

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
APRIL 25, 2013**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, April 25, 2013 in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Rosario (Chayo) Garcia, Alfred Herrera, Cecille Martinez, and Feliberto Martinez. Also present were Lisa Salazar and Gregg Padilla, Co-Student Representatives to the Board of Regents. Board President Michael Branch called the meeting to order at 8:05 a.m.

Northern New Mexico College staff present: Dr. Nancy “Rusty” Barceló, President; Domingo Sanchez, VP of Finance and Administration; Dr. Anthony Sena, Provost and VP of Academic Affairs; Ricky Serna, VP of Institutional Advancement; Frank Orona, Dean of Student Services; Bernie Padilla, Director of Human Resources; Dr. Myrna Villanueva, Assistant Provost for Academic Development and Acting Dean, College of Education; Carmella Sanchez, Director of Institutional Effectiveness; Melissa Velasquez, Director of the El Rito Campus; Patricia Trujillo, Director of Equity and Diversity; Child Development Staff (Joanna Aquino, Amanda Padilla, Kathleen Gonzales); and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Gil Sena and Tim Crone. Others present: Louis McGill, Reporter with the Rio Grande Sun; Terry Last, Reporter with the Journal North; Jessy Archuleta, Student; Mike Hill, community member; and Ann Eagen, consultant with Melissa Velasquez on the Business Plan for the El Rito Innovation Center.

II. APPROVAL OF AGENDA

Regent Branch suggested that Item A under Financial Report, Approval of Fiscal Watch Report, be placed on the agenda, along with the other budget items, at the Special Meeting scheduled on Monday, April 29, 2013.

Regent Alfred Herrera moved to approve the final agenda as amended. Motion carried unanimously.

A. Reorganization of the Board of Regents.

The election of officers takes places at the beginning of the calendar year of every odd numbered year. At the last Board meeting Regent Branch appointed Regents Chayo Garcia and Alfred Herrera to discuss this issue and come up with a recommendation for the Board to consider. Regent Chayo Garcia stated she and Regent Herrera agreed that the Board should remain as currently organized. She suggested that the Regents may reorganize when the two new Regents come on board in 2014 and are sworn in.

Regent Garcia moved that Regent Michael Branch remain as Board President, Regent Feliberto Martinez remain as Vice President, Regent Cecille Martinez remain as Secretary, Regent Alfred Herrera remain as Treasurer, and Regent Garcia as member. The two co-student representatives to the Board of Regents will also remain. Motion carried unanimously.

III. APPROVAL OF MINUTES

The minutes for the regular Board meeting held on March 19, 2013 were approved as presented.

IV. PUBLIC INPUT

Regent Branch provided the individuals, who signed up to address the Board, the option of addressing the Board at this meeting or on Monday, April 29, at the special board meeting when the Proposed FY14 Operating Budget will be presented. As the budget has not been presented, he emphasized that the Board cannot respond to their concerns and he also requested that they do not duplicate their comments at Monday's meeting. The following individuals addressed the Board:

- Joanna Aquino, Coordinator for the Child Development Center, stated that a Town Hall Meeting was held on Wednesday, April 24, to present budget recommendations for the upcoming fiscal year. She spoke in support of the Child Development Center because one of the recommendations was to close the Center.
- Amanda Padilla, Teacher Assistant at the Child Development Center, spoke in support of the Center.
- Kathleen Gonzales, Teacher Assistant at the Child Development Center, spoke in support of the Center.
- Mr. Mike Hill, Community Member, spoke in support of the Child Development Center. How the Center ties in to academic programs, the benefits to the general population of students, and the issue of reimbursement of funds to parents.
- Ms. Jessy Archuleta, Vice President of the Student Senate, spoke about the need to improve communications with students, and the need to increase student life/community events on campus. She will speak about the fence forum on Monday.

V. STUDENT REPORT

Lisa Salazar, co-student representative to the Board, presented the following suggestions:

- Hold more frequent student forums with administration participating
- Use financial aid for food services; use of EBT cards
- Students want to participate in discussions and actively recruit as well; make it mandatory for someone from every department to recruit
- Market T-shirts from Northern at businesses in the area
- Improve life on Campus. Generate revenue by hosting events. Develop protocol that is generated and published so anyone that wants to host an event will follow the proper process. President Barceló stated that an events committee has been put together to address the issues Ms. Salazar brought up. Mr. Domingo Sanchez also stated that procedures have been developed with instructions to coordinate with the Dean of SS, Facilities, Security, and Administration.

