

The Governing Board of Central New Mexico Community College convened for a regular meeting on June 20, 2006, at 5 p.m., in Room 118 at the Westside Campus, 10549 Universe Boulevard NW, Albuquerque, New Mexico.

Chairman Barr 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. Katharine Winograd, clerk of the Board, called roll.

Present: Richard Barr, Chair
Robert P. Matteucci, Vice Chair
Carmie Lynn Toulouse, Secretary
Jeff Armijo (absent for roll call)
Penelope S. Holbrook
Blair L. Kaufman (arrived at 5:50 p.m.)
Janet W. Saiers (absent for roll call)

STATEMENT RELATING TO CLOSED MEETING OF JUNE 19, 2006

Mr. Barr stated the Governing Board had met in closed session on June 19, 2006, to discuss personnel matters, pursuant to Sections 10-15-1 (H)(2) and (I)(2); collective bargaining issues, pursuant to Sections 10-15-1 (H)(5) and (I)(2); and possible land acquisition, pursuant to Sections 10-15-1 (H) (8) and (I)(2), New Mexico Statutes Annotated 1978, 2005 Cumulative Supplement. He further stated the meeting related only to those matters listed on the notice of meeting and no action was taken.

APPROVAL OF THE AGENDA

Chairman Barr introduced for consideration approval of the agenda. Ms. Toulouse made and Ms. Holbrook seconded a motion to approve the agenda. The vote on the motion was: Mr. Barr—yes; Mr. Matteucci—yes; Ms. Toulouse—yes; Ms. Holbrook—yes; Ms. Saiers—yes. Motion carried.

ITEMS OF GENERAL CONSENT

Minutes of the May 9, 2006, Meeting and Resolution 2006-36, Employment of Personnel

Mr. Barr introduced for consideration the minutes of the May 9, 2006, meeting (see pages 22724-22726) and Resolution 2006-36, employment of personnel (see pages 22763-22764). Mr. Matteucci made and Ms. Holbrook seconded a motion to approve the items jointly. The vote on the motion was: Mr. Barr—yes; Mr. Matteucci—yes; Ms. Toulouse—yes; Ms. Holbrook—yes; Ms. Sayers—yes. Motion carried.

REPORTS OF ADMINISTRATION AND STANDING COMMITTEES

President's Report

President Michael J. Glennon began his report by introducing Sam Romo, employee and leader of CNM's recycling program who recently received the New Mexico Recycling Achievement Award from the New Mexico Coalition of Recycling (see pages 22765-22766). He also introduced Dr. Irving Berkowitz, newly appointed dean of Communications, Humanities and Social Sciences, and Brad Moore, new writer in the President's office. President Glennon stated the newly formed New Mexico Independent Community Colleges (NMICC) hired Danny Earp as the group's executive director. He reported on meetings with Albuquerque Public Schools' superintendent Beth Everitt to discuss a number of items of mutual interest and the New Mexico Higher Education Department Taskforce on Service Areas to discuss higher education in Rio Rancho. Mr. Glennon stated bond rating hearings have been held in preparation for the first issue of bonds from the February 2006 election.

Governing Board Committee Reports

Ms. Holbrook, Audit Committee chair, stated the committee had met on May 22 to review two audit reports and on June 12 to finalize the internal audit charter and revisions to the audit plan.

Ms. Sayers reported on behalf of Mr. Kaufman, Capital Outlay Committee chair, stating the committee met on May 23 and considered a restroom renovation project at Smith Brasher Hall, architectural design agreement for Main campus instructional facility and CNM's Capital Projects Submission to the New Mexico Higher Education Department.

Ms. Toulouse, Finance Committee chair, reported the committee had met on May 23 to review the fiscal watch report.

Mr. Matteucci, Planning Committee chair, reported the committee had not met since the last Board meeting.

Mr. Barr, Executive Committee chair, reported the committee had met on May 31, approved the Board meeting agenda, and also considered revisions to the parking policy and procedures, Employee Handbook and Governing Board Handbook.

