

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
DECEMBER 18, 2008**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, December 18, 2008 in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Cecille Martinez, Feliberto Martinez, Theresa M. Martinez, and Dennis Salazar. Board Chair Michael Branch called the meeting to order at 1:34 p.m.

Northern New Mexico College staff present: Dr. Jose Griego, President; Loretto Garcia, Vice President for Finance; Tom Garcia, Executive Vice President; Dr. Anthony Sena, Provost; Carlos Martinez, Director of the El Rito Heritage Retreat Center; Dr. Dan McLaughlin, Director of Assessment; Isabel Rodarte, Director of the Library; Tom Alvarez, Director of Public Information; Anne Quinn, Director of Facilities and Capital Projects; Jody Grittman, Bookstore Manager; Guido Gellis, Director of SOL-SSS Program; Charles Lehman, Director of University Center; Joyce Sandoval, Comptroller; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty Present: Tim Crone, Gil Sena, Dr. Camilla Bustamante, and Dr. Meredith Mason Garcia. Others present: Jose Dewit, Reporter for the Rio Grande Sun.

II. APPROVAL OF AGENDA

President Griego stated that Dr. Dan McLaughlin will present two reports for approval under New Business, Agenda Item VI(D). The reports are the Institutional Assessment Plan and the College's Student Learning Report.

The final agenda was approved as amended.

A. Introduction of new employees.

President Griego introduced Mr. Kevin Fahey who was hired November 24, 2008 as the new Technical Services Librarian.

III. APPROVAL OF MINUTES

Regent Cecille Martinez moved to approve the minutes for the regular meeting held November 21, 2008. Motion carried unanimously.

Regent Dennis Salazar moved to approve the minutes for the special meeting held December 4, 2008. Motion carried unanimously.

IV. FINANCIAL REPORT

A. Fiscal Watch Report.

Ms. Joyce Sandoval, Comptroller, reported that Page A of the Unaudited Fiscal Watch Report for November 30, 2008 reflects total Liabilities and Net Assets of the College at \$29,895,457.

Regent Branch stated recent newspaper articles have referenced a reduction of total assets of the College; one article in particular referred to the College's reserves. Ms. Loretto Garcia stated that during that time period the College has grown from a two year institution to a four year institution. More faculty and staff have been hired, renovations to the interior of the Montoya Administration Building took place, and there were improvements made to the El Rito Campus dorms and kitchen. This growth decreased the balances; however, the College has maintained the required balance approved by the Higher Education Department (HED), which is between 3% to 5%. In addition, Ms. Garcia reported that in 2004 the College was required to use new accounting procedures, because of the GASB 34-35 requirements. The College had never depreciated any of its assets and in 2004 a large amount of depreciation was noted in the books, which resulted in a reduction of net assets.

Regent Branch suggested that the College provide this information to the public because there is an insinuation with the news media that the College did something with its assets, when in fact the reduction of assets was strictly due to an accounting procedure.

Ms. Garcia reported that the 2007 Audit is still at the State Auditor's office. The State Auditor has a back log of audits requiring review.

Ms. Sandoval provided a summary of Operating and Plant Funds on Page B and in Pages C and D she provided a comparison on what was received and expended in the same time frame last year.

B. Budget Status Report for the month ending November 30, 2008.

The College's budget is reflected on the left hand side column of the graph (attached) and the right column reflects what has been expended to date. Approximately 40% of the budget has been expended. Departments at the College have expended below 40% with the exception of Plant (50%), Auxiliaries (65%), and Internal Services (57%). Ms. Sandoval explained the reason for the expenditures in these areas, which are not expected to increase dramatically from the present time to the end of the year.

Ms. Sandoval stated that activities pertaining to the budget are regular and did not have any unusual items to report.

C. Cost Savings Plan Update.

At the November 21 meeting of the Board President Griego presented a copy of a letter from Senator Timothy Jennings concerning the dire economic picture in New Mexico. The letter indicates that the state has a \$278 million deficit in FY09. This deficit was later upgraded to \$500 million. All educational entities in New Mexico are urged to start planning budget cuts in the event of a severe slowdown in revenues.

