

**NORTHERN NEW MEXICO COLLEGE  
BOARD OF REGENTS MEETING  
FEBRUARY 25, 2010**

**I. CALL TO ORDER**

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, February 25, 2010 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 9:09 a.m.

Northern New Mexico College staff present: David Trujillo, Interim President; Dr. Andres Salazar, Interim Executive VP for Finance and Administration; Mitch Stanfield, Director of Public Affairs; Nancy O'Rourke, Director of Human Resources; Carmella Sanchez, Director of Institutional Effectiveness; David Schutz, Director of Capital Projects; Isabel Rodarte, Director of the Learning Resource Center; Kate Garduno, Assistant Librarian; Nancy Sharp, Executive Director of NNMC Foundation; Guido Gellis, Director of SOL-SSS; Cristina Jost, Women's Basketball Coach; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Tim Crone and two adjunct faculty. Others present: Jerome Williams, Student Senate President; Lou Mattei, Reporter with the Rio Grande Sun; Mr. Virgil Chavez from ConocoPhillips Company; Mr. Don Gray from CU Anytime; Mr. Rex Davidson, Executive Director of Las Cumbres Community Services, and three of his staff; and Shary Adams, Architect with Studio Southwest Architects.

**II. APPROVAL OF AGENDA**

Regent suggested that Agenda Item IV, Personnel Matters, be moved down on the agenda before Adjournment. For the benefit of those individuals at the meeting, he stated that the intention of the Regents is to continue this meeting on Thursday, March 4, at which time the selection and announcement of a single Presidential candidate with whom to begin employment negotiations will take place. He stated the Regents still have to review some information before a final decision is made. He also suggested moving Agenda Item VII(A) under New Business up on the agenda after Approval of Agenda in order to accommodate Mr. Virgil Chavez from Conoco Phillips Company who came from Farmington, New Mexico, to address the Board.

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

**VII. NEW BUSINESS**

**A. Presentation by Mr. Virgil Chavez from ConocoPhillips Company.**

Mr. Virgil Chavez, Superintendent with ConocoPhillips Company in Farmington, New Mexico, presented a check for \$20,000 to Northern New Mexico College. About 40% of the oil wells drilled in New Mexico by ConocoPhillips reside in Rio Arriba County. ConocoPhillips has made huge contributions to a few counties in New Mexico where they have their drilling operations primarily in San Juan County and in particular to San Juan College. Mr. Chavez stated that ConocoPhillips believes in the importance of promoting New Mexico and in particular higher education.

Regent Branch stated that the College had not reached out to ConocoPhillips in the past and the College would like to establish a relationship with the Company by providing training and creating additional job opportunities in the area. Regent Alfred Herrera stated that ConocoPhillips could also help through community outreach, in particular through the K-12 school system. The Regents thanked ConocoPhillips for this great, and first, contribution to NNMC.

Dr. Andres Salazar stated that the donation will be established as an endowment in perpetuity through the NNMC Foundation on behalf of the College. The endowment is expected to fund an annual \$1000 scholarship to a student who is enrolled in the SERPA academic program. Ms. Nancy Sharp, Executive Director of the NNMC Foundation, stated the \$20,000 gift is going to be matched by a U.S. Department of Education grant. Only the interest will be used to grant scholarships to students so the gift of \$20,000 in 20 years, aside from what it gains in earnings, will be \$40,000 plus and will continue to grow.

*(At this time Regent Branch amended the agenda again and invited Mr. Jerome Williams, President of the Student Senate, to address the Board so he can return to his class.)*

### **C. Approval of revised Student Senate Charter and Bylaws.**

Mr. Jerome Williams, Student Senate President, outlined the changes made from the previous Student Senate Charter and Bylaws. The revised Charter and Bylaws with the changes highlighted (documents attached) were provided to the Regents prior to the meeting for their review.

**Regent Feliberto Martinez moved to approve the revised Student Senate Charter and Bylaws as presented. Motion carried unanimously.**

### **III. APPROVAL OF MINUTES**

The minutes for the regular meeting of January 21, 2010 were approved as presented.

