

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
FEBRUARY 28, 2013**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, February 28, 2013 in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Rosario (Chayo) Garcia, Alfred Herrera, Cecille Martinez and Feliberto Martinez. Also present were Lisa Salazar and Gregg Padilla, Co-Student Representatives to the Board of Regents. Board President Michael Branch called the meeting to order at 8:03 a.m.

Northern New Mexico College staff present: Dr. Nancy “Rusty” Barceló, President; Dr. Anthony Sena, Provost and VP of Academic Affairs; Domingo Sanchez, VP for Finance and Administration; Ricky Serna, VP for Institutional Advancement; Dr. Steve Martinez, Dean for Academic Support; Frank Orona, Dean of Student Services; Bernie Padilla, Director of Human Resources; Dr. Myrna Villanueva, Assistant Provost for Academic Development; Angelo Jacques, Director of IT; Todd Wilson, Director of Safety and Security; Ryan Cordova, Men’s Basketball Coach/Athletic Director; Alexandria Williams, Senior Financial Analyst; Dr. Harry Rommel, Grant Administrator, Northern Rio Grande STEM Collaborative; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Tim Crone. Others present: Louis McGill, Reporter with the Rio Grande Sun.

II. APPROVAL OF AGENDA

Regent Branch requested that Item VI(E) Security Update be moved up on the agenda after Financial Report. President Barceló also requested that Executive Session be moved up on the agenda because she will have to leave the meeting before noon to go to Albuquerque.

Regent Chayo Garcia moved to approve the final agenda as amended. Motion carried unanimously.

A. Introduction of new employees.

Dr. Anthony Sena introduced Dr. Myrna Villanueva who is contracted in the assignment of “Assistant Provost for Academic Development” until June 30, 2013. Dr. Villanueva will lead and facilitate the College of Education’s NCATE planning process. She will also serve as a resource for guidance, advice, and recommendations to the Provost, Deans, department chairs, and faculty on matters of instructional policy, with the specific aim of assisting the respective academic units in the construction of more extensive and effective academic structure and function.

Regent Branch welcomed the two co-student representatives to the Board of Regents, Lisa Salazar and Gregg Padilla, to their first meeting.

III. APPROVAL OF MINUTES

The minutes for the regular meeting held on January 24, 2013 were approved as presented.

EXECUTIVE SESSION

Regent Cecille Martinez moved that the Board enter into Executive Session pursuant to Sections 10-15-1(H)(2), 10-15-1(H)(7), and 10-15-1(H)(5) of the Open Meetings Act to discuss limited personnel matters, legal matters, and collective bargaining matters. **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 8:08 a.m. The open meeting reconvened at 8:47 a.m. Regent Branch reported that no action was taken in executive session.

IV. FINANCIAL REPORT

A. Financials for the month ending Jan. 31, 2013.

Mr. Domingo Sanchez, VP for Finance and Administration, reported that the Finance Committee of the Board met on Tuesday, February 26, to go over the Fiscal Watch Report for the month ending January 31, 2013 (copy attached). An extensive discussion surrounding all aspects of the finances took place at this meeting. The Balance Sheet (Statement of Net Assets) reflects cash and cash equivalents at \$352,537. Mr. Domingo mentioned again that cash balances are low and the College is being careful on how cash is managed. There have been discussions internally with staff to cut back on unnecessary spending. Mr. Domingo stated the College can expect a flat budget for next fiscal year.

Total liabilities and net assets are at \$38,693,381. The Summary of Operating and Plant Funds includes all funds at the College. Revenues received for the institution are at \$16.7M, expenditures are at \$15.6M, and ending fund balance is at \$4.4M. The Comparison of Operating and Plant Funds report will not reflect much change going towards the end of the year. The College is required to submit an end of year Budget Adjustment Request (BAR) for the purpose of aligning the budget.

The report on current unrestricted funds reflects total revenues for the current year at \$10.5M and total revenue at the same time last year was at \$10.4M. Total expenditures for the current year are at \$8.6M compared to total expenditures for the prior year at \$8.08M.

