

**NORTHERN NEW MEXICO COLLEGE  
BOARD OF REGENTS MEETING  
AUGUST 25, 2011**

**I. CALL TO ORDER**

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, August 25, 2011 in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Rosario (Chayo) Garcia, Alfred Herrera, Cecille Martinez-Wechsler, and Feliberto Martinez. President Michael Branch called the meeting to order at 9:05 a.m.

Northern New Mexico College staff present: Dr. Nancy “Rusty” Barceló, President; Dr. Anthony Sena, Provost and VP of Academic Affairs; David Schutz, VP of Administration; Domingo Sanchez, Chief Financial Officer; Susan Pacheco, Chief of Staff; Ricky Serna, Special Assistant to the President, Grants and Sponsored Programs; Dr. Ken Dvorak, Asst. Provost for Academic Support; Dr. Stephanie Amedeo-Marquez, Interim Director of Assessment and Accreditation; Nancy O’Rourke, Director of Human Resources; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Gilbert Sena, Terry Mulert, Dr. Patricia Trujillo, Dr. Brenda Porta Linnell, and Dr. Alfredo Perez. Others present: Jeff Genauer, Student Senate President, and Mr. Lyndon Brinegar with BASIC IDIQ.

**II. APPROVAL OF AGENDA**

Board President Branch reported that David Schutz has to leave early for another meeting so four presentations, which he is responsible for, will be moved up on the agenda. Regent Branch also gave Jeff Genauer, Student Senate President, the option to move Student Input up on the agenda if he had classes scheduled. Jeff declined the offer and stated he planned to stay for the entire meeting. Dr. Anthony Sena also requested some time to introduce some new faculty and staff present at the meeting.

**Regent Cecille Martinez moved to approve the final agenda as amended. Motion carried unanimously.**

**III. APPROVAL OF MINUTES**

The minutes for the regular meeting of July 19, 2011 were approved as presented.

**V. OLD BUSINESS**

**B. Capital Projects Update Report by David Schutz.**

David Schutz presented a capital projects update report as follows:

**Solar Energy Research Park and Academy (SERPA):** The project is 85% complete. There have been no major cost overruns, except the initial soils issues when the project commenced. The project is going well and is within budget. Anticipated completion date is October 1, 2011. A tour was provided to the Higher Education Department’s Capital Outlay Committee on August 4, 2011. The College has requested from the state an additional \$650,000 to install a Photovoltaic Array generating system as well as to furnish and equip the facility.

**Solar Collector Refurbishment (ARRA Project):** Phase I is 100% complete. Mr. Schutz reported that the College received word last week that the Department of Energy has approved the utilization of remaining ARRA funds (about \$250,000) for Phase II of this project, which is to install a Solar

Photovoltaic generating system to provide supplemental power to the Seledon Martinez Education Building.

**Ben Lujan Learning Resource Center (Library Addition):** Construction has gone vertical. There was some delay in the delivery of the block to be used. There have been no major cost overruns. Anticipated completion date is May, 2012.

**El Rito Heating Project (ARRA Project):** This project is now 100% complete. A walk through with the Department of Energy & Minerals took place earlier this week. The temperature in each room can now be remotely controlled from a computer. The old steam radiators were converted to water. Phase II will involve the purchase and installation of a wood-fired biomass boiler that will replace propane as the heating source. The Department of Energy & Minerals will be using this project as a model because it is innovative and is a show piece for others to replicate.

David Schutz reported that the College is in the process of getting cost estimates for refurbishing the tennis courts on the Espanola Campus. He will be meeting with the Espanola School District Superintendent about collaborating with them to utilize the tennis courts once they are complete.

### **C. Approval of contract with Telcom Solutions.**

Mr. Schutz stated that this topic was presented at the last Board meeting for informational purposes. Mr. David Maestas, President of Telcom Solutions, Inc., provided an overview of the services provided by his company. Mr. Schutz stated the College is now prepared to move forward in finalizing the contract. Fees to Telcom Solutions will be paid from the savings incurred. In the future the College may want Telcom Solutions, Inc., to continue monitoring all systems in order to maintain efficiency levels.

