

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
APRIL 19, 2011**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Tuesday, April 19, 2011 in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Rosario (Chayo) Garcia, Alfred Herrera, and Feliberto Martinez. Board President Branch reported that Regent Cecille Martinez-Wechsler is on a trip and excused from attending the meeting. Board President Michael Branch called the meeting to order at 9:06 a.m.

Northern New Mexico College staff present: Dr. Nancy Barceló, President; Dr. Anthony Sena, Provost and VP of Academic Affairs; David Schutz, Interim VP of Administration; Domingo Sanchez, Interim Chief Financial Officer; Susan Pacheco, Chief of Staff; Nancy O'Rourke, Human Resources Director; Dr. Jan Dawson, Assistant Provost for Academic Support/Registrar's Services; Ryan Cordova, Athletic Director; Stephanie Amedeo-Marquez, Interim Director of Assessment and Accreditation; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Mellis Schmidt, Gil Sena, and Tim Crone. Others present: Chris McGuinness, reporter with the Rio Grande Sun; John Ingram, Field Representative for AFTNM; Bob Brown, Consultant; and Rio Arriba County Probate Judge Marlo Martinez. There were also several other faculty and staff present at the meeting, including a few students.

II. APPROVAL OF AGENDA

The final agenda was approved as presented.

A. Swearing in of new Regent, Rosario (Chayo) Garcia.

Newly appointed Regent Rosario (Chayo) Garcia was sworn in by Rio Arriba County Probate Judge Marlo Martinez.

III. APPROVAL OF MINUTES

The minutes for the regular meeting of March 22, 2011 and the special meeting of April 7, 2011 were approved as presented.

IV. EXECUTIVE SESSION

At the request of President Barcelo and Board President Branch, Regent Alfred Herrera moved that the Board enter into Executive Session pursuant to Section 10-15-1(H)(2) of the Open Meetings Act to discuss limited personnel matters and Section 10-15-1(H)(5) to discuss bargaining strategy issues. **Regents Chayo Garcia, Regent Feliberto Martinez, Regent Alfred Herrera, and Regent Branch moved in the affirmative to adjourn into executive session at 9:10 a.m.** The open meeting reconvened at 10:20 a.m. Regent Branch reported that no action was taken in executive session.

V. PERSONNEL MATTERS

A. Personnel actions.

President Barcelo announced that two faculty who have been with Northern since the early 1980s have submitted their intentions to retire the end of the 2011 spring semester. She provided a brief background on both of these individuals.

A.1 Mr. Ernest (Larry) Tafoya, Technical Associate Professor in CTE/Electricity.

A.2 Dr. Albert Amador, Associate Professor in Math.

Regent Chayo Garcia moved to accept the two retirements as presented by Dr. Barcelo. Motion carried unanimously.

President Barcelo announced two resignations as follows:

A.3 Ms. Shannon Tafoya, Administrative Assistant for Health Occupations, submitted her resignation effective May 13, 2011.

A.4 Dr. Denise Michel, Assistant Professor in Integrative Health Studies, submitted her resignation effective May 14, 2011.

Regent Chayo Garcia moved to accept the resignations as presented by Dr. Barcelo. Motion carried unanimously.

B. Approval of reemployment of present full-time faculty for AY 2011-12.

Dr. Sena presented a list of present full-time faculty recommended for reemployment for AY 2011-12. President Barcelo supported Dr. Sena's recommendation as presented.

Regent Alfred Herrera moved to approve the reemployment of present full-time faculty whose names appear on the attached list. Motion carried unanimously.

VI. FINANCIAL REPORT

A. Approval of Expenditure Reduction Plan for FY11.

President Barcelo stated the recommendations being presented are based on the work conducted by the Finance Office led by Domingo Sanchez in consultation with HED, LFC, and DFA and other state representatives. The school has operated in a very deliberate and integrated way and the recommendations being presented are at the best interest of the College and its future. Town Hall meetings were held with faculty and staff where input was carefully weighted.

