

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
DECEMBER 17, 2009**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, December 17, 2009 in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Alfred Herrera, Cecille Martinez-Wechsler, Feliberto Martinez, and Theresa Martinez. Board President Michael Branch called the meeting to order at 9:30 a.m.

Northern New Mexico College staff present: David Trujillo, Interim President; Dr. Andres Salazar, Interim VP for Finance and Administration; Dr. Anthony Sena, Provost; Alfredo Montoya, Dean of Students Services and Director of Financial Aid; Dr. Dan McLaughlin, Director of Assessment; Carmella Sanchez, Director of Institutional Effectiveness; David Schutz, Director of Capital Projects; Guido Gellis, Director of SOL-SSS; Johnna Aquino, Child Development Center Coordinator; Hilario Romero, EOC Director; Connie Manzanares, Assistant Director of Financial Aid; Yvette Anaya, Administrative Assistant; Jacob Pacheco, EOC Educational Advisor; and Josephine Aguilar, Assistant to the President and Recording Secretary. Others present: Jerome Williams, Student Senate President; Jim Dow, Adjunct Faculty; Lou Mattei, Reporter with the Rio Grande Sun; and three parents in support of the Child Development Center.

II. APPROVAL OF AGENDA

Regent Branch suggested that Agenda Item B under New Business be moved up on the agenda in order to give three parents present an opportunity to address the Board along with the Director of the Child Development Center who has to return to the Center. The final agenda was approved as amended.

III. APPROVAL OF MINUTES

The minutes for the regular meeting of November 19, 2009 and the minutes for the special meeting held December 1, 2009 were approved as presented.

VI(B) Status Report: Child Development Center.

Mr. Alfredo Montoya, Dean of Student Services, provided an update on the Child Development Center's operations. A copy of the PowerPoint presentation is attached. NNMC started the Center the fall of 1990 to serve the childcare needs of the students, staff and faculty. The Center started with two staff members and seven children (3-5 year olds) in the program. Tuition was \$50.00 per week. The program has expanded to serve 28 children and is accredited by the National Association for the Education of Young Children. The Center has also maintained its 5-Star license with the NM Children, Youth and Families Department (CYFD). The 5-Star rating means the Center provides high quality care to the children. The 5-Star rating also means that the reimbursement to parents who qualify to get assistance through the CYFD is higher. Tuition is currently at \$95.00 per week. The Center has a waiting list of up to 20-30 children per semester. A comparison report with other Regional Colleges and local service providers was provided.

Expenditures and revenue financial reports for the Center reflect that the College is currently subsidizing the Center in the amount of approximately \$11,000. Mr. Montoya proposed an increase in tuition in order for the Center to break even.

Expenditures/Revenue for 2009-2010	Proposed Increase
<u>Expenditures:</u> Staff Salaries and Fringe = \$107,473 Supplies, Phone, Travel = <u>\$1,500</u> Total Costs \$108,973 <u>Revenue:</u> Fees: 28 students x \$95 per week x 32 weeks = \$85,120 Children, Youth and Families: 14 students x \$100 average x 8 months = \$11,200 Total Revenue - \$96,320	<u>Expenditures:</u> Staff Salaries and Fringe = \$107,473 Supplies, Phone, Travel = <u>\$3,407</u> Total Costs \$110,880 <u>Revenue:</u> Fees: 28 students x \$110 per week x 32 weeks = \$98,560 Supplies: 28 students x \$20 per semester x 2 semesters: \$1,120 CYFD: 14 students x \$100 average x 8 months = \$11,200 Total Revenue: \$110,880

After a lengthy discussion, the Regents and Interim President Trujillo agreed that the College needs to look more closely at the financial details to determine discrepancies in previous financial reports, look at the feasibility of expanding the Child Development Center to provide drop in and other types of child care needs, and look more closely at the collection procedures implemented by the Center. The College should also research and find out what sources of supplemental funding might be available. Regent Branch stated the College is serving a small group of students and staff. The College should be doing a better job in serving a greater population. Three parents present at the meeting expressed their support for the Center in providing childcare services on campus. Administration will report back to the Board with more information at a future meeting.

