

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
SEPTEMBER 27, 2012**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on **Thursday, September 27, 2012** in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Rosario (Chayo) Garcia, Alfred Herrera, Cecille Martinez-Wechsler, and Feliberto Martinez. Board President Michael Branch called the meeting to order at 9:04 a.m.

Northern New Mexico College staff present: Dr. Nancy “Rusty” Barceló, President; Dr. Anthony Sena, Provost and VP of Academic Affairs; Domingo Sanchez, VP for Finance and Administration; Ricky Serna, VP for Institutional Advancement; Steve Martinez, Dean for Academic Support; Carmella Sanchez, Director of Institutional Effectiveness; Bernie Padilla, Director of Human Resources; Dr. John Hollenbeck, Interim Dean, College of Education; Gwen Orona, Director of the NNMC Foundation; Nicole Fresquez, HR Analyst; Antoinette Jiron, HR Generalist; Tamara Trujillo, Alternative Licensure Program Director; Pablo Gonzales, AA Program Coordinator; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Dr. Walter Archuleta, Dr. Marsha Brenden, Tim Crone, and Dr. Ajit Hira. Others present: Gabriel Martinez, Student Senate President, and Louis McGill, Reporter with the Rio Grande Sun.

II. APPROVAL OF AGENDA

The final agenda was approved as presented.

A. Introduction of new employees.

The following individuals were introduced to the Board of Regents:

- Ms. Nicole Fresquez, Human Resource Analyst
- Ms. Antoinette Jiron, Human Resource Generalist
- Ms. Gwen Orona, NNMC Foundation Director
- Mr. Gabriel Martinez, Student Senate President

III. APPROVAL OF MINUTES

The minutes for the regular meeting of August 23, 2012 were approved as presented.

IV. FINANCIAL REPORT

A. Approval of Fiscal Watch Report as of August 31, 2012.

Mr. Domingo Sanchez, VP for Finance and Administration, presented the Fiscal Watch Report (attached) as of August 31, 2012. The Statement of Net Assets reflects cash and cash equivalents at \$2.4M. Total liabilities and net assets is at \$38.4M. The Summary of Operating and Plant Funds reflects all activities of the College. On the operational side, the College brought in \$4.5M in revenue as of the end of August, 2012 and expenditures total \$1.7M. The ending fund balance is at \$6.6M. On the plant funds, revenue reported is \$324,060 (this includes a reimbursement from last fiscal year for the current year). Total expenditures are at \$435,466. The I&G statement of revenues and expenditures reflects that by the end of August 31, 2012 revenues total \$3.6M; compared to last year at the same time revenue was at

\$3.7M. In most areas numbers are slightly lower compared to last year. Academic tuition collected decreased by 6% the current year compared to prior year (\$12,618,047.40 in 2012 compared to \$1,721,021.01 in 201; the decrease is \$102,973.61). Regent Garcia expressed a concern that the College needs to look into this matter now for next semester so the trend of decreases does not continue. President Barceló stated she has asked Frank Orona to do a complete analysis to determine the cause for the decrease in revenue. President Barceló also reported that an extensive recruiting plan is being carried out. The issue of how courses are being scheduled is also being looked at by a group of people Dr. Sena has identified in order to improve course scheduling. Also under review is to find alternatives/resources on how to accommodate students who are just taking one or two credit classes for personal development (e.g. art or dance class) and are paying the tuition rate of \$100.45.

Regent Cecille Martinez moved to approve the Fiscal Watch Report as of August 31, 2012 as presented. Motion carried unanimously.

