

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
APRIL 16, 2009**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, April 16, 2009 in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Alfred Herrera, Cecille Martinez, Feliberto Martinez, and Theresa M. Martinez. Board President Michael Branch called the meeting to order at 9:05 a.m.

Northern New Mexico College staff present: Dr. Jose Griego, President; Tom Garcia, Executive Vice President; Loretto Garcia, Vice President for Finance; Dr. Anthony Sena, Provost; Dr. Andres Salazar, Dean, College of Engineering; Carlos Martinez, Director of the El Rito Heritage Retreat Center; Anne Quinn, Director of Facilities and Capital Projects; Tom Alvarez, Public Information Director; Bernadette Chavira-Merriman, Director of Developmental Studies; Frank Orona, Director, Admissions/Recruitment; Nancy Sharp, Director of Development; Guido Gellis, Director of SOL/SSS; Joyce Sandoval, Comptroller; Michelle Berté, Dual Credit Coordinator; Cristina Manzanares, El Rito Student Activities Coordinator; Lorraine Garcia, El Rito Business Office Tech; Glenn Gomez, ABE Coordinator; Janelle Gomez, Administrative Secretary; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty Present: Tim Crone, Gil Sena, Dr. Meredith Garcia, and Dr. Richard Harlen. Others present: Former Regent Dennis Salazar and his son, Ken Salazar; Maida Branch; and Tony Hernandez, Reporter for the Rio Grande Sun.

II. APPROVAL OF AGENDA

Regent Branch requested an executive session under Personnel Matters to discuss a personnel issue. The final agenda was approved as presented.

A. Recognition of Dennis Salazar, Regent of NNMC.

Mr. Dennis Salazar served a six-year term as Regent of NNMC from January 1, 2003 through December 31, 2008 and a previous term from 1971 to 1984. He was presented an engraved Nambe Plate for his outstanding leadership and dedicated service as Regent.

B. Introduction of new employees.

Two new employees were introduced to the Regents: Ms. Michelle Berté, Dual Credit Coordinator, and Ms. Cristina Manzanares, Student Activities Coordinator at the El Rito Campus.

III. APPROVAL OF MINUTES

The minutes for the regular meeting of March 19, 2009 were approved as presented.

IV. FINANCIAL REPORT

A. Information regarding the 2009-10 Proposed Operating Budget by Loretto Garcia.

President Griego stated that typically at the April meeting of the Board of Regents, the Proposed Operating Budget is presented for approval. The Effective Resource Management Committee is still meeting with departments to find out how much and from where cuts will be made for FY 2009-10. The College anticipates that a 4% cut will have to be made to the budget. In 2008-09 a cut of 6% was made.

Using the shared governance approach and the AQIP process, meetings with staff and faculty from programs and departments are taking place in order to determine cuts to the budget. The Proposed Operating Budget for FY 2009-10 is due at the Higher Education Department (HED) on May 1, 2009.

Ms. Garcia stated that the budget summary of Current and Plant Funds and the budget summary of Instruction & General (attached) are in draft form because numbers will be changing for the proposed FY 2009-10 budget. Ms. Garcia reported that cuts to Building Replacement and Renewal (BR&R) and Equipment Renewal and Replacement (ER&R) will not be as high as originally indicated by HED. Based on information from HED and the legislature, the College had predicted that BR&R would be around \$450,000; the transfer will now be \$721,606. The ending balance predicted for the current year, FY 08-09, is \$858,570. This is approximately 6% to 7%. The College is required to have an ending balance of 3% to 5%. Accumulated savings will be used to determine the FY 09-10 budget. The predicted ending balance for FY 09-10 is negative by \$2,210, this is why budget cuts have to be made across the board by approximately 3% to 4%. There will be no reduction in force (RIFs); however, some positions have been frozen.

Regent Branch requested that the entire Board meet in a Special Meeting to approve the Proposed Operating Budget. It was the consensus of the Board to hold a special meeting on Monday, April 27, at 1:00 p.m.

B. Approval of Quarterly Fiscal Watch Reports dated March 31, 2009 by Loretto Garcia.

Ms. Loretto Garcia, Vice President for Finance, asked Ms. Joyce Sandoval, Comptroller, to present to the Quarterly Fiscal Water Report (attached) to the Regents for approval.

