

The Governing Board of Central New Mexico Community College convened for a regular meeting on April 8, 2014, at 5 p.m., at Main Campus, Richard Barr Board Room, Student Resource Center, 835 Buena Vista Dr. SE, Albuquerque, New Mexico.

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

PUBLIC COMMENT

There were no requests for public comment.

STATEMENT OF CLOSED MEETING OF MARCH 31, 2014

Mr. DeWitte stated that the Governing Board met on March 31, 2014; however, there were no matters discussed that required a closed session as listed on the notice of meeting. He stated other matters discussed were budget, policy and a legislative update and no action was taken.

APPROVAL OF THE AGENDA

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

ITEMS OF GENERAL CONSENT

Minutes of the March 11, 2014, meeting and Resolution 2014-30, Employment of Personnel

Mr. DeWitte introduced for consideration approval of the minutes of the March 11, 2014, meeting (see pages 29552-29555), and Resolution 2014-30, employment of personnel (see pages 29647-29648). Mr. Kaufman made and Ms. Moore seconded a motion to approve the items jointly. The vote on the motion was: Mr. DeWitte—yes; Mr. Armijo—yes; Ms. Moore—yes; Ms. Garcia—yes; Ms. Holbrook—yes; Mr. Kaufman—yes; Mr. Matteucci—yes. Motion carried.

REPORTS OF ADMINISTRATION AND STANDING COMMITTEES

President's Report

President Katharine Winograd began her report by recognizing CNM Foundation Executive Director Lisa McCulloch, who resigned her position to spend more time with her family (see pages 29649-29650). Dr. Winograd thanked her for her service and stated that while leading the Foundation, Ms. McCulloch secured record levels of private funding for CNM students and the College. She reported CNM had hosted the State SkillsUSA Championships, a competition that test the skills of Career Technical Education students from colleges across the state. CNM students won a total of 44 medals, including 19 gold. She said gold medal winners advance to compete at the National SkillsUSA Championships in June, in Kansas City. Many of the students who earned medals were at the meeting and were introduced. President Winograd presented a video that highlights offerings in the Computer Information Systems program. She presented CNM Candy Dish awards to employees in the School of Business & Information Technology who helped with the video production, which included: Hyekyung Clark, Marla Peters, Barbara Johnston, Christine Burns, Donna Diller, Paul Clark, Susan Herrington and David Beach. Dr. Winograd also presented Candy Dish awards to the following Financial Aid employees

who conducted 13 FAFSA workshops at local high schools: Victoria Martinez, Georgia Herrera, Sharon Apodaca, Donna Trujillo, Kris Samora and Thoe Peterman. Brandon Seber, Student Activities supervisor, was presented a CNM Candy Dish award for assisting two CNM students apply and receive scholarships from the National Coca-Cola Academic Team Scholars program. Lisa Chakos-Knapp, a CTE manager in the Marketing and Communications Office, was presented a CNM Candy Dish award for organizing the CTE Open House that hosted over 2,000 high school students. President Winograd stated CNM would be hosting ENMU President Steven Gamble and other ENMU representatives on April 9 to celebrate a transfer agreement between CNM and ENMU. She also invited everyone to attend the CNM Spring Graduation Ceremony, scheduled for May 3 at Tingley Coliseum.

Board Committee Reports

Mr. Kaufman, Audit Committee Chair, stated the committee had met on March 20 and approved agenda item 12—Internal Audit Report 2014-01—Small Project Construction Services Audit.

Mr. Armijo, Capital Outlay Committee Chair, stated the committee had met on March 24 and considered and approved agenda item 10—additions to the 2014 Master Plan; and agenda item 11—an award of bid for the A Building Courtyard Renovation Project.

Ms. Moore, Finance Committee Chair, stated the committee had met on March 27 and reviewed and approved budget related items for fiscal year 2015 as agenda items 14, 15, 16 and 17.

Ms. Garcia, Planning Committee member, stated the committee had met on March 18 and heard an update on the coordinated entry process for some of the programs in the School of Health, Wellness & Public Safety and also reviewed the additions to the 2014 Master Plan.

Mr. DeWitte, Executive Committee Chair, stated the committee had met on March 26 and reviewed and approved agenda item 9—Employee Handbook Revision to Section VI., 6.01 Educational Benefits; and approved the agenda for the Board meeting.

RESOLUTION 2014-31, SIGNATURE AUTHORITY

Mr. DeWitte introduced for consideration Governing Board Resolution 2014-31, signature authority (see pages 29651-29652). Wencui Yang, senior accounting director, presented the resolution that would update signature authority for employees who are responsible for financial disbursements and wire transfers for the College. Ms. Moore made and Ms. Holbrook seconded a motion to approve the resolution. The vote on the motion was: Mr. DeWitte—yes; Mr. Armijo—yes; Ms. Moore—yes; Ms. Garcia—yes; Ms. Holbrook—yes; Mr. Kaufman—yes; Mr. Matteucci—yes. Motion carried.