IV. FINANCIAL REPORT

A. Financial Report for the month ending November 30, 2009.

Dr. Salazar, Interim Vice President for Finance and Administration, presented a financial summary report as follows:

1. Budget: After five months in the current fiscal year, total revenues are up 11% year over year while expenses are up 8% realizing a slight cumulative surplus. The end of November marks 43% of the year's length so plant expenses are notably higher at the 46% rate while Auxiliaries (enterprises) are at 50%. Total revenue is on budget with tuition and state funds contributing most of the volume. Fees are up and other revenue is trailing. The Preliminary Budget Status Report and the Unaudited Fiscal Watch Report for the month ending November 30, 2009 are attached.

2. ERUC Recommendations for FY10 Budget Adjustment: The FY10 Budget Adjustment recommendations were approved by the BOR at the October meeting and actions to realize expense savings in the second half of the fiscal year were put in place in December.

3. FY09 Audit: Dr. Salazar stated Moss-Adams, the College's current audit firm, reported a draft of their findings at an exit interview scheduled at 8:00 a.m. on Thursday, December 17, 2009. The Finance Committee of the Board attended this meeting. They hope to have the final draft ready for the State Auditors office in early January, 2010. One area that the College continues to have problems in is fixed assets; fixed assets are not reconciled with Banner and the College hopes to do a better job in the future. The business office will take the lead on assembling a plan to implement changes in the budgeting process that were recommended by the audit findings.

4. Payroll & Headcount: Refer to the attached table for YTD payroll and headcount totals.

5. Capital Projects: Dr. Salazar invited David Schutz, Director of Capital Projects, to provide a capital projects update report. Refer to Agenda Item B under Old Business below.

6. Water rights/land acquisition. The College is acquiring additional water rights in Espanola and land adjoining the College site.

7. Valley National Bank: Direct deposit services have commenced at Valley National with minor complications. Statements on other transactions continue to have missing check numbers. Ms. Susan Pacheco, Director of Finance, suggested that the College look for services at other banks that will mitigate this problem. All other services will remain at Valley National.

8. NNMCF Foundation: Work on reconciling the revenue side of the Foundation for the past five years according to endowment and unrestricted revenue will continue through December. The objective is to determine the rate of reimbursement that can be realized by the College from the debt determined last month.

V. OLD BUSINESS

A. AQIP Update.

Dr. Dan McLaughlin, Director of Assessment, and Ms. Carmella Sanchez, Director of Institutional Effectiveness, provided an AQIP update. The update this month pertains to the annual student learning report. A copy of the PowerPoint presentation is attached. The complete student learning report for 2009 is lengthy and is posted online. Dr. McLaughlin and Ms. Sanchez provided highlights of this report. Doing assessment is a four-step process: 1) establish learning goals, 2) provide learning opportunities, 3) assess student learning, and 4) use the results. Each program is supposed to have a mission, outcomes, measures, findings, analysis and improvements. There were 43 targeted programs in 2007-08 and 35 in 2008-09 that reported a percent completion on the rubric for program assessment. Attached is the rubric used for program assessment feedback and the academic assessment totals for 2008-09. Dr. McLaughlin met with a group of faculty to find out what's working with assessment, what's not working, and what does the College need to do to move the project forward. The presentation attached lists what faculty said is working, opportunities to improve assessment, improve student learning, and improve faculty support. In 2009-2010, areas 1-3 of the common core will be assessed (area 1-communications; area 2-math; and area 3-lab science). In improving assessment, Dr. McLaughlin stated he would like to increase the number of academic programs targeted for assessment to 45 programs. Of the targeted programs, he hopes that two-thirds (or 30) complete the assessment feedback loop, and of these two-thirds, enable them all together to average 4.0 or higher on the rubric for program assessment. If this is accomplished, the College will really be moving the institution along towards a cultural of student learning and doing AQIP in the process.