President Griego initiated immediate cost-cutting measures effective November 18, 2008 due to possible de-authorization of state budgets. President Griego sent out college wide email explaining the purpose of the Effective Resource Management Committee (ERMC) and all departments were asked to provide ideas to the ERMC, chaired by Ms. Garcia, on how they can help contribute towards these savings and not risk continuing the operation of departments.

The ERMC prepared a Cost Savings Plan for fiscal year 2009 (attached). The ERMC met eight times between December 1 and December 15, 2008 to review all budgets and make cost-cutting recommendations to the Office of the President. The committee established "ground rules" and

then determined and prioritized areas where cost savings may exist. The goal of the committee was to reduce the budget by \$500,000, which is 4.4% of cost savings. Budgets were distributed and analyzed until the committee was confident that the greatest cost savings had been achieved with minimal impact. Deficits were also corrected as identified. The final recommendation reflects a total cost savings of \$688,875 or 6.1%. These cost savings were across the board from department vacancies, professional development, equipment, and travel budgets.

Regent Branch requested that the College find out what the commitment and obligation is towards the individuals who are currently involved in professional development as a result of any agreements signed by the College and/or the Board.

President Griego reported that Legislative Finance Committee meetings are scheduled January 14, 2009 to discuss the 2009 budget and on January 15, 2009 to discuss the 2010 budget. The College will find out if the legislature de-authorizes the 2009 budget during the first part of 60-day 2009 legislative session, which will be sometime in February, 2009. The College is prepared to take a worst case scenario approach and begin striving for a 10% cost savings.

V. OLD BUSINESS

A. Facilities Report by Anne Quinn.

Ms. Anne Quinn, Director of Facilities and Capital Projects, presented a Capital Projects Status Report (attached). Major projects are summarized as follows:

- Education Building – The design development phase is complete; construction documents phase is in process. Cost estimate continues to be updated based on current bidding market. Project must be approved by HED/DFA prior to bidding. Building completion is scheduled May, 2010.
- SERPA – Draft Solicitation for Architectural/Engineering Consulting Services (SFC) being reviewed by user group. Programming and design will begin this winter. Building completion scheduled for May, 2011.
- Automotive Technology Building – Plumbing, electrical and interior finishes are near completion. Building will be operational in December, 2008.
- El Rito Plaza – Design is complete; construction documents 60% complete; groundbreaking is scheduled for March, 2009. Construction of the Plaza will be coordinated with the construction of the El Rito Emergency Water Project to achieve the highest efficiencies in construction efforts, avoid unnecessary expenditures, protect the Plaza site, and to provide water for the Plaza landscaping.
- El Rito Emergency Water Project – Scope includes design, construction cost estimating and construction oversight. Due to the critical nature of the project, design is being expedited. Funding source for construction is yet to be identified.
- MAP – LANL's Machinist Apprenticeship Program has been occupying space in the Metal Trades Building on the Espanola Campus. They only have six students scheduled to start during the 2009 fall semester. The lease is up the summer of 2009. President Griego stated that the lease may not be renewed and once this space is vacated, there is a

possibility of bringing the electricity and the fiber arts programs to this building. There are a couple of classrooms there that could also be used for the music program.

B. Approval of request for tenure by Dr. Anthony Sena.

On May 8, 2008 the Board of Regents approved to grant tenure to three faculty: Christina Esquibel, Lori Franklin, and Ellen Trabka. The Faculty Tenure Committee had also recommended two other faculty for tenure, Gilbert Sena and Richard Gonzales; however, President Griego did not recommend tenure because they did not have complete Student Learning Outcomes Assessments in place. These applicants were given another year to complete their assessment program before being recommended by the President for tenure.

Gilbert Sena, Technical Assistant Professor in the Automotive Technology Program, has submitted updated files on programmatic assessment for the Automotive Technology Program and Dr. Sena, Provost, recommended Mr. Sena for tenure. President Griego also recommended Mr. Sena for tenure.