Regent Herrera confirmed that there was a lot of discussion at the Finance Committee meeting and many of the questions he had were answered to his satisfaction. He stated the College continues to move in the right direction in terms of staying on top of the financial needs of the College. Mr. Sanchez reported that even though the Higher Education Department (HED) requires submittal of quarterly Fiscal Watch Reports, he will continue to submit monthly reports to the Board. Regarding the programmatic audit that HED planned to conduct this spring, Mr. Sanchez stated that there has been a delay because HED has not been able to fill a position to proceed with the audit. When the HED position is filled, Mr. Sanchez will invite HED to visit Northern. Upon successful completion of the audit, the HED will completely remove the College from the Fiscal Watch list. Regent Herrera stated that this institution has gone way beyond what was expected by HED and applauded the patience of staff and the President in this matter.

Mr. Sanchez reported that Banner is work in progress. A number of fixes took place on the accounting side when the audits were being prepared. An internal review has taken place as to what funds and organizations should be inactivated in Banner. The huge groupings of funds and organizations that existed have been reduced to a more manageable number. The Business Office has not given a lot of attention to the human resources and budget side of Banner. Banner training will take place in April to tighten up HR functions and activities.

Regent Alfred Herrera moved to accept the Fiscal Watch Report for the month ending January 31, 2013. Motion carried unanimously.

B. Audits: FY10, FY11, and FY12.

Mr. Sanchez provided copies of the FY10, FY11 and FY12 audits to the Regents. (These are all included in the February 28, 2013 permanent file.) Mr. Sanchez explained that President Barceló launched a fiscal recovery plan in early 2011 that centered on completing two overdue audits. The FY10 Audit was

completed by April, 2012 and the FY11 Audit was completed in September, 2012. The completion of the FY12 Audit in November, 2012 brought an end to nearly three years of work in putting the institution's finances in order. During the exit interview conference on November 14, 2012 for the FY12 Audit, the College was praised by its auditors for the remarkable progress it has made the past 10 months.

Mr. Sanchez stated that the College started working on the FY10 on January 10, 2012. The tremendous amount of work on the FY10 and FY11 Audits required the College to go back and do a single FY09 Audit. When the College started the FY10 Audit, about 40 findings had been identified. With the completion of the FY12 Audit, findings were reduced to 15. The Business Office is identifying areas of weakness in order to address these findings and hopefully reduce findings to a range of 5 to 8 for the FY13 Audit.

Regent Branch again thanked Mr. Sanchez and his staff for their hard work in completing these audits. Regent Branch requested that the Regents review the audits and formally approve them at the next Board meeting.

C. Grants Update.

Mr. Sanchez reported on two grants as follows (handout attached):

- NSF STEP – National Science Foundation Sub-award: \$162,628.00 awarded for improving success and matriculture rate of two-year college STEM students from small, minority-serving colleges in northern New Mexico.
- Northern New Mexico Climate Change – USDA Sub-award: This grant for \$28,800.00 is pending. The grant is to strengthen UNM-Taos as a feeder college that recruits, retains, and supports Hispanic students to progress toward and take advantage of the educational opportunities and career training that already exists at the four-year regional institutions of NMHU and NNMC.

Mr. Bernie Padilla, HR Director, stated that the contracts for employees hired and salaries paid by grant funds will clearly state that continued employment is contingent on availability of funds from the grant. Mr. Ricky Serna stated that all grants go through his office for review in terms of employment conditions, space, long term impact to I&G, etc., before submittal. Mr. Serna stated that with the help of Ms. Henrietta Trujillo, Director of Business Operations, an indirect cost rate proposal was submitted, which was followed by an application to the Federal Department of Health and Human Services. Mr. Serna is pleased that the indirect cost that was proposed for Northern is 56% for on-campus activities. Some funding sources, like NSF, will allow for a rate this high, others do not. Mr. Serna also reported that, with the help of Carmella Sanchez, Director of Institutional Effectiveness, the College successfully completed and submitted an application for Native American Non-Tribal Serving Institution funding eligibility.

D. Capital Projects Update.

Mr. Sanchez reported that construction to the Ben Lujan Library addition is now complete, with the exception of a few punch list items being addressed. If there are any funds left over, the College will look at paving the parking lot. A grand opening ceremony will be scheduled sometime this spring.