Regent Herrera stated further discussion should take place concerning the financial impact in providing remedial courses for students who come to NNMC directly from the school districts. He sees a huge disconnect in having to repeat the work that should have been done in the elementary and secondary level. A direct report to the School Board of Education and to the Superintendent as to the percentage of students requiring remedial courses might be helpful. Dr. Salazar stated the College does not spend a lot of money in developmental studies (\$160,000) and the Learning and Assessment budget (\$100,000) is necessary no matter whether you have developmental studies or not.

B. Capital Projects Update Report.

College of Education Building: Construction is on schedule and within budget. Anticipated completion date is June 30, 2010.

SERPA: Architectural design of the SERPA building is progressing well and is on schedule. Construction is anticipated to commence the summer of 2010. Schematic drawings and preliminary floor plans will be presented to the Board for review in the near future.

Las Cumbres Community Center: The College continues to meet with Las Cumbres staff to develop an appropriate plan to spend remaining funds. (However, the \$305,000.00 appropriation has been seized by the state to fill the budget deficit gap that exists. The state has expressed to the College that these funds will be returned next year.)

El Rito Pedestrian Plaza/Water Project: Work on plaza infrastructure continues and is within budget. Completion date is June, 2010. The project is approximately two weeks behind due to weather related delays and other unforeseen circumstances. A landscaping advisory committee is being established to make recommendations to Mr. Schutz regarding appropriate landscaping plans that might be utilized.

Espanola Bookstore Expansion: All remaining funds for this project (\$34,488.20) have been frozen pursuant to the Governor's Executive Order.

Ben Lujan Library Addition: Design of the library addition project is underway. A ten-person library advisory committee has been formed to work with Studio Southwest Architects, David Schutz, and Isabel Rodarte, the Library Director.

Nick Salazar Center for the Arts: All remaining funds for this project have also been frozen. The College awaits the legislature's action in this regard.

Student Housing Project: This item is under New Business, Item VI(A).

(At this time, the Board recessed for a short break at 11:24 a.m. The open meeting reconvened at 11:44 a.m.)

VI. NEW BUSINESS

A. Status Report: Student Housing Report.

Dr. Salazar asked Mr. Schutz to investigate what New Mexico Highlands University (NMHU) and other institutions have done with regard to student housing. Mr. Schutz checked with a

number of state agencies as well as to the College's financial capability in supporting a residence hall on the Espanola Campus. Mr. Schutz provided documentation (attached) regarding the facility at NMHU, which is a three story, 103,000 sq. ft. building with 276 beds. The facility was financed with a bond issue handled by the NM Finance Authority. The construction cost was \$15,450,000 at \$155.00/sq. ft. The rates for students vary according the type of unit.

The residence hall Mr. Schutz is proposing at NNMC is a 250 bed facility built in two equal phases (detailed information attached). Mr. Schutz has met with the NM Finance Authority and they are eager to move forward with the bond issue for the College. A \$20,000,000 bond issue is justified after analyzing the College's previous year's income and fee. Two different kinds of bonds can be utilized for the construction of the facility: A Build American Bond, which is stimulus subsidized at the federal level, or a tax-exempt bond. The construction cost, furniture, and equipment for all the suites will be included in the bond.

Mr. Schutz recommended a comprehensive "Feasibility Study" to provide the Regents and Administration with a basis to determine project feasibility and provide recommendations regarding projected costs, architectural goals, marketing strategies, etc., regardless if the facility is built in two phases or completed entirely in one. The feasibility study will cost about \$30,000. Mr. Schutz said it would not cost any money to issue an RFP and hire an architect; however, the College will not move ahead until the bond is in place.

Interim President Trujillo requested a conceptual go ahead from the Board to continue to move forward on this path. All details will emerge as the College goes forward. He stated there are certain critical timelines the College has to consider. If the College is to fill dorms, it will have to be done during the fall 2011 or fall 2012 semester. **Regent Branch stated that, because this is an informational item, affirmation will take place at the next Board meeting.** Dr. Andres Salazar suggested that along with the strategic plan that he and Interim President Trujillo are working on that the feasibility study be part of that study as well. He also suggested that Administration proceed with the RFP and then when responses are received the Board will approve the contract. Regent Branch pointed out that administration can enter into a contract up to \$40,000; anything higher requires Board approval.