Dr. Sanchez stated he has not had an opportunity yet to formally bring up the issue of getting off fiscal watch to HED. He stated his approach will be to speak to DFA and LFC first and then to HED. He explained again that when the College converted to Banner in 2005 there were many difficulties getting the financial system information together to do the audit, which resulted in the audit being two years late. The College did not have the level of staffing to keep up with the volume of work that was required to catch up. When this happened, the College received a letter in 2007 from HED placing the College on fiscal watch. This status requires that the College submit monthly reports to HED as opposed to other institutions that are not on fiscal watch that get to report on a quarterly basis. The purpose of requiring monthly reports is so HED has a better level of confidence that institutions are staying on top of the financials. The submission of several current and accurate Fiscal Watch Reports to HED, the completion of three audits in less than a year, and the great amount of work accomplished by staff should warrant reconsideration in getting off fiscal watch. Mr. Sanchez will meet with the agencies mentioned as soon as possible to get a firm direction and ground rules from them. Regent Branch stated he had a conversation with the State Auditor in El Rito on August 13 about Northern's desire to move forward and he may be able to assist in setting up these meetings.

B. Audit Update.

The audit firm of Moss Adams is reviewing all the financials for the FY 11 Audit. After their review the audit will be sent to the State Auditor. Staff has a good draft of the financials for FY12 compiled for the auditors when they come in October to finish the remainder of the field work for the FY12 Audit. Mr. Sanchez hopes that by the end of October most of the work on the audit will be complete because the Audit is due November 15. After completion of this audit, the College will be caught up and back on track.

C. Grants Update.

Ms. Sanchez stated there is only one grant to report that this pending. The College submitted a \$30,000 grant for scholarships for the RN to BSN program.

D. Capital Projects Update.

Mr. Sanchez reported that the contractor has made a great deal of progress to the Ben Lujan Library Addition and they expect to finish construction by mid-October. Mr. Sanchez stated some safety issues are being addressed and he will explore the issue of penalties on the contract for the delay.

Regent Branch inquired about the status of obtaining LEED Certification for the Teacher Education, the SERPA Building, and the Ben Lujan Library Addition. Mr. Sanchez first explained why these three buildings need to be LEED Certified. State of NM Executive Order 206-001 “State of NM Energy Efficient Green Building Standards for State Building,” issued in 2006, declares that all Executive Branch state agencies, including the NM Higher Education Department, adopt standards to implement the use of high performance energy efficient green building practices for all state-funded buildings. The order includes adoption of the U.S. Green Building Council’s LEED (Leadership in Energy and Environmental Design) rating system and achievement of a minimum rating of “Silver” for new construction and major renovations in excess of 15,000 sq. ft.

Mr. Sanchez stated he received an estimate (about \$10,000) on the Education Building last week in order to finalize LEED Certification for this building. Mr. Sanchez explained that the individual contracted to do this work passed away and the son pick up the pieces with no results to report. This required the hiring of someone to do the work that was not associated with the construction from the beginning. Mr. Sanchez will speak with the architect to see if there was any money exchanged for this purpose in order to get this cost offset.

With regard to the SERPA Building Mr. Sanchez stated the College incurred a substantial cost to get the land ready for the foundation work (about \$50,000 for the landfill, soil testing, etc.) and he felt the engineer should have picked up this expense. Mr. Sanchez will check to see if there is a statute of limitation. Other than this issue, construction of the SERPA Building was completed trouble free.

V. OLD BUSINESS

A. Funding Formula Update.

Dr. Anthony Sena stated that Ricky Serna attended a LFC meeting on Wednesday, September 26, at the State Capitol in Santa Fe. Dr. Barceló and Dr. Sena were both at ENMU; Dr. Barceló had previously committed to address students, faculty and staff at a conference. Mr. Serna stated that since the last time the Board met, staff has attended a couple of meetings regarding the funding formula. The first HED Steering Committee Meeting was a difficult one because it had been decided that only the Funding Formula Steering Committee members could participate in the discussion; all others were only observers. Northern does not have a member in the committee so Dr. Barceló and Ricky were only observers at this meeting. Representing the Comprehensive Colleges were Dr. Steve Gamble, President of ENMU, and Dr. David Lepre with CUP. By the time the second FF Steering Committee meeting was held, they had opened up the discussion to everyone present. Prior to the second meeting, the Comprehensive Colleges had a meeting with HED exclusively. At that meeting Dr. Barceló, Mr. Serna and Carmella Sanchez were able to negotiate some of the outcome measures for the funding formula, which was the inclusion of developmental courses into a measure for the institution. Northern had the support of the other comprehensive institutions in this debate. The comprehensive institutions have agreed on the following two performance measures:

- **#1 (32 credit retention and progress measure).** Number of new students (native and transfer) enrolling at an institution for the first time during a given fall semester who complete at least 32 hours in good standing at that institution within two years of first enrollment.
- **#2 (Junior status measure).** Number of lower-division students (native and transfer) who achieve junior-level status within three years of their first enrollment.

Dr. Steve Martinez pointed out that the legislature also plays a role in the funding formula process. In order to give everybody what they earned based on their performance, the LFC and the Legislature will

need to fund a \$24M increase to higher education. Northern has done well on awards and on workforce incentives. There are still some issues under discussion because it is not always about growing, but in measuring how many students are graduating. Still open for discussion is if the new funding formula (outcomes) would come from within the budget or from an increase in the budget. Mr. Serna explained that the statute authorizes the HED with the responsibility to develop a funding formula that generates an appropriation request to the legislature. The deadline for submitting the funding formula is November 1, 2012. President Barceló pointed out that DFA and LFC are active members of the Funding Formula Steering Committee. President Barceló stated that she and Dr. Shepard from WNMU met with HED to discuss each institution's identity and mission. The meeting was successful.

Mr. Serna reminded the Regents and staff that the College will be hosting the Legislative Military and Veterans Affairs Committee on October 3, 2012 in AD 101-102.

B. Update: Student Representative on the Board of Regents.

Mr. Ricky Serna stated that he and Gabriel Martinez, President of the Student Senate, have been working on implementing the policy that was approved by the Board of Regents several months ago. After final review by the President's Office, the application will go out to all students. The deadline is October 19 at 5:00 p.m. All applications submitted will be reviewed by the Dean of Student Services for eligibility purposes. The application review process will take place between the Student Senate and Dr. Barceló's office. At the November Board meeting, the student recommended to serve as a student representative on the Board of Regents will be presented to the Board for approval. The Student Representative will start his/her term in January (twelve-month term ending December, 2013). Regent Branch offered to give the Student Representative selected training to get the student up to date on present practices, historical knowledge, etc. Regent Cecille Martinez inquired about the Student Representative getting credit hours for serving on the Board because the experience will be valuable and will require time from his/her schedule. Tony Sena stated that the College does have a mechanism in place for students in baccalaureate programs to take capstone courses and other graduate research experience courses. He will look into this to see if the student can get credit that is part of his/her degree or as an elective for that degree.

(At this time the Regents took a short break at 10:25 a.m. The open meeting reconvened at 10:37 a.m.)

VI. NEW BUSINESS

A. First policy series (1000-Institutional Organization) for review.

Mr. Ricky Serna stated that the Policy Review Committee has completed a draft of the 1000 (Institutional Organization) policy series (copy attached). This is the first of a comprehensive review and revisions process for a total of eight policy series that will be presented to the Board. The 1000 policy series will be open for comment and input from the College community for about a month. Mr. Serna asked the Regents to share their comments and input directly to him. After the comment period, the final revision will be presented to the President and then to the Board of Regents for approval. The policies are also being reviewed by the College's attorney. This process will be followed for each policy series to ensure that policy proposals are communicated and vetted within the entire campus community.

The work involved has taken a while because it is time consuming. Committee members are working on this project as time allows from their regular duties and responsibilities. Comments made by Regent Branch at the meeting and all others that come to Mr. Serna's attention will be considered and incorporated.

Regent Branch complimented the policy review committee for their work with this project. He requested assistance to work with the Board in developing and updating the Board's Policies and Procedures in the same format. Regent Branch reported that on October 17, the Regents will participate in an AGB Webinar titled "Who Needs Better Bylaws?" In addition, the AGB Effective Committees Toolkit was ordered to serve as a resource in the establishment of Board committees.