During the Legislative process, Representative Nick Salazar was able to secure \$45,000 toward IT improvements. This appropriation comes by way of a Capital Outlay Re-authorization that is not expected to be vetoed. Funding will be available to the College in April, 2013.

E. FY14 (2013-14) Budget Preparation Criteria and Fees Update.

Mr. Sanchez reported that Deans, Directors and Coordinators will receive a memorandum on March 1 outlining general guidelines and instructions for the preparation and submission of individual operating budget requests for the upcoming fiscal year. Due to current revenue conditions, anticipated revenue shortfalls in the College's current operating year and the lack of available fund balances, all departments will be required to submit flat (zero percent increase) operating budgets for the 2013-14 fiscal year. Budget review hearings will be held between March 8 and March 22, 2013. Department heads are asked to complete and submit the required budget expenditure worksheet and a staffing worksheet at least three-working days prior to their scheduled budget review hearing.

Northern's FY14 Operating Budget must be submitted to HED by May 1. The Operating Budget must be consistent with appropriations contained in the General Appropriation Act and other legislation containing appropriations enacted during the 2013 legislative session.

Regent Herrera stated he supports the criteria for development of the budget as presented by Mr. Sanchez. He stated that this is an important proactive movement in terms of accountability and trying to live within the resources available.

F. Security Update.

Funds from GO Bond C for safety and security upgrades at the Espanola and El Rito Campuses will become available on March 19, 2013. Three vendors are being considered that are either under the Cooperative Education Services (CES) or the State Purchasing Division of the General Services Department (GSD). Mr. Todd Wilson, Director of Safety and Security, stated the College intends to select one vendor that will do the work for the following proposed upgrades:

- Camera (HQ Video) Installation. Security is working with IT to strengthen IT functions for the security system.
- A system called "Eagle Alert" is currently being tested; the College will in the near future use Short Message Service (SMS) text messaging appropriately to pass on important information to faculty, staff, and students.
- Placement of Emergency/Panic Kiosk Stations.
- Installation of security gates in some areas.
- Solar Panel Installation for SERPA Building. If there is enough money, the solar panels in the Seledon C. Martinez Building will be addressed.

Regent Cecille Martinez suggested that if at all possible local contractors/vendors be considered when issuing contracts for work performed at the College. Mr. Domingo Sanchez added that he will have a discussion with the College attorney for some boiler plate contract language.

Mr. Sanchez reported that he has received positive feedback from many employees concerning the new campus-wide telephone system installed in January, 2013.

(At this point the Regents took a short break at 10:20 a.m. The open meeting reconvened at 10:30 a.m.)

V. OLD BUSINESS

A. AQIP Update.

Dr. Sena stated that the deadline to submit the Systems Portfolio to the Higher Learning Commission (HLC) is June 1, 2013. The Systems Portfolio will be presented to the Board at the May meeting for approval. Ms. Carmella Sanchez, Director of Institutional Effectiveness, stated that significant improvements since 2009 have to be summarized and condensed into a 125 page document. The collection of data is significant. There are many good things happening at the College. Ms. Sanchez

stated that College is not lacking in progress and continuous improvement by any means. A draft copy of the report will be given to President Barceló at the end of March so she can take it with her to the HLC Annual Meeting in Chicago April 7-9, 2013. Dr. Steve Martinez, Dean for Academic Support, stated that he and Carmella are working closely with the nine champions that have been identified for each category. Three of the categories are almost complete. The categories and the champions are as follows:

1. Helping Students Learn – Provost Sena/ Dr. Steve Martinez
2. Accomplishing Other Distinctive Objectives – Carmella Sanchez
3. Understanding Students' and Other Stakeholders' Needs – Frank Orona
4. Valuing People – Bernie Padilla & HR Staff
5. Leading and Communicating – Ricky Serna
6. Supporting Institutional Operations – Domingo Sanchez
7. Measuring Effectiveness – Carmella Sanchez
8. Planning Continuous Improvement – Strategic Planning Team
9. Building Collaborative Relationships – Dr. Camilla Bustamante

Dr. Barceló reported that last year she had a very good meeting with Dr. Sylvia Manning, President of the Higher Learning Commission. Since that meeting many things have changed, one being that the College has been assigned a new AQIP liaison. When Dr. Barceló attends the HLC Annual meeting in April, she will find out more about recent developments affecting higher education. She will also get information on the new criteria for accreditation, the Standard, Open, and AQIP Pathways for reaffirmation of accreditation. The College has to complete the final review under AQIP in 2016 before moving to a new method of accreditation. Discussions with HLC will continue in order to modify the Statement of Affiliation Status (SAS) for Northern. Right now the College is limited to the baccalaureate degrees identified in the SAS.

