

**Cooperative Educational Services (CES)
Executive Committee Meeting Minutes
February 22, 2017**

The Executive Committee meeting of Cooperative Educational Services (CES) was held February 22, 2017 at the Eldorado Hotel, in Santa Fe.

Call to Order

The meeting was called to order at 5:30 p.m. by President TJ Parks. Notice of the meeting had been sent to all Executive Committee members 10 days previously.

Roll Call

The following members were present:

Brenda Vigil – Tularosa	Region VII, Treasurer
Efren Yturralde – Gadsden	Region VIII
Dwain Haynes - Eunice	Region VI
John Madden – NMSU-Roswell	Ex-Officio Member
Steve Barron - Dora	Region V, Secretary
T.J. Parks – Hobbs	President
Kim Mizell – Bloomfield	Region I
Kirk Carpenter – Aztec	Region I
Richard Perea – Santa Rosa	Region III
Stan Rounds – NMCEL	Ex-Officio Member
Valerie Trujillo – Questa	Region II

The following members were absent:

Joe Guillen – NMSBA	Ex-Officio Member
Greta Roskom – NMCCS	Ex-Officio Member
Marc Space – Grants-Cibola	Region IV
Penny Garcia – ENMU	Region VI
Vernon Jaramillo – Cariño de los Niños	Past President
Paul Aguilar – NMPED	Ex-Officio Member

The following non-members were present:

David Chavez	CES Executive Director
Robin Strauser	CES Deputy Executive Director
Anne Tafoya	CES Director Ancillary Services
Dotty McKinney	CES Procurement Manager
Brad Schroeder	CES Technology Manager
Jim Barentine	CES Southern Services Director
Lori O'Rourke	CES Business Services Coordinator
Joan Hickman	CES Executive Administrative Assistant
Karen Trujillo	Educators Rising
Michele Lis	ML Consulting
Elena Salazar	CES SITE Program

**Cooperative Educational Services (CES)
Executive Committee Meeting Minutes
February 22, 2017**

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

David Chavez requested an addition to the agenda to include Item F-Executive Session- Pending Litigation. A motion was made by Steve Barron and seconded by Richard Perea to approve the modified agenda. The motion was accepted and passed unanimously.

Approval of Minutes

A motion was made by Brenda Vigil and seconded by Kirk Carpenter to approve the minutes of October 17, 2016. The motion was accepted and passed unanimously.

Agency Communications

The following reports were presented:

Partnerships

NMCCS – Greta Roskom

Greta Roskom was unable to attend the meeting. No report was given.

NMCEL – Stan Rounds

Stan Rounds provided an update of bills under consideration this legislative session. Among them, Teacher Evaluations, School Grades, Adjusting the Capital Outlay Formula, Public School/Charter School Funding Equity, Tax Package, PSCOC.

NMPED – Paul Aguilar

Paul Aguilar was unable to attend the meeting. No report was given.

NMSBA – Joe Guillen

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

Higher Ed (4 yr) – Dr. Penny Garcia

Penny Garcia was unable to attend the meeting. No report was given.

Higher Ed (2 yr) – Dr. John Madden

John Madden reported the Legislature is working on making it easier for college students to transfer from one NM college to another. Also discussed was the reduction of credit hours required for undergraduate degrees, with the exception of vocational schools. This will result in fewer mandatory classes in core curriculum.

**Cooperative Educational Services (CES)
Executive Committee Meeting Minutes
February 22, 2017**

A new type of degree program Meta Majors, has been taken under consideration by the Legislature. Meta Majors are somewhat generic majors in Technology, Science, etc. for those students undecided on a college major. Students would be required to decide on a Meta Major by age 16.

There is a new requirement that teachers must have 18 graduate hours in the specific subject matter in which they teach dual credit classes. For example, an educator with an MBA would not be allowed to teach dual credit accounting. This is because 18 hours of accounting is not taught as part of the MBA program/degree. Age limits for students taking dual enrollment classes was also discussed. He stated many school districts are moving away from AP courses to Dual Credit programs.

Finance Committee

TJ Parks deferred and no report was given at this time. Robin Strauser will address finances in his report.

Scholarship Committee

Brenda Vigil had no report this evening.

Nominating Committee

TJ Parks had no report this evening.

Policy Committee

Kirk Carpenter had no report this evening.

Program Overview/Reports

Educators Rising New Mexico

Educators Rising New Mexico is an educational program that encourages high school students to become school teachers and cultivate the skills needed to be successful educators. Karen Trujillo presented an overview of the program. She requested the Executive Committee extend the program as the three-year initial commitment will be up this summer. TJ Parks stated the Executive Committee will take her request under consideration and revisit it at the Executive Committee's Spring 2017 meeting.

SITE

Elena Salazar provided the Executive Committee with an update of the success of the SITE program. Currently, SITE is in place in 31 school districts and one charter school. She stated that the program has quality math and ELL trainers and all trainers have been thoroughly vetted. The need for quality professional development and coaching was echoed by Committee Members, as was the positive feedback from Committee Members whose school districts participate in the SITE program.

**Cooperative Educational Services (CES)
Executive Committee Meeting Minutes
February 22, 2017**

Real Estate Update

David Chavez informed the Executive Committee that CES is close to closing on the property on Innovation Parkway. The Due Diligence period was to end on February 25, 2017. However, it will be extended to address items that have been found as deficiencies on the punch-list. The main issue is to determine the cause of a crack in the floor. An offer has been made to purchase the CES property at Balloon Park Road.