B. Update on the College of Teacher Education Review.

Dr. Anthony Sena stated that beginning this summer, the Office of the Provost will initiate comprehensive reviews of each college within the institution. The first College selected for this review is the College of Education (COE), which started in July, 2012. The College hired a consultant to provide external evaluation services. Dr. Myra Villanueva, a nationally renowned educator who has extensive experience in higher education, will submit a final written report to the President and the Provost at the conclusion of conducting a data-gathering and site visit evaluation. Dr. Sena stated the comprehensive review will include curriculum, communications, course scheduling, and also look at whether or not there are changes needed in terms of organizational and program protocols to match turnover of students. The College of Education evolved as the first baccalaureate program at Northern in 2005.

Dr. John Hollenbeck, Interim Dean for the College of Education, stated that the COE has successfully passed two accreditation processes at the state level. These two successes have resulted in the acceptance of the College of Education at Northern by National Council for Accreditation of Teacher Education (NCATE) as a formal candidate for national accreditation. Dr. Villanueva is assessing readiness for pursuing national accreditation. The College is expected to host an accreditation visit in spring 2014. The focus of the COE curriculum is on STEM. Graduates leave with a very qualified rating in math and science, and history as well. The COE also provides a Bilingual TESOL major. The COE is housed in an up-to-date facility and has strong faculty. Dr. Hollenbeck reported that the challenges right now are growing the bachelors program because numbers have been declining. Roles and responsibilities need to be clarified, and Dr. Villanueva is assisting with the revision of the vision and mission of the College. There is also a need to revise the media technology in the COE.

Dr. Sena stated that the COE is currently driven by the Alternative Licensure Program (ALP). The ALP is designed for those who already hold a BS or higher degree and wish to enter the teaching profession in elementary (20 credit hours) and secondary education (18 credit hours), and special education (20 credit hours). There is a need to pay particular attention to growing and developing the baccalaureate program, and pay immediate attention in integrating more faculty into the COE.

Dr. Hollenbeck reported on opportunities and growth: Provide Master's opportunity for area teachers. The College now has a collaborative on-line Master's Program with NMSU. Dr. Cavalcante is proposing specialists degrees in School Psychology and Special Education. Headstart needs Early Childhood educators with at least an AA by Federal mandate. There is a need for Early Childhood Leadership AA degrees. Accommodate Teacher Assistants in the area with AA degrees that want to become teachers but have to keep working (TA to BA program). Dr. Sena added that there is a need to train teachers within this institution in offering on-line distance education courses. The COE can be central to the training of educators in general, not just produce high school and elementary educators, but also provide training for faculty at Northern. Northern has the capability to serve all of north central New Mexico as the center for educational technology, including instructional design, etc.

Dr. Walter Archuleta, Director of the Bilingual TESOL program for the past five years, addressed the Board on behalf and in support of the Bilingual TESOL Program and shared written reflections of students who have gone through the program. Dr. Barceló thanked Dr. Archuleta for his comments and stated this topic requires a broader kind of conversation in meeting the needs of this region. It is clear that

bilingual endorsements are needed. Dr. Sena stated that Northern's OELA grant helped to stimulate a Bilingual and TESOL program and this has shown a positive benefit to a number of students. Unfortunately, the project did not meet its goals and the College must now look at new strategies for institutionalization of the program. Bilingual/TESOL courses will continue to be available to students. .

C. Campus Improvements.

Mr. Domingo Sanchez provided an update on improvements taking place throughout the campus.

Espanola Campus:

- Administration Building – Entrance doors were replaced with two double doors.
- A glass door will be placed going into the Executive Offices area – security issues.
- The area behind the JCI Building has been cleaned; some of the area has been paved.
- Explore what is available on campus to provide more parking spaces.
- Looking at the dorm issue and master planning.

El Rito Campus:

- The Hazmat facility has been relocate
- Some of the existing facilities are being modified.
- A NM EPSCoR grant for fire related research and training begins Nov. 1.

