

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
JANUARY 15, 2009**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, January 15, 2009 in the Priscilla Trujillo Schafer Boardroom of the Administration Building on the El Rito Campus. Regents present: Michael P. Branch, Feliberto Martinez, Theresa M. Martinez, and Dennis Salazar. Regent Cecille Martinez did not attend the meeting. Chair Michael Branch called the meeting to order at 1:38 p.m.

Northern New Mexico College staff present: Dr. Jose Griego, President; Tom Garcia, Executive Vice President; Loretto Garcia, Vice President for Finance; Dr. Anthony Sena, Provost; Carlos Martinez, Director of the El Rito Heritage Retreat Center; Anne Quinn, Director of Facilities and Capital Projects; Tom Alvarez, Public Information Director; Jody Grittman, Bookstore Manager; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Dr. Meredith Mason Garcia, Faculty Senate President; Dr. Mellis Schmidt, Dr. Lou Schiano, Dr. David Barton, Larry Tafoya, Tim Crone, and Quentin Wilson. Others present: Patrick Archuleta, Student Senate President.

II. APPROVAL OF AGENDA

President Griego reported that Ms. Loretto Garcia, Vice President for Finance, was delayed coming to El Rito. Agenda Item IV, Financial Report, will be moved down on the agenda until she arrives. The final agenda was approved as amended.

III. APPROVAL OF MINUTES

The minutes for the regular meeting of December 18, 2008 were approved as amended.

V. OLD BUSINESS

A. Facilities Report by Anne Quinn.

Ms. Quinn stated that there have been very few changes on the projects she has reported to the Board. She provided an update on three projects as follows:

Automotive Technology Building – Ms. Quinn reported a final walk-through of the building took place this morning. The building is almost complete. Final inspections will take place next week. The exhaust fans in the building in El Rito were transferred to Espanola. Ms. Quinn asked President Griego and the Regents when they wanted the dedication of the building to take place. The dedication date will be engraved in the plaque permanently placed in the building. It was the consensus of the Board to hold the dedication of the building after the regular meeting of the Board of Regents on February 19, 2009. (*Note: The dedication has been postponed to either March or April, 2008.*)

College of Education Building – The construction document phase is 65% to 70% complete. Cost estimate continues to be updated based on current bidding market. The project needs to be

approved by the Higher Education Department (HED) and the Department of Finance and Administration (DFA) prior to bidding. The building is scheduled for completion in May, 2010.

El Rito Water Project – Anne has been working with the engineers concerning the El Rito Emergency Water Project. This issue will be discussed in more detail by President Griego under New Business, Item B. Anne recommended that the El Rito Plaza and the El Rito Water Project be designed together and that the College bid them out together. This will result in a significant cost savings to each of the projects if there is one contractor on site doing all the work. Regent Branch also suggested that the College provide housing at the El Rito Campus to the contractor, which would also result in a savings.

IV. FINANCIAL REPORT

A. Approval of Fiscal Watch Report for December 31, 2008 by Loretto Garcia.

Ms. Loretto Garcia, Vice President for Finance, presented the Fiscal Watch Report for December 31, 2008. Liabilities and net assets total \$26,622,069. The College has collected a total of \$12,050,627 or 51.0% in revenues of the original budget (\$23,642,768). The College has expended 39.8% of the entire budget.

Ms. Garcia provided a comparison report of Operating and Plant Funds. Ms. Garcia noted that tuition collected in December, 2007 was \$1,031,993. In December, 2008, the College collected \$1,809,638 in tuition. Total expenditures and transfers in 2007 totaled \$10,470,281 and the comparison amount in 2008 totaled \$11,969,563. The College expended more in Plant Funds in 2008 due to the land purchase. The Cash Flow Summary report reflects cash and cash equivalents at the beginning of the year at \$5,514,576 and \$512,742 at month end (December 31, 2008).

Regent Dennis Salazar moved to approve the Fiscal Watch Report for December 31, 2008. Motion carried unanimously.