Ms. Sandoval reported that overall the College has expended 75% or below of the budget for this time of the year, with the exception of Auxiliaries, which was budgeted at \$801,415 and expended \$909,746. Internal Services has expended 85%; the growth in internal services expenses is very slow and Ms. Sandoval stated she does not anticipate Internal Services to exceed their budget. Because the College will be preparing the final budget adjustment for current fiscal year, Ms. Sandoval stated she did not modify the budget on the revenue side.

Regent Theresa Martinez moved to approve the Quarterly Fiscal Watch Report dated March 31, 2009 as presented. Motion carried unanimously.

V. OLD BUSINESS

A. Facilities Report by Anne Quinn.

Ms. Anne Quinn, Director of Facilities and Capital Projects, provided a capital projects status report (attached). She highlighted some major projects as follows:

Career Technology Education Building – Construction is complete and the dedication of the building will take place at 1:00 p.m. today (April 16, 2009). Mr. Gil Sena, Automotive Technology Instructor, presented the plaque that will be mounted in the building for the Board's preview.

El Rito Emergency Water Project/Plaza Project – Bidding for these two projects is scheduled for the end of April, construction to begin mid-May with completion in October. A contract with the El Rito Water and Wastewater Association for transfer of water rights is required prior to connecting to the Community Water System for domestic water. The Board of Finance must approve agreement proposal; the College is currently working with an attorney to develop a proposal.

College of Education Building – Value Engineering Session is complete; cost estimate is within project budget. HED and the Board of Finance will review the project at their March 12 and April 21 meetings. If approved, project will bid in April/May, construction will begin in May/June with completion scheduled for June of 2010.

VI. NEW BUSINESS

A. Approval of Library Solicitation for Architectural/Engineering Services by Anne Quinn.

The Library Solicitation for Architectural/Engineering Services (SFC) was provided to the Regents prior to the meeting for review. The SFC was reviewed by Tom Garcia and Linda Atencio. Ms. Quinn stated that her intention in developing the SFC for the Library and SERPA was to be as comprehensive as possible so that the College will have very few unanswered questions, possibilities, or misunderstandings once the College hires someone to do the project. This will assist the College in formulating the contract documents. The program standards (Exhibit F) is something the College has not had before and will also be of assistance. The intent of this document is to provide a set of required standards, guidelines and instructions to assist architectural, engineering and other professional firms in providing physical facility programming services to Northern, and in developing the required product, the facility Program Document. President Griego commended Ms. Quinn for her work in preparing these documents and recommended approval.

Regent Alfred Herrera moved to approve the Library Solicitation for Architectural/Engineering Services. Motion carried unanimously.

B. Approval of SERPA Solicitation for Architectural/Engineering Services by Anne Quinn.

The SERPA SFC for AE services was provided to the Regents prior to the meeting for review. The SFC was reviewed by Tom Garcia and Linda Atencio. President Griego recommended approval.

Regent Alfred Herrera moved to approve the SERPA Solicitation for Architectural/Engineering Services. Motion carried unanimously.

(At this time the Regents recessed for a short break at 10:07 a.m. The open meeting reconvened at 10:23 a.m.)

C. Proposed revisions to the Faculty Association By-Laws by Dr. Meredith Garcia.

Dr. Meredith Garcia, Faculty Senate President, presented the proposed revisions to the Faculty Association By-Law (attached). The proposed revisions were approved by the Faculty Senate on February 27, 2009 and by the President's Council on April 9, 2009. The changes involve the addition of a new standing committee, General Education Committee, and the duties and responsibilities of this committee. President Griego recommended approval.

Regent Feliberto Martinez moved to approve the proposed revisions to the Faculty Association By-Laws as presented. Motion carried unanimously.

D. Proposed revisions to the Faculty Handbook by Dr. Meredith Garcia.

Dr. Meredith Garcia presented the proposed revisions to the Faculty Handbook (attached). The proposed revisions were approved by the Faculty Senate on February 27, 2009 and by the President's Council on

April 9. The changes include the addition of two new categories of faculty: visiting faculty and research faculty. Dr. Garcia explained the rationale for this change. President Griego recommended approval.

