



GOVERNING BOARD HANDBOOK

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Section I

INTRODUCTION AND GUIDING PRINCIPLES

Introduction and Guiding Principles

Welcome to the Central New Mexico Community College (CNM or the College) Governing Board Handbook. This handbook connects our strategic direction with our day-to-day operations, enhancing efficiency and productivity.

The Governing Board is an elected group of individuals, constituting a lawful political subdivision, who represent the population of the CNM District. The Board is responsible for policies that govern all phases of the educational program within the College. The implementation of the policies through administrative procedures is delegated by the Board to the President as the Chief Executive Officer for the Governing Board. The Board relies upon the President and staff for the experience and training in education and administration of the College to provide the Board with general guidance in matters of instituting and revising policy.

Recommendations for Board policy changes are received by the Board in an orderly manner through the arrangements described in Board policies and implemented by current administrative procedures.

Policy statements are regularly adopted and disseminated by the Board with the intention of supporting the mission, vision, values, and goals of the College. The policies are intended for the use of College employees, students, and other citizens to provide a general operating climate for guiding decisions related to the attainment of desired educational objectives.

All policy statements and operational policies and procedures are available for public inspection in the office of the President of the College.

Adopted: 8/12/2014

Revised:

Scheduled Review:

Committee: Executive

Formerly Section I, 1.01

Message From the President

As we all move into a rapidly evolving future, it's very important that Central New Mexico Community College ventures forward with a strong sense of purpose, a focused plan and guiding principles that will help us both reach our goals and overcome the challenges that will surely come in the next five years. To help us stay on a steady course for success from 2016-2021, we have designed an updated Strategic Direction that will lead our way.

Our Vision – “Changing Lives, Building Community” – remains the same as it has been since 2008. It's our Vision, and our motivation. Our new Mission is to “Be a Leader in Education and Training”. As our state's largest community college, we need to continue striving to be at the forefront of cutting edge education and training. Being a true leader is not only important for our students, but it's also critically important for New Mexico's economy. Being a key contributor to our state's economic development equations, we plan to provide the kind of cutting edge education and training that will deliver highly skilled graduates and a 21st century workforce that will spur economic development.

As we passionately pursue our Mission, we will remain true to our Core Values – Be Caring, Be Ethical, Be Inspiring, Be Courageous, Be Connected and Be Exceptional. These Values will be our touchstones as we strive, through the power of education, to brighten our community's future.

Our over-arching goals remain the same – Student Success, Community Success, and Organizational Excellence and Innovation. But our strategies to achieve these goals have been updated with clear objectives to reach by 2020.

Sincerely,
Dr. Katharine Winograd, CNM President

Formerly Section I, 1.01

CNM Vision Statement

Changing Lives, Building Community

CNM Mission Statement

Be a leader in education and training.

CNM Core Values

Be Caring, Be Ethical, Be Inspiring, Be Courageous, Be Connected,

Be Exceptional – Be CNM.

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Formerly Section 1, 1.01

Student Success

- Ensure learning and support that promotes student persistence in achievement of education and training goals.
- Implement and measure the impact of strategies to promote student retention and success.

In support of CNM Values: **Be Courageous and Be Caring**

- Identify and implement strategies to support successful student completion and transfer.

In support of CNM Values: **Be Caring and Be Inspiring and Be Exceptional**

- Increase number of degrees and certificates awarded.

Community Success

- Lead and support high value workforce and community engagement.
- Advance CNM as a leader in workforce and economic development.

In support of CNM Values: **Be Courageous and Be Exceptional**

- Timely, relevant, honest assessment of diverse community needs and agility to respond.

In support of CNM Values: **Be Caring, Be Inspiring and Be Ethical**

- Identify and nurture strategic partnerships.

In support of CNM Value: **Be Connected**

Organizational Excellence and Innovation

- Define CNM as a high quality organization and transformational workplace.
- Advance the quality journey to measure and improve performance outcomes, to promote evidence-based decision-making and to promote a culture of accountability.

In support of CNM Values: **Be Exceptional and Be Ethical**

- Advance a culture for caring and responsive support and service.

In support of CNM Values: **Be Caring and Be Exceptional**

- Create and sustain a diverse system for growth, development and support of employees.

In support of CNM Values: **Be Caring and Be Courageous**

- Clarify and articulate the distinct and dynamic identify of CNM.

In support of CNM Values: **Be Inspiring and Be Connected**

Adopted: 11/8/2016

Revised:

Formerly Section 1, 1.01

Section II

GOVERNANCE

CNM Governing Board Code of Ethics

As a member of the Central New Mexico Community College Governing Board, it is my duty and responsibility to:

- A. Recognize and honor the fact that my fellow citizens have entrusted me with the educational development of the men and women attending this College.
- B. Recognize and honor the fact that the public expects my first and greatest concern to be in the best interest of each and every student without distinction.
- C. Devote time, thought and study to the duties and responsibilities of a Board member so that I may render effective and credible service.
- D. Work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debates of points of issue.
- E. Base my personal decision upon all available facts in each situation, vote my honest conviction in every case unswayed by partisan bias of any kind, and abide by and uphold the final majority decision of the Board.
- F. Remember that as an individual I have no legal authority outside the meetings of the Board and conduct my relationships with the college employees, the local citizenry and all media of communication on the basis of this fact. Recognize any conflict of interest both in appearance and fact regarding decisions made by the College and announce said interest prior to Board discussion. Refrain from voting in cases when a conflict of interest may occur.
- G. Remember that the primary function of the Board is to establish the policies by which the College is to be administered, but that the administration of the educational program and the conduct of routine College business will be left to the President of the College and his/her professional and nonprofessional staff.
- H. Resist every temptation and outside pressure to use my position as a board member to benefit either myself or any other individual or agency apart from the total interest of the College.
- I. Strive step-by-step toward ideal conditions for most effective service of the Board of Trustees to my community and state, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

Leadership requires risk. Risk brings victory or defeat. Leadership requires the courage to face defeat, and the humility to live with victory.

Code of Ethics Procedure

Code of Ethics Procedure (Signature Page in Appendix)

The Governing Board holds itself and its members to the highest ethical standards in dealings with other Board members, staff, students, volunteers and the public at large, as detailed in the Code of Ethics.

Board members will sign the Code of Conduct Statement annually, included in the Appendix of this policy manual.

If, at any time, a member of the Governing Board behaves in a manner that betrays these standards, the Chair of the Board will counsel that member as to more appropriate behavior, suggest ways to remedy the situation and suggest corrective action.