Regent Theresa Martinez moved to approve tenure for Mr. Gilbert Sena. Motion carried unanimously.

VI. NEW BUSINESS

A. Approval of the Joint Powers Agreement for the Continuing Operation of the New Mexico Education Services Center (NMESC) by President Griego.

President Griego stated that the New Mexico Education Services Center (NMESC) is an organization formed about six years ago as a collaborative between SFCC, NMJC, and NMMC to secure funding from the NM legislature and more recently from the HED to support infrastructure for administrative operating software (BANNER). NMIMT joined the organization as a new member and Clovis Community College is considering joining this collaboration. The organizational documents (attached) for the NMESC require approval by governing boards of each institution (SFCC, NMJC, NMIMT, and NMMC) before acquiring DFA approval. These documents capture all of the agreements discussed by NMESC Council members.

Regent Feliberto Martinez moved to approve the JPA for the continuing operation of NMESC. Under discussion, Regent Branch asked President Griego if NMMC is satisfied that NMESC is doing what was originally intended. President Griego stated the members meet about once every six months and the organization has gone above and beyond its original mission. Ms. Loretto Garcia stated that when the electricity goes out, the College had experienced some problems with BANNER; however, another server in Albuquerque helps as back up. In the future NMMC plans to get a third server on campus; there will then be three sites that will help with backing up all information when the power goes out. No further discussion. **Motion carried unanimously.**

B. Approval of 2009 Legislative Agenda by President Griego.

President Griego stated that in light of the dire economy in the State, the College needs to cut back the initial requests discussed. In discussions with Representative Nick Salazar and Mr. David Abbey, Executive Director of LFC, with regard to what would be reasonable to present at the legislature, they both agreed that the College should pare back its legislative agenda. Representative Salazar suggested that instead of requesting \$1M for the baccalaureate start up, to

request \$500,000. There is a recommendation by HED for funding of the SERPA program in the amount of \$750,000, which needs to be reprioritized. In terms of capital outlay projects, only \$150M is available for the entire state of New Mexico for all agencies. The College needs capital outlay funds to upgrade the light and sound systems at the Nick L. Salazar Center for the Arts. SERPA received an additional \$1M through Bond D in November, 2008. Bond D also provided \$5M for the library expansion.

The El Rito Water System is also an emergency project. There is currently \$180,000 in BR&R to carry the College through for broken water lines and other projects through the rest of the fiscal year. President Griego recommended that the College request \$350,000 for the El Rito Water Project as an emergency situation and inform the legislators that the College will match this amount with the balance in BR&R. In summary, President Griego recommended to the Board of Regents that the College submit three requests at the 2009 legislative session for funding:

1. Baccalaureate Start Up - \$500,000
2. CFA - \$750,000
3. El Rito Water Project - \$350,000

President Griego stated he will communicate/lobby with legislators who sponsor the College's Research Public Service Projects (RPSPs), which are recurring projects, to make sure they are protected.

Regent Theresa Martinez moved to approve the 2009 Legislative Agenda as presented. Motion carried unanimously.

C. Approval of AA Degree in Jazz Studies by Dr. Anthony Sena.

Dr. Sena, Provost, and the Faculty Senate have approved a new Associate of Arts degree program in Jazz Studies. This curriculum has undergone all internal reviews required for new programs.

The Jazz Studies program provides excellent preparation for student transfer to four-year institutions and for careers in jazz. Students enrolled in this program will engage in a rigorous curriculum of individual applied instruction, jazz theory, history, performance groups, and improvisation. President Griego recommended this new program for approval.

Regent Dennis Salazar moved to approve the AA Degree in Jazz Studies. Motion carried unanimously.

