The Governing Board of Central New Mexico Community College convened for a regular meeting on November 8, 2011, at 5 p.m., in the Richard Barr Board Room, Student Resource Center, 835 Buena Vista Dr. SE, Albuquerque, New Mexico.

Mr. Kaufman, acting 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:  Blair L. Kaufman, Vice Chair  
Penelope S. Holbrook, Secretary  
Mark Armijo  
Robert P. Matteucci  
Michael D. DeWitte  
Deborah L. Moore  

Absent:   John B. Mondragon  

APPROVAL OF THE AGENDA  

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

ITEMS OF GENERAL CONSENT  

Minutes of the October 11, 2011, meeting and Resolution 2011-58, Employment of Personnel  

Mr. Kaufman introduced for consideration approval of the minutes of the October 11, 2011, meeting (see pages 27200-27202) and Resolution 2011-58, employment of personnel (see pages 27248-27249). Mr. DeWitte made and Ms. Holbrook seconded a motion to approve both items jointly. The vote on the motion was: Mr. Kaufman—yes; Ms. Holbrook—yes; Mr. Armijo—yes; Mr. DeWitte—yes; Mr. Matteucci—yes; Ms. Moore—yes. Motion carried.

REPORTS OF ADMINISTRATION AND STANDING COMMITTEES  

President’s Report  

President Katharine W. Winograd announced that the University of New Mexico received a $600,000 grant from the Lumina Foundation to be used in partnership with Albuquerque Public Schools and CNM to improve graduation rates for Hispanics and to improve the transitions for students among the three institutions and ultimately into the workforce (see pages 27250-27251). She thanked Ann Lyn Hall, director of CNM Connect, for her efforts in helping to secure the grant. President Winograd also announced that CNM had received a $500,000 grant from the U.S. Department of Labor to expand CNM’s photovoltaic and solar thermal training programs housed at the Workforce Training Center. Dr. Winograd reported the Mid-Region Council of Governments received a $400,000 grant to address transportation issues around the CNM and UNM main campuses. Lastly, she stated several open forums had been scheduled and posted to discuss the Academic Calendar. She stated the Faculty Academic Calendar Committee had proposed changing CNM’s trimester schedule to a semester-based schedule. The proposal would retain 16-week fall and spring terms; however, the proposal would change the current 12-week summer term to an 8-week term. She encouraged participation at the open forums to discuss the pros and cons of the proposal.

Board Committee Reports  

Mr. Kaufman, Audit Committee chair, stated the committee had met on October 20 and considered agenda item 8 – Internal Audit Report 2011-03 – Substitute Pay in Academic Schools Payroll Audit.  

Ms. Holbrook, Capital Outlay Committee chair, stated the committee had met on October 25 and considered a small project regarding relocation of a portable building from the CNM Technology Annex site on Candelaria Rd., a leased site that has been vacated by CNM, to the Montoya Campus. She stated full Board approval was not required because the cost of the project was below the threshold that requires Governing
Board consideration. She also stated administration apprised the committee of an emergency project involving the elevator replacement project and the fire alarm system at Max Salazar Hall and Ken Chappy Hall.

Ms. Moore, Finance Committee chair, stated the committee had met on October 27 and was presented a budget status report.

Mr. DeWitte, Planning Committee chair, stated the committee had not met since the October Board meeting; however, a meeting was scheduled for November 15.

Mr. Kaufman reported on behalf of Dr. Mondragon, Executive Committee chair, and stated the committee had met on October 26 and considered a revision to the Employee Handbook that related to travel reimbursements. The committee also considered the Board meeting agenda.

FINANCE AND OPERATIONS ORGANIZATION CHANGES REPORT

Katherine Ulibarri, vice president for Finance and Operations, presented a division report that included: division goals, division realignment and growth, and improvement initiatives (see pages 27252-27261). She stated streamlining staff resources and divisional processes were a priority. She discussed the recent reorganizations for the division that resulted from the retirement of the vice president for administrative services, a position that is not being replaced. Ms. Ulibarri stated a new department was created by joining Institutional Research with Planning, Quality and Accreditation. The Human Resources department was also moved under the Finance and Operations division.