### **IV. FINANCIAL REPORT**

#### **A. Financial Report for the months ending December 31, 2009 and January 31, 2010.**

Dr. Andres Salazar's financial summary report is as follows:

#### **1. FY10-Budget**

The Finance Committee of the Board met prior to the Board meeting and approved the revised December Financials. The College still does not have final figures for FY10. It appears that there will be a special legislative session in March. The College will continue with the FY10 cuts as previously discussed with the Board. Preliminary indications are that the cost savings plan for the second half of FY10 is on target. A preliminary report on the January Financials was provided (attached).

#### **2. FY11-Budget**

The latest legislative I&G appropriations for NNMC is still calling for a relatively flat budget with the recommended cuts being offset with the College growth factor. Dr. Salazar will have a draft of the FY11 budget by next week. The final budget will be presented to the Finance Committee of the Board early April. Regent Branch requested a clear understanding of the budget that affects the Board of Regents.

#### **3. FY09 Audit**

Moss-Adams, the College's current audit firm, has been slow in finishing the final report. An unqualified opinion on the college accounting processes is still anticipated. Regent Alfred Herrera stated he emphasized to the auditors that the College is very anxious to get the audit released to the State Auditor's office as soon as possible.

#### 4. Payroll & Headcount

Dr. Salazar provided YTD payroll and headcount totals. This data is useful to keep track of where the College is with current expenses and budget.

Fiscal 2009		Fulltime	Fulltime	Adjunct	Part Time	Student	Total	
		Faculty	Staff	Faculty	Staff	Workstudy	Employees	
	Headcount	60	140	165	73	65	503	
Jul	Gross Payroll						\$ 973,442	
	Headcount	58	138	129	73	55	453	
Aug	Gross Payroll						\$ 820,775	\$ (152,667)
	Headcount	58	143	132	65	38	436	
Sep	Gross Payroll						\$ 981,449	\$ 160,674
Oct	Head Count	59	140	148	55	50	452	
	Gross Payroll						\$ 1,007,188.97	\$ 25,739.49
Nov	Head Count	61	140	131	65	44	441	
	Gross Payroll						\$ 967,188.77	\$ (40,000.20)
Dec	Head Count	61	140	146	48	65	460	
	Gross Payroll						\$ 873,214.82	\$ (93,973.95)
Jan	Head Count	63	131	149	61	45	449	
	Gross Payroll						\$ 849,941.48	\$ (23,273.34)

#### 5. Cash Report

Dr. Salazar provided a cash statement dated January 31, 2010 (attached), which indicates a current cash balance of \$1,831,141; however, the College is expecting a reimbursement of \$1.2 million from EDA for the expenses incurred in the Auto Tech capital project. Once this money comes in, cash reserves will be in good shape. In addition, a receivable of over a million dollars is being drawn down for Pell Grant expenses.

### V. OLD BUSINESS

#### A. AQIP Update by Carmella Sanchez.

Ms. Carmella Sanchez, Director of Institutional Effectiveness, provided an update on AQIP activities as follows:

Strategy Forum: The Strategy Forum scheduled in May in Chicago has been rescheduled in October or November. The dates have not been set. The change was due to NNMC commencement ceremonies scheduled the same week.

Completed Action Projects: Five action projects were completed this past year: 1) Adopt and implement the College's Institutional Assessment Plan, 2) Conduct community needs assessment and create a data bank for service learning projects, 3) Design, adopt and implement a new method for faculty performance evaluation, 4) Improve the receipt, processing and clearing of maintenance reports received from customers, and 5) Develop Strategies for Recruitment, Retention and Placement. A copy of the documentation submitted to the Higher Learning Commission concerning these projects is attached.

New Action Projects: The three new action projects include: 1) Develop Strategies to Improve Recruitment, 2) Develop Strategies to Improve Retention, and 3) Establish Ongoing Professional Development for Faculty and Staff. The AQIP reviewers strongly encouraged the College to break down the previous action project that was retired, “Develop Strategies for Recruitment, Retention and Placement,” into smaller projects because it was too broad.