D. Approval of Institutional Assessment Plan and Student Learning Report by Dr. Dan McLaughlin.

Dr. Dan McLaughlin, Director of Assessment, stated that NNMC's Institutional Assessment Plan (attached) was approved by the AQIP Council on November 18, 2008. The purpose of this document is to describe the framework for assessment and improving academic programs at NNMC. The document clarifies concepts and terms about assessment, outlines an annual assessment cycle, defines direct and indirect assessment measures, and organizes roles and responsibilities for all the major players at the College (students, faculty, department chairpersons, deans, Student Learning Assessment Committee (SLAC), Office of Assessment, Office of Institutional Effectiveness, provost, AQIP Council, and president). The focus of the efforts is to ascertain student achievement, and to improve student learning, faculty teaching, and academic services.

Dr. McLaughlin highlighted the College's Student Learning Report for 2008 (attached) which analyzes the assessment instruments administered throughout the academic year. There are five parts to this report: 1) assessment infrastructure, 2) student body characteristics, 3) direct evidence of student learning, 4) indirect evidence of student learning, and 5) faculty perspectives.

President Griego stated these reports will be submitted to the Higher Learning Commission and HED and recommended approval.

Regent Cecille Martinez moved to approve the Institutional Assessment Plan and the Student Learning Report as presented. Motion carried unanimously.

(At this time the Board recessed for a short break at 3:14 p.m. The open meeting reconvened at 3:42 p.m.)

E. Approval of Proposed Changes in the Faculty Association By-Laws by Dr. Meredith Mason Garcia.

Dr. Mason Garcia presented proposed minor changes in the Faculty Association By-Laws (attached). New language approved in October, 2008 by the Faculty Senate appears in boldface type; new language approved in November, 2008 appears in boldface underlined type; and new language approved in December, 2008 appears in italic boldface type.

Regent Theresa Martinez moved to approve proposed changes in the Faculty Association By-Laws as presented. Motion carried unanimously.

F. Approval of NNMC's 2008-09 Strategic Plan by Tom Garcia.

Mr. Tom Garcia, Executive Vice President, stated that the Strategic Plan is on a three-year schedule. The College's 2008-09 Strategic Plan incorporates the thinking and contributions of the entire college community; self-studies and planning studies in specific administrative areas; and a central New Mexico program needs assessment. It blends the many recommendations and revelations expressed at the Strategic Planning Forum held November 20-21 in El Rito. Approximately 50 participants representing faculty, staff and students attended the forum; three Regents also participated. NNMC's vision and mission statements and guiding principles were identified. Objectives were determined based on, and consistent with, the vision and mission of the institution. This year a modified version of the SWOT analyses exercise took place—participants looked at the weaknesses and opportunities only and did not look at strengths and threats, because the College has a good sense of its strengths and the threats it faces. The accreditation committee provided critical feedback which was incorporated in the document. This document was then made available on-line and input was encouraged by the college community. The Strategic Plan includes 68 different objectives. The College will employ a project management approach to assure that all of the objectives have been assigned responsibility and that a time line for their completion and an ongoing management tracking system for their completion is in place for implementation and effectiveness assessment.

Regent Branch stated that he has heard that there are too many Process Improvement Teams (PITs) in place and if there is any thought of reducing or combining PITs in order to achieve a more positive feeling towards AQIP by faculty and staff. Mr. Garcia stated that about a third of these PITs are inactive and have finished their obligations/tasks; however, new PITs have been formed. This and other great recommendations came up in a recent survey administered by the

Institutional Effectiveness Office. Each PIT was asked to come up with their top five to ten recommendations to improve the AQIP process. These recommendations will be looked at to help improve the overall AQIP operation.

Regent Cecille Martinez moved to approve NNMC's 2008-09 Strategic Plan as presented. Motion carried unanimously.

G. Report: NNMC Retention Studies by Tom Garcia.

Mr. Tom Garcia stated that a Retention and Graduation Study was conducted by Research and Polling, Inc., and explained the results of this survey administered to first-time, full-time majors, a cohort of about 150 students and the reasons why they have dropped out of College and not graduated (document attached). This survey was an initiative of the Retention Committee, an ad hoc committee formed by President Griego to look at how to improve retention rates at the College.