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Code of Ethics Formerly Section II, 2.13

CNM Governing Board Conflict of Interest Policy

The Board believes it is essential that conflict of interest or any appearance thereof be avoided in all College-related matters. No member of the Governing Board will knowingly:

- A.** Disclose or use confidential information about the College to advance the financial or other private interests of said member or others;
- B.** Use College assets or equipment for any unlawful or improper purpose or to promote a personal business interest;
- C.** Approve or make any payment of College funds with the intention that any part of said funds be used for any purpose other than that described in the supporting documents;
- D.** Participate in the negotiation or the making of any contract between the College and any business entity in which the employee has a financial interest, either directly or indirectly;
- E.** Represent a private interest in any action or proceeding before the Governing Board;
- F.** Request or receive any money, thing of value or promise thereof, that is conditioned upon or given in exchange for performance or promised performance of an official act;
- G.** Render any commercial service to the College on a commission basis;
- H.** Serve on any College evaluation committee for proposals or bids without disclosing any potential conflict of interest prior to the start of committee business.

Conflict of Interest Policy Procedure

Conflict of Interest Procedure (Signature Page in Appendix)

The Governing Board expects of itself and its members ethical and businesslike conduct. Board members will represent unconflicted loyalty to the interests of CNM, superseding any conflicting loyalty such as that to family members, a business, advocacy or interest groups and membership on other boards or staffs. Board members must avoid any conflict of interest with respect to their fiduciary responsibility. There will be no self-dealing or any conduct of private business or personal services between any Board member and CNM except as procedurally controlled to assure openness, competitive opportunity, and equal access to "inside" information.

Board members will sign a conflict of interest statement annually, disclosing any conflict or potential conflict as defined in this policy. (See Signature Page in Appendix)

In any matter before the Board or any of its authorized Committees, having declared a conflict or potential conflict, the Board member may participate in the discussion of the matter, but when the vote is called, the member will abstain from the vote. The minutes of the Board or Committee meeting will reflect when the member left and returned.

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Conflict of Interest Policy Formerly Section II, 2.12

CNM Governing Board Social Media Policy

Board members are encouraged to promote CNM by leveraging their social media relationships and networks.

Board members are responsible for what they post on their own site and on the sites of others, and should only post on behalf of CNM or its affiliates in an official capacity where members have been explicitly authorized to do so. Board members should at all times follow the College's Information Technology Use directive.

Social Media Policy Procedure

Important Guidelines

- Be honest about identity: "As a member of the board of CNM..."
- Make it clear that the views expressed are the members alone.
- Use common sense.
- Validate the accuracy of all posts *before* posting.
- Remember that all communication remains in cyberspace.
- Respect the privacy of offline conversations.
- Don't write anything that wouldn't be said in public.
- Don't cite or reference students, faculty, volunteers, vendors or others without their permission and approval.
- Avoid deliberating College business with a quorum of the Board.
- Report harassing or defamatory communications to the president if such communications involve faculty, staff, students, volunteers or vendors.

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Districting of the Governing Board

The Governing Board will be redistricted as required by Section 21-16-5.1 NMSA 1978. The official districting plan for Governing Board positions will be Plan B-1 as adopted by the Governing Board in May 2012.

The Governing Board consists of seven members elected from districts under the provisions above. In the case of Board vacancies, a majority of the remaining Board members will appoint a new member from the district where the vacancy occurs to serve until the next scheduled Board election.

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Formerly Section II, 2.02

Duties and Powers of the Board

The Board retains and reserves all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Constitution of the State of New Mexico and statutes, including those prescribed by Section 21-16-1 to 21-16-22 NMSA 1978.

Members of the Governing Board will have the authority only when acting as a Board in regular or special sessions.

In execution of those powers and duties specifically provided by law, the Board has adopted the following policies:

- A.** The Board establishes policy that directs the management of the College, and may establish programs, courses and other services as it deems necessary for the education of the students.
- B.** The Board has oversight of all College funds and property and may recommend the use of such funds and property to promote College business in such ways as it deems necessary and proper and in accordance with law.
- C.** The chief administrative function of the Board will be to appoint a President.
- D.** The Board, in consultation with the President, will make, adopt, amend and repeal upon a majority vote of the entire Board, rules and regulations for its meetings and proceedings.
- E.** The Board may make provisions for interpreting the College program to the public and will seek the opinion and advice of citizens of the District about matters concerning the educational program.

- F. The Board will work cooperatively with the President to work with College staff and interested citizens in a continuous effort to improve the total College program.
- G. The Board will take steps to increase its professional growth by subscribing to suitable professional publications, participating in professional organizations and cooperating in a program of professional development.
- H. The Board will provide opportunities for cooperative planning in policy formulation.

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Formerly Section II, 2.10

Fiduciary Duties of Board Members

Board members agree to abide individually and severally by the fiduciary duties of care, loyalty and honesty.

- A. **Duty of Care** Board members take personal responsibility to come to meeting prepared to act, or they agree to abstain from voting.
- B. **Duty of Loyalty** Board members will put the interests of CNM ahead of their own interests. Board members agree to support the decisions of the majority and not lobby outside the Board with personal opinions after a vote is taken.
- C. **Duty of Honesty** Board members will act in accordance with CNM policies and procedures and ensure timely reporting and compliance with all local, state and federal regulations.

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Planning

The Governing Board has the ultimate responsibility for the final approval of CNM's strategic direction.

The Board commits to annual strategic planning meetings that result in action plans for the Board and its staff. The strategic plan for the college is reviewed regularly to provide focus for Board and staff.

The Board Chair ensures Board operating policies and procedures are reviewed and updated as required to comply with current operating procedures (or at least every 3-5 years).

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Organization of the Board

Effective July 1, 2018, regular local elections will now be held on a single day: the first Tuesday after the first Monday in November of each odd-numbered year. See §18, ch. 79, 2018 NM Laws ____.

Members of the CNM Governing Board must be elected during a regular local election, which will be consolidated with school districts, community college districts, learning center districts, flood control districts, Local Economic Development Act projects, special zoning districts, soil and water conservation districts, water and sanitation districts, and starting in 2022, conservancy districts. See §§ 17, 18 and 84, ch. 79, 2018 NM Laws ____.

Governing Board Terms (Effective July 1, 2018)

Commencement of New Terms. The term of office of a candidate to the CNM Governing Board elected in a regular local election will begin on January 1 following the candidate's election. See §31, ch. 79, 2018 N.M. Laws ____.

Adjustments to CNM Governing Board Members Terms. Temporary provisions in HB 98 adjust the terms of offices to comply with the change in date of local elections starting in November 2019. See §172, ch. 79, 2018 N.M. Laws ____.

Terms Set to Expire in 2019. The term of a member of the CNM Governing Board that was set to expire on or before February 28, 2019 will now expire on December 31, 2019.