Efforts made towards collecting measures for systems portfolio: Two areas of concern mentioned in the Systems Appraisal were: 1) measures and 2) what comparative institutions exist and what common data exists between NNMC and these institutions. The comparative institutions include CNM, NMSU-Carlsbad, San Juan College, SFCC, and WNMU. In the next five weeks the Institutional Effectiveness Office will be opening and distributing the following five surveys to collect measures for strategic plan goals, systems portfolio, and for action project measures: 1) Employer Survey, 2) Collaborative Partner Survey, 3) Staff and Faculty Survey, 4) Graduate Survey, and 5) Student Opinion Survey. In order to determine what the needs of LANL are in terms of workforce development and any specialized training they require of their employees, the Regents stated it is important to obtain feedback from them through a survey or other revenue. Certain LANL protocols have prevented the College from surveying at the lab.

*(At this time Dr. Andres Salazar introduced some guests in the audience: Mr. Don Gray from CU Anytime and Mr. Rex Davidson, Executive Director of Las Cumbres Community Services, and two other staff members from Las Cumbres. The agenda was amended by the Board to move two items under New Business up on the agenda—VII(D) and VII(E).*

## **VII. NEW BUSINESS**

### **D. First Reading of Lease Agreement between NNMC and CU Anytime (ATM).**

Dr. Andres Salazar presented, as a first reading, a contract between CU Anytime and NNMC for the Regents’ review. Mr. Don Gray from CU Anytime stated that CU Anytime is a company owned by 27 different credit unions. CU Anytime provides ATMs for all the credit unions. The lease agreement is for the purpose of installing a drive-up ATM on the northern edge of the parking lot directly west of the Montoya Administration Building on the Espanola Campus. The installation of this ATM will provide better coverage in the city. Dr. Salazar will present the final version of the lease agreement during the March Board of Regents meeting for approval.

### **E. First Reading of MOA between NNMC and Las Cumbres Community Service.**

Mr. Rex Davidson, Executive Director of Las Cumbres Community Services, stated that Las Cumbres Community Service is one of the most highly respected community services organizations in New Mexico. Mr. Davidson and his staff described the numerous programs and services that Las Cumbres provides to families in northern New Mexico. This Memorandum of Agreement (MOA) supersedes a previous agreement between NNMC and Las Cumbres Community Services dated December 3, 2007. Dr. Andres Salazar presented, as a first reading, the new agreement (attached) which sets forth the terms and conditions for the use of existing space at Northern’s High Tech Building for the Family Infant Toddler Program, a social service and educational program. Various ways in which Las Cumbres and NNMC can collaborate was discussed. Dr. Salazar provided a historical background concerning Northern’s relationship with Las Cumbres summarized as follows: In 2007 NNMC received capital outlay funds to purchase property south of the Espanola Campus (approximately 15 acres). This legislation called for Las Cumbres to have the right to build a structure on 2-3 acres on the land purchased by the College. In addition to the first legislation, there was another request to the legislature for \$305,000 to construct a Community Center. Las Cumbres has notified the College that they have purchased a structure on another part of the city and are no longer interested in building a facility on site.

*(At this time the Regents took a short break at 10:42 a.m. The open meeting reconvened at 11:00 a.m.)*

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

Mr. David Schutz, Director of Capital Projects, provided a capital projects update as follows:

**College of Education Building.** Construction is within budget and moving forward except for some delays caused by inclement weather.

**SERPA Building.** The building is under design. The project is still on track to break ground sometime this summer. Regent Branch expressed three concerns with the design: 1) Parking may not be adequate to accommodate students, faculty and visitors. He suggested that the College plan and prepare for overflow; 2) there are no offices or common area for adjunct faculty, and 3) consider expanding the restrooms for both men and women.

**El Rito Plaza.** Currently the plaza is a muddy mess. Work on plaza infrastructure is halted until warmer weather is expected. Regent Branch suggested that the College keep the McCune Foundation informed of the progress being made to the El Rito Plaza.

**Espanola Bookstore Expansion.** Still looking at various options to expand the Bookstore in order to generate more income for the College and better serve the students.

