

**NORTHERN NEW MEXICO COLLEGE  
BOARD OF REGENTS MEETING  
AUGUST 20, 2010**

**I. CALL TO ORDER**

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, August 20, 2010 in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Alfred Herrera, Feliberto Martinez, Cecille Martinez-Wechsler, and Theresa Romero-Martinez. Board President Michael Branch called the meeting to order at 9:10 a.m.

Northern New Mexico College staff present: Dr. Nancy “Rusty” Barceló, President; Dr. Anthony Sena, Provost; Dr. Andres Salazar, Interim Executive VP for Finance and Administration; Alfredo Montoya, Dean of Student Services; David Schutz, Director of Capital Projects; Mitch Stanfield, Director of Public Affairs; Susan Pacheco, Comptroller; Nancy O’Rourke, Director of Human Resources; Amberliegh Rodriguez, Assistant HR Director; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Dr. Mellis Schmidt, Dr. James Biggs; Dr. Patricia Trujillo, and John Dow. Others present: Chris Mcguinness, Reporter with the Rio Grande Sun; Charlotte Hetherington, Attorney; Mr. John Ussery, consultant for the Bio-Mass project in El Rito; and Nathaniel Fuentes, Student Senate President, and other Student Senate Members.

**II. APPROVAL OF AGENDA**

Regent Branch requested that Agenda Item XIII Personnel Matters be held in Executive Session right after Introduction of New Employees. The final agenda was approved as amended.

**III. INTRODUCTION OF NEW EMPLOYEES**

The following individuals were introduced to the Regents:

- Dr. Patricia Trujillo, Assistant Professor of English
- Nathaniel Fuentes, Student Senate President

**IV. EXECUTIVE SESSION**

Regent Alfred Herrera moved to adjourn into executive session pursuant to Sections 10-151-1(H)(7) and 10-15-1(H)(2) of the Open Meetings Act to discuss a pending litigation and personnel matters. Regent Feliberto Martinez, Regent Theresa Romero-Martinez, Regent Cecille Martinez-Wechsler, Regent Alfred Herrera, and Regent Michael Branch voted in the affirmative to adjourn into executive session at 9:12 a.m. The open meeting reconvened at 12:09 p.m.

In open session Regent Branch reported that the Board discussed in closed session both a law suit filed against the College by the Rio Grande Sun and personnel matters and no action was taken.

*(At this time the Regents recessed for a short break at 12:09 p.m. The open meeting reconvened at 12:36 p.m.)*

**V. APPROVAL OF MINUTES**

The minutes for the regular meeting of July 15, 2010 were approved as presented.

## **VI. FINANCIAL REPORT**

### **A. July 2010 Financial Summary Report.**

Dr. Andres Salazar, Interim Executive Vice President for Finance and Administration, provided a financial summary report for the month ending July 31, 2010 as follows:

FY11 Budget – The latest news from Santa Fe is that higher education may still be subject to a budget cut despite a recent infusion of funds available from Washington DC. The LFC meeting held in Taos on August 12-13, 2010 gave recommendations that higher education institutions be prepared for a 3.2% budget cut from the state I&G funding (\$352.9 thousand for NNMC). President Barcelo attended the LFC meeting and reported that a big topic in the coming year will be the funding process and procedure (allocation of funds with regard to credit hour completion versus enrollment). She stated some presidents do not want to move in this direction for all kinds of reasons and others are supportive because it will benefit their institution.

FY10 Audit – The audit firm of Moss Adams met with business office staff on scheduling the FY10 audit. A list of documents is being prepared for the auditors before they actually arrive.

RFP for Legal Services – Four Santa Fe based legal firms responded to the College RFP for legal services: Basham & Basham; Charles Rennick; Cuddy & McCarthy; and Scheuer, Yost & Patterson. A review committee will be formed in consultation with President Barcelo to determine which firms will be interviewed by the Board of Regents.

Payroll & Headcount-July, 2010 – July payroll and headcount totals are shown in the attached table. Total headcount continues to be down due to attrition from resignations and a lower number of part-timers. Headcount will increase with new hires reporting for work during August.

Cash Report – The attached cash statement dated July 30, 2010 indicates a cash balance of \$2,860,123 down almost half a million dollars from June. Contributing to the balance decrease are payments for end of year purchases.