Terms Set to Expire in 2021. The term of a member of the CNM Governing Board that was set to expire on or before February 28, 2021 will now expire on December 31, 2021.

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Formerly Section II, 2.03

Election and Terms of Board Officers

The Governing Board will elect officers (Chair, Vice-Chair and Secretary) at the regular Board meeting within three months after the CNM Board election.

Board officers serve a two year term and may be re-elected for a new term after review by the Governing Board.

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Board Committees

Standing committees of the Board will include, but not be limited to, the Executive Committee, Audit Committee, Capital Outlay Committee, Finance Committee and Planning Committee. Committee members are appointed by the Chair of the Board. Ad hoc committees may be appointed by the Chair of the Board for specific purposes as needed.

No committee or task force can act on behalf of the Board without express permission granted by the Board. Nor can any committee or task force encumber CNM without permission from the Board.

Committees will develop a plan of work for the coming year and present it to the full Board. Committees will report on progress within their plan at every Board meeting.

A committee may utilize services of an advisor. These advisors will not be paid for services unless authorized by the Board. Advisors to the committee do not have a vote on actions taken by the committee.

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Instructional Programs

All instructional programs offered by CNM are designed to meet CNM's mission, vision, values and goals. The Board will annually consider all instructional offerings and based on relevant data presented by administration, approve programs for the next academic year. The Board will approve all new associate degrees, certificates and other instructional offerings appropriate to the mission, vision, values and goals of the College.

Instructional Programs Procedure

In determining approval of new or current programs, the Board will consider the following criteria as appropriate: community impact; interest and support; job availability within the district as well as national, state and local employment trends; potential starting salary; budget implications; equipment, facility and supply needs; and potential impact on other educational offerings of the College.

The procedure for proposing to the Governing Board addition of a new program will be:

- A. A comprehensive needs assessment must be conducted by the appropriate instructional department with the cooperation and assistance of the program advisory committee.
- B. A proposed curriculum must be designed with the assistance of the program advisory committee to assure graduates will have the needed skills and competencies.
- C. The criteria listed above must be addressed in the proposal.
- D. The proposal must be forwarded to the Planning Committee of the Governing Board, which will review the information and make a recommendation for consideration by the full Governing Board.

The President will, upon request of the Board and at his/her own discretion, submit evaluation reports of various aspects of the instructional programs and make recommendations for continuation, elimination or modification.

Adopted:

Revised:

Scheduled Review:

Committee: Planning

Formerly Section VII, 7.01

Governance/Other

Felony Convictions

A seat on CNM's Governing Board is a position of public trust requiring the highest level of integrity. New Mexico law states that a person with a felony conviction is not permitted to hold an office of public trust unless the Governor of New Mexico has restored the person's full rights of citizenship, evidenced by a pardon or certificate. See NMSA 1978, Section 31-13-1(E); see also NMSA 1978, Section 10-1-2.

Therefore, candidates for a Board vacancy and current Board members will not have a felony conviction as part of their criminal record, unless the exception set forth in state law has been satisfied. Current Board members may, on occasion, be subject to a criminal background check.

Candidates or current Board members with a felony conviction who have not had their full rights of citizenship restored will be required to withdraw their candidacy or resign from the Board. Failure to resign in accordance with this policy may subject a Board member to criminal or civil removal proceedings in accordance with state law.

Board members who are charged with a felony must provide written notice to the Board within three (3) days of being charged, advising of the nature of the charge.

Adopted: 8/12/2014

Revised:

Scheduled Review:

Committee: Executive

Formerly Section II, 2.14

Section III

BOARD MANAGEMENT

Meetings of the Board

The regular meetings of the Board will normally be held on the second Tuesday of every month. The date of a regular meeting may be changed by action of the Board provided that every member and the public are notified in advance. Meetings of the Board will be held in a place determined by the Board members. Reasonable public notice of all Board meetings will be given pursuant to the Open Meetings Act, NMSA 1978, Chapter 10, Article 15.

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Formerly Section II, 2.04

Responsibility to the Public

The Governing Board recognizes its responsibility to the public to provide information concerning all of its actions, its policies, and details of its educational and business operations. In keeping with this recognition of responsibility, the Board has enacted the following policies:

- A. Meetings. All regular and special meetings of the CNM Governing Board will be open to the community and will be publicly announced in advance. A meeting may be closed as provided by law.
- B. An annual budget hearing, open to the public, will be publicly announced and held each spring for the purpose of adopting the budget for the forthcoming fiscal year.
- C. A report of financial and educational activities of the school year will be submitted annually to the Board by the President of the College. Such report will be circulated to the community.
- D. Curriculum advisory committees will exist to provide for greater community involvement in the educational planning process.
- E. The civic population as well as College employees will be kept fully informed of school matters through appropriate public news media and College publications.

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Formerly Section IX, 9.01

Roles of Board Officers

Chair. The Chair of the Board presides at all regular and special meetings of the Board, reviews and understands Board governance policies and procedures, CNM's financial and legal situation and strategic plan. As the Board ambassador, the Chair acts as a spokesperson to the larger community, speaking in public and advocating on behalf of CNM. By modeling appropriate behavior, the Chair sets high standards for Board conduct and intervenes if conflicts of interest, or other Board performance issues arise.

The Chair appoints committee chairs and serves ex officio on committees, holding committees responsible for achievement of goals and plans. The Chair initiates the annual evaluation of the CNM President by the Board, and plays a crucial role in new Board member orientation.

The Board Chair works closely with the CNM President to ensure the College stays true to its mission, vision and core values.

Vice Chair. The Vice Chair understands the key roles of the Chair of the Board and steps in to fulfill the duties and responsibilities of the Chair if he/she is unable to do so.

Secretary. The Secretary of the Board oversees taking of minutes of all regular and special meetings of the Board, ensures their accuracy, and ensures minutes are filed permanently in the President's office.

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Roles of Standing Committees – See Appendix

Quorum

A simple majority of the Board members eligible to vote will constitute a quorum.

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Formerly Section II, 2.07

Board Meeting Procedures

Attendance at Board and Committee Meetings

Board members are expected to attend all meetings of the Board and their assigned committees unless excused. Notification of absence may be given via email, telephone or in person to the Board Chair or Committee Chair as soon as possible prior to any regular or special meeting.

Board Meeting Agenda

Agenda items are determined by the Executive Committee of the Board.

A person with a matter to present to the Board must submit a request in writing to the Executive Committee via the President's Office with appropriate supporting materials at least fifteen (15) days prior to a scheduled Board meeting. Upon receipt of the request, the President and Executive Committee will meet to discuss and possibly schedule the item on the agenda. All administrative remedies will be exhausted prior to an item being placed on the agenda.

The President's Office will notify the person whether or not the Executive Committee has placed the matter on the agenda.

