

**CES Executive Committee Meeting June 3, 2021
Minutes**

The Executive Committee meeting of Cooperative Educational Services (CES) was held as a Virtual Meeting from the CES Roadrunner Room, 10610 Research Rd. SE in Albuquerque at 10:00 a.m. on Thursday June 3, 2021.

Call to Order

The meeting was called to order at 10:04 a.m. by President Dwain Haynes. Notice of the meeting had been sent to all Executive Committee members 10 days prior along with the Microsoft Teams Meeting information and the Agenda Packet, Budget, and the Minutes from the March 31, 2021 meeting. President Haynes reviewed the Guidance to Public Entities Regarding Open Meetings Act before calling for the Roll Call.

Roll Call

The following members were present:

Dwain Haynes - Eunice	President
Kirk Carpenter- Aztec	Past President
Daniel Benavidez- Central	Region I
LeAnne Gandy - Lovington	President Elect
Kamau Turner – Roy	Region III
Dr. Lillian Torrez- Taos	Region II
Teresa Salazar- Moriarty	Region IV Secretary
Brenda Vigil – Tularosa	Region VII, Treasurer
Loren Cushman – Animas	Region VIII
Dr. Debra Dirksen - WNMU	Higher Ed 4 Year
Brian Snider – Jal	Region VI
Erik Bose – ABQ Charter Academy	NMCCS
Edward Desplas	Higher Ed 2 Year
Adan Delgado	PED

The following members were absent:

Aaron McKinney – Tucumcari	Region V
Joe Guillen	NMSBA
Stan Rounds	NMCEL

The following non-members were present:

David Chavez	CES Executive Director
Robin Strauser	CES Deputy Executive Director
Teri Thelemaque	CES Human Resources Specialist
Lisa Chacon-Kedge	CES Director Ancillary Services
Brad Schroeder	CES Technology Manager
Jim Barentine	CES Southern Services Director
Paul Benoit	CES Northern Services Manager
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.

Approval of Agenda

A motion was made by Kirk Carpenter and seconded by LeAnne Gandy to approve the agenda for June 3, 2021. The motion was accepted and passed unanimously.

Induction of New Board Member: Adan Delgado

Lori O'Rourke performed the Oath of Office for Adan Delgado

Approval of Minutes

A motion was made by Loren Cushman and seconded by Dr. Torrez to approve the minutes of March 31, 2021. The motion was accepted and passed with a majority with one abstention.

AGENCY COMMUNICATIONS

The following reports were presented:

Partnerships – LeAnn Gandy

NMCCS – Erik Bose

Erik was not present to give report.

NMCEL – Stan Rounds

Stan Rounds unable to attend. No report was given.

NMPED – Adan Delgado

Adan Delgado started his report with speaking to the restraints involved with the Federal funds being pushed out into our school districts over the next two years. He asked for any feedback from the Superintendents.

NMSBA – Joe Guillen

Joe Guillen was unable to attend. No report was given.

Higher Ed (4 yr) – Dr. Dirksen

Dr. Dirksen began her report discussing funding sources, paths to complete Associates program that would flow into the 4-year Teacher licensure program.

Higher Ed (2 yr) – Edward Desplas

Edward Desplas stated ARP Grant is flowing into the 2 yr Colleges and discussed expenditures. Shared Services know as CHESS is nearing the end of the proposal process. Enrollment expectations are hopeful.

Finance- Dwain Haynes

Dwain Haynes referenced the Budget review that is slated for later in the meeting.

Scholarship- Brenda Vigil

Brenda Vigil informed the Executive Committee that President Haynes has a recipient in mind and the nomination will be announced at the October Full Board Meeting.

Nominating

David Chavez announced that four regions will need to re-elect or nominate an individual to represent their region. Two regions have reported back, and Mr. Chavez will be putting together a ballot; he will reach out again to the other regions to ask for nominations.

Policy- LeAnn Gandy

LeAnne Gandy reported that after the review there are minimal changes to the policy.

PROGRAM OVERVIEW/REPORTS- David Chavez

Leadership

Evan Grasser and Gloria Rendon head up the Leadership. ALD has 74 registered; The 1st Year Principals Academy has 8 currently in the program; 1st Year Superintendent Academy has 10. There are 3 registered for the Aspiring Superintendents Academy.

David Chavez has been meeting with the Secondary and Elementary Principals Association presidents to assist in strengthening their organizations.

Paycheck Protection Program (PPP)

David Chavez stated that all the proper paperwork has been submitted for the PPP Loan to be forgiven; we are hoping to hear from them by the end of June; updates will be provided as they occur.

Mural Update

David Chavez reported that he had met with the muralist and a representative of the Technology Park; they let him know that the modifications that have been requested by the Board will be made as the mural is being put on the wall.

Incentive Pay

David Chavez reported that since permission was granted to him at the last Executive Board meeting to give a 2% incentive if our strategic plan financial goals were met that he would be making that decision by June 18.

Strategic Plan

David Chavez informed the Board of the need to meet for several hours before the next Executive Committee Meeting to review the plan and to provide any input they might have.