B. Budget Status Report for the month ending December 31, 2008 by Loretto Garcia.

Ms. Garcia thanked Ms. Joyce Sandoval, Comptroller, for preparing the Fiscal Watch Report and the Budget Status Report. The budget for Instruction and General (I&G) and other current expenditures is summarized below:

<u>Department</u>	<u>Budget</u>	<u>Expended</u>	<u>Percent Expended</u>
Instruction	7,089,024	3,186,722	0.45
Academic Support	1,011,788	447,373	0.44
Student Services	1,628,623	699,482	0.43
Institutional Support	2,995,249	1,147,743	0.38
Plant – I&G	1,296,692	740,280	0.57
Utilities	863,000	345,833	0.40
Public Service	627,840	214,179	0.34
Auxiliaries	1,021,415	808,868	0.79
Internal Services	643,029	389,104	0.61
Capital Projects	15,432,779	3,395,007	0.22

The Preliminary Budget Status Summary Report is summarized on page iii reflecting the revenue and expenditure budgets and budget balances for I&G, unrestricted fund, restricted fund, student aid, and plant funds. Ms. Garcia stated any items in a deficit will be covered. There is a 54% budget balance for I&G, which is a healthy balance. Instruction has a 55% budget balance, Academic Support 57%, Student Services 56%, Institutional Support 58%, and Plant Operation 43%. Ms. Garcia assured the Regents that the College always operates efficiently with the proposed/original budget and has a small balance at the end of each fiscal year. Utility costs have increased slightly at the El Rito Campus during the winter months.

President Griego stated that if the Legislature deauthorizes the 2009 budget, the College, through the work of the Effective Resource Management Committee, is prepared and has come up with a total cost savings of \$688,875 or 6.1%.

V. OLD BUSINESS (Continued)

B. Approval of request for tenure.

Dr. Anthony Sena, Provost, stated that on May 8, 2008 five faculty members were recommended for tenure; three were approved for tenure and two were not because they did not have complete Student Learning Outcomes Assessments in place. The two faculty were given another year to complete their assessment program before being recommended by the President for tenure. One of the faculty, Mr. Gilbert Sena, was approved tenure by the Board of Regents on December 18, 2008. The other faculty, Mr. Richard Gonzales, Technical Assistant Professor in the Spanish Colonial Furniture Program, has submitted updated files on programmatic assessment for the Spanish Colonial Furniture Program and is being recommended for tenure by the Provost and President Griego.

Regent Theresa Martinez moved to approve tenure for Mr. Richard Gonzales. Motion carried unanimously.

VI. NEW BUSINESS

A. Approval of Bachelor of Arts Degree in Integrated Studies.

Dr. Sena, Provost, Dr. Lou Schiano, Assistant Professor, and Dr. Mellis Schmidt, Chair of the Humanities and Social Sciences Department, presented the proposed new B.A. degree in Integrated Studies in the Humanities and Social Sciences. This degree will prepare students for many careers that require reliable and flexible thinking and communication, such as local and state government, public service, and managerial careers. It will also provide a solid basis for those wishing to pursue advanced degrees in various fields, including psychology, law, and cultural anthropology. This is an academic degree that seeks to provide not only the skills and knowledge promised by a liberal arts education but also the encouragement that will allow students to use those skills and knowledge to become an effective and inspired leader.

Dr. Schmidt stated that the current faculty, including a full-time faculty in humanities, psychology, and English, will be sufficient for several years. The facilities are adequate at this point as only classrooms are needed. With the addition of 300-400 level courses in the emphases it will be necessary to add adjunct faculty to the department. The total for that expense each semester is projected to be \$12,000. The department currently has 156 full-time students in the AA in General Studies, AA in Human Services, and AA and AAS in Substance Abuse Counselor programs, which is an excellent pool to begin the program.

The program has been approved by the Curriculum Committee, Faculty Senate, Provost, and the Registrar. President Griego also recommended approval. He stated that this program will be submitted to the HED for their review and then to the Higher Learning Commission (HLC) for approval. After formal approval, the program will be advertised widely. In addition to the three emphases in the program: 1) Philosophy, 2) Humanistic Approaches to Myth, Psyche, and Religion, and 3) Literature, Dr. Griego stated he would like to incorporate at some point an emphasis in Hispanic Literature and Folklore Studies, along with the Indian Pueblos Studies emphasis in order to provide more choices for students.

Regent Dennis Salazar moved to approve the Bachelor of Arts Degree in Integrated Studies in the Humanities and Social Studies. Motion carried unanimously.

Regent Branch suggested that the Board of Regents review changes, projected costs and expenditures, etc., of new programs before they are submitted to the HLC for approval.