A complaint against the personal action of an identifiable employee will not be an allowable agenda item.

Matters affecting the operation of the College and requiring action by the Board will be presented by Staff to the appropriate Board committee(s) with appropriate supporting materials prior to the meeting at which action is required. Upon committee approval of the requested item, it will be forwarded to the Executive Committee for inclusion on the Board agenda.

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Formerly Section II, 2.05

Board Meetings

Meetings of the Governing Board will at all times be conducted in a manner that is open, honest, courteous and respectful to all members of the board and guests.

- A. If the Board Chair determines that a quorum will not be attained for any regular or special meeting of the Board, he/she will immediately advise all other Board members that the meeting has been cancelled or rescheduled.
- B. Materials needed for decision-making at any regular and special meetings of the Board will be sent to all Board members at least two business days in advance of the meeting via email, regular mail or in person. Materials will include at least: the meeting agenda, minutes of the previous meeting, financial report, committee reports and any other documentation to be considered.
- C. Meetings will follow basic Robert's Rules of Order.
- D. Minutes will be kept of the proceedings of all regular or special meetings of the board. They will include the date and time of the meeting, a list of board members present and absent and any guests. Motions will be clearly stated with the name of the member making the motion and seconding. Description of discussion will clarify how a decision was made. The vote will be recorded, naming any dissenting or abstaining members.
- E. Minutes will be approved as submitted or with corrections.
- F. Board minutes are kept on file in the President's Office as the permanent official records of the College.

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Amendment or Suspension of the Rules and Regulations

Any rules of the Board, not specifically prescribed by statute, may be suspended or revoked by a majority vote of the Board.

The President may, in case of emergency, suspend any part of rules and regulations as they pertain to the administration of the College, provided, however, that the President will report the facts and the reasons for such suspension at the next meeting of the Board, and provided further that the suspension will expire at the time of said report unless continued in effect by vote of the Board.

Adopted: 8/12/2014

Revised:

Scheduled Review:

Committee: Executive

Formerly Section II, 2.11

Procedures for Addressing the Board

The Board will maintain a public comment period at the beginning of every meeting. An individual may speak on any item that appears on the adopted agenda by request to the Clerk of the Board in advance of the meeting and recognition by the Chair of the Board during the meeting. All presentations must be brief. Persons speaking on an agenda item must limit their remarks to three minutes, and aggregate comments will be limited to 30 minutes per agenda item.

Order and decorum will be maintained at all times.

Adopted: 8/12/2014

Revised:

Scheduled Review:

Committee: Executive

Formerly Section II, 2.06

Section IV

FISCAL MANAGEMENT

Fiscal Management

The CNM Governing Board delegates to the CNM President responsibility for general fiscal management of the College. The Board has adopted specific policies relative to fiscal management as required by state statute and as otherwise deemed appropriate. Any appropriate related procedures will be included in the Source – the procedures online manual at CNM.

Budget. The Board annually will conduct a public budget review and approve a budget for the College for the next fiscal year. The Board will approve all budget adjustment requests made to the New Mexico Higher Education Department.

Agreement between Governing Board and CNM Foundation. The Governing Board and the CNM Foundation operates under a memorandum of agreement addressing their relationship, the Foundation's organization and function, and the management and distribution of gifts and donations. Reference: CNM Foundation Amended and Restated MOU.

Agreement between Governing Board and CNM Ingenuity. The Governing Board and CNM Ingenuity operates under a memorandum of agreement addressing their relationship, Ingenuity's organization and function, and the management and disbursement of gifts, donations, and other funds. Reference: CNM Ingenuity MOU.

Audits. The Board has adopted an Internal Audit Charter to provide guidelines relative to audits and evaluations of the College's fiscal operation. Reference: Audit Committee Duties and Responsibilities included in Appendix.

Signature Authority, Check Signing and Wire Transfer Authority. The Board authorizes the President to designate persons to sign checks and authorize wire transfers. The Board also authorizes the President to designate persons and/or College roles authorized to legally bind the College by signing financial documents and other agreements. Reference: Signature Authority Change.

Investments. The Governing Board has adopted a policy providing guidelines for investment of College assets. Reference: CNM Investment Policy.

Endowment Funds. The Governing Board has adopted an oversight and investment policy for CNM endowment funds. Reference: CNM Endowment Funds.

Travel. The Board has adopted a policy outlining reimbursement and arrangements for College-related travel, including establishing maximum mileage and per diem rates consistent with state statute. Reference: Employee Handbook, 6.03 Payment for Travel and Travel Related Conferences.

Procurement. The Board has adopted a policy that follows state statute (The Procurement Code) in the procurement of services, tangible personal property, and construction. Reference: Procurement Policy.

Representation and Entertainment Expenses. The Board has adopted a policy regarding use of appropriated funds and the College's general activity account (GAA) for representation and entertainment expenses. Reference: GAA Governing Board Policy.

Debt Management. The Board has adopted a debt management policy to provide a framework to guide decisions regarding the use and management of College debt. Adherence to debt policies will help to ensure that the College maintains a sound debt position and that credit quality is protected. Reference: Debt Management Policy.

Fund Balance Policy. The Board has adopted a fund balance policy that assures long term fiscal stability for the College. Reference: CNM Fund Balance Policy.

Adopted: 4/14/2015

Revised:

Scheduled Review:

Committee: Finance

Formerly Section VIII, 8.01

Audit

External Audit

The Board is obligated to undertake and oversee an annual audit conducted by an independent auditor. The Audit Committee recommends selection of the auditor to the Board. See details in the Appendix: Audit Committee Duties.

Internal Audit

The Board is obligated to investigate concerns related to CNM fiscal, personnel and administrative management. The Audit committee recommends selection of the Internal Auditor to the Board. See details in the Appendix: Audit Committee Duties.

Adopted:

Revised:

Scheduled Review:

Committee: Audit

Formerly Section VIII, 8.01 and Audit Committee description

Electronic Transactions

The Board delegates to the President responsibility for developing procedures for CNM electronic transactions. Electronic transactions must comply with the provisions in accordance with the Uniform Electronic Transactions Act (NMSA 1978, §14-16-1 et seq.).

Adopted: 3/10/2015

Revised:

Scheduled Review:

Committee: Finance

Formerly Section VIII, 8.04

Inventory and Disposition of CNM Property

CNM will dispose of its real property and tangible personal property in accordance with state law (NMSA 1978, §§ 13-6-1 and 13-6-2). CNM's Governing Board designates the Capital Outlay Committee to approve and oversee the disposition of property. Inventory will be conducted in accordance with state law. See NMSA 1978, § 12-6-10.