### **B. Approval of Fiscal Watch Report for the month ending June 30, 2010.**

Dr. Salazar provided the attached report at the meeting and apologized for not submitting the Fiscal Watch Report prior to the meeting for review by the Board. He stated that the College finished the year with a favorable variance in the operating fund balance of half a million dollars. Factors contributing to the positive outcome include higher receipts in tuition and fees, higher net income from auxiliaries and higher overhead income on federal and state grants. Leading the negative contributions include athletics with a \$210 thousand deficit and public service with a \$130 thousand negative net income.

**Regent Cecille Martinez-Wechsler moved to approve the Fiscal Watch Report as presented. Motion carried unanimously.**

*(At this time the agenda was amended to allow Dr. Salazar to present Item F under New Business: Background Checks Policy.)*

## **VIII. NEW BUSINESS**

### **F. First Reading: Background Checks Policy.**

Dr. Salazar stated there has been a concern that the College does not currently conduct background checks of its employees, particularly employees in possession of keys for many offices/buildings, employees who handle money, and other security sensitive positions. A firm will be hired by the College to conduct the background checks. Ms. Nancy O'Rourke, Director of Human Resources, will review several proposals in order to choose the best firm for NNMC purposes. The first draft of the Background Checks Policy (attached) was provided for the Board's review and input.

## **VII. OLD BUSINESS**

### **A. AQIP Update.**

Dr. Dan McLaughlin, Director of Assessment, and Ms. Carmella Sanchez, Director of Institutional Research, were not available to provide the AQIP update report. On their behalf, President Barcelo provided a summary on the following two topics:

Strategy Forum: The College is required to send a team of seven to the Higher Learning Commission's Strategy Forum: Creating the Climate for Continuous Learning, scheduled in Chicago, November 17-19, 2010. The team selected to attend the Strategy Forum include the following:

Regent Michael Branch, Board President  
Dr. Nancy Barcelo, President  
Dr. Anthony Sena, Provost  
Dr. Dan McLaughlin, Director of Assessment  
Dr. Ivan Lopez-Hurtado – Faculty/Engineering Chairperson  
Susan Pacheco – Comptroller  
Frank Orona – Director of Recruitment and Admissions

Homework assignments for the team: The Commission has developed advice and assignments for institutions participating in Creating the Climate for Continuous Learning. These resources are designed to maximize the value each institution will gain from sending its team to the Forum. 1) **Updated Organizational Profile** from Systems Portfolio; 2) **Category Improvement Worksheet** identifying the AQIP Category NNMC views as its most important area; 3) **Reflections for Action on Continuous Improvement** - Describe and explain five truths, lessons, principles, errors, myths, mistakes, etc. that you have drawn from our AQIP experience; 4) **Quality Program Profile**- Team will analyze and evaluate the current institutional infrastructure and culture underlying continuous improvement efforts. One means of beginning this assignment is to download and administer AQIP's Quality Culture and Infrastructure Survey and discuss the results for our profile.

### **B. Capital Projects Update Report.**

Mr. David Schutz, Director of Capital Projects, presented the Capital Projects Status Report. A summary of this report is as follows:

College of Education Building: The anticipated completion date is September 15, 2010. This may be extended because of a shortage of parts for the light fixtures that have been specified.

SERPA Building: Bids were received from seven contractors on July 16, 2010. Completion is anticipated to commence in early September of 2010.

El Rito Plaza and Water System: The El Rito Plaza and the Water Project are both 100% complete. There are some monies left over in total by about \$50,000. Mr. Schutz will address this issue under new business.

Espanola Bookstore Expansion: This project is still on hold pending further review. The remaining funds (about \$30,000) have to be spent in some form by June 30, 2011.

Ben Lujan Learning Resource Center Addition: Design of the library addition project is progressing well. Construction is anticipated to commence in October, 2010. Isabel Rodarte and Mr. Schutz are meeting with the architects on Monday to go through the drawings and try to resolve some outstanding issues (tearing up of the parking lot, etc.). The drawings will be finalized by the end of next week. A schedule will be developed for bidding the project.

Student Housing Project: The College is still trying to find a proper financing scheme to enable the school to move forward. President Barcelo and Regent Branch will be meeting with area legislators during the month of September and will be consulting with them about the possibility of obtaining funds for this project.