RESOLUTION 2014-32, REVISION TO THE EMPLOYEE HANDBOOK SECTION VI: BENEFITS – 6.01 EDUCATIONAL BENEFITS

Mr. DeWitte introduced for consideration Governing Board Resolution 2014-32, revision to the Employee Handbook Section VI: Benefits – 6.01 Educational Benefits (see pages 29653-29657). Samantha Sengel, chief community engagement officer, stated the proposed changes would increase educational benefits for employees and their spouses, domestic partners, and dependents. She noted that tuition waivers for full-time employees and their dependents would increase from 12 credit hours to 18 credit hours per calendar year and benefits for part-time employees and their dependents would increase from 4 credit hours to 9 credit hours per calendar year. Full-time employees would also be eligible for tuition reimbursement for up to 18 credit hours per year at other higher education institutions. Mr. DeWitte noted that the University of New Mexico's Anderson School of Management was offering two \$9,800 scholarships toward the Masters of Business Administration program for two CNM employees. Ms. Garcia made and Ms. Moore seconded a motion to approve the resolution. The vote on the motion was: Mr. DeWitte—yes; Mr. Armijo—yes; Ms. Moore—yes; Ms. Garcia—yes; Ms. Holbrook—yes; Mr. Kaufman—yes; Mr. Matteucci—yes. Motion carried.

RESOLUTION 2014-33, ADDITIONS TO THE 2014 MASTER PLAN

Mr. DeWitte introduced for consideration Governing Board Resolution 2014-33, additions to the 2014 Master Plan (see pages 29658-29660). Luis Campos, executive director of the Physical Plant, Juliane Ziter, executive director of the Office of Planning & Institutional Effectiveness, and Kenneth

Cole, technology infrastructure director, presented the proposed additions to the 2014 Master Plan. Mr. Campos stated that the goal of the Master Plan was to align all major technology and facility projects with the Strategic Direction of the College. Ms. Ziter presented a report detailing all additions to the Master Plan and the Strategic Direction goal each one supported. Ms. Moore made and Ms. Holbrook seconded a motion to approve the resolution. The vote on the motion was: Mr. DeWitte—yes; Mr. Armijo—yes; Ms. Moore—yes; Ms. Garcia—yes; Ms. Holbrook—yes; Mr. Kaufman—yes; Mr. Matteucci—yes. Motion carried.

RESOLUTION 2014-34, AWARD OF BID FOR THE A BUILDING COURTYARD RENOVATION PROJECT

Mr. DeWitte introduced for consideration Governing Board Resolution 2014-34, award of bid for the A Building Courtyard Renovation Project (see pages 29661-29662). Mr. Campos presented the resolution stating the project would improve the 30 year-old courtyard with new landscaping, walkways, benches and a small 20-seat amphitheater, as well as other general improvements. He recommended that Longhorn Construction Services, Inc., the lowest bidder, be awarded the project for a total cost of \$1,011,600 plus gross receipts tax. Ms. Moore made and Mr. Matteucci seconded a motion to approve the resolution. The vote on the motion was: Mr. DeWitte—yes; Mr. Armijo—yes; Ms. Moore—yes; Ms. Garcia—yes; Ms. Holbrook—yes; Mr. Kaufman—yes; Mr. Matteucci—yes. Motion carried.

RESOLUTION 2014-35, INTERNAL AUDIT REPORT 2014-01 – SMALL PROJECT CONSTRUCTION SERVICES AUDIT

Mr. DeWitte introduced for consideration Governing Board Resolution 2014-35, Internal Audit Report 2014-01 – Small Project Construction Services Audit (see pages 29663-29667). Allen Leatherwood, director of Internal Audit, reviewed the scope of the audit that included a review of 30 projects ranging from \$50,000 to \$300,000. He noted one finding relating to late payments. Mr. Kaufman made and Mr. Matteucci seconded a motion to approve the resolution. The vote on the motion was: Mr. DeWitte—yes; Mr. Armijo—yes; Ms. Moore—yes; Ms. Garcia—yes; Ms. Holbrook—yes; Mr. Kaufman—yes; Mr. Matteucci—yes. Motion carried.