**Regent Chayo Garcia moved to approve the contract between NNMC and Telcom Solutions. Motion carried unanimously.**

## **VI. NEW BUSINESS**

### **A. Approval of Updated Campus Smoking Policy.**

Mr. Schutz reported that the current Campus Smoking Policy has been simplified to comply with LEED requirements. There are two main factors in updating the policy: 1) Smoking is prohibited in **all** buildings and vehicles belonging to NNMC; and 2) one of the requirements in acquiring LEED certification is that no smoking is allowed within 25 feet of any building.

**Regent Cecille Martinez moved to approve the updated Campus Smoking Policy as presented with the understanding that in the future there will be stipulations spelled out with regard to enforcement. Motion carried unanimously.**

### **B. First Reading: Review of contract with BASIC IDIQ.**

Mr. Schutz introduced Mr. Lyndon Brinegar representing BASIC IDIQ. Mr. Schutz stated that this is an innovative program that is administered through the NM Finance Authority and the NM Energy Conservation and Management Division. A copy of the proposal and scope of services is attached. The company has a contract with Cooperative Educational Services (CES), and under CES Mr. Schutz stated that the College will overcome any procurement issues. Source Technologies, LLC (STC), in cooperation with Basic IDIQ, Inc., will perform a college campus-wide energy audit on buildings perceived to be good candidates for funding of energy improvements through the NM Renewable and

Clean Energy Bond (RCEB) program. Mr. Brinegar stated that this program uses an innovative financing mechanism to cover both up-front costs and bond repayments, allowing schools to devote less money to utilities and more towards the mission of their schools. Under the program, 90% of the expected energy savings resulting from improvements made to school buildings are “captured” from the school’s budget to pay debt service on the bond, while 10% are kept by the school as an incentive to improve energy efficiency in its buildings, and to keep whole the General Fund. The loan to schools is at a very low interest rate and the bond is entirely paid for by the school’s energy savings. From speaking with David Schutz and walking through the Campus, Mr. Brinegar stated he can easily see a 45% to 50% savings. He added that there is a 10 year guarantee on everything that is installed.

Mr. Schutz reported that the College has signed a Presidents’ Climate Commitment pledging to create a plan for pursuing climate neutrality on both campuses and promoting education and research on sustainability and climate change, and to publicly report on progress. Many things that the College is doing are in total compliance and in accordance with that commitment signed by over 450 institutions nationwide.

**Regent Cecille Martinez moved to accept this concept as presented and authorize David Schutz to proceed with finalizing a contract for Board approval at a later date. Motion carried unanimously.**

At this time, Dr Anthony Sena introduced new faculty and staff present at the meeting:

- Dr. Brenda Porta Linnell, Chemistry Faculty
- Dr. Alfredo Perez, Information Technology Faculty in the Engineering Department
- Mr. Ricky Serna, Special Assistant to the President, Grants & Special Programs

#### **IV. FINANCIAL REPORT**

##### **A. Budget Status Report and Audit Update.**

Mr. Domingo Sanchez, Chief Financial Officer, stated that the Finance Committee of the Board met on Wednesday, August 24, to review the financials (reports attached). Mr. Sanchez hopes to get the budget reports early so the Finance Committee can meet a week prior to each Board meeting as discussed previously. Mr. Sanchez provided the following reports, which provide a financial overview of the institution:

Revenue and Expense Report: This report provides a comparison for the month of July last year and the period ending July 31, 2011. The College brought in \$907,932.93 the current year; \$966,340.92 the prior year. Revenue is down a little compared to last year. The College spent \$851,983 in I& G during the month of July this year and \$725,549 the prior year. The overall net change is \$55,949 between the revenue and expenditures for the current month. Some additional entrees may change the amounts slightly. The Business Office will get more efficient in getting all entrees in the report.