**Student Housing.** The College has retained the services of Arcadis Consulting and they are half way into the feasibility study. A presentation will be made to the Regents in the near future.

**Nick Salazar Center for the Arts.** The project to upgrade of the sound and light systems is under design. The project will go to bid within the next 60 days.

**Las Cumbres Community Center:** With regard to the \$305,000 appropriation to the College in 2008 in collaboration with Las Cumbres to build a facility on College property, Mr. Schutz requested from DFA and HED the return of these monies; they said they would under the next bond issue. This amount was frozen pursuant to the Governor's Executive Order to assist with the state budget deficiencies. All the appropriate paperwork has been submitted to recover the funds in May or June of this year. With these monies the College is required to build a community center that would be available for use by any non-profit or governmental agency in New Mexico. The College's approach is to allocate these monies and build the Center for lectures, meetings, community gatherings, etc., and incorporate into SERPA. Regent Branch stated that the community center project has to come before the Board for approval.

## **C. Presentation by Studio Southwest Architects on the Ben Lujan Library addition.**

The Regents received the design plans of the Library addition for their review prior to the Board meeting. Ms. Shary Adams with Studio Southwest Architects provided a formal presentation of the project. Ms. Adams provided a brief background concerning Studio Southwest Architects' credentials and experience in New Mexico. Part of the mandate for the Library addition is that it be LEED certified silver at a minimum level. She stated that Studio Southwest is one of the few firms in the State of New Mexico that has achieved LEED gold for the National Historical Cultural Center in Albuquerque. Ms. Adams stated there are three main strategies in designing a building: 1) site, 2) building scale, and 3) human comfort scale. All these strategies are being taken into consideration and integrated in the design of the Library addition. Ms. Adams showed several design plans reflecting the proposed location of the addition, the design of the building, parking, and explained in detail the plans for heating (active solar collectors) and cooling the building.

*(At this time the Regents recessed for a lunch break at 12:12 p.m. The meeting reconvened at 1:06 p.m.)*

## **VI. NEW BUSINESS**

### **A. Presentation by Mr. Virgil Chavez from ConocoPhillips Company.**

This agenda item was moved up on the agenda. See above.

## **B. Approval of Severance Tax Bond Resolution.**

The attached resolution in the amount of \$305,000 is for the purpose of acquiring land for, plan, design and construct a community center campus for social service and educational programs, including site improvements, equipment and furnishings at NNMC, Espanola Campus.

**Regent Cecille Martinez moved to approve the Severance Tax Bond Resolution as presented, seconded by Regent Alfred Herrera. Motion carried unanimously.**

## **C. Approval of revised Student Senate Charter and Bylaws.**

This item was moved up on the agenda. See above.

## **D. First Reading of Lease Agreement between NNMC and CU Anytime (ATM).**

This item was moved up on the agenda. See above.

## **E. First Reading of MOA between NNMC and Las Cumbres Community Service.**

This item was moved up on the agenda. See above.

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

1. Interim President Trujillo provided a legislative update. The College will not know what the final funding results will be until after the legislative session. There are few differences between the Senate and House proposals. The Senate wants to reduce compensation (salaries and benefits) by 1.43%; if this goes through, this compensation adjustment will cost the College \$137,000. While the House had \$150,000 for baccalaureate program recurring support, the Senate took this out. The College will try to get this restored as a special project. In the GO Bond Projects Bill, there is \$5.0M for the construction and equipment of the SERPA building. Interim President Trujillo reported that with the help of Mr. Mitch Stanfield, the College has put together two earmark requests one to Congressman Ben Ray Lujan's office for \$350,000 for the Environmental Science program and one for \$700,000 to Senator Bingaman's office for the support of SERPA.

2. The College is moving ahead with performance appraisals of staff in March and April. The old appraisal instrument will be used this year; however, the College will be moving towards a new system that is driven by job descriptions, outcomes and achievements.

3. Interim President Trujillo stated that 33 people signed up for a Grantsmanship Workshop scheduled on Friday, March 5, at the High Tech Building. Dr. Andres Salazar, Dr. Anthony Sena, and a few other individuals will assist him in delivering the workshop.