Mr. Domingo Sanchez, Interim Chief Financial Officer, stated that the Expenditure Reduction Plan (copy attached) for FY11 has been discussed many times and was presented to the Regents at a couple of board meetings for review and consideration. Mr. Sanchez reiterated that an analysis of existing revenues and expenditures identified a potential current year budget shortfall of approximately \$1M if action is not taken immediately. A 10% reduction was already in place early in the year. Critical financial, programmatic and staff resources necessary to complete the operation of the current fiscal year were identified, prioritized and agreed upon.

Regent Branch suggested that Items A and B be combined and approved as one,

B. Approval of Furloughs/RIFs.

Cost saving measures were identified and outlined in the Expenditure Reduction Plan that can be reasonably implemented before the end of the current fiscal year. A total of five furlough days will be implemented the last five pay periods of the fiscal year: two holidays without pay (Good Friday and

Memorial Day) in an effort to minimize the impact on the daily operations of the College, and three remaining furlough days (May 6, June 10 and June 24) which would require the College to close its operations one day each pay period over the remaining pay periods of the fiscal year. Mr. Sanchez explained in detail the plan which would achieve a savings of approximately \$170,000.

Regent Feliberto Martinez moved to approve the Expenditure Reduction Plan for FY11, including the furloughs as presented. Under discussion Regent Branch allowed the audience to ask questions; however, he pointed out that there are currently ongoing negotiations between the local union and management and he prefers that the discussions not circumvent those negotiations. The Regents agreed on a timeframe of 5:00 p.m. on Wednesday, April 20, for the Union to come up with an alternative plan for consideration. In response to a question from the audience, Mr. Sanchez explained further the difference between faculty and staff and how a determination was made to keep things equal (staff will take a 1.92% reduction in pay (40 furlough hours/2080 work hours per year) over the remainder of the fiscal year; faculty will not be furloughed but will also receive a 1.92% reduction in salary). Mr. Sanchez provided explanations/clarification to several questions raised related to the furloughs days (insurance/benefits concerns, salary reductions, estimated savings from this action, furlough bank, etc.). Mr. Sanchez and Susan Pacheco also explained under discussion the amount of money the Foundation is paying back the College. The amount of money is not considered in the plan because it is a balance sheet item (an exchange of a receivable for cash; fund balance remained unchanged). **Regent Feliberto Martinez amended his motion to include a timeframe subject to the bargaining team coming up with an alternative plan by close of business on Wednesday, April 20, at 5:00 p.m. that would be acceptable to the negotiating teams and the President.** No further questions/discussion. **The motion carried unanimously.**

C. Approval of finalized current year FY11 Operating Budget.

Mr. Domingo Sanchez stated that the Finance Office took into consideration the following issues in preparing the revised Operating Budget for FY11: 1) all the revenue and expenditure estimates between now and the end of the fiscal year; 2) the expenditure reduction plan recognizing that there are still some outstanding issues being discussed. The Finance Committee of the Board reviewed and discussed the Operating Budget with the Finance Office. Several pre-meetings with HED took place to discuss the College's progress with regard to reconciliations and fund balances. Staff also discussed with HED the guidelines for preparing the FY12 operating budget that will be presented to the Board at the end of the month. There are some issues that affect the submission of the FY12 budget: the current operating budget and the audit, which is not complete. The total operating budget for FY11 is \$27.6M. Summary sheets break down the different revenues, beginning fund balances, different expenditures for the different schedules required by HED, and also estimated ending fund balances within the documents. Within the \$27.6M there are unrestricted funds making up \$16M in the operating budget and plant funds of \$721,000 that total \$16.7M. Restricted revenues amount to \$10.9M.

Regent Chayo Garcia moved to approve the revised Operating Budget for fiscal year 2010-11 to be presented to HED. Under discussion, Mr. Sanchez explained that additional monies were pulled out of the budget (institutional scholarships) which reduced the I&G fund balance to about \$110,000. The reserve obligation required by HED by 3% is based on the overall allocation of \$10M, which amounts to \$300,000. The College needs to insure that it has enough cash or in reserves to get through timing periods in relation to collection of revenues. The fund balance and cash balance are the same and a brief discussion on how to reconcile both took place. Mr. Gil Sena pointed out an error on page 15 related to Carl Perkins funds (overestimated by \$10,000). Mr. Sanchez explained that because this is a restricted amount, it is not mixed up with operational funds. This issue will be look at, but he explained that estimates that pertain to grants do not affect the I&G budget that is being addressed in terms of the reduction plan discussions and the general fund dollars that the College gets from the state. No further questions/discussion. **Motion was made and carried unanimously.**