Regent Theresa Martinez moved to approve the proposed revisions to the Faculty Handbook as presented. Motion carried unanimously.

E. Tenure recommendation and approval by Dr. Anthony Sena.

Dr. Anthony Sena, Provost, stated that the Faculty Tenure Committee has forwarded a recommendation to grant tenure to Mr. Michael Frain, Assistant Professor in the Radiologic Technology Program. Supporting documentation was forwarded and is available in the President's Office. Dr. Sena and President Griego recommended approval.

Regent Theresa Martinez moved to approve the recommendation to grant tenure to Mr. Mike Frain. Motion carried unanimously.

F. Approval to increase fees.

Regent Theresa Martinez moved to table this item. Motion carried unanimously. Recommendations to increase fees will be presented in conjunction with the Proposed Operating Budget at the special meeting of the Board of Regents scheduled Monday, April 27, 2009.

G. Report: SERPA Program by Dr. Andres Salazar.

Dr. Andres Salazar, Dean of the College of Engineering, provided a 2008-09 Solar Energy Research Park and Academy (SERPA) Annual Report (attached) which summarizes activities at NNMC associated with SERPA's founding goals of education, applied research and public policy development in solar energy generation and storage. In 2008 the NM Legislature appropriated funds in the amount of \$3M to establish SERPA as a state center of excellence in renewable energy. The Annual Report contains documents that relate to efforts expended since January 2008 to establish SERPA, fund its capital, equipment and faculty needs and to develop connections to the community, other NM universities, national laboratories in the interest of collaboration and dissemination of information that advances and promotes the utilization of alternative energy primarily from solar radiation.

Dr. Salazar summarized the educational part of SERPA – the Bachelor of Engineering (B.Eng.) in Mechanical Engineering (Solar Energy Concentration), approved by the Board of Regents and the HLC. He also summarized the draft Master's degree proposal that has been reviewed by several departments at NNMC but has yet to be approved by the Faculty Senate. UNM and New Mexico Tech have reviewed the proposal and do not oppose the program. Dr. Salazar stated that graduate programs in engineering generate more state money because it is funded at the highest tier (level 3). In addition, grant monies from the federal government allows a percentage to go into the infrastructure of the College (20% to 30% can be justified for every grant received)—this is extra money necessary for the operation of the College. President Griego stated that it is the graduate programs that sustain funding at the universities. Northern's enrollment growth over the last three to four years has primarily come from upper division course work. President Griego stressed that the College has to at some point in the near future make a sacrifice in its budget to accommodate graduate programs in order to achieve a budget growth. He stated that Teacher Education, Engineering, and Business Administration are three programs that would be very good candidates for graduate programs.

Dr. Salazar stated that it has been determined that the \$3M in capital funds secured for SERPA can only be used for the construction of a separate building and cannot be an addition to an existing structure. Further, preliminary analysis indicates that such a building can have no more than seven thousand square

feet of heated space. An effort will be made to secure additional funding to construct the building and for more laboratory and office space.

Dr. Salazar commended President Griego for his leadership and commitment to the SERPA cause. He stated that SERPA at Northern would not exist had President Griego not rallied the community of political, scientific, and industrial leaders around his vision for SERPA.

A discussion concerning the federal stimulus funds coming to New Mexico and the availability of these funds for NNMC took place. Most of the funding for New Mexico has been allocated to major statewide priorities such as health and human services, including Medicare, and public education (K-12). The biggest opportunity for higher education funding beyond financial aid is through the competitive grant process. Grants fall into four categories: 1) smart-grid technologies, 2) loan guarantees for new transmission lines, 3) health information technologies/telehealth, and 4) energy efficiency and conservation programs, science and research. The College is submitting proposals for possible funding.

Dr. Salazar invited the Regents to the College of Engineering Graduation at the Oñate Center on Friday, May 15, from 4:00 p.m. to 7:00 p.m. Eight students will graduate with their baccalaureate degrees and two with associate degrees. These students will also participate at commencement on Saturday, May 16, 2009. President Griego stated that approximately 12 students are graduating from the College of Education with their baccalaureate degrees.