4. Ms. Julianna Barbee, Director of the SBDC, will provide a Customer Service Professional Development workshop next week. The workshop is mandatory for all staff.

5. Interim President Trujillo reported that SFCC wants to expand higher education opportunities and establish a Higher Learning Center at the College of Santa Fe campus. They are inviting regionally-accredited higher education institutions interested in delivering bachelor's and master's degrees at the Center and provide information which will be used to draft a formal RFP. It appears that SFCC will be in control of the Center. Basically Northern's response was that without knowing the complete details it cannot commit to anything. NNMC intends to increase offering classes in Santa Fe and hopes to have a satellite campus in Santa Fe in the future.

6. The College is moving forward with the Cibola Institute of Languages. The Institute will offer Spanish immersion programs for English speakers and a variety of other language programs; i.e., English for international students, courses in Navajo, etc. If the Institute is successful and classes are full, the College will be generating more revenue at the El Rito Campus. Mr. Alejandro Lopez, Director of the Institute, will make a brief presentation at the March meeting of the Board.

7. Northern's men's basketball team is competing in the USCAA National Tournament this week, from March 2-6, 2010, in Uniontown, PA, on the campus of Penn State University-Fayette.

8. Headcount as of this morning was 2140 and the FTE is over 1300. The trend reflects there are more full-time students enrolled at Northern. The College will be forming a committee to narrow down the 25-26 applications received for Distance Education Director. The College hopes to increase distance education enrollment under the direction of the new Director.

9. David Trujillo stated he was impressed over the last week with the support work of the staff in the presidential process, in particular Josephine Aguilar, Mitch Stanfield, Nancy Sharp and others who pitched in above and beyond the call of duty on the weekends and evenings. They did a great job and presented the College in a very good light with the candidates.

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

1 Regent Cecille Martinez stated she has been very impressed with Mitch Stanfield's work for the College thus far. Interim President Trujillo agreed that Mitch has exceeded his expectations.

#### **IX. PUBLIC INPUT**

None.

#### **X. STUDENT INPUT**

None.

#### **XI. PERSONNEL MATTERS**

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

A.1 Interim President David Trujillo recommended the hiring of Ms. Henrietta Trujillo, Accountant, effective January 27, 2010.

A.2 Interim President David Trujillo recommended the hiring of Ms. Jessica Jones, Cataloger, effective March 1, 2010.

A.3 Interim President David Trujillo recommended the hiring of Mr. Gerald Wheeler as Assistant Registrar effective February 22, 2010. (Mr. Wheeler was an Accountant in the Business Office.)

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

Interim President Trujillo announced the following retirements and resignations:

A.4 Ms. Mary Garcia, Accountant/Cashier, submitted her retirement letter effective March 1, 2010.

A.5 Mr. Philbert Lopez, Administrative Assistant for the Math and Science Department, resigned effective February 15, 2010.

**Regent Cecille Martinez moved to accept the retirements and resignations as presented. Motion carried unanimously.**

**B. Select for employment negotiations the next President of NNMC.**

**Regent Cecille Martinez moved that the Board recess this meeting and reconvene at 8:00 a.m. on Thursday, March 4, to consider in executive open session Item XI Personnel Action regarding the selection of one Northern Presidential candidate for employment negotiations. No discussion on the motion. Motion carried unanimously.**

For the record, Regent Cecille Martinez read aloud Section 10-15-1(E) of the Open Meetings Act: “A public body may recess and reconvene a meeting to a day subsequent to that stated in the meeting notice if, prior to recessing, the public body specifies the date, time and place for continuation of the meeting and, immediately following the recessed meeting, posts notice of the date, time and place for the reconvened meeting on or near the door of the place where the original meeting was held and in at least one other location appropriate to provide public notice of the continuation of the meeting. Only matters appearing on the agenda of the original meeting may be discussed at the reconvened meeting.”

**XII. ADJOURNMENT**

**The meeting recessed at 1:38 p.m.**

Josephine Aguilar, Recording Secretary

APPROVED: March 18, 2010

/s/  
Michael P. Branch, Board President

/s/  
Cecille Martinez, Secretary/Treasurer