VII. OLD BUSINESS

A. Approval of proposed tuition rates and other fees by Anthony Sena.

President Barcelo stated one of the most difficult things that a President has to do is to raise tuition. Administration carefully considered a couple of options; however, given all the information that was presented, President Barcelo stated that a single rate at this point is critical as NNMC moves towards a comprehensive institutional model. An adequate tuition rate will help the College to develop and improve and allow for sustainability of needed College and community initiatives. She stated that Dr. Sena met with the student senate to talk about the proposed tuition increase. The students understood the need to raise tuition; however, while many of Northern's students qualify for financial aid (over 70%) in the form of grants and scholarships, there are students that will find the increased tuition a challenge. To help alleviate this hardship on these students, President Barcelo stated that one of the things she is exploring with the Board is to create a Regents tuition scholarship. President Barcelo emphasized that a top priority of the College is to enhance the services to students. At the present time, students are not getting the kinds of services that students enjoy at other institutions. President Barcelo also stated that at a time when the state is anticipating changes to its higher education funding formula, it is imperative that NNMC adopt a single rate for tuition. The proposals under consideration by HED suggest that the state is likely to adopt three separate funding formulas – one for two-year institutions, one for the comprehensive four-year universities, and one for the research institutions. Right now NNMC is a two-year and a four-year institution with two rates. President Barcelo, Dr. Sena, Domingo Sanchez, and David Schutz will be attending the funding formula meetings on behalf of the College. With the proposed unified rate, President Barcelo stated that Northern's tuition rate will still remain the lowest among the comprehensive institutions in the state and will continue to rank among the lowest in the nation.

Discussions have been taking place since 2009 about bringing NNMC into line with what HED has been requesting and that is to have one unified rate for tuition. Dr. Sena stated the Effective Resource Utilization Committee (ERUC) presented its recommendations to the Board on March 17 and again on April 7. Dr. Sena stated it is clear that the College will need to raise tuition. Dr. Sena explained that if the single unified rate is approved, next year the College will see some increase in funding relative to tuition. The College will see a readjustment to the funding formula that comes forth from HED in FY2013 and then after that Northern will fall into line with the comprehensive sister universities. NNMC is at a handicap by having two different rates. The single unified rate would allow NNMC to become comparable to peer institutions (ENMU, WNMU and NMHU) and to offer the same type of services to students that these institutions offer. The fact that NNMC has had such low rates has prevented the College from being able to provide adequate services to students and make other necessary improvements to the institution.

Regent Chayo Garcia moved to approve the single unified tuition rate of \$100.45 as presented. A brief discussion followed. Regent Garcia called for the question. **Motion carried unanimously.**

Revised Blackboard Fees: Dr. Sena reported that the revised Blackboard fees were presented and considered by the Board at the last board meeting. A revised schedule for Blackboard is being proposed in order to streamline fees and make practical accommodations for the Distance Education requirements. These fees will be effective summer, 2011. The recommendation of the ERUC is as follows:

- Eliminate separate fees for “web-enhanced” and “Hybrid” Blackboard courses.
- Change fee structure for fully online courses from \$50/course to \$25/per credit hour.
- Courses taught via interactive video would be assessed \$25/per credit hour; there would be no fee assessed at the receiving site for these courses.

- Charge all students enrolled in more than three credits a new \$25 blackboard access fee each semester to cover student access to a blackboard “shell” for all courses in which instructors can post as little or as much course information, i.e., assignments, syllabi, announcements, etc., as they wish.
- It may also cover free access to smartphone app (or similar Bb application) so that all students can keep up with course specific and campus-wide information posted on blackboard.

Regent Alfred Herrera moved to approve the revised Blackboard fees as presented. Motion carried unanimously.