D. Request to name a building at the El Rito Campus.

Dr. Maria Dolores Gonzales, President of the Northern New Mexico Normal School Alumni Association (NNMNSAA) submitted a letter to President Barceló on behalf of the NNMNSAA requesting that a building on the El Rito Campus be named Alumni Hall in honor of the many students that attended from its foundation until 1969.

The consensus of the Board was that, in all fairness, formal approval of the 1000 Policy Series (1020 Naming Facilities, Spaces, Endowments and Programs) take place first before the Board approves any requests such as this one. Ricky Serna reported that the Association funded a one-time scholarship this year. Mr. Serna and Dr. Gonzales have been communicating on a regular basis with regard to this donation and other College issues.

VII. STUDENT REPORT

Mr. Gabriel Martinez, President of the Student Senate, provided a report as follows:

1. The application for a Student Representative on the Board of Regents is being finalized.
2. The Student Senate plans to hold a fundraising event in the near future in order to: 1) start a scholarship, which would be managed through the Foundation, and 2) invest in student life activities.
3. Mr. Martinez stated that many students have raised a concern with regards to class scheduling. It was suggested that in addition to College surveys being administered, the students conduct their own survey in order to better understand what is needed in terms of course scheduling and offerings. Regent Herrera asked if this is an area the College could work with other institutions when a class does not make due to low enrollment. Dr. Sena stated that at the Chief Academic Officers (CAO) meeting there was discussion about not only developing shared courses among the institutions, but also shared degrees. A Memorandum of Understanding is being looked at

that will clearly identify who will be the host institution, how to facilitate students being enrolled in a course simultaneously at all participating institutions and then how does the host institution get compensated for providing this service.

4. On October 23, 2012 the Student Senate will sponsor the Espanola Valley Humane Society Pet Adoption on campus. The hopes are to find good homes for about ten animals.

VIII. COMMENTS FROM THE BOARD

1. Regent Herrera suggested that the College enter into discussions with Rio Arriba County and Santa Fe County about a GED Program for inmates in Tierra Amarilla or elsewhere. Discuss with them how the College can assist and collaborate to better serve the people who are incarcerated.

2. Regent Herrera stated that he went to the Bookstore to inquire about the availability of books for working adults. Some books are so expensive that it creates a big burden financially for some students (an accounting book costs close to \$300.00). He asked if perhaps a policy could be developed so faculty use the same book for a 2-3 year period. President Barceló explained that publishers update most books so faculty have no choice but to order new editions. President Barceló stated this is an important issue and discussions have taken place about researching other alternatives; i.e., books on-line, renting books, scholarships, and providing a copy at the library. Regent Branch commented that national associations have not taken this topic seriously. President Barceló stated that she has just been appointed to a teacher education committee by the American Association of State Colleges and Universities (AASCU) and will raise this topic at the next meeting she attends.

3. Regent Branch reminded the Regents that an AGB Webinar on “Who Needs Better Bylaws?” is scheduled October 17, 2012 at 12:00 noon in the President’s Conference Room.

A. Reports from BOR Committee Chairs.

1. Regent Cecille Martinez reported that the Academic and Student Affairs Committee met on September 19, 2012. The committee received some information from various groups and is working on many ideas.

2. Regent Alfred Herrera reported that the Finance/Audit Committee met on September 18, 2012 after the Audit Exit Meeting and many of the issues talked have been covered by Domingo as part of his report. He added that the Finance Committee also talked about the need for the College to be more assertive in the level of expectations of contractors completing projects.

IX. PUBLIC INPUT

None.

X. PRESIDENT’S REPORTS AND ANNOUNCEMENTS

1. President Barceló invited Ricky Serna to give an update on the Scholarship Awards and Donor Recognition Dinner scheduled to take place on Saturday, September 29, starting at 5:00 p.m. with a donor/recipient reception at the Ohkay Owingeh Conference Center. Mr. Serna stated that on Monday the count of confirmed guests was 268 and this morning the count grew to 385, with revenue over \$34,000 for the evening. A silent auction will be taking place.