Westside Campus Report

Eric Van, campus director, presented a status report on the Westside Campus, including information on headcount, course and class offerings, concurrent enrollment and Tax Help activity. He responded to questions regarding Westside Phase II.

RESOLUTION 2006-37, SIGNATURE AUTHORITY

Mr. Barr introduced for consideration Resolution 2006-37, signature authority (see pages 22767-22768). Martin Serna, comptroller, stated approval of the resolution would update the list of personnel who have signature and wire transfer authority. Ms. Toulouse made and Ms. Holbrook seconded a motion to approve the resolution. The vote on the motion was: Mr. Barr—yes; Mr. Matteucci—yes; Ms. Toulouse—yes; Ms. Holbrook—yes; Ms. Sayers—yes. Motion carried.

RESOLUTION 2006-38, CAPITAL SUBMISSIONS REQUEST

Mr. Barr introduced for consideration Resolution 2006-38, capital submissions request (see pages 22769-22782). Robert Brown, interim president for administrative services, presented the resolution, stating the New Mexico Higher Education Department requires annual submission of CNM's Five-Year Capital Projects Plan. He reviewed the top three projects being submitted for state funding and responded to questions. Ms. Sayers made and Mr. Matteucci seconded a motion to approve the resolution. Ms. Toulouse voiced concern that only two items were listed as future projects for the South Valley Campus. The vote on the motion was: Mr. Barr—yes; Mr. Matteucci—yes; Ms. Toulouse—yes; Ms. Holbrook—yes; Ms. Sayers—yes. Motion carried.

RESOLUTION 2006-39, ARCHITECT AGREEMENT FOR DESIGN SERVICES FOR MAIN CAMPUS INSTRUCTIONAL FACILITY

Mr. Barr introduced for consideration Resolution 2006-39, architect agreement for design services for Main Campus instructional facility (see pages 22783-22867). Tom Weeks, purchasing director, requested approval for an architectural services agreement with DMJM H&N; Inc., to design a Main Campus instructional facility. Mr. Armijo made and Ms. Sayers seconded a motion to approve the resolution. The vote on the motion was: Mr. Barr—yes; Mr. Matteucci—yes; Ms. Toulouse—yes; Ms. Holbrook—yes; Ms. Sayers—yes. Motion carried.

RESOLUTION 2006-40, PROPOSED REVISIONS TO PARKING AND TRAFFIC POLICY AND PROCEDURES

Mr. Barr introduced for consideration Resolution 2006-40, proposed revisions to parking and traffic policy and procedures (see pages 22868-22887). Mr. Brown requested approval on proposed changes involving lot designations, parking fees, permits, violations and fines, and a proposal that the Board grant administration authority to change the parking and traffic procedures as necessary henceforth. Ms. Holbrook made and Ms. Toulouse seconded a motion to approve the resolution. The vote on the motion was: Mr. Barr—yes; Mr. Matteucci—yes; Ms. Toulouse—yes; Ms. Holbrook—yes; Ms. Saiers—yes. Motion carried.

RESOLUTION 2006-41, PROPOSED REVISIONS TO THE EMPLOYEE HANDBOOK

Mr. Barr introduced for consideration Resolution 2006-41, proposed revisions to the Employee Handbook (see pages 22888-22895). Joline Mahr, assistant to the president/director of public information, requested approval to incorporate various policies currently separate into the Employee Handbook and to make revisions throughout the document relating to the name change. Mr. Matteucci made and Ms. Holbrook seconded a motion to approve the resolution. The vote on the motion was: Mr. Barr—yes; Mr. Matteucci—yes; Ms. Toulouse—yes; Ms. Holbrook—yes; Ms. Saiers—yes. Motion carried.

RESOLUTION 2006-42, PROPOSED REVISIONS TO THE GOVERNING BOARD POLICY HANDBOOK Mr. Barr introduced for consideration Resolution 2006-42, proposed revisions to the Governing Board Policy Handbook (see pages 22896-22902). Ms. Mahr requested approval to incorporate various policies currently separate into the Governing Board Handbook and to make revisions throughout the document relating to the name change. Ms. Holbrook made and Mr. Matteucci seconded a motion to approve the resolution. The vote on the motion was: Mr. Barr—yes; Mr. Matteucci—yes; Ms. Toulouse—yes; Ms. Holbrook—yes; Ms. Saiers—yes. Motion carried.