VI. FINANCIAL REPORT

A. Approval of Fiscal Watch Report for quarter ending March 31, 2013.

This item will be included in the agenda for the special Board meeting scheduled on Monday, April 29.

B. Final Review/Approval of FY10, FY11, and FY12 Audits.

Copies of the FY10, FY11, and FY12 Audits were given to the Regents at the Board meeting held February 28, 2013. Mr. Domingo Sanchez talked about the findings. The FY10 Audit had approximately 38 findings. Those findings varied from material weaknesses to significant deficiencies and a few non-compliance findings. The findings were reduced from 38 to 27 on the FY11 Audit. This had to do with the fact that the Business Office was cleaning and tightening up processes. The FY12 Audit resulted in 16 findings. The College is making progress in refining processes and addressing concerns raised by the auditors. All three audits are unqualified audits, which is good. Unqualified means that the auditors fairly represent the financial position of the College. Regent Branch suggested that the repeat findings be

assigned to individuals to address during the year and be specific at Finance Committee meetings on how the findings are being addressed. Mr. Sanchez stated he will be formalizing a report to present to the Finance Committee of the Board.

Regent Alfred Herrera moved to approve the FY10, FY11, and FY12 audits for the institution. Motion carried unanimously.

VII. OLD BUSINESS

A. AQIP Update.

Dr. Sena reported that the Systems Portfolio, which is due June 1 to the Higher Learning Commission, is close to completion. President Barceló had an opportunity to read and review a draft of this document before she attended the annual meeting of the Higher Learning Commission (HLC) in Chicago. The document is a compilation from many sources. The process provided an opportunity to assess where the College stands currently and what types of improvements need to be made. Dr. Sena thanked Carmella Sanchez, Steve Martinez and faculty who contributed to the document. The next review is in 2016 and at that time the College will consider how to move forward.

The most significant category that was improved was Category 6, Supporting Institutional Operations, relative to processes and how resources are organized. There is still room for improvement, which is the purpose of these reviews.

Dr. Barceló stated she signed up for the Presidents' Track at the HLC annual meeting and two important points that came out of these meetings: 1) this institution is on the right track, and 2) New Mexico is ahead of many institutions on how it looks at the funding formula, in terms of it being performance based. She stated AQIP provides important guidelines and parameters for the College to follow. There seemed to be more interest and seriousness related to AQIP because of the number of people that got involved in the preparation of the Systems Portfolio.

B. Approval of request to name a building at the El Rito Campus.

President Barceló stated that 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 at its September 27, 2012 meeting was that, in all fairness, formal approval of the 1000 Policy Series (which included Policy 1020 Naming Facilities, Spaces, Endowments and Programs) take place first before the Board approves any requests such as this one. As required by the policy, a committee appointed by President Barceló reviewed this request and recommended approval. President Barceló strongly recommended approval of this request.

Regent Cecille Martinez moved to approve the naming of the north gym in El Rito "Alumni Hall." Under discussion Regent Branch inquired about the costs involved for signage. President Barceló stated that the committee did discuss the costs involved, which will be minimal. No further discussion. **Motion carried unanimously.**

VIII. NEW BUSINESS

A. Approval of proposed policies.

a. 2000 Policy Series

Mr. Ricky Serna stated that the 2000 Policy Series covers a number of policies in the area of security, public inspection of records, management of sponsored projects, and how the institution maintains and tracks its progress toward the completion of any contracts. At the Board Work Session held on Wednesday, April 17, it was the consensus of the Board that one of the policies contained within the 2000 policy series, specifically the policy granting signature authority to any individuals, required some additional work. This section has been taken out of the 2000 Policy Series in order to address some of the concerns there were brought up.

Mr. Serna answered Regent Herrera's questions to his satisfaction regarding Policy 2400, No. 4.5, as it relates to IRS compliance issues in terms of student salaries, tuition, and scholarships.