Report of Actuals (By exhibit): This standard report is in a format required by HED. The Report of Actuals is due to HED by September 15. The report reflects all the different revenues and beginning fund balances. The actual unrestricted revenue is at \$22,089,637, which is slightly under what was projected. In the restricted area, which is made up of grants and contracts, the revenue is under by what was projected. The ending fund balance for I&G at the end of the fiscal year came close to breaking even. Mr. Sanchez stated that if the College had not instituted the furloughs, not pulled back on expenditures, not cut the capital outlay, the fund balance of \$4,372 would be a negative. This number may change due to some adjustments. The other fund balances listed relate to different activities other than I&G. The total ending fund balances is \$5.2M.

Report of Actuals (Summary): This summary report pertains only to I&G and is more detailed, reflecting the different revenues, expenditures, and transfers. Again, the ending balance is \$4,372. Mr. Sanchez stated the College needs to start building its fund balances; the increase in tuition will position the College to do this. Expenditures will be closely monitored and the College will make sure all revenues are collected. Regent Herrera emphasized that the projections and the approach taken by the College was reasonable, practical and fiscally responsible. After the Finance Committee meeting held August 25, Regent Branch added that for the first time he has a clear picture on where the College is financially.

Report of Actuals (R&R): This report speaks to the cut in Renewal and Replacement in capital outlay.

Report of Actuals (Tuition & Fees): Administration and the Regents will be getting more information with regard to the tuition increase and the impact financially.

Report of Actuals (Other Revenue): This report provides a more detailed report on other sources of revenue and amounts collected.

Mr. Sanchez reported the College has provided trial balances to Kardas, Abeyta and Weiner, the audit firm preparing FY10 budget schedules and ending fund balances on behalf of the College for submission to HED. All deliverables are complete. The College is waiting for Moss Adams to complete the FY10 Audit. Regent Branch stated the College should put pressure on them to finish FY10 in order to start with the FY11 Audit before the next legislative session. Mr. Sanchez will pursue more aggressively in order to get the FY10 Audit to a conclusion. President Barcelo stated the College is in a better position and is ready for the FY11 Audit.

## **B. Fiscal Watch Report.**

Fiscal Watch Reports have not been submitted to HED in the past few months, as requested by HED, until the College's fund balances were in order. Mr. Sanchez stated that next month a Fiscal Watch Report for the month ending July, 2011 will be submitted to the Board for approval and then submitted to HED even though the FY10 Audit has not been officially approved.

## **V. OLD BUSINESS**

### **A. AQIP/Fall Focus Visit Update.**

Dr. Stephanie Amedeo Marquez, Interim Director for Assessment and Accreditation, reported on two items as follows:

1. Follow-Up on WEAVEonline: Dr. Marquez provided a handout (attached) which explains in detail the meaning and purpose of WEAVEonline. WEAVEonline is a web-based tool that helps manage accreditation, assessment, planning, and quality improvement processes for colleges and universities, detailing institutional effectiveness. A software developed by the University of Virginia, WEAVEonline puts together all assessment and planning work, which allows the departments to evaluate how well their assessment is proceeding and allows Dr. Marquez to monitor the work. The Acronym for WEAVE has multiple meanings as reflected in the handout.

2. Campus Climate Action Project: Dr. Marquez reported on a survey administered to full time faculty and staff who attended the NNMC Faculty/Staff Convocation held August 15, 2011 at the El Rito Campus. Out of approximately 167 faculty and staff, 112 represent a decent response rate of 67%. The purpose for conducting this survey is to create information designed as a needs assessment, where a needs

assessment is the first step in implementing the Campus Climate Action Project approved by the Board of Regents in April, 2011. The research question is: What aspects of campus climate contribute most to faculty commitment to Northern New Mexico College?

The *Summary of Findings* report (attached) has detailed information with analysis in the following areas:

- Commitment
- NNMC Assessment Progress
- Increased Agreement Over Time
- Campus climate
- Correlations
- Regression

Mission and Vision: What do Faculty and Staff think about the College Mission and Vision? When asked to “Provide five words that BEST describe NNMC” responses received were: First Place: Community 29.5%; Second Place: Diversity 12.5%; Third Place: Local 9% (Appendix A: Qualitative Results).