Nick L. Salazar Center for the Arts: This project is ongoing and moving forward. Construction is anticipated for November, 2010 after some important performances and presentations at the Center for the Arts take place.

ARRA Projects: Both projects are underway and the plans are ready for bidding; however, the College has to go before HED and the Board of Finance for approval before proceeding.

Montoya Admin. Building Commons Area: The rotunda, commons area and the cafeteria area will undergo a facelift. The area will have a new look and will be more inviting to students.

### **C. Report: Bio-mass proposal for the El Rito Campus.**

At the July Board of Regents meeting, David Schutz reported that some problems/failures occurred at the Jemez School District with the bio-mass system they installed. He provided a briefing (copy attached) to explain his reasons why the bio-mass system he is proposing will be successful at the El Rito Campus. He invited Mr. John Ussery, consultant for this project, to assist him with this presentation. Funding for this project comes from the Federal Stimulus Grant, the American Reinvestment and Recovery Act (ARRA) grant. The project was approved and commenced in January of this year and is anticipated to be complete in the spring of 2011. The purpose of the project is to reduce heating costs, reduce energy consumption, increase renewable energy capacity, and to insure a reliable and sustainable economically reliable heating system for the El Rito Campus. The boilers at the El Rito Campus are 50 years old and are inefficient and antiquated. As part of this program, all building will be metered. Mr. Schutz showed drawings and explained how this system would work. Over a five-year period, with the money saved on heating costs, the College will be able to replace all the gas boilers with new ones; gas boilers will kick in when the biomass boilers are not fed with wood. Mr. Schutz explained that the College looked at several options, some were not feasible for the El Rito Campus. A renewable energy system that combines biomass boilers with district heating system was the best option available because of the Carson National Forest that surrounds the El Rito Campus. Regent Branch suggested that the College develop an enterprise fund to record and document the savings in order to dedicate these funds back to weatherization and continue to reduce heating low by making the buildings more energy efficient.

### **D. Approval of Proposed Graduate Tuition and Fees.**

Dr. Anthony Sena reported that last month the Higher Learning Commission (HLC) approved select number of graduate courses. This past Monday the Institutional Actions Council of the HLC approved the certificate program in Information Engineering Technology. At the July meeting of the Board, Dr. Sena provided an update with regard to the proposed graduate tuition and fees for the Regents' review. The comparison data among peer institutions and Northern's proposal is as follows:

1. Education Courses
  - a. \$124.00, resident/\$186.00, non-resident/\$248.00, international
  - b. Education graduate fee\*, 1-6 credit hours, \$200.00; above 6 cr., \$300.00
  
2. Engineering Courses
  - a. \$124.00, resident/\$186.00, non-resident/\$248.00, international
  - b. Engineering graduate fee\*, 1-6 credit hours, \$360.00; above 6 cr., \$540.00

**Regent Cecille Martinez-Wechsler moved to approve the proposed graduate tuition and fees as presented.** Under discussion, Nathaniel Fuentes, Student Senate President, asked how the increase in tuition and fees is distributed back to the students. Dr. Sena stated that tuition is the standard tuition that the College gets credit from the state. The graduate council and Vice Provost for Graduate Studies will review the issue of fees and take this into consideration. **Motion carried unanimously.**

## **VIII. NEW BUSINESS**

### **A. Approval to use remaining funds from the El Rito Plaza project.**

Mr. David Schutz, Director of Capital Projects, reported at the July meeting of the Board that the plaza project is complete. About \$32,000 remains from this fund (McCune Foundation funds). With these funds Mr. Schutz would like to construct a “ramada” with benches, etc., in the center of the plaza in order to provide shade and create an identity point for the courtyard area. The water system emergency project is complete as well and approximately \$20,000 remains from the 3Di funding. These funds can only be used for certain purposes.