Administrative Reports

Directors

Robin Strauser, Deputy Executive Director, gave a few highlights from his provided report stating that CES revenue was down from last year due to Covid but still has a robust number despite the pandemic. We are running ahead of the year before last with technology booming. President Haynes called for any questions; there were none.

Lisa Chacon-Kedge, Director of Ancillary Services, began by stating her report was provided in the agenda packet. In an overview Lisa stated there were 251 Ancillary staff with anticipation of some retiring and resignations. Staff evaluations have been issued along with contracts. The Ancillary Handbook has been updated and uploaded to the CES Website. President Haynes called for any questions; there were none.

Gustavo Rossell, Procurement Manager, reported the Procurement Department report was in the packet. President Haynes called for any other questions; there were none.

Paul Benoit, Manager of Northern Services/NMREAP, said his report was provided in the agenda packet. He commented that he and Jim have been busy with administrative duties in the absence of travel. No questions were posed.

Brad Schroeder, Technology Manager, stated that his report was provided in the agenda packet. Direct Purchase and Digital Bluebook have been the biggest endeavors. The focus for the coming months will be on the human resources side. President Haynes called for any questions; there were none.

Jim Barentine, Director of Southern Services, reported that his report was provided in the agenda packet. He has been enjoying the experience of working with the vendors and members. Many changes have occurred the past months in our key contacts for our members and Jim has been working in updating our contacts' base. President Haynes called for any questions; there were none.

Teri Thelemaque, Director of Human Resources, stated her report was included in the agenda packet as well. She said that most of the CES staff has reported back to the office. President Haynes called for any questions; there were none.

Lori O'Rourke, Business Services Coordinator, made all aware of the passing of Jacklyn Serrano, a co-worker in the Business Office. She then stated that her report was included in the agenda packet and stood for any questions. President Haynes called for any questions; there were none.

Executive Director

David Chavez provided the following reports:

- a. IGA – Inter-governmental Agreement with PED to provide assistance managing the EANS funds (Emergency Assistance to Non-Public Schools)

David Chavez asked permission for CES to serve as the fiscal agent reimbursing nonpublic schools for expenses incurred during the pandemic as well as giving guidance for future purchases. CES would serve as oversight for the expenditures. Mr. Benavidez asked several questions concerning how CES would serve in this capacity. David Chavez assured the Board that this partnership would be for two years. Those hired to carry out these duties will be for a two-year term. CES would receive 5% in revenue. Adan Delgado provided further explanation. President Haynes asked for a motion that CES enter into the IGA. A motion was made by Daniel Benavidez, and it was seconded by Brenda Vigil. Roll was called and the motion passed with one abstention.

- b. Healthy Workplaces Act – David Chavez learned from legal counsel that CES was exempt from the legislation that mandated sick leave being provided to CES Ancillary and Professional Services Staff. Mr. Chavez asked the Board to approve giving the compensation of the 2% set aside in the CES budget for these employees as part of their salaries. President Haynes called for the motion; Brenda Vigil made the motion with LeAnne Gandy seconding. Roll was called and the motion passed unanimously.
- c. Solar Panel Discussion with Clear Energy – David Chavez presented the idea of building shade structures on the CES parking lot and having solar panels installed on the top. It would be at no cost to CES. Approval from Sandia Technology Park is being sought and David is asking the Board to give him permission to continue these discussions. President Haynes called for a motion; Dr. Torrez made the motion for David to continue the discussions with Clear Energy and it was seconded by Daniel Benavidez. Roll was called and the motion passed unanimously.
- d. Approval of the 2021-2022 CES Budget – Budget Assumptions were presented by David Chavez, the first one being the approved 2% compensation increase for staff and ancillary salaries; secondly the \$13,000 indirect cost on the TQP Grant that goes to the LEAP Program. The lease with CREC will bring in \$103,500 each year for the life of the lease. We have reduction of the leases at the Synergy Center. Procurement revenue will be down. In-services will be subsidized as well as the LEAP program and Leadership Program. Robin Strauser covered the CES Budget and the Sandia Synergy Budget that was provided with the Agenda Packet and after explanations given by Robin, President Haynes called for questions; there were none and so called for a motion to approve the CES Budget as presented. Brenda Vigil made the motion, and it was seconded by LeAnne Gandy. Roll was called and the motion to approve the budget passed unanimously.

Personnel Report - Staff Contracts and Resignations

David Chavez stood for questions concerning staffing. The staff contracts and resignations were provided in the Executive Committee packet.

Consent Agenda

A motion was made by Teresa Salazar and seconded by Daniel Benavidez to accept the Consent Agenda with the Approval of Checks, Profit and Loss and Balance Sheets. The motion was accepted and passed unanimously.

Setting Next Meeting Dates

The next Executive Committee Meeting will be held on Tuesday, July 21st at 3:00 p.m. Embassy Suites in conjunction with the NMCEL Summer Conference.

Adjourn

A motion was made by Daniel Benavidez and seconded by Brenda Vigil to adjourn the meeting. Roll was called and motion to adjourn passed unanimously.

Respectfully Submitted,

Teresa Salazar, Secretary

Attested by: _____
Dwain Haynes, President