



REGULAR SCHEDULED GOVERNANCE COUNCIL BOARD MEETING MINUTES

Wednesday, December 12th, 2018 @ 5:00p

Meeting Room: Smart Lab

10301 Candelaria Rd. NE, Albuquerque, NM 87112

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	ALSO IN ATTENDANCE	PUBLIC IN ATTENDANCE
Deborah Lansdell Laura Sanders Michael Hamel Deborah Burns	Sean Hendrickson	Chris Lutz Justine Vigil Denise Dixson	Chris Romero

MINUTES RECORDED BY: Savannah Lopez

These minutes were approved on	<u>Jan 16, 2019</u>
by a vote of:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent <input type="checkbox"/> Abstained
President:	<u>Deborah Lansdell</u>
Recorded by:	<u>S. Lopez</u>

****Items up for approval during this meeting and/or required action taken, are in RED print.***

*****SSLC policies are available to the public. Please e-mail the Secretary to the Board (slopez@sslc-nm.com) to request a copy of the policy/policies as referenced within this document.***

OPENING BUSINESS

CALL TO ORDER

Ms. Lansdell called the Southwest Secondary Learning Center (SSLC) Governing Council Board (GCB) Meeting to order on Wednesday, December 12th, at 5:00 pm in the Smart Lab of Southwest Learning Center (10301 Candelaria Rd. NE).

ROLL CALL

Ms. Lansdell asked Laura to call roll. Laura called Mr. Hendrickson, absent; Ms. Lansdell, here; Mr. Hamel, here; (herself) Ms. Sanders, here.

PLEDGE OF ALLEGIANCE

Ms. Lansdell asked everyone to stand and join her in the Pledge of Allegiance.

ADOPTION OF THE AGENDA

Ms. Lansdell asked for a motion to adopt the agenda. Mr. Hamel made the motion to adopt the agenda and Ms. Sanders seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

REVIEW / APPROVAL OF MINUTES

Ms. Lansdell asked for a motion to approve the November 14th minutes.

Mr. Hamel made the motion to approve the minutes and Ms. Sanders seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

ACTION ITEMS:

FINANCE REPORT

SSLC's Business Manager (Justine, TVG) presented the finance packet and highlights to the Governing Council.

FINANCE COMMITTEE UPDATE

Ms. Vigil stated that the Finance Committee met earlier in the day to discuss the financials in depth. The finance committee had no concerns to report at this time. Finance Committee did not meet, as Sean was handling a family emergency, therefore, financials were reviewed during the GC Board Meeting.

VOUCHER APPROVALS

Ms. Lansdell asked for a motion to approve the Check Register/Voucher Approvals. Ms. Sanders made the motion and Mr. Hamel seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

BANK RECONCILIATION

Ms. Lansdell asked for a motion to approve the Bank Reconciliation. Mr. Hamel made the motion and Ms. Sanders seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

BUDGET ADJUSTMENT REQUESTS (BAR)

Ms. Lansdell asked for a motion to approve the following BAR:

- i. BAR 531-000-1819-0012-I
- ii. BAR 531-000-1819-0015-I
- iii. BAR 531-000-1819-0016-I
- iv. BAR 531-000-1819-0013-I

v. BAR 531-000-1819-0014-I

Ms. Sanders made the motion and Mr. Hamel seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

INVENTORY DISPOSAL

None.

CONFLICT OF INTEREST POLICY

Ms. Lutz stated that there is a Conflict of Interest policy in the By Laws and the state would like to see a reference to NMSA 10-16-3 and NMAC 22-8B-5.2. Ms. Lansdell tabled this item in order to review the DRAFT version of bylaws recommended by current counsel (next topic on Agenda).

GOVERNANCE COUNCIL BY-LAWS

The Council was provided a revised version of bylaws by the attorney, Ms. Patty Matthews, a few months ago. The Council reviewed the bylaws on their own and discussed the line/line changes that needed to be made. The Council completed edits and recommended a final review prior to January's meeting (1/16), so they can be voted into implementation and/or put into effect. *Ms. Lansdell moved to amend the agenda to move the closed session to this time...*

CLOSED SESSION

VOTE TO GO INTO CLOSED SESSION

Mr. Hamel moved for the SSLC Governing Council to go into Closed Session

Pursuant to Section 10-15-1 (H) (8) NMSA 1978, the Board met in closed session to discuss the purchase acquisition or disposal of real property or water rights by a public body, Ms. Sanders seconded the motion.