RESOLUTION 2014-36, INSTRUCTIONAL PROGRAM OFFERINGS FOR 2014-15

Mr. DeWitte introduced for consideration Governing Board Resolution 2014-36, Instructional Program Offerings for 2014-15 (see pages 29668-29669). Sydney Gunthorpe, vice president for Academic Affairs, requested approval of the resolution that included 12 new certificate programs and five new degree programs. He thanked everyone involved in creating and updating all program offerings and the cooperation of Student Services staff as the additions are made available for students. Ms. Moore made and Ms. Garcia seconded a motion to approve the resolution. The vote on the motion was: Mr. DeWitte—yes; Mr. Armijo—yes; Ms. Moore—yes; Ms. Garcia—yes; Ms. Holbrook—yes; Mr. Kaufman—yes; Mr. Matteucci—yes. Motion carried.

RESOLUTION 2014-37, TUITION AND FEE PLAN FOR FISCAL YEAR 2015

Mr. DeWitte introduced for consideration Governing Board Resolution 2014-37, Tuition and Free Plan for Fiscal Year 2015 (see pages 29670-29675). Jan Nixon and Rosalinda Montoya, budget analysts, presented the resolution. President Winograd thanked the Board and Finance Committee for the work involved in preparing the budget for the college, and for keeping the best interests of students, faculty and staff in mind. Ms. Nixon stated the proposed tuition changes were listed on the resolution that were approved by the Finance Committee. Ms. Moore made and Mr. Armijo seconded a motion to approve the resolution. Dr. Winograd clarified that there were no increases in registration fees, there was slight increase in tuition from \$49.50 to \$50 per credit hour for academic courses, and an increase from \$14 to \$18 per credit hour for Career & Technical Education courses. The vote on the motion was: Mr. DeWitte—yes; Mr. Armijo—yes; Ms. Moore—yes; Ms. Garcia—yes; Ms. Holbrook—yes; Mr. Kaufman—yes; Mr. Matteucci—yes. Motion carried.

RESOLUTION 2014-38, EMPLOYEE COMPENSATION PLAN

Mr. DeWitte introduced for consideration Governing Board Resolution 2014-38, Employee Compensation Plan (see pages 29676-29679). Ms. Nixon presented the resolution that proposed a two percent pay increase for non-union employees and stated any pay adjustments for union members would be part of the collective bargaining process. Ms. Moore made and Mr. Kaufman seconded a motion to approve the resolution. The vote on the motion was: Mr. DeWitte—yes; Mr. Armijo—yes; Ms. Moore—yes; Ms. Garcia—yes; Ms. Holbrook—yes; Mr. Kaufman—yes; Mr. Matteucci—yes. Motion carried.

RESOLUTION 2014-39, FINAL BUDGET ADJUSTMENT REQUEST FOR FISCAL YEAR 2014

Mr. DeWitte introduced for consideration Governing Board Resolution 2014-39, final Budget Adjustment Request for 2014 (see pages 29680-29688). Ms. Nixon requested approval of the resolution that finalizes the 2014 budget and aligns revenues, expenditures and transfers appropriately. Ms. Moore made and Mr. Kaufman seconded a motion to approve the resolution. The vote on the motion was: Mr. DeWitte—yes; Mr. Armijo—yes; Ms. Moore—yes; Ms. Garcia—yes; Ms. Holbrook—yes; Mr. Kaufman—yes; Mr. Matteucci—yes. Motion carried.

RESOLUTION 2014-40, BUDGET FOR FISCAL YEAR 2015

Mr. DeWitte introduced for consideration Governing Board Resolution 2014-40, Budget for Fiscal Year 2015 (see pages 29689-29809). Ms. Nixon requested approval of the resolution that reflects an approximate budget of \$256,000,000, including operating, capital and restricted funds. She stated CNM is required to submit the budget to the New Mexico Higher Education Department by May 1, 2014. Ms. Moore stated that the Finance Committee considered all budget items carefully and thoroughly and thanked the Budget Office staff for their work on preparing the budget items. Ms. Moore made and Mr. Kaufman seconded a motion to approve the resolution. The vote on the motion was: Mr. DeWitte—yes; Mr. Armijo—yes; Ms. Moore—yes; Ms. Garcia—yes; Ms. Holbrook—yes; Mr. Kaufman—yes; Mr. Matteucci—yes. Motion carried. President Winograd presented Ms. Nixon and Ms. Montoya with a CNM Candy Dish for their work on the budget and their presentation. She also thanked the Board for challenging and trusting administration to develop an inclusive budget that supports faculty, staff and students.

BOARD COMMENT

Mr. DeWitte stated he enjoyed participating in the Employee Service Awards banquet honoring CNM's long-term employees.

NEXT MEETING ANNOUNCEMENT

Mr. DeWitte announced that the next regular meeting of the Governing Board would be Tuesday, May 13, 2014, at 5 p.m., at the Rio Rancho Campus, Room 101, 2601 Campus Boulevard NE, Rio Rancho, 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 21.

ADJOURNMENT

The meeting adjourned at 5:56 p.m.

APPROVED:

ATTEST:

Chairman

Secretary