B. Legislative Update.

Mr. Ricky Serna provided a Legislative update as follows (Legislative Update flyer dated February 26, 2013 is attached):

<u>PRIORITIES:</u>	<u>AMOUNT</u>	<u>BILL/SPONSOR</u>	<u>SUMMARY</u>
Faculty Salaries	\$600,000	SB34: Sen. Martinez <u>HB129: Rep. Salazar</u> Co-Sponsors for an amendment to the bill: Sen. Cisneros and Sen. Nancy Rodriguez	Rep. Salazar was able to add \$55,000 to HB2 to support this priority. The College has already prepared an amendment to HB2 that will increase the \$55,000 allocation to \$200,000 .
IT Infrastructure	\$400,000	Allow for server and IT security upgrades; implement campus-wide network.	Rep. Salazar was able to secure \$45,000 towards this priority. This appropriation comes by way of a Capital Outlay Re-authorization. Funding will be available in April, 2013. The College will request \$60,000 from each of the County's four legislators to fund the remainder of this priority.
Capital Outlay Request	\$4.5M	Support building renovations and infrastructure upgrades at both campuses.	The final outlay plan includes \$1,000,000 for the Montoya Building.
Mil Levy	Rio Arriba County local referendum	Support a special mil levy to construct a resident hall.	Approved on the Senate side. Passed House Education Committee and is on its way to House Tax & Revenue Committee. After House and Senate approval, this legislation is subject to the Governor's approval/veto.
Student Regent		SJR7: Sen. Martinez	Legislation approved by Senate Rules Committee. Will now be heard by the Senate Judiciary Committee. Bill will need the approval of 2/3 of the entire Senate.

Northern Rio Grande Weaving Recognition		HM11: Rep. Rodella	Unanimously approved on the House floor. (Establish a formal review board that will evaluate submissions claiming to meet the standard of authenticity for northern Rio Grande weaving.)
STEM Initiative	\$150,000	Rep. Stephanie Garcia Richard	Included in HB2. Part of total appropriation.

C. Title IX Update.

Mr. Bernie Padilla, HR Director, stated that the approved Title IX policy was disseminated to staff, faculty and students on February 18, 2013. Mr. Padilla stated that this policy will be presented to the Board for approval every two years with or without changes. The required paperwork has been filed with the Office of Civil Rights (OCR) in order to ensure compliance with the agreement the College has with them. The HR Office will conduct Title IX trainings in the future to ensure that students, faculty, and staff are familiar with the policy.

VI. NEW BUSINESS

A. Presentation: Title III STEM Collaborative.

Dr. Harry Rommel, Northern Rio Grande Stem Collaborative Grant Administrator, reported that the Northern Rio Grande STEM Collaborative is a US Department of Education Grant that improves access to high quality STEM (Science, Technology, Engineering, Mathematics) education by sharing information, expertise and resources among the four public Hispanic Serving Institutions (HSIs) in northern New Mexico. Northern is the lead institution for this collaborative project, with Santa Fe Community College (SFCC) and the University of New Mexico branch campuses at Taos (UNM-Taos) and Los Alamos (UNM-LA) as partners. Dr. Harrison Rommel presented a one-page fact sheet (attached) and briefly spoke about each of the activities listed in the fact sheet.

B. Approval of out-of-country travel request.

Dr. Anthony Sena presented a request for out-of-country travel from Ellen Trabka, Dean of the College of Nursing and Health Sciences (letter from Ms. Trabka and a copy of the brochure are attached). Ms. Trabka is requesting Board approval to travel to Cuernavaca, Mexico, June 14-21, 2013 to study Spanish and participate in a cultural immersion experience. Travel expenses will be paid from the Nursing Enhancement grant account (cost of the program plus air fare). This program, sponsored by the Center for Hispanic Studies in Nursing and Health at the University of Texas, Arlington, College of Nursing, is for practicing nurses, health professionals, and faculty in all health care settings who wish to begin or refine Spanish language skills and learn about Mexican culture and health firsthand.