President Griego stated that one of the issues the Retention Committee came up with is that the College needs better advisement. This has been addressed by making sure that every new student that comes to NNMC is assigned to an advisor.

H. Report: Program Review Findings for AY 2007-08 by Dr. Anthony Sena.

Dr. Anthony Sena submitted a report summarizing the results of the programs reviewed during the 2007-08 academic year (attached). In this report the emphasis is on general programmatic elements, concerns and productivity. These comments and conclusions are compiled from the qualitative and quantitative data presented by each program's self-study over the three-year review period.

Information from the academic program review is used:

1. To provide current, relevant, and needed programs to our students;
2. To strengthen and improve academic programs;
3. To ensure effective use of State resources;
4. To provide information for the College's strategic planning;
5. To recommend resources for productive programs, redirect resources to critical programs, or to eliminate unproductive programs;
6. To provide information for use in Departmental, College and Board of Regents evaluation of new program proposals, of budget requests and of capital project requests.
7. To identify and provide recognition for outstanding programs.

The Programs reviewed and recommendations of the Program Review Committee are as follows:

Recommendations – Business and Office Administration: Develop a facilities improvement and expansion plan that is consistent with the new college mission to expand its four-year degree programs. The BA/OA department should work with the College's existing committees to develop a plan for improvements that can, where possible, be made utilizing existing resources. Improvements and expansions requiring additional resources should be clearly specified and offer sound justification.

Recommendations – Electrical Technology: An objective and comprehensive analysis of the viability of this program is required. Program continuation will require a focused initiative to enhance enrollment and retention. Increased effectiveness in program entry, placement, and

advisement for students into this program is vital. Faculty and support staff should work together to market the program, recruit students, and to encourage student study cohorts. Installing and reactivating an advisory committee is strongly recommended. It is recommended that consideration be given to relocation of this program to the Espanola Campus.

Recommendation – Library Technology: It is recommended that this program be assumed within the Teacher Education Department. Within this department the certificate program should continue to exist as a separate entity, but it is recommended that the associate’s degree become an endorsement within the Teacher Education program, in a manner comparable to that of Special Education or Bilingual Education. The AAS in Library Technology is recognized as a Library Media Specialist Endorsement, and this is required by the state of New Mexico for anyone wishing to work as a certified librarian. A person with a Library Media Specialist Endorsement must possess a bachelor’s degree, a NM teaching certificate, and a minimum of 18 credit hours in the Library Science field. In addition to re-assigning this program, the College should consider hiring, at a minimum, a part-time person dedicated only to this program who could revamp the program to include more on-line offerings. This would follow a model used at Doña Ana Community College, resulting in a three-fold increase in enrollment.

Recommendation – Radiologic Technology: For the foreseeable future the number of students admitted into the program will remain at 12. Future increases will depend on expansion in the number of existing clinical sites, and on increasing classroom and laboratory space within our campus. Albuquerque has potential clinical sites that could be available immediately, but this has to be further investigated along with the feasibility of our students traveling this distance. The advisory committee recommends the installation of a full-time institutional clinical coordinator to help provide establishment of equitable competencies, evaluations, and performance critiques. The JRCET requirement for a minimum of baccalaureate degrees for all program faculty will be complicated by current salary levels. In addition to enhancing and making training more efficient, the delivery of equitable education is a requirement of the JRCERT accreditation. It is recommended that the program examine expanded facilities for digital laboratory equipment, “Smart Classrooms”, and efficient use of office space. Part of the long-range plan should involve research to identify possible funding sources for equipment acquisition.