VII. PRESIDENT'S REPORTS AND ANNOUNCEMENTS

1. President Griego stated that the National Council for Accreditation of Teacher Education (NCATE) Board of Examiners was on campus for a site visit April 5-7, 2009. The Board of Examiners indicated they were very impressed with Northern's Teacher Education Program. This NCATE visit is the first phase of a 2-year accreditation review. The next phase will involve a national NCATE review, which will occur sometime within the next year to two years. A formal public announcement will be made as soon as the College receives the written report from the statewide NCATE team within the next couple of weeks.

2. Approximately 150 students participated in the Wildland Fire Science Program this spring in El Rito. The program started March 23 and ends this week.

3. President Griego reported that approximately 150 high school students from Espanola HS, Pojoaque HS, and Escalante HS are touring the Espanola Campus today, April 16.

VIII. COMMENTS FROM THE BOARD

Regent Theresa Martinez stated she was pleased to learn that the New Mexican had published a very positive article concerning NNMC. The article, submitted by Bernadette Bach with NCATE Board of Examiners, reads as follows: *"I had the wonderful opportunity to participate on an accreditation team visiting Northern New Mexico College recently. Why has this gem not been paraded and publicized? In the small northern New Mexico town of Espanola, which usually gets all of the bad publicity, there is a local college providing a bachelor's degree program in elementary education with eleven other proposed bachelor's programs in the works. Candidates in the programs, and administrators familiar with students and graduates of the programs, speak proudly and highly of "Northern", this little-known gem. I would suggest that people investigate Northern New Mexico College, make it more widely known and then more positive words will be spoken about the true good coming from Espanola. Northern is to be commended for making great efforts to turn the tide of negativity by offering first class programs that are a true benefit to Espanola and surrounding areas."*

It was suggested that the College not depend on the Rio Grande Sun to get the word out to the community concerning the wonderful things happening at Northern, including the amount of students graduating with baccalaureate degrees. Mr. Tom Alvarez, Public Information Director, will be invited to update the Board on all on-going initiatives and entertain other ideas for promoting/marketing the College.

IX. PUBLIC INPUT

None.

X. STUDENT INPUT

None.

XI. PERSONNEL MATTERS

A. Personnel Actions.

- A.1 President Griego recommended the hiring of Ms. Cristina Quintana-Manzanares as Student Activities Coordinator at the El Rito Campus effective April 7, 2009.
- A.2 President Griego recommended the hiring of Ms. Michelle Berté as Dual Credit Coordinator effective April 16, 2009.
- A.3 President Griego recommended the hiring of Mr. Eric Casados as Grounds Maintenance, Espanola Campus, effective February 1, 2009.
- A.5 President Griego reported that Ms. Anne Quinn, Director of Facilities and Capital Projects, submitted her resignation effective April 30, 2009.

B. Approval of reemployment of present full-time faculty for academic year 2009-10.

A list (attached) of present full-time faculty recommended for reemployment for academic year 2009-10 was presented to the Regents for approval.

C. Approval of renewal of employment of staff for the year 2009-10.

A list (attached) of current, regular full-time staff recommended for renewal of employment for fiscal year 2009-10 was presented to the Regents for approval. Employees in probationary status by virtue of having been employed very recently are identified with an arrow. Employees funded with soft monies are indicated with an asterisk.

EXECUTIVE SESSION

Regent Branch requested an executive session to discuss personnel matters. **Regent Theresa Martinez, Regent Alfred Herrera, Regent Cecille Martinez, Regent Feliberto Martinez, and Regent Branch voted in the affirmative to adjourn into executive session at 11:56 a.m.** The open meeting reconvened at 12:30 p.m.

In open session Regent Theresa Martinez moved to approve the new hires as presented in XI(A), the reemployment of full-time faculty whose names appear on the attached list for academic year 2009-10, and the reemployment of current, regular full-staff staff whose names appear on the attached list for fiscal year 2009-10. Motion carried unanimously.

XII. ADJOURNMENT

Regent Martinez moved to adjourn the meeting. The meeting adjourned at 12:31 a.m. The Regents attended the dedication of the Career Technical Education Building at 1:00 p.m.

Josephine Aguilar, Recording Secretary

APPROVED:

Michael P. Branch, President

Cecille Martinez-Wechsler, Secretary/Treasurer