

Executive Committee Meeting Minutes March 31, 2021

The Executive Committee meeting of Cooperative Educational Services (CES) was held as a Virtual ZOOM Meeting at 10:00 a.m. on Wednesday, March 31, 2021.

I. Call to Order

The meeting was called to order at 10:00 a.m. by President Dwain Haynes. Notice of the meeting had been sent to all Executive Committee members 10 days prior along with the Zoom information and the Agenda Packet. President Haynes reviewed the Guidance to Public Entities Regarding Open Meetings Act before calling for Roll Call.

II. Roll Call

The following members were present:

Dwain Haynes - Eunice	President
LeAnne Gandy - Lovington	President Elect
Kamau Turner- Roy	Region III
Dr. Lillian Torrez- Taos	Region II
Loren Cushman – Animas	Region VIII
Stan Rounds	NMCEL
Joe Guillen	NMSBA
Brian Snider – Jal	Region VI
Debra Dirksen	Higher Ed 4 Year
Edward Desplas	Higher Ed 2 Year
Aaron McKinney	Region V
Daniel Benavidez	Region I
Erik Bose	PCSNM

The following members were absent:

Teresa Salazar- Moriarty	Region IV Secretary
Brenda Vigil – Tularosa	Region VII, Treasurer
Adan Delgado	PED
Kirk Carpenter- Aztec	Past President

The following non-members were present:

David Chavez	CES Executive Director
Robin Strauser	CES Deputy Executive Director
Teri Thelemaque	CES Human Resources Specialist
Jim Barentine	CES Southern Services Manager
Lisa Chacon-Kedge	CES Director Ancillary Services
Brad Schroeder	CES Technology Manager
Paul Benoit	CES Northern Services Manager/REAP
Gustavo Rossell	CES Procurement Manager
Lori O'Rourke	CES Business Services Coordinator
Pamela Reed	CES Executive Administrative Assist.

Quorum

CES Board Policy states that attendance by one third of the Executive Committee members constitutes a quorum. This was, therefore, a duly convened meeting of the CES Executive Committee.

III. Approval of Agenda

President Haynes called for a motion to approve the agenda; Stan Rounds made the motion, and it was seconded by Daniel Benavidez. Roll was called and the motion to approve the agenda was unanimous.

IV. Induction of New Members

Whereas Adan Delgado was not able to attend, his induction will be postponed until the next Executive Committee Meeting.

V. Approval of Minutes

A motion was made by Loren Cushman and seconded by Lillian Torrez to approve the minutes of February 10, 2021. Roll was called and the motion passed unanimously.

VI. Agency Communications

- a. Partnerships – LeAnne Gandy
 - i. PCSNM- Erik Bose stated he is waiting on the legislative session and the budget values to make decisions going forward.
 - ii. NMCEL- Stan Rounds reported on legislative issues, PED funding and Capital Outlay. Summer Conference for NMCEL will be in person at the Embassy Suites the week of July 19th, 2021. Discussion followed concerning ELTP.
 - iii. NMPED -Adan Delgado could not attend; no report was given.
 - iv. NMSBA- Joe Guillen gave an overview of their activities including the legislative session. He concluded his report with regional meetings, scholarship program deadline of April 16, the Summer Law Conference, and the new Board Member Training that CES offers.
 - v. Higher Education (4 yr)- Debra Dirksen spoke on legislative issues concerning higher education and teacher preparation. She discussed licensure, ethnic studies, and scholarship funds.
 - vi. Higher Education (2 yr)- Edward Desplas started his report with the naming of their shared services as Consolidated Higher Education Shared Services (the acronym is CHESS). Mr. Desplas stated they are looking forward to hearing what kind of resources will be made available to the Community Colleges in New Mexico from the American Rescue Plan.
- b. Finance – Dwain Haynes
The finance section was discussed later in the meeting with Executive Director Chavez's reports.
- c. Scholarship - Brenda Vigil was not able to attend. President Haynes stated he will be reaching out to her to discuss the scholarships.

- d. Policy – LeAnne Gandy reported that the workgroups have been meeting to discuss any policy changes that are needed. The workgroups will come together during the week of April 26 as the entire Policy Committee to bring their recommended changes. The next step is for the recommended changes in policy to be sent out to the larger membership of the Superintendents to seek any other changes that might be needed. The proposed changes will then be brought to the Executive Committee at the October meeting for final approval and adoption.

VII. Program Overview/Reports

President Dwain Haynes turned the meeting over to Executive Director Chavez to address the following items:

- a. Construction Update - CES is still operating under a Temporary Certificate of Occupancy. Bradbury Stamm is needing to provide documentation to the City of Albuquerque pertaining to the depth of the retention ponds. That documentation will be provided to the City this week and we will wait to see if the City accepts. If not, Bradbury Stamm is prepared to make the adjustments necessary.

There are lighting issues that need to be addressed and a change order is in process. We anticipate we will be ready to accept the Certificate of Occupancy for the building by the end of April.

- b. Mural - at our last meeting, a presentation was made by Amanda Phingbodhipakkiya. The Executive Committee agreed they would allow a subcommittee to meet with the artist to discuss the depiction of the individuals portrayed in the mural to be more representative of New Mexico culture. After meeting the subcommittee was comfortable with the final portrayal. The work on the mural will start in a September/October timeframe. Updates will be forthcoming as work proceeds. Brian Snider asked if a rendering of the mural could be provided.
- c. Focus Group Meeting on April 6, 2021 – The group will meet with the intent of looking at the offerings that were approved in our last committee meeting to decide which of the programs and trainings would be delivered for next year.