**Regent Feliberto Martinez moved to approve that the remaining funds from the El Rito Plaza project be used for the purposes described and presented by Mr. Schutz.** Under discussion President Barcelo stated that many faculty and staff commented at the Convocation held August 16 on how nice the plaza looked. Regent Branch suggested that when the Ramada is complete that the McCune Foundation people be invited for an official opening and reception. **Motion carried unanimously.**

### **B. Approval of contractor for the SERPA building.**

The Regents received a memorandum from Mr. David Schutz describing the process the evaluation committee took in reviewing and ranking the proposals received from contractors for construction of the SERPA building. In this memorandum Mr. Schutz recommended that the Regents authorize him to negotiate a contract with the top offerer, Gerald Martin, Ltd., from Albuquerque. Since that time Mr. Schutz reconsidered that discussion in that the architect’s estimate was as \$2.605M and the Gerald Martin bid came in at \$2.697M, which is over the architect’s estimate. Because of this, Mr. Schutz recommended that the Board authorize the College to re-evaluate all the proposals and bids before making a recommendation. Mr. Schutz stated he would like to move forward on this expeditiously before winter. It was the consensus of the Board to hold a special meeting on Monday, August 30, 2010 at 8:00 a.m.

Mr. Schultz reported that on Wednesday, August 18, he presented before the HED Capital Projects committee to discuss appropriations for capital projects in the upcoming fiscal year in accordance with the College’s five-year capital outlay plan, which included 1) \$2.5M for renovations and upgrades for the Montoya Administration Building, 2) upgrades and additions in the amount of \$4M for the Center for Arts, and 3) \$3.5M for El Rito Campus ADA compliance issues, weatherization, new sewer system, dorm rehabilitation, etc. He reported that he was told very clearly that because of the economic climate and the budget short falls at the state level, there would be very little money, if any, being appropriated for capital projects to colleges and universities across the board. They did say that they anticipate a \$12 to \$15 million pool which is typically \$150 to \$200M in prior years. They basically said to go back and see

what can be done with \$215,000 to \$500,000 in the best case scenario. HED wants to know how much money is being spent at El Rito and asked Mr. Schutz to break out FTE numbers separately from the Espanola Campus so they can evaluate both campuses. Mr. Schutz is proposing to do this.

### **C. Report: Veterans' Green Jobs Academy Initiative.**

Dr. James Biggs, Faculty in Environmental Sciences, provided a handout describing the Veterans' Green Jobs Academy at NNMC. Dr. Biggs stated this new initiative started in June, 2010 and a great deal has been accomplished the past two months with a limited budget. The purpose of this initiative is to develop and design workforce training and specific degree programs for veterans so that they will be at the forefront of ensuring America's future energy independence and environmental restoration while renewing our economy and communities. The Academy will qualify veterans for career pathways in the environmental sciences. An estimated 42,530 veterans reside in New Mexico; 9,780 are eligible for higher education financial support but only 10% are using these benefits. Of the remaining veterans, 5,280 are immediately eligible to enter College. NNMC currently has 50 veterans enrolled representing only 1% of the potential veteran students in the region. The green jobs sector is one of the fastest growing markets in the U.S. due to a variety of reasons. Dr. Biggs reported there are several challenges related to recruiting and retaining veterans; however, the Academy plans to meet these challenges by: 1) providing a Veterans' Student Center, 2) Co-hort Style Learning Approach, 3) Condensed Course Delivery, and 4) Field Base Partnerships. Several issues are being addressed as the program grows. President Barcelo stated that she will work with Dr. Camilla Bustamante, Dr. Biggs and the Provost to come up with a Business Plan to address many of the questions raised by the Board and others.

### **D. Report: Final NYSP Report.**

Mr. Alfredo Montoya, Dean of Student Services, presented the final Northern Youth Sports Program (NYSP) report to the Regents in the form of a short video. This video documented the activities of the program held from June 7 to July 9, 2010. The video will be presented before the Espanola Public School Board and the Rio Arriba County Commission, partners of the NYSP. Mr. Montoya gave credit to Mr. David Lindblom for producing the video. Mr. Montoya also provided a handout (attached) which describes the history of the program, the goals of the programs, participants by week, gender, and by schools in the area, menus provided by the NM Summer Food Service Program, evaluation results, and the budget for the program. Approximately 400 students were registered, ages 8 to 15, with an average daily attendance of about 375. NYSP incorporates not only physical activities, but enrichment programs, career development, educational activities, field trips, health education, and nutritional meals. By the time the students leave at the end of the summer, they feel very much at home at Northern and hopes are that they will return to attend College here.