Regent Chayo Garcia referred the Regents and Mr. Serna to Policy 2140, Use and Possession of Alcohol on College Property, No. 4-Purchase of Alcohol. She suggested that the College not purchase alcohol whatsoever and if someone purchases alcohol at a College event, they would do this on their own from a licensed vendor. Her concern was the liability surrounding the purchase or distribution of alcohol. The Board concurred with this change and Mr. Serna will revise the language to Policy 2140.

Regent Cecille Martinez moved to approve the 2000 Policy Series with the amended language to Section 2140as discussed. This item will be presented at the special Board Meeting on April 29 for formal approval after legal review. Motion carried unanimously.

b. Text Messaging Notification

The Text Messaging Notification Policy (2530) was incorporated in the 2000 Policy Series (approved above). This policy was not part of the 2000 series when disseminated to the Regents at the January 24 Board meeting. The Policy Review Committee reviewed the policy and was sent out to the campus community for a period of 30 days for public comment. The feedback received was incorporated where appropriate.

Mr. Serna stated that the 3000 policy series are predominately human resources policies. The faculty and staff handbooks will be a compilation of these policies and will be considered resource manuals that summarize the approved policies. The handbooks will be user-friendly documents to guide faculty and staff.

Mr. Serna stated that the Policy Review Committee provides a 30-day vetting period by sending broadcast to the entire campus community, including the Board of Regents, to review and provide input. Policies are sent out twice via broadcast during the 30-day review period. The Policy Review Committee keeps track of all the feedback received. Feedback is incorporated to the greatest extent possible and then they are presented to the Board for approval.

c. Board of Regents Open Meeting Notice Resolution

Mr. Ricky Serna stated that Board approval of the open meetings resolution is an annual formality, as required by statute. The previous resolution states that meetings will be alternated between the El Rito Campus and the Espanola Campus. It was the consensus of the Board to change the word from will to may. Mr. Serna amended the document to reflect recent legislation requiring that an agenda be released at least 72 hours before a regular meeting. Another change to the Open Meetings Act is that "within ten days of taking action on any emergency matter, the public body shall report to the attorney general's office the action taken and the circumstances creating the emergency."

Unless otherwise specified, regular meetings shall be held the fourth Thursday of each month starting at 8:00 a.m., or as indicated in the meeting notice.

Regent Chayo Garcia moved to approve the Open Meeting Notice Resolution as presented and amended. Motion carried unanimously.

(At this time the Regents took a short break at 9:45 a.m. The open meeting reconvened at 10:00 a.m.)

B. Approval of Tenure Recommendations.

Dr. Anthony Sena, Provost, stated that he reviewed portfolios of four outstanding faculty and forwarded his recommendation to the President that they be promoted with tenure for the 2012-13 academic year. He stated that these faculty are recognized and respected by their peers and exemplify the word “teacher.” The tenure summaries (attached) indicate what they have accomplished beyond their primary responsibilities. These individuals are:

- Mr. Lucas Gonzales, Assistant Professor in Nursing
- Dr. David Torres, Assistant Professor in Mathematics and Chairman of mathematics and Physical Sciences
- Ms. Judith Vejvoda, Assistant Professor in Art
- Dr. Heather Winterer, Assistant Professor in English and Humanities

President Barceló endorsed what Dr. Sena said about these candidates. She stated that they have demonstrated their commitment to the College, to their students, and to the community. Dr. Barceló reported that the faculty will be formally recognized at a luncheon ceremony following Commencement. Regent Branch felt that faculty promoted with tenure is an important achievement and they should be formally acknowledged at the Board of Regents meeting when approval takes place.

Regent Chayo Garcia moved to approve the recommendation to grant tenure to Mr. Lucas Gonzales, Dr. David Torres, Ms. Judith Vejvoda and Dr. Heather Winterer as presented. Motion carried unanimously.

B. Report: El Rito Innovation Center.

At the meeting Ms. Melissa Velasquez, Director for the El Rito Campus, spoke about: 1) the current status and phases of development at the El Rito Campus, 2) accomplishments this past year, 3) demonstrated how vital the El Rito Campus is to Northern, and 4) the Business and Marketing Plan that Ms. Velasquez has been working on with her Associate, Ann Eagen from New Ventures Consulting. A copy of the PowerPoint presentation is attached.