B. Approval to use 3DI budget for water project at the El Rito Campus.

President Griego stated that over the Christmas break it came to his attention that the elevated water tank in El Rito had developed additional leaks and was in a more serious situation. The ground has started to saturate, which has caused the tower to lean slightly. President Griego, Loretto Garcia, and Anne Quinn put together a plan, with recommendations from the engineers (Souder, Miller and Associates), on how to proceed to take care of the problem. This project will cost approximately \$534,000 and the only funds available were from the 3DI study initiated by HED to identify deferred maintenance projects at colleges and universities. The water situation was not one of the projects identified for 3DI funds because at the time it was not a problem. This emergency project was presented to HED over the Christmas Break and they accepted and approved the College's request to use 3DI funds. The Board of Finance will formally approve this project at their next meeting scheduled January 14, 2009. President Griego stated this project needs to be dealt with immediately in order to complete the Plaza Design Project.

Anne Quinn presented the water-related threats to the El Rito Campus: 1) the water level has been brought down below where the holes are to stop the water leakage. This has resulted in a loss of gravity pressure that is available not only for potable and irrigation water, but also for fire protection, and 2) continued deterioration of the tank threatens the quality of the water. The water is tested on a monthly basis and is good at the present time. Ms. Quinn stated the best solution is to abandon the tower. The College will place a system of various speed pumps in the million gallon water tank that will provide water for fire protection and irrigation. Since the water in the million gallon tank is fed from springs approximately three miles away, there is always a risk of contamination if the water is used for domestic purposes. Not only is there a risk from exposure at the springs, but the water lines themselves are old coming from the springs and around campus, which has been the source of contamination in the past. The goal of the College is to connect to the El Rito Community Water System for potable water throughout the campus.

President Griego stated the College has 65.5 acre feet of water rights at the El Rito Campus. There is a formula that calculates how many acre feet the College would have to donate/transfer to the Water Association in exchange for hooking up to their system. The last study conducted states approximately 22 acre feet. President Griego will be meeting with Mr. Juan Garcia, Director of the El Rito Water Community Association, on Friday, January 16. President Griego stated he will keep the Board posted. He recommended that the Board accept the study that was

conducted by **Souder, Miller & Associates** for the design and construction of the El Rito Water System.

This project has taken the majority of funds available in the 3DI account, which is non-recurring. The projects identified in the 3DI fund will be re-prioritized for any funds remaining. Most of the projects have to do with meeting health and safety requirements (ramps, etc.) and most were at the El Rito Campus. The College still has the BR&R fund for required infrastructure replacement.

Regent Feliberto Martinez moved to approve President Griego's recommendation as stated and detailed by Ms. Anne Quinn. Under discussion President Griego stated that the College will follow up with Rio Arriba County to see if there is anything the College can do to collaborate with them for fire suppression. No further discussion. **Motion carried unanimously.**

C. Approval of temporary Legal Services Contract by President Griego.

President Griego stated that by mutual agreement, the contract the College had with Sutin, Thayer, and Browne for legal services has terminated. RFPs will be going out in the near future—proposals will be reviewed in order to select a law firm who will provide a multi-year contract with the College. In the meantime, approval is requested to acquire temporary legal counsel from Tony F. Ortiz with Scheuer, Yost & Patterson, PC. Mr. Ortiz has agreed to represent the College in the interim.

Regent Branch recommended that the Board meet in executive session to discuss this contract.

D. 2009 Legislative Session Update by President Griego.

President Griego stated that at the last meeting of the Board, the Regents approved three legislative bills to be presented at this year's 60-day legislative session. These were 1) Baccalaureate Start Up - \$500,000; 2) CFA (upgrade to light and sound) - \$750,000; and 3) El Rito Water Project for \$350,000.

The El Rito Water Project has been taken care of through 3DI funds as stated earlier. In conversations with the Speaker of the House, President Griego stated he has pledged his support to fund another \$500,000 for the SERPA (Solar Energy Research Park and Academy) project. Therefore, the three requests have changed to the following:

1. Baccalaureate Start Up - \$500,000
2. CFA (upgrade to light and sound systems) - \$750,000
3. SERPA - \$500,000

President Griego explained that due to the dire economic situation in the state this year the College cannot submit many requests when everyone is being asked to cut back. The above requests were recommended to President Griego from legislators wanting to sponsor these bills.

E. Approval of an amendment to the Faculty Handbook by Dr. Meredith Mason Garcia.

The Provost had requested that the Faculty Senate define the length of the probationary period for tenure in the Faculty Handbook. Dr. Meredith Mason Garcia stated that the personnel committee proposed that faculty will be considered for tenure after a probationary period of three years. This

amendment to the Faculty Handbook has been approved by the Faculty Senate. The Provost and President Griego concurred with the recommendation of the Faculty Senate.

