

Executive Committee Meeting Minutes February 10, 2021

The Executive Committee meeting of Cooperative Educational Services (CES) was held as a Virtual Meeting from CES's new building at 10601 Research Rd. SE, Albuquerque, at 10:00 a.m. on Wednesday, February 10, 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
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
Brian Snider – Jal	Region VI
Debra Dirksen	Higher Ed 4 Year
Edward Desplas	Higher Ed 2 Year
Kirk Carpenter- Aztec	Past President
Aaron McKinney	Region V
Daniel Benavidez	Region I
Erik Bose	NMCCS

The following members were absent:

Adan Delgado	PED
LeAnne Gandy - Lovington	President Elect
Stan Rounds	NMCEL
Joe Guillen	NMSBA

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
Paul Benoit	CES Northern Services Manager
Gustavo Rossell	CES Procurement Manager
Lori O'Rourke	CES Business Services Coordinator
Pamela Reed	CES Executive Administrative Assist.
Linda von Boetticher	Sandia Science & Technology Park
Sherri Brueggemann	City of ABQ Cultural Services
Amanda Phingbodhipakkiya	Artist Commissioned for Mural

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

The agenda was revised per David Chavez to add an action item and to move item VII.A to follow Approval of the Minutes. A motion was made by Daniel Benavidez and seconded by Kirk Carpenter to approve the revised agenda. The motion was accepted and passed unanimously.

IV. Induction of New Members

Whereas Adan Delgado was not able to attend, his induction will be postponed until the next Executive Committee Meeting, March 31, 2021.

V. Approval of Minutes

A motion was made by Aaron McKinney and seconded by Daniel Benavidez to approve the minutes of October 20, 2020. The motion was accepted and passed unanimously.

VII.A Program Overview-Reports

Mural Presentation- Item VII A

Mr. Chavez presented the proposal of a Mural being painted on the west wall of the CES building. He introduced Linda von Boetticher, Sherri Brueggemann and Amanda Phingbodhipakkiya. Amanda explained that the Mural would be part of a public art series celebrating the wonder of science in 10 cities across the United States connecting Science and Humanity. She shared a slide of the Mural, which depicts women in the study of Condensed Matter Physics. There was much discussion from the Executive Committee Members as to whether the women depicted in the mural represented the culture of New Mexico. The recommendation as to whether to move forward will be discussed in the action item VIII.A.2.a

VI. Agency Communications

The following reports were presented:

A. Partnerships – LeAnn Gandy LeAnn Gandy was not present; President Haynes moderated

1. **PCSNM – Erik Bose**

Erik Bose reported that all were learning how to deal with COVID-19 and how to get through the Legislative Session remotely.

2. **NMCEL – Stan Rounds**

Stan Rounds was unable to attend. No report was given.

3. NMPED – Adan Delgado

Adan Delgado was unable to attend. No report was given.

4. NMSBA – Joe Guillen

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

5. Higher Ed (4 yr.) – Debra Dirksen

Debra Dirksen reported that they have been working on an alignment between the Community Colleges and the 4 Year Higher Ed. She discussed testing of the new teachers coming in and how to access knowledge; how to support the teachers with Alternative Licensure.

6. Higher Ed (2 yr.) – Edward Desplas

Edward Desplas reported that the New Mexico Community Colleges have banded together in shared services that will help all the 2-year colleges. They are working on their recovery of the COVID-19 and looking toward the reopening.

B. Finance – Dwain Haynes

Dwain Haynes called on David Chavez for financial information. He discussed the timelines that the Committee will be asked to vote on later in the meeting.

C. Scholarship- Brenda Vigil

Brenda Vigil stated that there is not anything new to discuss.

D. Nominating- Dwain Haynes

Dwain Haynes reported that a search for the next President-Elect will need to take place. He will collaborate with Kirk Carpenter and LeAnne Gandy to gather names to present at the next Committee Meeting.

E. Policy- LeAnne Gandy

LeAnne was unable to attend. David Chavez reported for LeAnne that the subcommittee for Policy Review will get together to formulate changes and a date will be selected to review the recommended changes.

VII. Program Overview-Reports – Continued

B. Leadership Overview

Evan Grasser and Gloria Rendon were present to give an update on the programs offered through CES including: Administrators Leadership Development (ALD), Superintendent Academy, the Superintendent Mentor Program, First Year Principals Academy (FYPA), Aspiring Superintendents Academy, and Board Leadership Development.

C. LEAP Program Overview

Kim Lanoy-Sandoval gave an update on the LEAP (Leading Educators through Alternative Pathways). LEAP uses evidence-based strategies to train, coach, and inspire teachers to engage students in ways that make them feel important, cared for, and valued. This is LEAP's second year. Kim shared current data.

D. SITE Program Overview

Elena Salazar is the coordinator for the SITE (School Improvement Technical Expertise) and she reported that there are 30 Active School District with SITE Support. That support includes customized PD with each District/Charter, follow up with coaching, outstanding consultants and collaboration with TAP, LEAP, ALD to improve effectiveness. A menu of SITE Support was presented.

E. TAP Program Overview

Loretta Garcia oversees Tap (Technical Assistance Program) which is funded by the New Mexico Public School Insurance Authority (NMPSIA). TAP was developed to decrease litigation in Special Education. It provides quality consultation, training, and technical assistance.

F. Potential New Programs

Gloria Rendon presented new programs consisting of: FYPA, Leadership Series, New Superintendents Academy, Aspiring Superintendent's Academy and Board Leadership.