B. AQIP Update Report by Stephanie Amedeo-Marquez.

Dr. Sena reported on behalf of Dr. Stephanie Amedeo Marquez who has been hired as Interim Director, Assessment and Institutional Accreditation. Dr. Marquez could not attend the meeting because she teaches a class. Dr. Marquez prepared a handout that Dr. Tony gave to the Regent (copy attached). Dr. Sena reported that Dr. Marquez is a specialist in assessment and has caught up on many issues related to AQIP. Dr. Marquez’s report covered information concerning Action Projects and the upcoming Focused Visit summarized as follows:

Action Projects:

- AQIP requires three ongoing action projects at all times. Steven Spanghel, Director of AQIP at the Higher Learning Commission, has informed Dr. Marquez that these action projects need to be turned around more rapidly than in the past.
- Three action projects needed to be retired in Dec. 2010.
- Per Leadership Team’s approval:
 1. The Staff Development action project is being retired;
 2. The Measuring Recruitment Activities action project has been initiated;
 3. Under consideration are:
 - a. Initiate a campus climate retention project;
 - b. and a graduation success project.
 4. Turn around times to be 3-4 months, not annual.

HLC Focused Visit:

- Scheduled for Nov 14th and 15th.
- The following are the programs they will examine:
 1. Music BA
 2. Integrative Humanities (BAIS)
 3. Integrated Health studies
 4. Assessment plans
- Steps being taken to address the HLC Focused Visit:
 1. Music program plans for articulation/administration/demonstrating AA different from BA are underway
 2. BAIS working group meets weekly
 3. Discussions with Integrated health studies; esp. consideration of joining the national Association of Integrated Studies for both BAIS and IHS
 4. WEAVE –underway are reviews of assessment plans.

C. Capital Projects Update Report.

Mr. David Schutz, Interim Vice President of Administration, presented an updated capital projects report as follows:

SERPA Building: The project is under construction. Anticipated completion date is August 18, 2011. Amount expended to date is \$796,560 (28% of the budget). Because of some soil problems encountered early on in the project, funds were used from the contingency fund. The funds will have to be replenished, so Mr. Schutz reported that the budget is very tight.

Center for the Arts: The acoustic and lighting upgrade project to the CFA is 100% complete. The amount expended for this project to date is \$234,000 (90% of the budget). Final training with CFA staff on how to use the equipment is complete.

Library Addition: This project is under construction and 2% complete. Anticipated completion date is April 25, 2012. The groundbreaking ceremony will be scheduled sometime soon.

ARRA Project in Espanola: The solar collector refurbishment project is under construction and 70% complete. Anticipated completion date is May 26, 2011. Amount expended to date is \$65,000 (45% of the budget). Mr. Schutz is working with the NM Environmental Department and Design Engineer on a Photovoltaic Systems to utilize remaining ARRA funds.

ARRA Project in El Rito: Bids for this project were due March 25, 2011. The Regents approved the contract with Cross Connection, Inc., on April 7, 2011. Anticipated completed dated is July 24, 2011.

Mr. Schutz stated that the College will explore alternatives and set criteria with contractors so they hire local people.

VIII. NEW BUSINESS

A. Tenure recommendations and approval.

Dr. Anthony Sena stated the Tenure Council has submitted recommendations to grant tenure to some faculty this spring. Dr. Sena stated the College has followed the protocol as per the faculty handbook to grant tenure to the following individuals:

Dr. Camilla Bustamante – Environmental Sciences
Ms. Donna Winchell – Fine Arts
Ms. Pam Lapcevic – Developmental Studies
Ms. Siri Khalsa – ADN Nursing Program

Dr. Sena provided a brief summary regarding their achievements at Northern, including their performance in teaching, student advising, and service to this institution and the community. Dr. Sena stated all four of these individuals are exemplary, he reviewed the portfolios submitted by the Tenure Council and concurs with the recommendations to grant tenure. President Barcelo recommended that the Board grant tenure to the four faculty as presented.