2. President Barceló stated the Melissa Velasquez is doing a phenomenal job at the El Rito Campus. This evening she is hosting the Executive Board from High Country News.
3. President Barceló and Dr. Sena were at ENMU in Portales on Wednesday, September 26. Dr. Barceló gave a presentation on diversity to students, faculty and staff. Dr. Sena, an alumni from ENMU, was awarded a T-Shirt and shared his experience as an Upward Bound student. The presentation was well received and the visit was successful. As a result of this visit, the Student Leadership will be meeting with Northern's student leadership to begin a relationship and have some discussions.
4. President Barceló reported that twenty university students from across the state were chosen to take part in the 2012 Domenici Public Policy Conference, Sept. 19 and 20 at the Las Cruces Convention Center. Among these students were two from Northern. The President of NMSU mentioned to Dr. Barceló and the two students were outstanding and had high praise for Dr. Patricia Trujillo, who accompanied the students to this event.
5. The College co-sponsored an event with Las Cumbres Community Services. The event, "Grandparents Raising Grandchildren" held on Saturday, September 22, 2012, was outstanding and a huge success.
6. Domingo Sanchez will be working on an institutional calendar. With input from all the different departments within the College, all deadlines for state and federal reports will be compiled so everyone is aware of what is coming up ahead of time so important deadlines are not missed.
7. Dr. Barceló stated she provided diversity training at NM Tech for faculty and staff on Friday, September 14, 2012. The training was well received.
8. On Saturday, September 29, 2012 Dr. Barceló will be providing a Welcoming Address at the American Society of Plant Biologist Conference at the Embassy Suites in Albuquerque. Dr. Sena will also attend the conference.
9. Dr. Barceló stated that two colleagues of hers will be coming to Northern to conduct a student services review. The two consultants will conduct this service pro bono.

XI. PERSONNEL MATTERS

A. Personnel actions.

- A.1 President Barceló recommended the hiring of Ms. Toni Atencio as Assistant to the Provost effective August 16, 2012.
- A.2 President Barceló recommended the hiring of Ms. Margaret Campos as Assistant Professor of Project Management effective August 20, 2012.
- A.3 President Barceló recommended the hiring of Mr. Mark Rendon as NPI Administrative Assistant effective August 22, 2012.
- A.4 President Barceló recommended the hiring of Ms. Claudia Elizalde as CAMP Academic Advisor effective August 27, 2012.
- A.5 President Barceló recommended the hiring of Ms. Nicole Fresquez as HR Analyst effective August 27, 2012.

- A.6 President Barceló recommended the hiring of Ms. Antoinette Jiron as HR Generalist effective September 1, 2012.
- A.7 President Barceló recommended the hiring of Ms. Gwen Orona as Foundation Director effective September 17, 2012

Regent Cecille Martinez moved to approve the personnel actions as presented. Motion carried unanimously.

XII. EXECUTIVE SESSION

President Barceló recommended that the Board go into Executive Session to discuss personnel and collective bargaining issues. Regent Garcia moved that the Board enter into Executive Session pursuant to Sections 10-15-1(H)(2) and 10-15-1(H)(5) of the Open Meetings Act to discuss limited personnel matters and collective bargaining issues. **Regent Chayo Garcia, Regent Feliberto Martinez, Regent Cecille Martinez, Regent Alfred Herrera, and Regent Branch moved in the affirmative to adjourn into executive session at 12:40 p.m.** The open meeting reconvened at 1:20 p.m. Regent Branch reported that no action was taken in executive session.

XIII. ADJOURNMENT

Regent Cecille Martinez moved to adjourn the meeting. The meeting adjourned at 1:20 p.m.

Josephine Aguilar, Recording Secretary

APPROVED: October 25, 2012

/s/ _____
Michael P. Branch, Board President

/s/ _____
Cecille Martinez-Wechsler, Secretary