Physical Inventory of Movable Chattels (Cost greater than \$5,000). CNM will, at the end of each fiscal year, conduct a physical inventory of movable chattels and equipment costing more than five thousand dollars (\$5,000) (Capital Assets). The inventory will list the chattels and equipment and the date and cost of acquisition. Upon completion, the inventory will be certified by the Governing Board as to correctness.

Disposition of Obsolete, Worn-Out or Unusable Tangible Personal Property (Resale value less than \$5,000; Initial cost of \$5,000 or more) CNM's Capital Outlay Committee, through the authority granted by the Governing Board of CNM, may dispose of any item of tangible personal property, with an initial cost of \$5,000 or more, that belongs to CNM and delete the item from CNM's public inventory if an item a) has a resale value of \$5,000 or less, b) is worn-out, unusable or obsolete, to the extent the item is no longer economical or safe for continued use by CNM.

A copy of the official finding and proposed disposition of the property sought to be disposed of will be made a permanent part of the official minutes of the Governing Board and maintained as a public record subject to New Mexico's Inspection of Public Records Act.

Adopted: 11/10/2015

Revised:

Scheduled Review:

Committee: Capital Outlay Committee

Formerly Section VIII, 8.05

Investment Policy

Legal Restrictions

The College will invest funds in conformity with federal and state laws and regulations, including Internal Revenue Services (IRS) regulations pertaining to tax exempt bonds, bond resolutions and indentures, and other pertinent legal restrictions. These laws and regulations include but are not limited to NMSA 1978, § 6-8-1 *et seq.* and § 6-10-1 *et seq.*, NMSA 1978; Uniform Prudent Investor Act, NMSA 1978, § 45-7-601 *et seq.*; Uniform Prudent Management of Institutional Funds Act, NMSA 1978 § 46-9A-1 through § 46-9A-10 NMSA 1978; and Internal Revenue Code on Arbitrage, 26 USC § 148.

Investment Responsibility and Control

The Governing Board delegates the authority to invest the College funds to the Vice President for Finance and Operations or designee who shall ensure that investment guidelines are developed and kept on file in the Business Office. Therefore, the Vice President for Finance and Operations or designee is designated as the College's Investment Officer and is authorized to deposit, withdraw, invest, transfer or manage in any other manner the funds of the College.

Reporting and Governing Board Review.

The Investment Officer or designee shall prepare monthly reports of investment activity and investment balances for review and approval by the Vice President of Finance and Operations. An annual report summarizing the activity and balances for the fiscal year shall be prepared as of June 30 each year and presented to the Governing Board at its October meeting.

The Board shall review this investment policy, as necessary, but at a minimum every three years. Any changes to the investment guidelines shall be presented to the Finance Committee of the Board as an informational item.

Adopted: 11/8/2016

Revised:

Scheduled Review:

Committee: Finance

Formerly Section VIII, 8.06

Investment Policy (Endowment Funds)

The Governing Board delegates the authority to invest the endowment funds to the Vice President for Finance and Operations or designee who shall ensure that investment guidelines are developed and kept on file in the Business Office. Therefore, the Vice President for Finance and Operations or designee is designated as the College's Investment Officer and is authorized to deposit, withdraw, invest, transfer or manage in any other manner the funds of the College.

Legal Restrictions

The College will invest funds in conformity with federal and state laws and regulations, and other pertinent legal restrictions. These laws and regulations include but are not limited to NMSA 1978, § 6-8-1 *et seq.* and § 6-10-1 *et seq.*, NMSA 1978; Uniform Prudent Investor Act, NMSA 1978, § 45-7-601 *et seq.*; Uniform Prudent Management of Institutional Funds Act, NMSA 1978 § 46-9A-1 through § 46-9A-10 NMSA 1978 and NMSA 1978, § 21-1-38 *et seq.*

Reporting and Governing Board Review

The Investment Officer or designee shall prepare monthly reports of investment activity and investment balances for review and approval by the Vice President of Finance and Operations. An annual report summarizing the activity and balances for the fiscal year shall be prepared as of June 30 each year and presented to the Governing Board at its October meeting.

The Board shall review this policy, as necessary, but at a minimum every three years. Any changes to the investment guidelines shall be presented to the Finance Committee of the Board as an informational item.

Adopted: 11/8/2016

Revised:

Scheduled Review:

Committee: Finance

Formerly Section VIII, 8.07

Master Plan & Capital Outlay Projects

As part of the annual CNM Master Plan process, the Governing Board approves the acquisition and disposition of real property and other capital outlay projects that have an estimated project cost exceeding \$100,000 (including gross receipts tax) and that fall under the following categories:

1. Any sale or purchase of real property. An independent appraisal of the property will be obtained.
2. Any project which results in the additional square footage, whether from construction or long-term lease of a new facility or building addition, or purchase of portable buildings
3. Any proposal to issue bonds.
4. Any alterations, site improvements, new building construction or building renovation
5. Any demolition of real property.
6. Any informational technology project based on total estimated costs exceeding \$100,000 including gross receipts tax.

The Governing Board annually approves the update to the five-year Master Plan project list provided by administration. Any project not included in the annual Master Plan, with an estimated project costs exceeding \$100,000 including gross receipts tax project list will be presented to the full Board for project approval as an out-of-cycle master plan project.

Adopted: 2/6/2016

Revised:

Scheduled Review:

Committee: Capital Outlay/Finance

Formerly Section VIII, 8.02

Procurement

Section 13-1-97-C NMSA1978 requires all procurement for local public bodies to be performed by a central purchasing office designated by the governing authority of the local public body. Section 13-1-95.2 NMSA1978 requires effective January 1 of each year every time a chief procurement office is hired, the local public body will provide to the state purchasing agent the name of the local public body's chief procurement officer and information identifying the local public body's central purchasing office. Section 13-1-30 NMSA 1978 requires that except as otherwise provided in the Procurement Code (Sections 13-1-28 through 13-1-199 NMSA 1978) that code will apply to every expenditure by state agencies and local public bodies for the procurement of items of tangible personal property, services and construction.

The CNM Director of Purchasing and Materials Management will serve as the CNM Chief Procurement Officer as required by Section 13-1-95.2 NMSA1978 and the CNM Purchasing

CNM Governing Board Policies and Procedures

Office will be designated as the central purchasing office for all procurement as required by Section 13.1-95-C NMSA1978.

The CNM Procurement Office maintains policies and procedures for the procurement of items of tangible personal property, services, and construction that comply with the Procurement Code (Sections 13-1-28 through 13-1-199 NMSA1978).