Regent Chayo Garcia moved to approve the out-of-country travel request for Ellen Trabka as presented. Motion carried unanimously.

C. Report: Student Affairs.

The presentation from Mr. Frank Orona, Dean of Student Services, covered the following areas:

- Strategic Enrollment Management (SEM) at Northern: The attached SEM draft plan focuses on what is best for students and how to ensure their success while addressing all aspects of the institution’s mission. This plan looks at Northern’s student population, institutional strengths and weaknesses that affect enrollment management, and opportunities to improve retention efforts.
- Recruitment Plan – 2013: The plan attached is broken down by Northern’s stakeholders: high school students, transfer students, adult students, returning students, culturally diverse students,

and international students. The step by step guide spells out how to address the recruitment of those specific groups.

- Disenrollment List: The College took a look at students who did not make a financial commitment to the institution in order to hold on to their courses for spring 2013 semester. There were over 685 students when the list was first generated and with the help of many staff who made every effort to contact these students two weeks before the start of the semester, the list was brought down to 97 by the time the disenrollment list ran the first day of classes. Of those 97 students, 49 did not apply for financial aid, 14 had an incomplete financial aid application, 12 were lost to satisfactory academic progress (SAP), 10 had an award shortfall, 7 were in the other category (not sure why), 3 were not aid eligible, and 2 were enrolled.
- Enrollment Data Comparison: Unduplicated Headcount for Spring 2012 was 1766; Unduplicated HC for Spring 2013 is 1933, a 7% increase. The FTE count is down this Spring Semester (1107.88) compared to Spring 2012, which was 1150.75, down -4%.

Regent Branch stated this speaks to the necessity to secured additional discretionary funds so the President and the Provost can assist students who need financial help. Provost Sena pointed out that some of the students disenrolled had paid 90% but had not set up a payment plan for the remainder. These students are not included in the report. The College was able to recover these students because they had made an honest financial commitment.

Mr. Orona stated that through the Exito grant the College is doing intrusive advisement. The College also has an early alert system set up so faculty can notify the advisement center early on in the semester or close to mid-terms when a student is falling behind on his/her coursework. Mr. Orona also briefly talked about some activities that have taken place on campus intended for student participation, including parent nights at various places where staff had an opportunity to talk about advantages in attending NNMC. Consumer information on the web has also been a top priority to get critical information out to students.

Dr. Sena reported that the College will be hosting a Dual Credit Summit in April (scheduled April 10, 2013). The Regents will be invited to attend this summit. Mr. Orona reported that College Day at Northern will take place this spring on April 11 and a Career Fair is scheduled to take place on April 16.

Disbursement of Title IV Funds: This semester staff in the Business Office and the Financial Aid Office made every effort to disburse federal funds to students in a timely manner. In the past, because of limited staff in these offices, students would get their financial aid after the 6th week sometimes up to the 8th week. One of the recommendations the Department of Education made when they were here in December last year was to track students to make sure they were in class through the 20th day (the 20th day was Friday, February 1). On Saturday, February 2, staff gave the Business Office an enrollment list in order to process disbursements, and the students had their funds deposited electronically by February 8.

D. Program Accreditation Updates.

Dr. Anthony Sena stated that four Colleges are in the process of preparing for national accreditation. A summary of the accreditation process and timelines for these four Colleges is as follows:

- Business Administration – Accreditation Council for Business Schools and Programs (ACBSP). Self-study year is Fall 2013 and Spring 2014. The College expects to receive accreditation for the four-year BBA program in 2014.
- Engineering – Accreditation Board for Engineering and Technology (ABET). The deadline to submit the final self-study review is July 1, 2013. A site visit will then be scheduled by ABET for the fall of 2013. The College then has 30 days to address any identified weaknesses and concerns. On July 1, 2014 the ABET Board meets and hopefully approves accreditation of the Information Technology Program.