Meeting with GSD and DFA

David Chavez, Robin Strauser, and Dotty McKinney met with GSD regarding the use of CES contracts by Eddy County for FEMA/Homeland Security projects. GSD stated they did not have any issues, and recommended a meeting with DFA. DFA indicated there were no issues with Eddy County using CES contracts. CES and GSD attorneys agreed CES contracts can be used for FEMA and Homeland Security projects. Upon receipt of a letter from the Department of Homeland Security's legal team, the issue will be resolved. The letter is anticipated within a week.

Administrative Overview

Administrative Reports

Directors

Robin Strauser, Deputy Executive Director, provided a written report and verbal summary. There were no questions or discussion regarding his report.

Anne Tafoya, Director of Ancillary Services, provided a written report and verbal summary. There was discussion regarding future salaries of Physical Therapists and Audiologists, as well as discussion about other, private agencies competing with CES' Ancillary Services.

Dotty McKinney, Procurement Manager, provided a written report and verbal summary. There were no questions or comments regarding her report. She informed the Committee that recertification courses for CPOs will be available at the NMPPA Conference in March.

Ruben Mirabal, Director of NM REAP, was unable to attend the meeting. A written report was provided. There were no comments or questions.

Brad Schroeder, Technology Manager, provided a written report and verbal summary. There were no questions or comments regarding his report.

Jim Barentine, Director of Southern Services, provided a written report and a verbal summary. There were no comments or questions pertaining to his report. Jim has accepted an additional opportunity-oversite of the Curriculum Companion program. Regarding the legislative session, Jim provided the Executive Committee with the Legislative Session Watch List. He created a detailed report containing bills that will likely impact education. The Committee appreciated his efforts.

**Cooperative Educational Services (CES)
Executive Committee Meeting Minutes
February 22, 2017**

Paul Benoit, Manager of Northern Services, was unable to attend. He provided a written report. There were no questions or comments.

Lori O'Rourke, Business Services Coordinator, provided a written report and verbal summary. There were no comments or questions.

Executive Director, David Chavez

CES Budget Timeline

The Executive Committee was provided a copy of the Budget Timeline for review. David Chavez recommended to accept the Budget Timeline, as submitted.

A motion was made by Stan Rounds and seconded by Steve Barron to approve the Budget Timeline. The motion was accepted and passed unanimously.

5 Year CES Strategic Plan

Michele Lis, of ML Consultants, presented a draft of CES' 5 Year Strategic Plan. She provided an overview of CES' three primary goals. David Chavez provided a list of proposed CES program offerings. It was noted the layout of the strategic plan is good and easy to follow. A final plan should be ready for presentation to the Executive Committee at their Spring 2017 meeting.

Budget Request-NM Educators Rising \$40,000

David Chavez suggested tabling this item until after review of CES' revenue projections for 2017-2018.

A motion was made by Stan Rounds and seconded by Kim Mizell to table this action item until revenue projections can be studied. The motion was accepted and passed unanimously.

Member Service Credit

David Chavez requested \$200,000 be included in the budget for Member Service Credits.

A motion was made by Stan Rounds and seconded by Richard Perea to budget \$200,000 for Member Service Credits. The motion was accepted and passed unanimously.

Request Acceptance of \$30,000 NMPSIA TAP Budget Increase

David Chavez recommended the Executive Committee accept a grant of \$30,000 from NMPSIA to continue the TAP program through the 2017 fiscal year.

A motion was made by Dwain Haynes and seconded by Kim Mizell to accept the \$30,000 grant from NMPSIA for the TAP program. The motion was accepted and passed unanimously.

**Cooperative Educational Services (CES)
Executive Committee Meeting Minutes
February 22, 2017**

Executive Session

The Executive Committee held a closed Executive Session to discuss potential litigation and limited personnel. A motion to hold the closed session was made by Kirk Carpenter and seconded by Stan Rounds. After the roll call vote, which was unanimous, the closed session was held. The meeting reconvened after a motion to do so was made by Stan Rounds and seconded by Efren Yturralde. The roll call vote to reconvene was unanimous. There was no action taken as a result of the closed session.

Personnel Report

The Staff Contracts and Resignations report was provided. There was no discussion regarding the report.

Consent Agenda

A motion was made by Kirk Carpenter and seconded by Dwain Haynes to accept the Consent Agenda (Approval of Checks, Profit and Loss and Balance Sheets, and RFB and RFP Awards). The motion was accepted and passed unanimously.

Setting Next Meeting Dates

Executive Committee Meeting, Monday, April 10, 2017 at 3:00 p.m., Hotel Albuquerque (in conjunction with NMASBO Spring Budget Workshop)

Executive Committee Meeting, Wednesday, May 31, 2017 at 3:00 p.m., Hotel Albuquerque (in conjunction with NMSBA School Law Conference)

Executive Committee Meeting, Tuesday, July 18, at 3:00 p.m., Hotel Albuquerque (in conjunction with NMCEL Annual Conference)

Adjourn

A motion was made by Dwain Haynes and seconded by Efren Yturralde to adjourn the meeting at 8:30 p.m. The motion was accepted and passed unanimously.

Respectfully Submitted,

Steve Barron, Secretary

Attest:

T.J. Parks, President