Motion passed.

Roll was called. Ms. Sanders, yes; Mr. Hamel, yes; Ms. Burns, yes; and Ms. Lansdell, yes. Ms. Lansdell closed the SSLC Governing Council's closed session.

OPEN SESSION

Mr. Hamel moved for the SSLC Governing Council to go back into an open session and Ms. Sanders seconded. **Motion passed.**

Ms. Lansdell stated that no action was taken and that the only matters discussed were matters on the agenda.

SCHOOL REPRESENTATIVE CHANGE FORM

The NMPED has requested that the SSLC Council approve the person they chose to be the school representative by filling out a Certificate of Governing Body Vote form. The school representative is Deborah Lansdell. Ms. Lansdell asked for a motion to approve the school representative change form. Mr. Hamel made the motion and Ms. Sanders seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

BOARD POLICY MANUAL* AND EMPLOYEE HANDBOOK*

A change was made to the Background Investigation portion of both policies. The change was to add the following section:

The school prohibits any individual who is a school employee, contractor, or agent from assisting a school employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual or agency knows, or has probable cause to believe that such a school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law, NMSA 22-10-5 and under ESEA Section 8546 (20 U.S.C 7926).

Ms. Lansdell asked for a motion to approve the change made to the Background Investigation procedure. Mr. Hamel made the motion and Ms. Sanders seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

PUBLIC COMMENT

None.

SCHOOL INFORMATION REPORTS/UPDATES

HEAD ADMINISTRATOR

Ms. Lutz updated the Council on the following items:

- Enrollment as of 11/13/2018: 233
 - Letter of Intent for new students = January 9.
 - **Advertising:** Mom's Blog, \$400, 200 words + logo.
- **Student Enrollment Dates**
 - **Letter of Intent: January 9th for NEW Students**
 - **Letter of Intent to Return: February 4th**
 - **Lottery: March 6th.**
- **PED Update/Status of Renewal – **Big Win**** Yesterday! Five-year renewal without conditions.
 - Was a TEAM effort and the result of years of hard work
- **Commercial Space Tour/Feedback** – Immense in size with huge potential and many options. A good prospect and foundation to help us make a sound decision. Realtor was also going to be on the lookout for additional properties.
- **Security Resources** – APIC was out right after Thanksgiving. Will be working on a proposal for the current building. Very impressive options and APIC is aCES vendor already, meaning the project does not have to go out to bid. They also stated that they would be glad to present their ideas to the board.
- **Sue Griffith and Richard Romero** – lobbyists were in last week. They will be asking for capital outlay funds.
- **FMP Reminder:** Ailene will advise when the FMP will be ready, but anticipated to be the first week of January. If ready, the board agreed that a separate meeting would be best, and decided the week of Jan 7-11th (if possible for Ailene) for such meeting. Chris to check with her (Ailene) and send notice to the FMP Committee.
- **Board Calendar** – Savannah started formatting a calendar responsibility calendar based on the model from Brian Carpenter, PhD's training. A draft is expected for January's meeting

ACADEMIC DEAN

- Naviance Update
 - Naviance is used regularly in Smart Lab. Half of Smart Lab students have now prepared a resume and performed career research. Second half will complete next semester
 - Scholarship Search functions are now working after many phone calls, emails, etc.
 - Denise is pursuing either a refund or credit for renewal due to this core service being down for a lengthy time

- Virtual Attendance Update
 - 83 students have been placed on Student Attendance Contract, resulting in 43 (51%) back on-track to complete courses by semesters end, as of Dec 6th, 2018.
- Monitored Enrollment Update
 - As of Dec 6th, of 37 students, initially placed on monitored enrollment, 27 are still enrolled.
 - 48% of the 27 are on track to complete courses by semester end.

DISCUSSION ITEMS

OPEN ITEMS LIST/PRIORITIES

NONE

CLOSING BUSINESS

ANNOUNCEMENTS

ADJOURN

The meeting adjourned at 8:12p. The next regular schedule Governing Council Board Meeting is January 16th, 2018, at 5:00pm in the SSLC Smart Lab.