Adopted: 7/12/2015

Revised:

Scheduled Review:

Committee: Finance

Formerly Section VIII, 8.03

Section V

PERSONNEL

MANAGEMENT

Administration

The College staff is unified and directed by a single executive head, the President of the College. Staff organization will be based upon a functional analysis of the services to be rendered by the College. Functions to be fulfilled, departments and personnel needed are determined by the President and are maintained in record format by the administration.

The Board authorizes the President of the College to hire and direct the work of employees; to promote and assign employees; to evaluate, demote, transfer, suspend, discharge or terminate employees; and to take such actions as may be necessary in times of emergency.

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Formerly Section V, 5.01

Collective Bargaining

In accordance with the New Mexico Public Employee Bargaining Act, the Governing Board has established a Central New Mexico Community College Labor Relations Board.

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Formerly Section V, 5.05

Dangerous Substances

The Board is committed to maintaining a drug- and alcohol-free campus and to help students and staff solve drug- and alcohol-related problems. The Board supports the laws of the city, state and federal government regarding the use, sale or possession of controlled substances or alcohol. Nothing in this policy should be construed as prohibiting the lawful use of alcoholic beverages for academic purposes in the Culinary Arts and Hospitality and Tourism Programs as long as such use is consistent with standard industry practices.

Adopted:

Revised: 5/12/2015

Scheduled Review:

Committee: Executive

Formerly Section V: 5.08

Employee Handbook

The Board approves the Employee Handbook containing all administrative policies and directives affecting employees which cover the College's mission, vision, values and goals, organization, employment policies, code of conduct and workplace behavior, wage and salary policies, benefits, work rules and calendar, leave policies, professional development, substance abuse, discipline and grievance procedures, records, publications and research projects, and use of College property.

The Board directs the President to seek the advice of employees in formulating recommendations about matters affecting them.

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Formerly Section V: 5.04

Equal Opportunity

The Governing Board endorses a policy that provides equal employment opportunity without regard to age, ancestry, color, mental or physical disability, gender identity, genetic information, national origin, race, religion, serious medical condition, sex, sexual orientation, spousal affiliation, veteran status, or any other protected class in any of its policies, practices, or procedures in accordance with applicable federal, state, and local laws, nor will it condone any act of illegal discrimination or harassment on the part of its employees. This policy applies to all terms and conditions of employment and prohibits any form of workplace harassment based on an employee's protected class. The Board confirms that this provision of the handbook by its reference to applicable federal, state, and local laws prohibits and condemns any retaliation or interference of any kind against any employee engaging in the exercise of free speech or in activities protected by federal, state, or local laws.

Upon request, the College will provide reasonable accommodations to individuals with disabilities with regard to conditions of employment as provided by applicable federal, state, and local laws.

In recognition of the diverse population the College serves, the College has an open student admissions policy which ensures no students are denied higher education because they are a member of a protected class. In further recognition of the diverse population the College serves, the President or designee promotes inclusive recruiting, hiring, and retention practices for applicants and employees.

Adopted: 8/12/2014

Revised:

Scheduled Review:

Committee: Executive

Formerly Section III, 3.01

Nepotism

Family members of the Governing Board shall not be hired as president, internal audit employee or into positions prohibited by state statute. See NMSA 1978, § 10-1-10. Individuals hired before a Governing Board member is elected or appointed are not subject to this policy.

For the purposes of this policy, family members include parents, children, spouses, domestic partners, grandparents, grandchildren, siblings, half-siblings, great-grandparents, great-grandchildren, aunts, uncles, nieces and nephews, mother-in-law, father-in-law, step-parent, son-in-law, daughter-in-law, step-child, step-brother, brother-in-law, step-sister, sister-in-law, adopted children, domestic partner children, and any other person who is a member of the employee's household.

Adopted: 1/13/2015

Revised:

Scheduled Review:

Committee: Executive

Formerly Section V, 5.03

Professional Development

The Governing Board believes that the successful delivery of the educational services offered by the College depends on the performance of all members of the staff: administrative, instructional, and support. The Board directs the President to provide for continued development of employee competencies through appropriate professional development activities.

Adopted:

Revised:

Scheduled Review:

Committee: Planning

Formerly Section V, 5.06

School Year

An official academic calendar will be adopted annually by the Board.

Adopted:

Revised:

Scheduled Review:

Committee: Planning

Formerly Section V, 5.09

Section VI

CNM POLICIES for BOARD INFORMATION

Articulation

The Board supports and promotes articulation whenever possible as a means of facilitating student achievement of educational goals.

Adopted:

Revised:

Scheduled Review:

Committee: Planning

Formerly Section VII, 7.04

Campaigns or Activities for Raising Money

College employees and students will not be required on, in, or about College property to participate in any organized campaign to raise funds for any purpose.

Formerly Section 10, 10.03

Contests and Awarding of Prizes

Contests and activities which are sponsored by outside agencies and which may involve participation by students or employees or granting of awards or prizes to students or employees may be announced or permitted in the College with prior approval of the President.

Formerly Section 10, 10.04

Distance Learning

The Governing Board supports providing distance learning opportunities that will respond to the increasing educational and training needs of the citizens it serves.

Formerly Section VII, 7.02

Gifts and Donations

The Governing Board has authorized the CNM Foundation to accept, donations, devices, and title to property for the College. Presentation of memorials or other awards will be fittingly recognized by the Board. Such recognition will in no case be considered as a testimonial or endorsement by the College of a product or business enterprise.

Formerly Section IX 9.06

Inspection/Release of College Records

The Governing Board recognizes the right of the public to examine any public record on file at the College. Accordingly, the Board has adopted a College policy for inspection of public records and acquisition of copies of said records. The policy and procedure is published in the Employee Handbook.

Formerly Section IX, 9.03

Information Technology Use Policy

The Governing Board recognizes that Information Technology resources and systems enhance CNM's ability to deliver educational services and facilitate job performance and College operations; therefore, the Board endorses and supports responsible use of CNM's Information Technology resources and systems. The College has an [Information Technology Use Administrative Directive](#) located in The Source procedure manual as [IS-1002](#).

Formerly Section IX, 9.10

Naming of College Facilities

CNM may choose to name facilities (buildings, room or areas) after an individual(s) or business entity(ies) with a history of exceptional contributions to the institution. Such designations will be made in accordance with the following CNM guidelines:

- A. An honoree may not be employed by the College or be a member of the Governing Board or the CNM Foundation Board at the time of the designation. An honoree will have left employment, Governing Board or CNM Foundation Board service for at least one year prior or will have been deceased for at least one year prior to such a designation being made.
- B. An honoree will have earned distinction through extraordinary service or financial contributions to the College and by having demonstrated exemplary character.
- C. A person who has contributed financially to a specific facility should be given strong consideration as an honoree if the amount contributed equals at least one-third of the cost of the facility.
- D. Any facility carrying an honorary name designation, whenever possible, should also carry a current functional designation.
- E. The Governing Board will approve all honorary name designations for College facilities and may discontinue any such designations.
- F. The College reserves the right to physically alter any facility carrying on honorary name designation.