Current Status/Phases: Ms. Velasquez stated that the name she would like for the campus is “The Innovation Center at Northern New Mexico College, El Rito Campus.” She stated the Innovation Center proposal was presented to administration in the fall of 2011. At that time approval was granted to move forward with the conceptual plan. The conceptual plan was presented to the Board of Regents in November, 2012 and again at Convocation in January, 2013. The Board approved the development and implementation schedule which included a five phase model from 2011 to 2016. Ms. Velasquez stated that Phase I has been completed and Phase 2 and 3 are underway. The phases are summarized as follows:

- **Phase I: Project Initiation** (identified initial funding opportunities; prepared preliminary development and sustainability plan including mission, vision, core values, goals and objectives; preliminary draft reviewed by Administration.

- **Phase II: Project Planning and Development** (develop feasibility study to include business/marketing plan; develop actions plans; establish organizational staffing plan; establish interim management assignments for Phase I; identify partnerships, collaborators, and stakeholders; initiate implementation of actions; finalize development and sustainability plan for institutional review.
- **Phase III: Project Executive** (obtain research station status with OBRS; full implementation of action plans; research station partnership established; program and education centers partnerships established; all research facilities operational; all conference event facilities operation; resource centers fully operational; all management positions assigned.
- **Phase IV: Project Monitoring and Implementation** (Research station and resources available for full implementation (grant support, NNMC support, other forms of support; conference and education centers in full operation and available for full implementation through forms of support; thorough financial review of research station all programs and centers.
- **Phase V: Project Fully Implemented** (research station and all programs and cents in full operation.

The PowerPoint presentation also outlines the mission, core values, and goals of the Innovation Center. During FY12-13 the Innovation Center brought in a total of \$58,594.00 in revenue from conferences, events, and from five universities that came and stayed at El Rito for research and geology-based studies. A total of \$38,042.00 in revenue was brought in from groups not affiliated with NNMC. Revenue generating activities at the El Rito Innovation Center include: Experiential Learning Center for all student levels, fire training center, banquet events/galas, community gathering events, workshops, conferences, K-12 and general public outreach, research grants, partners (federal, state, private, etc.), campaign and donations, etc. Ms. Velasquez also provided a list of partnerships, collaborators and stakeholders. Ms. Velasquez highlighted the work Dr. Mario Montes (Plant & Soils Analytics Lab) and Dr. James Biggs (Fire Ecology & Simulation Lab) have done at the El Rito Campus. The work of the Heritage Arts Faculty (Juanito Jimenez, Daniel Tafoya, and Rik Gonzales) was also highlighted.

Business and Marketing Plan: Ms. Velasquez asked Ms. Ann Eagen to facilitate a discussion regarding the Business and Marketing Plan for the Innovation Center. A draft copy of the plan (attached) was given to the Regents. Regent Branch stated that the Regents did not receive this plan, which is comprehensive, for review prior to the meeting so the Board was at a disadvantage to enter into a discussion at this time. He proposed that the Board set aside a full day or half day this summer to focus on the plan.

Regent Garcia had a concern about changing the name of the El Rito Campus to the Innovation Center. Ms. Velasquez responded that currently the community is more interested about seeing some action and investment at El Rito than they are about the name change. President Barceló stated that with Ms. Velasquez's leadership, the El Rito Campus is doing amazing things and moving in the right direction.

Ms. Velasquez shared a copy of a newsletter (copy attached) that she would like to get out to the community. Her hopes are to get four issues out per year in order to engage the community with what is happening at the campus. She stated that on April 26 there will be a NM EPSCoR Teacher Training Academy at the El Rito Campus and on April 27 a Spring Festival and Open House will take place.

C. Approval: Disposal of Assets.

Mr. Bernie Padilla, HR Director, stated that as per State Statue a list of items (attached) recommended for disposal or donation, by three departments, are being presented to the Board for approval. These three departments include Dr. James Biggs (furniture from JCI Rm. 108); Ms. Catherine Pacheco, Biology Laboratory Technician (unused biology equipment); Mr. Andy Romero, Facilities Director (unused furniture, file cabinets, and lockers). Mr. Padilla informed the Regents that the College has contracted

with an auction company that will be able to come and take some storage items that are old and unusable. The College will get 70% and up to 80% for what they sell these items for.