Dr. Salazar reported that according to legal counsel the College is taking a new and different approach to construct a residence hall and, therefore, is not competing with anything done in the past.

B. Status Report: Child Development Center.

This item was moved up on the agenda (see above).

C. Student Fee Structure Committee Recommendation.

Mr. Alfredo Montoya, Dean of Student Services, presented a Power Point presentation (attached) on work that the Student Fee Committee completed. The committee was formed as a result of a report to the Board of Regents at the October meeting that claimed there had been a loss of student enrollment due to the implementation of a new student fee. The committee compared fees assessed at other peer institutions and recommendations were made that were in line with Northern's mission statement of remaining affordable. Three student fee structure options were presented to the Leadership Team for review. The revenue impact with adjusting the student fee was reviewed at this level and discussed with the Board of Regents. The Leadership Team and the Committee recommended Option 2 for the Board's approval as follows:

Fee Per Credit Hour					
1 = \$10.00	2 = \$20.00	3 = \$30.00	4 = \$40.00	5 = \$50.00	6 = \$60.00
7 = \$70.00	8 = \$80.00	9 = \$90.00	10 = \$100.00	11 = \$100.00	12 = \$100.00

Regent Alfred Herrera moved to approve Option 2 of the Student Fee Structure as presented. Under discussion, the Regents agreed this is a step in the right direction. Various ways in getting the word out to students and the surrounding communities were discussed. **Motion carried unanimously.**

D. Tuition Merger Committee Recommendation.

Mr. Montoya presented a Power Point presentation (attached) concerning the Tuition Merger Committee’s findings as a result of completing an AQIP process addressing the idea of merging Northern’s two tuition rates. The Tuition Merger Committee was formed at the recommendation of Administration as a result of strong encouragement from New Mexico Higher Education Department (NMHED) to have only one tuition rate. Northern currently has a rate of \$41.13 for lower division classes and \$95.37 for upper division classes. The committee’s recommendations to the board are as follows:

- Maintain upper and lower division tuition rates and strive to keep them affordable.
- Have a university that still maintains the community college mission.
- Strive to increase upper division enrollment.
- Vision Statement should be revisited.
- If tuition rates were merged, resulting in higher tuition rates, it should be done gradually (5 to 7 years).

Mr. Montoya shared with the Regents an email message from a Senior Financial Coordinator in HED’s Institutional Finance Division (attached) stating that rates are set and approved by each independent administration and Board of Regents; they do not have any guidelines on how a school should come up with a tuition rate. Important criteria to consider are head count and student credit hours. These, as well as other factors, are included in the funding formula, which is a multi-faceted document that calculates how much money each school receives from the State for Instruction and General. HED is currently picking up the lower level rates for NNMC in the funding formula. Until tuition revenue collection reaches 50% at the upper level, the formula will continue using the lower level rates.

Regent Branch stated this information is helpful because if HED forces Northern to have one tuition rate, the College will need to be prepared with numbers and enough knowledge if the College has to testify before the legislature and justify the College’s operation. Historical background information regarding HED’s views and Northern tuition rates was provided by Regent Branch and Dr. Salazar. Interim President Trujillo stated that students come first and equity and fairness should be applied to Northern’s students.

Regent Feliberto Martinez moved to approve the recommendations of the tuition merger committee and direction the College is going. Motion carried unanimously.

E. FY 2008-09 EOC Report.

The FY 2008-09 Educational Opportunity Center (EOC) Report was completed and submitted to the Department of Education before the Thanksgiving break. Mr. Hilario Romero provided a brief summary on the contents of this report. EOC at NNMC is on its 35th year of operation.