Formerly Section IX, 9.08

Political Activities

The Governing Board adopted the CNM policy governing political activities. The policy is published in the Employee Handbook [Section 12.16](#).

Formerly Section X, 10.02

Tuition and Fees

It is the policy of the Governing Board to make CNM's educational offerings available at the lowest possible cost to the student.

Annually, the Finance Committee of the Board recommends to the Governing Board tuition rates based on residency status as follows:

- New Mexico Resident Residing Inside the CNM District
- New Mexico Resident Residing Outside the CNM District
- Non-New Mexico Resident
- International students
- [CNM Online](#)

Determination of Resident/Nonresident Status.

The College follows the regulations of the New Mexico Higher Education Department in determining if a person is a resident or nonresident of New Mexico for tuition purposes

Fees

Fees collected from the student and applied to the operating costs of the College are set annually by the Governing Board.

Adopted:

Revised:

Scheduled Review:

Committee: Planning

Formerly Section VI, 6.02

APPENDIX

Board Member Job Description

Board Member Annual Commitment

Code of Ethics Signature Page

Conflict of Interest Signature Page

Roles of Board Committees

Board Member Job Description

TITLE: Member, Governing Board of CNM

REPORTS TO: Board Chair

ROLE: To serve as a voting member of the Governing Board for CNM by determining policies, procedures and regulations, monitoring financial performance, ensuring the effective governance of the College, and ensuring CNM's resources serve its mission and purpose.

TERM: Beginning _____ and ending _____.

TIME EXPECTATIONS:

- Attend regularly scheduled Board meetings held on the second Tuesday of every month.
- Participate actively in one or more committees of the Board.
- Attend scheduled Board retreats, planning meetings, workshops or other Board development activities.
- Attend, support and participate in CNM special events.

OBLIGATIONS:

- Fully understand and support the mission of CNM.
- Establish policy.
- Hire, supervise and evaluate the President.
- Monitor CNM's financial performance.
- Develop and monitor short and long-range planning and goals.
- Represent CNM to the public and private sector; serve as an advocate for CNM.
- Bring personal/professional expertise and that of others to support the mission of CNM.
- Abide by the Duties of Care, Loyalty and Honesty.

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Annual Board Commitment Letter

I [] agree to serve as a member of the Governing Board of CNM. I understand that my term of office begins [] and extends for [] years, ending [].

As a member of the Governing Board, I agree to:

- Support, promote and advocate for CNM;
- Attend all meetings of the Board, including special meetings, unless excused;
- Avoid any conflict of interest or appearance of a conflict;
- Abide by the Governing Board's Code of Ethics;
- Participate in short and long range planning activities;
- Ensure effective fiscal controls and accountability;
- Approve the annual budget;
- Ensure CNM meets all legal and corporate requirements;
- Establish such programs, provide such courses and other services as necessary for the education of CNM students;
- Maintain control and management of all College property and use such funds and property to promote College business in such ways the Board deems necessary and proper and in accordance with law;
- Support, evaluate and counsel the CNM College President;
- In consultation with the President, make and adopt, amend and repeal rules and regulations for the governance of the College;
- Interpret the College program to the public and seek the opinion and advice of citizens of the District about matters concerning the educational program;
- Work cooperatively with the President to work with College staff and interested citizens in a continuous effort to improve the total College program.

I agree that if, at any time, I am unable to fulfill the commitments of a member of the Governing Board of CNM, I will give appropriate notice of resignation to the Chair of the Board.

Name

Signature

Date

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Code of Ethics Signature Page

As a member of the Central New Mexico Community College Governing Board, it is my duty and responsibility to:

- A. Recognize and honor the fact that my fellow citizens have entrusted me with the educational development of the men and women attending this College.
- B. Recognize and honor the fact that the public expects my first and greatest concern to be in the best interest of each and every student without distinction.
- C. Devote time, thought and study to the duties and responsibilities of a Board member so that I may render effective and credible service.
- D. Work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debates of points of issue.
- E. Base my personal decision upon all available facts in each situation, vote my honest conviction in every case unswayed by partisan bias of any kind, and abide by and uphold the final majority decision of the Board.
- F. Remember that as an individual I have no legal authority outside the meetings of the Board and conduct my relationships with the college employees, the local citizenry and all media of communication on the basis of this fact. Recognize any conflict of interest both in appearance and fact regarding decisions made by the College and announce said interest prior to Board discussion. Refrain from voting in cases when a conflict of interest may occur.
- G. Remember that the primary function of the Board is to establish the policies by which the College is to be administered, but that the administration of the educational program and the conduct of routine College business will be left to the President of the College and his/her professional and nonprofessional staff.
- H. Resist every temptation and outside pressure to use my position as a board member to benefit either myself or any other individual or agency apart from the total interest of the College.
- I. Strive step-by-step toward ideal conditions for most effective service of the Board of Trustees to my community and state, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

Signed _____

Date _____

Adopted:

Revised:

Scheduled Review:

Committee: Executive

Conflict of Interest Statement/Signature Page

The Board believes it is essential that conflict of interest or any appearance thereof be avoided in all College-related matters. No member of the Governing Board will knowingly:

- A. Disclose or use confidential information about the College to advance the financial or other private interests of said member or others;
- B. Use College assets or equipment for any unlawful or improper purpose or to promote a personal business interest;
- C. Approve or make any payment of College funds with the intention that any part of said funds be used for any purpose other than that described in the supporting documents;
- D. Participate in the negotiation or the making of any contract between the College and any business entity in which the employee has a financial interest, either directly or indirectly;
- E. Represent a private interest in any action or proceeding before the Governing Board;
- F. Request or receive any money, thing of value or promise thereof, that is conditioned upon or given in exchange for performance or promised performance of an official act;
- G. Render any commercial service to the College on a commission basis;
- H. Serve on any College evaluation committee for proposals or bids without disclosing any potential conflict of interest prior to the start of committee business.

Therefore:

I agree to readily disclose any potential conflict of interest, making it a matter of record, through an annual procedure or when the interest becomes a matter of board action.

I agree that I will not vote or use my personal influence on any matter, which might constitute a conflict of interest. I will ensure the minutes of any meeting where this might occur duly show that I have abstained from voting due to the potential or occurrence of a conflict of interest.

I understand that I may state my opinion or position on any matter described above, or answer pertinent questions to which I may lend my expertise, so long as I abstain myself from a board vote on the matter.