RESOLUTION 2011-59 REVISION TO THE EMPLOYEE HANDBOOK SECTION 6.03 PAYMENT FOR TRAVEL AND TRAVEL-RELATED CONFERENCES

Mr. Kaufman introduced for consideration Governing Board Resolution 2011-59, revision to the Employee Handbook Section 6.03 Payment for Travel and Travel-Related Conferences (see pages 27262-27265). Loretta Montoya, executive director for Planning, Budget and Institutional Research, presented proposed changes to the travel policy that would include language to allow actual expenses for hotel reimbursement to exceed the $250 limit under special circumstances with prior approval from the president or president’s designee. She stated that state law had no limit on actual expenses for hotel reimbursement. She clarified that CNM’s standard limit would remain at $250. She also noted that language was added to the mileage reimbursement portion of the policy for clarification purposes only and that the reimbursement rate for mileage would remain at 32 cents per mile. Ms. Holbrook made and Mr. Armijo seconded a motion to approve the resolution. The vote on the motion was: Mr. Kaufman—yes; Ms. Holbrook—yes; Mr. Armijo—yes; Mr. DeWitte—yes; Mr. Matteucci—yes; Ms. Moore—yes. Motion carried.

RESOLUTION 2011-60, REVISION TO THE 2011-2012 ACADEMIC CALENDAR

Mr. Kaufman introduced for consideration Governing Board Resolution 2011-60, revision to the 2011-2012 Academic Calendar (see pages 27266-27267). President Winograd requested approval of the calendar revision, stating that it would adjust the December 2011 and April 2012 graduation ceremonies from Friday evenings to Saturday at noon. She stated the change would provide a more accessible time for family and friends of graduates to attend the ceremony; however, the change would be temporary and re-evaluated before a permanent change would be requested. Mr. DeWitte made and Mr. Matteucci seconded a motion to approve the resolution. The vote on the motion was: Mr. Kaufman—yes; Ms. Holbrook—yes; Mr. Armijo—yes; Mr. DeWitte—yes; Mr. Matteucci—yes; Ms. Moore—yes. Motion carried.

RESOLUTION 2011-61, INTERNAL AUDIT REPORT 2011-03—SUBSTITUTE PAY IN ACADEMIC SCHOOLS PAYROLL AUDIT

Mr. Kaufman introduced for consideration Governing Board Resolution 2011-61, Internal Audit Report 2011-03—Substitute Pay in Academic Schools Payroll Audit (see pages 27268-27289). Mark Lovato, senior staff auditor, presented the resolution, stating that faculty leave, substitute transactions and substitute pay were reviewed. He reported eight findings; however, he stated that responses by management showed corrective actions had occurred and processes were in place to eliminate future findings. Ms. Moore made and Mr. Armijo seconded a motion to approve the resolution. The vote on the motion was: Mr. Kaufman—yes; Ms. Holbrook—yes; Mr. Armijo—yes; Mr. DeWitte—yes; Mr. Matteucci—yes; Ms. Moore—yes. Motion carried.
RESOLUTION 2011-62, SIGNATURE AUTHORITY

Mr. Kaufman introduced for consideration Governing Board Resolution 2011-62, Signature Authority (see pages 27290-27291). Martin Serna, comptroller, stated approval of the resolution would update the list of personnel who would have signature and wire transfer authority effective January 1, 2012. Mr. Armijo made and Ms. Moore seconded a motion to approve the resolution. The vote on the motion was: Mr. Kaufman—yes; Ms. Holbrook—yes; Mr. Armijo—yes; Mr. DeWitte—yes; Mr. Matteucci—yes; Ms. Moore—yes. Motion carried.

PUBLIC COMMENT

There were no requests for public comment.

BOARD COMMENT

There were no Board comments.

NEXT MEETING ANNOUNCEMENT

Mr. Kaufman announced that the next regular meeting of the Governing Board would be Tuesday, December 13, 2011, at 5 p.m., in Room 101 at the CNM Workforce Training Center, 5600 Eagle Rock Ave. NE, Albuquerque, New Mexico. He also announced items to be considered for the December agenda should be submitted to the Board Chair, the President’s Office or the Marketing and Communications Office by November 28.

Mr. Kaufman adjourned the meeting at 5:35 p.m.

APPROVED:

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Chair

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ATTEST:

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Secretary