G. Facility Update

David Chavez gave an update on CES's new facility reporting that we are now occupying our new facility; there are still items on the punch list that are being addressed but we are close to full completion.

H. Employee Disclosure

David Chavez brought up an item disclosed to him by Mr. Jim Barentine, CES Southern Regional Manager. Mr. Barentine has a substantial ownership of AAA Service Solutions, and Governmental and Educational Furnishings Enterprises. Mr. Chavez reported that Mr. Barentine does not actively work in either organization in a manner that conflicts with his CES employment responsibilities. Jim's spouse, Ms. Polly Savage is the President and CEO of AAASS and GEFE. Mr. Chavez shared this with the Executive Committee in a public meeting to serve as compliance with the Governmental Conduct Act, NMSA 1978.

VIII. Administrative Overview

A. Administrative Reports

1. Directors

a. Robin Strauser, Deputy Executive Director

Robin Strauser gave a brief overview of the report that was provided in the agenda packet explaining that CES is down in revenue from last year's banner year. He explained that when the PPE loan that covered Ancillary salaries is forgiven that amount of approximately \$2.5 million will be added to our revenue. Robin Strauser asked if there were any questions pertaining to his report; there were none.

b. Lisa Chacon-Kedge, Director of Ancillary Services

Lisa Chacon-Kedge started her report with the number of Ancillary Staff being up to 250. Other items contained in her report provided in Agenda Packet were discussed. No questions were asked.

c. Gustavo Rossell, Procurement Manager

Gustavo Rossell said his report was part of the Agenda Packet and stood for questions. There were none.

d. Paul Benoit, Manager of Northern Services/REAP

Paul Benoit stated his report was provided in the agenda packet. He added that he has enjoyed working in other areas such as helping with ProCure, a project with PSFA, and working with PED. He asked for questions; there were none.

e. Brad Schroeder, Technology Manager

Brad Schroeder stated his technology report was in the agenda packet. He added updates concerning the technology in our new building being fully installed as well as information about our Direct Purchase Roll-out. No questions were asked.

f. Jim Barentine, Director of Southern Services

Jim Barentine started his report by stating that he is working with the other departments within CES during this time of travel restrictions. He spoke to our Social Media outreach which he is responsible for as well as keeping up with legislative issues. The balance of his report can be found in the Agenda Packet. There were no questions.

g. Teri Thelemaque, Human Resources

Teri Thelemaque began by stating her HR report was provided in the agenda packet. The challenge of back-ground checks was discussed. There were no questions.

h. Lori O'Rourke, Business Services Coordinator Food Report

Lori O'Rourke's report was provided in the Agenda Packet. Lori stated that Labatt has done an excellent job. For the full detail of her report please refer to the agenda packet. No questions were asked.

2. Executive Director Report

a. Mural

David Chavez clarified the parameters for the approval of the Mural; a subcommittee will be organized to discuss the change of the facial depictions to be more in alignment with the New Mexico culture. Mr. Chavez recommended that approval be given to proceed with the project after the subcommittee's approval. A motion was presented by Kirk Carpenter and seconded by Erik Bose. Roll was called and it was unanimous.

b. Revision of our Strategic Plan

David Chavez asked the Committee to consider the revision of our Strategic Plan in regards to accomplishing goals. He is recommending that if we reach the milestone of the 2018-2019 revenue a one-time 2% incentive will be given to the CES staff. Based upon Mr. Chavez's recommendation a motion was made by Loren Cushman to accept this recommendation: it was seconded by Kirk Carpenter. Roll was called and it was unanimous.

c. **Approve Professional Development Programs for 2021-2022**

David Chavez recommended that based upon the presentations given earlier in the meeting the programs presented continue to be funded by CES, including the new programs presented by Gloria Rendon. Brenda Vigil made the motion to keep/add the programs in the CES budget. Brian Snider seconded the motion. Roll was called and the motion passed unanimously.

d. **Budget Timeline**

The budget timeline was included in the Agenda Packet; Mr. Chavez requested approval from the Board to accept this timeline. Kirk Carpenter made the motion, and it was seconded by Brenda Vigil. Roll was called and the motion passed unanimously.

e. **501 c 3**

David Chavez recommended that the Board allow him to explore the addition of adding 1 FTE employee to the budget to oversee the 501c3 with the understanding that the salary will be transferred over to the 501c3 funds within 3 years. The motion was made by Loren Cushman and Brian Snider seconded it. Roll was called and the motion passed unanimously.

f. **IGA Grant**

The LEAP Program was offered a grant of \$40,000 to augment and support the operations of that program as described by David Chavez. After discussion, the motion was made to accept the grant by Brenda Vigil and was seconded by Brian Snider. Roll was called and the motion passed unanimously.

Personnel Report

No questions were asked about the Staff Contracts and Resignations included in the Agenda packet.

Consent Agenda

No questions were posed about the Approval of Checks or the Profit and Loss and Balance Sheets. Dwain Haynes asked for a motion to accept the Consent agenda; Aaron McKinney made the motion and Kirk Carpenter seconded the motion. Roll was called and the consent agenda passed unanimously.

Setting Meeting Dates

- A. The next Executive Committee Meetings are scheduled for March 31, 2021 and June 3, 2021. We will decide later as to whether these meetings will be virtual.

Adjournment

Dwain Haines called for a motion to adjourn. Brenda Vigil offered the motion to adjourn; Kirk Carpenter seconded the motion and it passed unanimously. Meeting was adjourned at 1:08 PM.

Respectfully Submitted,

Teresa Salazar, Secretary

Attest:

Dwain Haynes, President