There are 120 EOC programs in the country and the EOC program at Northern is one of the top rated programs. In 2009 2,228 clients were served with either financial aid, scholarship, or registration assistance. A large percentage of first generation and low-income students are served by EOC. EOC distributed higher education literature, pamphlets, etc. (18,000 pieces of information) throughout the northern and central part of the State. EOC serves 16 of the 19 pueblos in New Mexico. There are Centers located at Espanola (EOC Main Office), Bernalillo, Taos, Santa Fe, and Las Vegas. EOC recruits students to higher education institutions, including NNMC. The first choice college picked by the clients is NNMC (843 students – an estimated 73% have enrolled full-time).

F. Presentation by NNMC’s Student Senate regarding the DREAM Act.

Mr. Jerome Williams, Student Senate President, reported that the Student Senate is endorsing the Development, Relief and Education (DREAM) Act, legislation sponsored by Senator Yuri Almeida, which removes many of the existing educational and occupational barriers for immigrant students allowing them to become contributing members of American Society. The approved and signed Resolution by the Student Senate including information concerning the DREAM Act are attached.

Regent Theresa Martinez moved to approve the Resolution signed by the Student Senate. Motion carried unanimously.

VII. PRESIDENT’S REPORTS AND ANNOUNCEMENTS

1. Interim President Trujillo provided a tentative agenda for the Spring Convocation scheduled Monday, January 11, 2010. This year the agenda will be changed to a more celebratory and welcome back session. Ms. Julianna Barbee, SBDC Director, will provide a brief motivation presentation.
2. Interim President Trujillo reported he is working on a planning grant to the Regional Office of the Economic Development Administration (EDA). The grant focuses on the role of Northern and filling the economic development needs of the region. There is a possibility of building into the grant the feasibility study for student housing.
3. Interim President Trujillo invited the Regents to a Christmas party at the El Rito Campus starting at 6:00 p.m. on Friday, December 18, 2009.
4. Interim President Trujillo stated a letter will be sent to the Red River Athletic Conference requesting that NNMC be considered for inclusion as a new member beginning in the 2010-2011 academic year. Membership in the Red River Athletic Conference would align Northern with institutions of similar size, mission and geographic footprint. The reduction in travel costs, along with athletic department development efforts, will aid in the future growth of the athletic program.

VIII. COMMENTS FROM THE BOARD

None.

IX. PUBLIC INPUT

None.

X. STUDENT INPUT

None.

XI. PERSONNEL MATTERS

A. Personnel Actions

A.1 Interim President Trujillo recommended the hiring of Ms. Raj Inder K. Khalsa as faculty in Nursing effective November 16, 2009. (Note: Ms. Khalsa replaces Ms. Barbara Benzanquen.)

Regent Theresa Martinez moved to approve the new hire as presented. Motion carried unanimously.

A.2 Interim President Trujillo reported that Mr. Glenn Gomez, ABE Coordinator, submitted his intentions to retire effective December 31, 2009.

Regent Feliberto Martinez moved to accept the retirement of Mr. Gomez. Motion carried unanimously.

EXECUTIVE SESSION

Board President Michael Branch recommended that the Board go into executive session pursuant to Section 10-15-1(H)(2) of the Open Meetings Act to discuss limited personnel matters related to the Presidential Search. **Regent Feliberto Martinez, Regent Theresa Martinez, Regent Alfred Herrera, Regent Cecille Martinez-Wechsler, and Regent Branch voted in the affirmative to adjourn into executive session at 1:45 p.m. The open meeting reconvened at 3:00 p.m.**

In open session Regent Branch stated that the Board discussed the recommendations of the Presidential Search Committee for the next president of NNMC and the proposed schedule on how the Board will proceed. He stated that a public announcement will be made in January, 2010. *(Note: The Board of Regents announced on January 6, 2010 the selection of six finalists for President of Northern New Mexico College. A Presidential Search Press Release was sent out on this day. The Press Release is attached.)*

XII. ADJOURNMENT

Regent Martinez moved to adjourn the meeting. The meeting adjourned at 3:04 p.m.

Josephine Aguilar, Recording Secretary

APPROVED: January 21, 2010

/s/ _____
Michael P. Branch, Board President

/s/ _____
Cecille Martinez-Wechsler, Secretary/Treasurer