Regent Chayo Garcia moved that tenure be granted to the four faculty recommended by the President. Under discussion Dr. Sena reported that the tenure process has been improved in the last four years and as the College transitions into a four-year institution, best practices will be looked at and these processes will continue to be improved. Dr. Mellis Schmidt, Chair of the Tenure Council, stated that the process is active and the tenure committee is initiating a post-tenure review process. In addition, the annual review of faculty is based also on the tenure process. A brief discussion took place concerning the faculty handbook, the staff handbook, and the bargaining contracts for employees and about possibly

combining these documents. Mr. Bob Brown stated that it is not uncommon to have two documents (Bargaining Unit Agreement and the faculty handbook), but it is important that these documents not conflict with one another, that they enhance each other and not create confusion. Within the faculty handbook there are issues regarding tenure, faculty rank, promotions, assignments and duties so the faculty handbook is needed. No further discussion. **Motion carried unanimously**

B. Promotion in Rank to Professor recommendations.

Dr. Sena invited Mr. Gil Sena, Faculty Senate President, to make this presentation. Mr. Sena stated the recommendations approved by the Faculty Tenure Council were not presented in April 2010 to the Board of Regents in accordance with the timeline outlined in the Faculty Handbook due to various reasons. The memorandum from the Promotion and Tenure Council states that the Promotion and Tenure Council of the Faculty Senate reviewed the applications of Dr. Anthony Sena, Associate Professor of Biology, Dr. Mellis Schmidt, Associate Professor of Psychology, and Mr. Tim Crone, Associate Professor of Sociology and promotion to Professor is recommended.

Dr. Sena stated that the reason this was not acted on last year was because the College wanted to give the new President an opportunity to provide input to these recommendations. President Barcelo stated that being promoted to full Professor is the highest level that a faculty can achieve in the academy. It reflects a distinguished track record, demonstrated continued excellence in teaching, scholarly productivity, academic and community service and professional growth and development. They are recognized and respected by their peers beyond their home institution. they are among the finest on any campus so this level of promotion is taken seriously. President Barcelo recommended two individuals, Dr. Sena and Dr. Schmidt, be considered to full professorship effective July 1, 2011. She stated that their portfolios for promotion were among the strongest that she has had the pleasure and honor of reviewing in her career.

Regent Feliberto Martinez moved to approve the recommendation of the President to grant full professorship to Dr. Sena and Dr. Schmidt, seconded by Regent Herrera. Motion carried unanimously.

IX. PRESIDENT'S REPORTS AND ANNOUNCEMENTS

1. This year's Commencement ceremony is scheduled on Saturday, May 14, at 9:00 a.m. in the Eagle Gymnasium. The keynote speaker is Dr. Jose Garcia, Cabinet Secretary for the NM Higher Education Department. The Foundation and Alumni Association will give a special award to all the current graduates during the rehearsal on May 12. The GED Graduation will take place on Friday, May 13, starting at 6:00 p.m. in the Eagle Gymnasium. The Nursing Pinning Ceremony is scheduled on Saturday, May 14, at 1:30 p.m. at the Nick L. Salazar Center for the Arts.

2. Dr. Barcelo reported that following a breakfast meeting with Dr. Jose Garcia on Wednesday, April 20, he and the Deputy Director, Glenn Walters, will be given a tour of the Espanola and El Rito Campuses. (*Note: the breakfast meeting and tours were rescheduled and took place on Thursday, April 28, 2011.*)

X. COMMENTS FROM THE BOARD

1. Regent Chayo Garcia suggested that instead of turning checks over to the Foundation for attending meetings (which has been a personal choice of each Regent in the past), that the Board of Regents designate and develop criteria for a Regents Scholarship to assist students with college expenses (tuition, books, etc.).

2. Regent Branch reported that David Borunda, a long-time friend and supporter of NNMC, passed away on Saturday, April 16. Regent Branch and David Borunda were in the 7th grade together in El Rito

in 1948 along with Dennis Salazar and remained friends. David served on the NNMC Foundation Board and assisted as a member of the Presidential Search Committee in 2009-10. A memorial service will take place on Friday, April 29, at the El Rito Campus following the burial at the National Cemetery in Santa Fe.

XI. PUBLIC INPUT

Mr. Gil Sena reported that the Automotive Technology Program will host the annual car show and community event on April 30, 2011.

XII. STUDENT INPUT

None.

XIII. ADJOURNMENT

Regent Garcia moved to adjourn the meeting. The meeting adjourned at 12:50 p.m.

APPROVED: May 17, 2011

Josephine Aguilar, Recording Secretary

/s/ Michael Branch
Michael P. Branch, Board President

/s/ Cecille Martinez
Cecille Martinez-Wechsler, Secretary