RESOLUTION 2006-43, INTERNAL AUDIT REPORT—2006-05 PURCHASING DEPARTMENT AUDIT

Mr. Barr introduced for consideration Resolution 2006-43, internal audit report 2006-05 Purchasing Department Audit (see pages 22903-22907). Mark Lovato, senior staff auditor, reported two findings during the audit—a documentation error and a policy procedure error—both of which have been corrected. Ms. Toulouse made and Ms. Holbrook seconded a motion to approve the resolution. The vote on the motion was: Mr. Barr—yes; Mr. Matteucci—yes; Ms. Toulouse—yes; Ms. Holbrook—yes; Ms. Saiers—yes. Motion carried.

RESOLUTION 2006-44, INTERNAL AUDIT REPORT—2006-06 PART-TIME INSTRUCTOR AUDIT

Mr. Barr introduced for consideration Resolution 2006-44, internal audit report 2006-06 Part-time Instructor Audit (see pages 22908-22913). Mr. Lovato presented the report stating a one-and-a-half percent sample of various part-time instructors' pay was audited for accuracy and he reported three findings that have been addressed by management. He responded to questions regarding sample size. Ms. Holbrook made and Mr. Matteucci seconded a motion to approve the resolution. The vote on the motion was: Mr. Barr—yes; Mr. Matteucci—yes; Ms. Toulouse—yes; Ms. Holbrook—yes; Ms. Saiers—yes. Motion carried.

RESOLUTION 2006-45, PROPOSED REVISIONS TO THE INTERNAL AUDIT CHARTER

Mr. Barr introduced for consideration Resolution 2006-45, proposed revisions to the Internal Audit Charter (see pages 22914-22930). Ms. Holbrook presented the resolution, stating the amendments are based on the National Association of College and University Business Officers (NACUBO) Best Practices adapted for educational institutions from the Sarbanes Oxley Act of 2002. Ms. Holbrook made and Mr. Kaufman seconded a motion to approve the resolution. The vote on the motion was: Mr. Barr—yes; Mr. Matteucci—yes; Ms. Toulouse—yes; Ms. Holbrook—yes; Mr. Kaufman—yes; Ms. Sayers—yes. Motion carried.

RESOLUTION 2006-46, RATIFICATION OF UNION CONTRACT WITH SECURITY PERSONNEL

Mr. Barr introduced for consideration Resolution 2006-46, ratification of union contract with security personnel (see pages 22931-22932). Mr. Brown requested approval of the tentative collective bargaining agreement reached with and ratified by CNM's security personnel. Ms. Toulouse made and Mr. Matteucci seconded a motion to approve the resolution. The vote on the motion was: Mr. Barr—yes; Mr. Matteucci—yes; Ms. Toulouse—yes; Ms. Holbrook—yes; Mr. Kaufman—yes; Ms. Sayers—yes. Motion carried.

PUBLIC COMMENT

President Glennon stated his intent to retire as president of CNM effective June 30, 2007. Chairman Barr thanked President Glennon for his outstanding service and praised him for his leadership and accomplishments at the College.

Donna Swanson provided information on the union's collective bargaining priorities.

BOARD COMMENT

Mr. Armijo thanked Mr. Van for representing the Westside Campus. Ms. Toulouse reported on a meeting with CNM and APS representatives to discuss collaborative efforts on the southwest mesa. Janet Sayers requested future discussion on employee benefits including sick leave bank and tuition free classes for family members of CNM employees.

NEXT MEETING ANNOUNCEMENT

Mr. Barr announced the next regular meeting of the Governing Board would take place on July 11, 2006, 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 July agenda should be submitted to the Board chair, the President's Office or Public Information Office by June 26.

Mr. Barr adjourned the meeting at 5:45 p.m.