- Education – National Council for Accreditation of Teacher Education (NCATE). State accreditation was granted in April, 2009 and it was recommended at this time to pursue national accreditation. In April, 2012, the Unit Accreditation Board of NCATE accepted Northern’s College of Education as a formal candidate for accreditation. An Institutional Report is due September 4, 2013. Dr. Villanueva stated that she anticipates that a draft report will be ready by May 1, 2013. NCATE accreditation visit is scheduled for May, 2014. Dr. Sena acknowledged the work Dr. Myrna Villanueva has been doing since she came on board to coordinate the College of Education’s accreditation planning process. Dr. Villanueva stated that the Advisory Council will start meeting again soon.
- Associate Degree in Nursing (National League for Nursing Accrediting Commission (NLNAC). The Nursing Department will apply for re-candidacy as soon as possible. The ADN program is on track for national accreditation with the recent dramatic increase in the pass rate. The program must maintain pass rates at or above the national mean for three years to be eligible for national accreditation. It would also mean students would be eligible to enter graduate programs at colleges or universities that require a bachelor’s degree from a nationally accredited program.

E. Security Update. (This item was moved up on the agenda under Financial Report.)

VII. STUDENT REPORT

None. Co-Student Representative Gregg Padilla stated he is pleased to be part of the Board and participate in any way possible, in particular with issues pertaining to students.

VIII. COMMENTS FROM THE BOARD

Regent Alfred Herrera thanked and expressed his appreciation to Josephine Aguilar for the amazing job she does in preparing the Board meeting minutes. Regent Branch also thanked Josephine for her exceptional service to the Board and the College.

A. Reports from BOR Committee Chairs.

Regent Cecille Martinez disseminated a draft copy of a charter for the Academic and Student Affairs Sub-Committee for review by the entire Board (copy attached) to be discussed further at a future meeting of the Board. Regent Cecille Martinez recommended that two Regents serve on this committee.

Regent Branch stated institutional policies are coming before the Board for approval. The 1000 Policy Series has been approved and the 2000 Policy Series has been delayed until a work session of the Board is scheduled to go over some sections of this document before final approval. Regent Branch suggested that the Board of Regents Bylaws be finalized and approved first. A copy of the Board Bylaws has been forwarded to the College’s attorney for review.

IX. PUBLIC INPUT

None.

X. PRESIDENT’S REPORTS AND ANNOUNCEMENTS

1. Mr. Ryan Cordova, Men’s Basketball Coach, reported early in the meeting that the Eagles finished with a conference record of 5-2 and was one of six teams that traveled to Jamestown, North Dakota, for the Association of Independent Institutions, Div. II Tournament Feb. 22-24. Unfortunately, Northern’s team lost the first round—one win away from qualifying for the national championships. The

Women's Basketball Team also had a successful season. They had the most wins (8 wins) from prior seasons.

2. On behalf of President Barceló, Dr. Anthony Sena reported that Aldo Arevalo, student at Northern and employee in the facilities department, was part of this year's New Mexico All-State Academic Team. He and other students from New Mexico were recognized on February 20 at the Legislature.

3. Dr. Sena acknowledged Dr. Patricia Trujillo for her work in organizing events for Black History Month, in particular a successful reception that took place on February 26.

4. Dr. Sena reported that Dr. Barceló would like the College to be more aggressive in moving towards University status. He stated there is no formal requirement the College has to meet for University status. The distinction between College and University is mostly self-proclaimed.

5. Lastly, on behalf of President Barceló he welcomed Lisa Salazar and Gregg Padilla, co-student representatives to the Board of Regents, to their first meeting.

XI. PERSONNEL MATTERS

A. Personnel actions.

New Hires:

A.1 Dr. Sena recommended the hiring of Ms. Kasia McRoberts as Dual Credit Specialist effective February 4, 2013.

A.2 Dr. Sena recommended the hiring of Ms. Valerie Martinez as Security Officer effective February 7, 2013.

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

XIII. ADJOURNMENT

Regent Martinez moved to adjourn the meeting. The meeting adjourned at 12:50 p .m.

Josephine Aguilar, Recording Secretary

APPROVED: March 19, 2013

/s/ _____
Michael P. Branch, Board President

/s/ _____
Cecille Martinez-Wechsler, Secretary