Recommendations – Automotive Technology: For the program to show a sustained growth that meets the needs of the regional industry this program requires a strong, external, and active advisory committee. This committee needs to be re-established and meet with a regularly published agenda and minutes. This is also a requirement for continued eligibility of Perkins funds. The program is directed to establish an advisory committee as soon as possible in order to provide direction for programmatic growth on the Española Campus. Increased recruitment and marketing efforts must be implemented for this program. Automotive Technology has been identified as an area of significant interest for Dual Credit courses in our service area. The program can take advantage of the state’s Dual Credit effort by creative scheduling of on-campus offerings and by offerings at the public schools. While some elements of the program are amenable to on-line theory classes, the curriculum must be adapted to provide practical hands-on training for Dual Credit students. Once the move to the Espanola Campus is accomplished, and the program has attained stability in enrollment, it is recommended that the program apply for certification by the National Automotive Technicians Education Foundation (NATEF). Currently, only nine programs in New Mexico have NATEF accreditation.

Recommendations – Fiber Arts: This program should continue to use creative and off-site scheduling to enhance student enrollment. Collaborative initiatives for short term course offerings at the Española Fiber Arts Center and the National Hispanic Cultural Center Albuquerque have

been successful and should be continued. These courses have had a significant impact on the number of students at a cost relatively comparable to on-campus cost. An evaluation for the purpose of the AAS degree in Fiber Arts, along with consideration of offering increased numbers of short-term intensive courses leading to the certificate, should be considered. Increased enrollments can be expected if the program is offered at both the Española and the El Rito campus. Because it is an integral part of the El Rito Heritage Retreat Center, it is important that this program be nurtured. Expanding training throughout northern New Mexico by offering short workshop training, off-site courses, and through Continuing Education may stimulate interest in the credit offerings and should be considered.

A brief discussion took place concerning concerns common to all programs reviewed, in particular the need for effective program advisory boards (an important component for each program), a need to improve assessments, and a need to enhance marketing and recruitment for each program.

Dr. Sena stated he would like to advocate a change on how the College conducts program reviews. He would like to integrate program review more closely with the Office of Assessment, with the Office of Institutional Effectiveness, and with the AQIP Council.

I. Report: El Vado Property.

Mr. Tom Garcia recommended that the presentation regarding the El Vado Radar Site (also known as the Tierra Amarilla Radar Site – AFS P-8) be conducted in executive session because of the sensitivity of the information.

VII. PRESIDENT’S REPORTS AND ANNOUNCEMENTS

None.

VIII. COMMENTS FROM THE BOARD

Regent Theresa Martinez stated she was very impressed with the letter Dr. Camilla Bustamante wrote on behalf of NNMC. The letter appeared in the editorial section of the Santa Fe New Mexican on December 13, 2008.

IX. PUBLIC INPUT

Dr. Camilla Bustamante reported that recurring monies for the Hazmat Science program will be coming to NNMC in the form of a grant this year. She is working on a legislative bill with Representative Jeannette Wallace to change the language in the recurring grant so that dollar amount comes directly to the College.

X. PERSONNEL MATTERS

A. Personnel actions.

President Griego had only one action to report: Mr. Ted Richard, Bookstore Technician, resigned effective December 8, 2008.

Regent Cecille Martinez moved to approve the resignation of Mr. Ted Richard. Motion carried unanimously.

XI. TOUR OF THE AUTOMOTIVE TECHNOLOGY BUILDING

Mr. Gil Sena, Technical Assistant Professor of the Automotive Technology Program, provided a slide presentation of the new Automotive Technology Building on the Espanola Campus. Due to bad weather, the Regents did not tour the building on site.

EXECUTIVE SESSION

Regent Branch requested an executive session to discuss the El Vado Property. **Regent Theresa Martinez, Regent Dennis Salazar, Regent Cecille Martinez, Regent Feliberto Martinez, and Regent Branch voted in the affirmative to adjourn into executive session at 5:30 p.m.** The open meeting reconvened at 6:40 p.m. Regent Branch reported that no action was taken by the Board in executive session.

XII. ADJOURNMENT

Regent Martinez moved to adjourn the meeting. The meeting adjourned at 6:40 p.m.

Josephine Aguilar, Recording Secretary

APPROVED: January 15, 2009

/s/ Michael P. Branch, Chair

/s/ Theresa M. Martinez, Secretary/Treasurer