Regent Alfred Herrera moved to approve the items presented for disposal or donation as presented. Motion carried unanimously.

D. Approval of Out-of-Country Travel Request.

Dr. Anthony Sena stated that a research paper submitted by Dr. Jorge Crichigno (First Author of “Routing in MPLS Networks with Probabilistic Failures”) has been accepted for publication by the Institute of Electrical and Electronics Engineers (IEEE) and will be presented at the IEEE International Conference on Communications in Budapest, Hungary. The Engineering Department will provide \$750 to partially cover Dr. Crichigno’s travel expenses to Europe to present this paper. Information regarding the conference and a congratulatory letter to Dr. Crichigno are attached. Dr. Barceló recommended approval of this request.

Regent Cecille Martinez moved to approve the Out-of-Country Travel Request as presented. Motion carried unanimously.

IX. COMMENTS FROM THE BOARD

Regent Garcia reminded everyone that she is hosting a reception for Big Brothers/Big Sisters at Anthony’s at the Delta at 5:15 p.m. on Thursday, April 25, for anyone interested in hearing about Big Brothers/Big Sisters and possibly becoming a mentor.

Regent Branch stated that he will be out of town on May 23 when the next regular Board meeting is scheduled. He suggested that the next Board Meeting take place on Thursday, May 30. The Regents agreed to hold the next meeting on May 30.

A. Reports from BOR Committee Chairs.

No committee reports at this time.

X. PRESIDENT’S REPORT AND ANNOUNCEMENTS

1. Northern’s Theater Department is presenting Rudolfo Anaya’s “*The Season of La Llorona*” on April 19 and 20 and April 26 and 27 at 7:00 p.m. Dr. Barceló stated that over 200 people attended the first night and close to 200 the second night.

2. The 2nd Annual Resource Sustainability Film and Music Festival is taking place on Saturday, April 27, 2013 at the El Rito Campus. Participants will learn about Forest Management and the Wildfire Imperative, Forest Planning, and watch David Lindblom's award winning film on the "*Aftermath of Las Conchas*."

3. On May 2, 2013 the following events will be taking place on the Espanola Campus:

- Legislative Breakfast at 9:00 a.m. in the Boardroom
- Ben Lujan Library Dedication and Opening Celebration

Also at the Library on May 2:

- Bug Exhibit Tour/Presentation
- Children’s Book Reading
- Northern’s Research & Creativity Symposium

4. The College experienced a virus attack out of China which took many hours by IT staff to get it under control. The virus affected the College's web site, corrupted work in general, and led to some unexpected costs.

5. Dr. Barceló mentioned again that she attended the HLC Annual Meeting on April 7-9, 2013 in Chicago. It was an important meeting in terms of connecting and staying on top of federal issues. She is concerned that as institutions move to performance based funding, institutions may want to attract only those students who are guaranteed to be successful. As an open access institution, Northern can do some new kinds of things. Dr. Barceló is pulling together an academic planning committee that will look at outreach, retention, and curriculum. Dr. Barceló also mentioned that the term "dual mission" needs to be dropped when referring to Northern because this creates confusion with the State and legislators. Northern is a four-year institution that offers certificates, associate degrees and baccalaureate degrees. In the next three years, the College will focus on planning and implementation. Dr. Barceló plans to prepare an annual report to talk about where we were, where we are, and where we hope to go.

XI. EXECUTIVE SESSION

Regent Cecille Martinez moved that the Board enter into Executive Session pursuant to Sections 10-15-1(H)(2), 10-15-1(H)(7), and 10-15-1(H)(5) of the Open Meetings Act to discuss limited personnel matters, legal matters, and collective bargaining matters. **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 12:30 a.m.** The open meeting reconvened at 12:30 p.m. Regent Branch reported that no action was taken in executive session.

XII. PERSONNEL MATTERS

No personnel actions presented at this meeting.

XIII. ADJOURNMENT

Regent Martinez moved to adjourn the meeting. The meeting adjourned at 12:30 p.m.

Josephine Aguilar, Recording Secretary

APPROVED: May 30, 2013

/s/ _____
Michael P. Branch, Board President

/s/ _____
Cecille Martinez-Wechsler, Secretary