VIII. Administrative Overview

A. Administrative Reports

1. Directors

- a. Finance - Robin Strauser, Deputy Executive Director
Robin Strauser gave a brief overview of the report that was provided in the agenda packet explaining that CES's revenue is down but states that we are doing well in face of the pandemic. We are anticipating a robust 4th Quarter. No questions were asked.
- b. Ancillary - Lisa Chacon-Kedge, Director of Ancillary Services
Lisa Chacon-Kedge started her report with the number of Ancillary Staff being up to 251. Other items contained in her report provided in the Agenda Packet were

discussed. No questions were asked. A comment came from Daniel Benavidez commending Ms. Chacon-Kedge for due diligence in background checks.

- c. Procurement - Gustavo Rossell, Procurement Manager
Gustavo Rossell started his report with a Mission Statement of the Procurement Department. He then pointed the Committee to this quarters' report contained in the Agenda Packet. He stood for questions; there were none. A comment was offered by Daniel Benavidez thanking Mr. Rossell for the help extended to his district.
- d. Northern Services/NMREAP – Paul Benoit, Manager
Paul Benoit discussed the interactive Blue Book, the launch of Direct Purchase, and his part of the process. He then stated his report was provided in the agenda packet and stood for questions. There were none but Lillian Torrez thanked Mr. Benoit for always being a help to their district.
- e. Technology – Brad Schroeder, IT Manager
Brad Schroeder let all know that his report was in the Agenda Packet; he talked about all the projects culminating. The AV project is still to be completed; the completion of the new e-procurement system; a new digital Blue Book; the Direct Purchase project is launching April 5, 2021. Mr. Schroeder shared his screen and gave a presentation of the new Website and new Blue Book. He then stood for questions. Daniel Benevidez commented that it all looks great and thanked Mr. Schroeder for his hard work. Stan Rounds congratulated him for a great product. There were no questions.
- f. Southern Services – Jim Barentine, Director
Jim Barentine stated that his report was in the Agenda Packet. He wanted to highlight the “Jim’s Watchlist.” He stood for questions. There were none but LeAnne Gandy let him know that the Watchlist was very much appreciated and utilized.
- g. Food – Lori O’Rourke, Business Services Coordinator
Lori O’Rourke started by saying her report was in the Agenda Packet and she would let it stand. She did add that Food Sales were at 98% of last year’s sales. She commended Labatt for their excellent service. She stood for questions; there were none.
- h. Human Resources – Teri Thelemaque, Human Resources Specialist
Teri Thelemaque stated her report was provided in the Agenda Packet. She then reiterated Ms. Chacon-Kedge’s comments concerning background checks and pending legal review for Ancillary contracts. She stood for any questions and there were none.

2. Executive Director Report – David Chavez

- a. CES Budget – Ancillary/Professional Service Rate Schedule
Mr. Chavez requested permission to raise the Ancillary institutional rate by 2% in order for CES to address requirements called for in HB 20. This statute will require CES to offer sick leave to our Ancillary and Professional

Services staff beginning with the 2022 fiscal year. It is projected that this will require a budget of \$450,000.00 to provide this benefit for Ancillary and Professional service staff. Stan Rounds made the motion to accept the proposal as stated by Executive Director Chavez. LeAnne Gandy seconded the motion. Roll was called and the motion passed unanimously.

b. Office Staff Compensation

i. Executive Director Chavez proposed a 2% raise in salary for the CES core staff; equates to approximately \$46,000.00.

ii. A 2% incentive was proposed if our strategic plan financial goals are met.

President Haynes called for a motion to accept both proposals. Daniel Benavidez made the motion to accept the proposals as stated; this was seconded by Loren Cushman. Roll was called and was passed unanimously.

c. Request approval to reapply for reconsideration of the J-1 program

Executive Director Chavez is asking permission to reapply for CES as an approved J-1 program. Joe Guillen made the motion to give Executive Director Chavez permission to move forward with reapplying for the J-1 program. Dr. Lillian Torrez seconded the motion and after roll was called this passed unanimously.

d. Executive Director's Evaluation

President Haynes called for a motion for the Executive Committee to adjourn into Executive Session to discuss the Executive Director's contract and evaluation.

Daniel Benavidez made the motion, and it was seconded by Stan Rounds. Roll was called and it passed unanimously. Brad Schroeder sent the Executive Committee via ZOOM into a virtual room at 11:39AM. After the Executive Session was completed at 12:41PM, President Haynes called for a motion to reconvene in regular session; Daniel Benavidez made the motion to reconvene, and it was seconded by Dr. Lillian Torrez. Roll was called and it was unanimous. Stan Rounds made a motion to offer a 3-year contract to Director Chavez with an annual increase of at least 2% as well as the incentives that are proposed to the staff. Daniel Benavidez seconded the motion and roll was called. It passed unanimously.

B. Personnel – Report

No questions were asked about the report that was included in the Agenda Packet

C. Consent Agenda

No questions were posed concerning the consent agenda; a motion was made by Brian Snider to accept the agenda; Kamau Turner seconded and after roll was called it was unanimous.

IX. Setting Meeting Dates

A. The next Executive Committee Meeting is scheduled for June 3, 2021. We will decide later as to whether this meeting will be virtual.

X. Adjournment

Dwain Haines called for a motion to adjourn. Erik Bose made the motion, Dr. Lillian Torrez seconded the motion and it passed unanimously by Roll Call. Meeting was adjourned at 12:48 PM.

Respectfully Submitted,

Teresa Salazar, Secretary

Attest:

Dwain Haynes, President