### **E. Report: Dr. Walter Archuleta's presentation at a conference in Guadalajara, Mexico, July 10-13, 2010.**

Dr. Walter Archuleta, Bilingual and TESOL Professor in the College of Education, was accepted by the American Association of Teachers of Spanish and Portuguese (AATSP) to present his proposal titled *Influencias en el español de Nuevo México* at the conference held July 10-13, 2010 at the Hotel Presidente Intercontinental in Guadalajara, Mexico. Dr. Archuleta's presentation (copy attached) was a historical overview of the Spanish language that arrived in New Mexico from Spain (or from the Iberian Peninsula) dating back to 3000 b.c. The conclusion he arrived at is that Traditional New Mexican Spanish will disappear within the next two generations unless there is a major revitalization effort put in place by the next two generations.

President Barcelo suggested that the College explore a faculty lecture series to showcase the quality of NNMC's faculty and the work these outstanding faculty are doing, including Dr. Archuleta's work.

## **IX. PRESIDENT'S REPORTS AND ANNOUNCEMENTS**

1. President Barcelo stated there were outstanding presentations at this Board meeting among faculty and staff. This reminds everyone of what makes Northern so incredibly special.
2. President Barcelo thanked the Board of Regents for their participation at this year's Convocation. A number of positive feedback was received from faculty and staff.. It was a fun day and the El Rito staff will be thanked for hosting the Convocation.
3. President Barcelo reported the Golf Tournament held on August 9 was a great success. Approximately \$11,000 was raised.
4. On Wednesday, September 1, Dr. Viola Florez, HED Cabinet Secretary, will be on the Espanola Campus to conduct a Town Hall meeting. Town Hall meetings are being conducted throughout the state to obtain input on the Higher Education Master Plan and NNMC was not on the agenda. President Barcelo stated HED needs to hear from the community as to why NNMC is so important in the whole issue of higher education.
5. President Barcelo reported that classes started on August 23 and there is an increase in enrollment and FTE.
6. President Barcelo stated that Nancy O'Rourke, Director of Human Resources, is working on updating the Staff Handbook. The updated handbook will be brought before the Board in the near future for review and approval.
7. On Monday, July 26, President Barcelo met with the Espanola Campus professional staff in the morning and the support staff in the afternoon. The next day, on Tuesday, July 27, she met with the El Rito staff. Employees had an opportunity to share with the President the perceptions of the institution. President Barcelo stated she did not know what to expect, but found these sessions to be open, candid and positive. Employees talked about the strengths of the school and why they were working at NNMC. President Barcelo was encouraged by these conversations.
8. President Barcelo reported she will be meeting with each area legislator during the month of September.
9. President Barcelo is establishing two new committees: 1) a committee that will look at the school's retention program to begin thinking of changes to enhance graduation rates, and 2) a group to explore long-range planning for the El Rito Campus.
10. Just received news that the Nursing program has been certified for eight more years.

## **X. COMMENTS FROM THE BOARD**

Regent Herrera thanked Dr. Archuleta and Mr. Montoya for their presentations. He agreed that faculty and staff need to be showcased not only within the College but also in the community. His presentation could be videotaped in Spanish and shown on Channel 6.

## **XI. PUBLIC INPUT**

Dr. Anthony Sena reported that the College received \$100,000 from the Governor's Office for the College's film and digital media arts program. Students in the film and digital media arts program and Mr. Mateo Pumphrey have been working with a production called "Cowboys and Aliens." This production has been so impressed with the students that they have donated \$3,000 to the program.

**XII. STUDENT INPUT**

None.

**XIII. PERSONNEL MATTERS**

**A. Personnel actions.**

- A.1 President Barcelo recommended the hiring of Ms. Cherly Martin as FT Radiology Instructor effective August 1, 2010.
- A.2 President Barcelo recommended the hiring of Ms. Sofia Valdez as Assistant Bookstore Manager effective August 12, 2010.
- A.3 President Barcelo reported that Dr. Mary Ann Franklin, Director/Faculty in the Integrative Health Sciences Program, resigned effective August 12, 2010.

**Regent Cecille Martinez moved to approve the new hires and accept the resignation as presented. Motion carried unanimously.**

**XIV. ADJOURNMENT**

**Regent Cecille Martinez moved to adjourn the meeting.** The meeting adjourned at 3:35 p.m.

APPROVED: 9/16/10

Josephine Aguilar, Recording Secretary

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

/s/ \_\_\_\_\_  
Cecille Martinez-Wechsler, Secretary/Treasurer