Signed _____

Date _____

Adopted:

Revised:

Scheduled Review:

Committee: Executive

ROLES OF BOARD COMMITTEES

CNM Executive Committee

The Executive Committee is comprised of the elected officers (Chair, Vice Chair, Secretary) of the Governing Board.

Key Responsibilities to the Governing Board

1. Provide oversight to the Governing Board in all matters pertaining to its operation.
2. Monitor progress of, and hold Board committees responsible for achievement of responsibilities and goals.
3. Establish guidelines for Board meeting procedures, and approve Board meeting agendas.
4. Ensure compliance with New Mexico state statutes governing CNM, Open Meetings Act and all pertinent regulations.
5. Review and approve new and revised College policies presented by CNM staff.
6. Review and recommend for Board approval, revisions of Governing Board and Employee handbooks.
7. Review and recommend for approval the Annual Academic Calendar.

Adopted:

Revised:

Scheduled Review:

Committee: Executive

CNM Audit Committee

Duties and Responsibilities

Ensure that appropriate accounting policies and internal controls are followed and that CNM issues timely financial statements in accordance with applicable regulatory obligations. In addition, the committee confirms that CNM follows all applicable state guidelines for oversight as required.

Key Responsibilities to the Governing Board

External Auditors

1. Recommend the hiring of an external independent auditor and the terms, including compensation, for any services performed by the auditor.
2. Review and approve the scope of the annual external audit and the annual financial statements and auditor's reports.
3. Request the External Auditor to periodically report the status of the audit to the Committee during the audit process, during the writing of the audit report and after the report is completed.
4. Evaluate the External Auditor annually to determine if its services should be continued or terminated and make appropriate recommendations to the Board.
5. Review Administration letters, including Administration responses and plans to address the auditor's recommendations.

Internal Audit

1. Prepare a job description, specifying qualifications for the Internal Auditor, determine the applicant search procedure and make recommendations to the Board, with the assistance of the CNM Human Resources Department, on the selection and termination of the Internal Auditor.
2. Provide general guidance, priorities and potential areas for the audit, including requesting follow-up to issues identified in audit(s).
3. Coordinate the work of the Department with the needs of the Board and the Administration.

4. Annually evaluate the performance of the Internal Auditor in collaboration with the Administration.
5. Approve all special audits.
6. Approve all audit reports before the reports are submitted to the Board for its consideration and approval.

Prior to the beginning of each fiscal year, the Internal Auditor will submit an annual Audit Plan to the Committee for review and approval. The Committee members, other Board members, and the Administration may recommend areas for inclusion in the Audit Plan, which will include the departments, offices, and activities scheduled for audit during the year and estimated time required to completed the Audit Plan.

Upon approval by the Committee, the Internal Audit may obtain the services of certified public accountants, qualified management consultants, or other professional experts necessary to perform the Internal Auditor's duties.

Adopted:

Revised:

Scheduled Review:

Committee: Audit

CNM Capital Outlay Committee

Duties and Responsibilities

The Committee oversees and approves acquisitions and disposal of capital projects within the structure of the CNM annual budget. In addition, the committee confirms that CNM follows all applicable state guidelines as required.

Key Responsibilities to the Governing Board

1. Approve and recommend the disposition of real property.
2. Approve and recommend any project not included in the annual Master Plan, with an estimated project cost exceeding \$100, 000 (including gross receipts tax) as an out-of-cycle master plan project.
3. Approve and recommend any demolition of real property.
4. Approve and recommend informational technology projects(s) based on total estimated costs exceeding \$100,000 (including gross receipts tax).
5. Approve change orders that increase the approved cost of a project by more than ten percent (10%)
6. Approve Master Plan related procurement with a potential to exceed \$300,000 (including GRT) but less than \$500,000 (including GRT), and expenditure of funds for capital outlay projects that have an estimated project cost exceeding \$100,000.
7. Approve and recommend full Governing Board approval of any non-audit/legal procurement with a potential to exceed \$500,000 (including GRT).
8. Approve and recommend the disposition of any item of tangible personal property with a current resale value of \$5,000 or less and worn-out, unusable or obsolete to the extent that the item is no longer economical or safe for continued use per Section 13-6-1 NMSA 1978 and Audit Rule 2.2.2 NMAC.

9. Approve the disposition of any computer or server included in the planned disposition. CNM staff will sanitize or effectively make inaccessible, all licensed software and any electronic media pertaining to CNM. Hard drive erasure or destruction certification is required per the Audit Rule 2.2.2 NMAC even if the asset originally cost less than the capitalization threshold at the time of purchase, and the asset was not included in the capital asset inventory.

Adopted:

Revised:

Scheduled Review:

Committee: Capital Outlay

CNM Finance Committee

Duties and Responsibilities

Key Responsibilities to the Governing Board

1. Review and recommend approval of the Annual Operating Budget – unrestricted & restricted.
2. Review and recommend approval of the Capital Outlay Budget.
3. Review and recommend approval of and necessary budget revisions.
4. Review budget status reports on a quarterly basis.
5. Review and recommend approval of the Tuition & Fee Plan.
6. Review and recommend approval of the Employee Compensation Plan.
7. Review and approve the Higher Education Department’s Fiscal Watch Report quarterly.
8. Certify the Fixed Assets Inventory annually.
9. Review and recommend approval of the Investment Activity Report annually.
10. Review and recommend amendments of the Debt Management Policy as needed.
11. Review and recommend amendments of the Investment Policy as needed.
12. Review and recommend amendments of the Fund Balance Policy as needed.
13. Confirm that CNM follows all applicable state guidelines as required.
14. Review and recommend approval by the full Governing Board of non-Master Plan procurement with actual or potential value of \$500,000 or more.

Adopted:

Revised:

Scheduled Review:

Committee: Finance

NM Planning Committee

Duties and Responsibilities

Key Responsibilities to the Governing Board

1. Review and recommend for approval of the CNM Strategic Direction including updates.
2. Review and recommend for approval of the CNM statements of Mission, Vision, and Values.
3. Review and recommend for approval of the annual Official Academic Calendar.
4. Approve and recommend the annual CNM Master Plan.
5. Review and recommend for approval of updates to academic programs including additions and discontinuation.
6. Review and recommend for approval of new degree and certificate offerings and the discontinuation of existing degrees and certificates.
7. Review results of annual the Program Review process.
8. Review status updates of Action Projects maintained for accreditation with the Higher Learning Commission.
9. Review and recommend for approval of project additions to the Facilities and Technology Master Plan, including out-of-cycle Master Plan Projects.
10. Review updates from departments related to key process improvement and initiatives including departments within Student Services, Academic Affairs, and Finance and Operations.
11. Confirm that CNM follows all applicable state guidelines as required.

Adopted:

Revised:

Scheduled Review:

Committee: Planning