President Barceló complimented Stephanie for the hard work she has done thus far. She stated that this quantified data will help in the future planning of the College and as the strategic mission of the College is developed.

*(At this time the Regents took a brief break at 10:55 a.m. The open meeting reconvened at 11:10 a.m.)*

## **VI. NEW BUSINESS**

### **C. Approval of new Nursing fees.**

Ms. Ellen Trabka, Chair of Nursing and Health Sciences, presented a revised list of course fees in the Nursing Department. She stated that the few changes that need approval are listed in bold (list attached). Some of these fees have actually decreased.

**Regent Cecille Martinez moved to approve the new Nursing fees as presented. Motion carried unanimously.**

### **D. Enrollment Management (Outreach & Retention) Report.**

Dr. Sena updated the Enrollment Management Report with current numbers as of August 23, 2011 (attached). The presentation was put together by Frank Orona, Joe Martinez, and Dr. Sena. The report has detailed information on all factors that enter into Enrollment Management:

- Enrollment & Demographics
- Graduates (Certificates, Associate, and Bachelor’s Programs)
- Recruitment
- Retention
- Marketing
- Advisement

Current enrollment numbers compared to the same time last year reflects that Northern is 55 students down (4%) in terms of FTE. In terms of HC the school is down 123 students. President Barceló stated the College was expecting a slight drop due to the increase in tuition. Dr. Sena stated the school is taking a hard look at programs and at continuing education in particular. He stated that the percentage of

American Indian students attending NNMC increased so the College can now be classified, not only as a Hispanic Serving Institution, but also as a Native American Serving Institution. Not many schools in the country can claim this distinction.

A discussion regarding long distance learning (Blackboard) and what it means for NNMC took place. This matter has not been resolved by HED; the Comprehensive Colleges along with the Council of University Presidents (CUP) are keeping a close eye on this issue. President Barceló stated that Jorge Lucero represented the College on August 15, at the REDI Net Project Groundbreaking ceremony at the Espanola Mision y Convento. NNMC will benefit greatly in terms of technology and training needs from the implementation of the community broadband. Dr. Ken Dvorak also added that the surrounding Pueblos are very interested in upgrading their Learning Centers in order to connect directly to NNMC.

Dr. Sena stated he will have goals established to: 1) Improve first and second year retention, 2) increase degree completion, and 3) develop policy and process that is better defined for advisement. The advisement system will be improved to motivate students, keep them at Northern and allow them to succeed. An Advisement Retreat has been scheduled on Friday, August 26, 2011. Approximately 40 individuals have been invited to attend, including representatives from WNMU who will address how advisement is handled at their school. Priorities will be addressed at the retreat. Dr. Sena stated that if the College has effective advisement, we can increase retention and graduation completion rates. It is essential that advisement be integrated across the Academic Division, Student Services, and Financial Aid.

Dr. Sena stated this will be Northern's first year contributing institutional data as a four-year institution to the CUP for the Performance Effectiveness Report to the State. At the present time, the College will continue to contribute data to the New Mexico Independent Community Colleges (NMICC); however, since the College is now a four year college offering baccalaureate degrees and is now a Native American Serving Non-Tribal Institution (Northern now serves a 12% Native American population) it is necessary to consider a new peer group. A list of peers has been recommended and submitted to HED that best represent NNMC and that will provide the most appropriate comparative data to promote growth and improvement.

*(At this time, the Regents recessed for a lunch break at 12:10 p.m. The open meeting reconvened at 1:00 p.m.)*

#### **E. Vision: Future Direction Report.**

Dr. Ken Dvorak provided a Strategic Vision and Mission update report (attached). In January, 2011, Dr. Barceló asked Dr. Dvorak and Ms. Julianna Barbee, Director of the SBDC, to serve as co-chairs in updating the College's Strategic Plan. In May 2011 Dr. Patricia Trujillo was invited to be co-chair as a faculty representative. After surveying strategic plans at peer aspirational institutions, Dr. Dvorak stated the work group chose the UT-Brownsville Strategic Plan as a model document. The group's approach to the project is to:

- create a holistic process to include as many voices as possible
- establish a mission/vision/goals that are utilized across campus in all sectors of our college work (this plan will not "sit on the shelf")
- focus on a plan that is pro-active, non-retroactive
- include on-campus and off-campus community members in process
- develop a process and template to institute the mission/vision/goals as common language for planning in academic, service and co-curricular departments
- unify a meaningful institutional identity

An on-campus Strategic Vision and Mission Committee, composed of full-time faculty, staff, and students, has met throughout June and July to develop frameworks, generate ideas, and collect data. The group has met with the Northern Pueblos Institute (NPI) Advisory Board and will meet in the near future with Hispano education leaders, NNMC Foundation Board, Student Senate, Faculty Senate, and the Board of Regents. Data is being collected and the co-chairs have all engaged in sagacious dialogues across campus in the community. The Regents were asked to answer four visioning questions using key words; arrangements will be made to meet with the Regents as a group to get additional feedback. The group's goal is to conclude all information gathering by December 31, 2011 and then begin writing the vision/mission document. The anticipated timeframe for completion is Fall, 2012.

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

1. President Barceló stated that the Faculty/Staff Convocation held Monday, August 15, at the El Rito Campus was a success. There was a good turnout of faculty and staff; however, many employees from the Espanola Campus could not attend because they were busy registering students, etc. President Barcelo asked Dr. Sena to meet with the Deans to rethink the Convocation. Most Colleges and Universities across the county hold their convocations over the weekend so faculty, staff, and students can attend.

2. A College Desk Planner was disseminated at Convocation to all employees. The calendar was provided in prior years, but because of budget cuts employees did not get the calendar the last two years. The desk planner, which was requested by many employees, was developed by Sandy Krolick, Design Director, and Lisa Powell, Public Affairs Representative.

3. President Barceló reported that the capital campaign is proceeding. A conference call has been scheduled between Dr. Debra Friedman, the Chair of the Foundation Rich Marquez, and Dr. Barceló to talk about the next steps and the direction the campaign will be going.

4. President Barceló stated that the school year started off on a good foot; however, there are a number of issues that still need to be addressed as an institution. Because of a number of complaints from students who were dis-enrolled due to non-payment of tuition and/or fees by the required deadline, Dr. Barcelo asked Dr. Sena and the Deans to figure out how to do this differently. Students who get dis-enrolled have to re-register or they leave and do not enroll at Northern. This creates a lot of anxiety among students and is not a good way to begin their academic career. Students need to be informed clearly on what their responsibilities are and policies should be developed in the best interest of the students and not the best interest of staff. Other issues/concerns that came up at the beginning of the semester will be addressed.

5. President Barceló invited Sandy Krolick to talk about a CUP Public Relations meeting she attended recently. Ms. Krolick stated that attendees received an overview of a retreat held last year on the need to improve the image of higher education in New Mexico. For various reasons there is a false narrative that needs to be countered. This false narrative concludes that a maximum effort by legislature to support higher education has resulted in minimum return and the public now believes that more can be done with less. Not only did colleges and universities in NM not fight back against this false narrative but most cut their advertising budgets. Higher education provides/prepares a better educated workforce, more responsible citizens, and creative thinkers. A state-wide campaign will be developed to raise the image/value of higher education among the citizens and voters of NM. Colleges & Universities want to keep NM students here and attract other students from other states. There are a number of ideas on the table and the best idea is to tell NM higher education success stories; NNMC can easily contribute to this campaign. A web site will be launched (YourLifeOurFuture.com) with splash pages for each college. Ms. Krolick stated there will be a PR component first before the legislative session opens in January 2012

followed by paid advertising. The budget for this campaign is about \$250K (UNM 50%, NMSU 25%, and the rest of the schools sharing the other 25%). A more detailed proposal is being put together by marketing people working with UNM and WNMU. Ms. Krolick and Mr. Lindblom will attend follow-up meetings.

