon—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Ms. Moore—yes; Ms. Toulouse—yes. Motion carried.

RESOLUTION 2010-26, 2010-2011 EMPLOYEE COMPENSATION PLAN
Mr. Matteucci introduced for consideration Governing Board Resolution 2010-26, 2010-2011 employee compensation plan (see pages 26068-26070). Ms. Ulibarri stated the proposed compensation plan was for employees not covered by a collective bargaining unit and that did not include salary increases. Ms. Holbrook requested the Board direct administration to examine the salary schedule now and should funding become available in the future, administration would present a proposal for salary adjustments, particularly for the employees on the low end of the pay scale. She stated she would like CNM to strive to ensure that no CNM employee has a salary less than the federal poverty level for a family of four. Ms. Toulouse made and Ms. Moore seconded a motion to approve the resolution. Ms. Toulouse voiced her support for a future salary adjustment should funds become available. The vote on the motion was: Mr. Matteucci—yes; Ms. Holbrook—yes; Dr. Mondragon—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Ms. Moore—yes; Ms. Toulouse—yes. Motion carried.

RESOLUTION 2010-27, 2010-2011 BUDGET
Mr. Matteucci introduced for consideration Governing Board Resolution 2010-27, 2010-2011 Budget (see pages 26071-26189). Ms. Ulibarri presented the resolution and thanked faculty and staff for their efforts in implementing and supporting the budget reduction plan. She also thanked the Allocation Recommendation Team, the Budget Office staff and the Executive Team. She reviewed the overall budget of approximately $227,000,000. Ms. Holbrook made and Dr. Mondragon seconded a motion to approve the resolution. The vote on the motion was: Mr. Matteucci—yes; Ms. Holbrook—yes; Dr. Mondragon—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Ms. Moore—yes; Ms. Toulouse—yes. Motion carried.

RESOLUTION 2010-28, INTERNAL AUDIT FOLLOW-UP 2010-01: CAPITAL EXPENDITURES—LAPTOPS
Mr. Matteucci introduced for consideration Governing Board Resolution 2010-28, internal audit follow-up 2010-01: Capital Expenditures—Laptops (see pages 26190-26194). Lisa Archuleta, staff auditor, presented the resolution, stating the follow-up audit reviewed five original findings and corresponding recommendations for management. She stated three of the recommendations had been fully implemented; two had been partially implemented and would be fully implemented once appropriate software is obtained. She stated the internal audit was satisfied with management actions. Ms. Holbrook made and Dr. Mondragon seconded a motion to approve the resolution. The vote on the motion was: Mr. Matteucci—yes; Ms. Holbrook—yes; Dr. Mondragon—yes; Mr. DeWitte—yes; Mr. Kaufman—yes; Ms. Moore—yes; Ms. Toulouse—yes. Motion carried.

PUBLIC COMMENT
No requests for public comment were submitted.

BOARD COMMENT
Ms. Moore thanked everyone who attended the CNM/UNM forum in Rio Rancho, stating CNM was well represented. She invited everyone to the UNM West grand opening on April 15 at 1:30 p.m. Mr. DeWitte stated he
was very appreciative of the faculty and staff for continuing to support the college and the students during the tough economy. Mr. Kaufman concurred and thanked the faculty and staff. Dr. Mondragon thanked President Winograd and stated he was pleased with Loretta Montoya’s addition to the Budget Office. Ms. Toulouse thanked administration, faculty and staff and stated the college is prepared to respond to better or worse economic matters. She stated she would be attending a joint commission meeting with the American Association of Community Colleges and the Association of Committee College Trustees in Seattle on April 17-18 and would report at the next Board meeting.

NEXT MEETING ANNOUNCEMENT

Mr. Matteucci announced that the next regular meeting of the Governing Board would be Tuesday, May 11, 2010, at 5 p.m., in the Smith Brasher Hall auditorium, 717 University Blvd. SE, Albuquerque, New Mexico. He also announced items to be considered for the May agenda should be submitted to the Board Chair, the President’s Office or the Marketing and Communications Office by April 26.

Mr. Matteucci adjourned the meeting at 6:09 p.m.

APPROVED:

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Chair

ATTEST:

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Secretary