6. President Barceló stated that at the next Board meeting, the Regents will receive an in-depth update on the funding formula. The Funding Task Force will be releasing its recommendations to HED for the new funding formula for higher education on or about September 15. Colleges and Universities will, in turn, distribute these to provide everyone the opportunity to review the formula recommendations and calculate implications for each institution. Dr. Sena and Dr. Lopez are working on some calculations.

### **VIII. COMMENTS FROM THE BOARD**

Regent Branch reported that he has attended all the Faculty/Staff Convocations and the last two have been more open and more inclusive. More faculty and staff have attended the recent convocations and they have been more interesting so people want to attend.

### **IX. PUBLIC INPUT**

None.

### **X. STUDENT INPUT**

None.

### **XI. PERSONNEL MATTERS**

#### **A. Personnel actions.**

- A.1 President Barceló recommended the hiring of Peter Hite as Athletic Trainer effective July 1, 2011.
- A.2 President Barceló recommended the hiring of Nathana Rae Bird as Administrative Assistant in the College of Nursing and Health Sciences Department effective July 1, 2011.
- A.3 President Barceló recommended the hiring of Sandy Krolick as Director of Design effective July 5, 2011.
- A.4 President Barceló recommended the hiring of Chris Dominguez as Administrative Assistant in the American Indian Center effective August 4, 2011.
- A.5 President Barceló recommended the hiring of Celina Roybal as Library Technician effective August 8, 2011.
- A.6 President Barceló recommended the hiring of Ricky Serna as Special Assistant to the President for Grants and Sponsored Programs effective August 15, 2011.
- A.7 President Barceló recommended the hiring of Dr. Alfredo Perez as Faculty in Information Technology, Engineering Department, effective August 15, 2011.
- A.8 President Barceló recommended the hiring of Karen Duncan as Nursing Faculty effective August 15, 2011.
- A.9 President Barceló recommended the hiring of Mark Sowards as Faculty in Film, Digital, Media Arts effective August 15, 2011.
- A.10 President Barceló recommended the hiring of Sasha Garver as Faculty in Music (1/2 time) and Interim Music Director effective August 15, 2011.
- A.11 President Barceló recommended the hiring of Dr. Brenda Linnell as Faculty in Chemistry effective August 22, 2011.



- A.12 President Barceló recommended the hiring of Denise Garde as Accountant III in the Finance Office effective August 22, 2011.
- A.13 President Barceló recommended the hiring of Stephanie Lovato as Accountant III (Grants) in the Finance Office effective August 22, 2011.

**Regent Chayo Garcia moved to approve the new hires as presented. Motion carried unanimously.**

President Barcelo announced the following resignations/retirements as follows:

- 1. Dr. KC Chidambaram, Faculty in Math & Science, resigned effective July 31, 2011.
- 2. Dr. Fangyang Shen, Faculty in Engineering, resigned effective August 11, 2011.
- 3. Kenneth Martinez, Custodian, resigned effective August 12, 2011.
- 4. Janice Matteson, Sostenga Kitchen Manager, resigned effective July 12, 2011.
- 5. Mateo Pumphrey, Director of Fine Arts, resigned effective August 1, 2011.
- 6. Paula Reid, Student Advise Coordinator, submitted her intentions to retire effective September 30, 2011.

**Regent Chayo Garcia moved to accept the resignations and retirements as presented. Motion carried unanimously.**

## **XII. EXECUTIVE SESSION**

Regent Alfred Herrera moved that the Board enter into Executive Session pursuant to Sections 10-15-1(H)(2), 10-15-1(H)(5), and 10-15-1(H)(7) of the Open Meetings Act to discuss limited personnel matters, collective bargaining strategies, and pending litigation. **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 2:12pm.** The open meeting reconvened at 3:20pm. Regent Branch reported that no action was taken in executive session.

## **XIII. ADJOURNMENT**

Regent Cecille Martinez moved to adjourn the meeting. The meeting adjourned at 3:20pm.

Josephine Aguilar, Recording Secretary

APPROVED: September 20, 2011

/s/  
Michael P. Branch, Board President

/s/  
Cecille Martinez-Wechsler, Secretary