Regent Theresa Martinez moved to approve the amendment to the Faculty Handbook as presented. Motion carried unanimously.

F. Report: Electricity Program by Larry Tafoya.

Mr. Larry Tafoya provided a brief history on the Electricity Program at the El Rito Campus. About six to eight years ago, enrollment in this program was twice what it is today. The decline the previous six semesters is approximately 44%. Mr. Tafoya stated that even though there has been a decline, retention and graduation rates are high. Mr. Tafoya outlined current efforts to increase enrollment: 1) Solar Energy class to be offered this semester, 2) Partnership with apprentice program, and 3) Develop Solar Energy Technician training program – curriculum to include: design, installation, maintenance, troubleshooting, and repair of photo-voltaic systems. Possible future efforts to increase enrollment: 1) develop marketing and recruitment plan, 2) hire adjunct faculty to teach night time classes, and 3) offer classes for journeyman’s re-certification. Mr. Tafoya stated that the electrical program should continue because there is a high demand for qualified electricians. In addition, all photo-voltaic electrical systems must be installed by a licensed electrician. Mr. Tafoya will work closely with the Mechanical Engineering-Solar program to make sure course offerings are not duplicated. The Program Review committee has recommended that an advisory committee be installed and reactivated. The committee also recommended that consideration be given to relocate this program to the Espanola Campus, which will probably increase enrollment considerably. Some courses could still be offered at the El Rito Campus.

President Griego stated he has asked the Provost to get the programs of Electricity, Plumbing, and Mechanical Engineering-Solar together to develop a curriculum for solar energy applications.

(Note: At this time the Board recessed at 3:34 p.m. for a short break. The open meeting reconvened at 3:43 p.m.)

VII. PRESIDENT’S REPORTS AND ANNOUNCEMENTS

1. President Griego stated staff contacted HED and got their approval over the Christmas break to use 3DI funds for the El Rito Water Project. This item has been placed in the agenda for formal approval at the next Board of Finance meeting scheduled January 17, 2009.

2. The LFC met on January 14 to discuss the 2009 fiscal budget and on January 15 to discuss the 2010 fiscal budget. President Griego does not know exactly what will happen with regard to the 2009 current year budget. Projections have been made in both cases to cut the higher education budgets by 2%. The College has come up with a total cost savings, through the efforts of the Effective Resource Management Committee, of \$688,875 or 6.1%. President Griego has a concern with an executive recommendation (Governor’s Office) which is to cut into the enrollment growth fund. The College had an enrollment growth from two years ago in an amount of \$650,000. This is not being recommended by LFC. Significant cuts to Northern’s budget are being proposed. The College will need to lobby hard and try to get as much as possible from this legislative session. President Griego will keep the Board posted.

VIII. COMMENTS FROM THE BOARD

None.

IX. PUBLIC INPUT

1. Dr. Anthony Sena reported that the enrollment head count as of January 14 was at 1799. This is 360 higher than this time last year. On-line registration has been a huge success.

2. Dr. Sena brought up an issue concerning Northern's Hazmat Science Application (HSA) program located in Santa Fe and Dr. Reed Dasenbrock's request that off-site offerings have to be approved by HED. President Griego explained that Dr. Dasenbrock, Secretary of HED, reviewed some old rules that had not been implemented and one of these rules is that any off-site offerings have to be approved by HED. The Hazmat operation that the College has in Santa Fe would have to be approved by HED. A letter will be sent to Dr. William Flores, Deputy Secretary, requesting approval for delivery of classes at this location and explaining that a spin-off technology from LANL, Technology Management Inc., donated HSA to Northern's Environmental Science program. This program is integral to the program's ability to monitor hazardous materials in the environment, with the core competency of verifying decontamination effectiveness. President Griego was dismayed with Dr. Flores' comment that the HSA program would come under NMHU as a result of NMHU taking over the College of Santa Fe. Several universities have offered off-site courses in Santa Fe in the past and Northern assumed the responsibility of this training program in Santa Fe about half a year ago. Therefore, does this take precedence or does NMHU take precedence in Santa Fe? This entire issue, which President Griego finds problematic, will be discussed among the Council of University Presidents (CUP). The legislature still needs to either approve or oppose the take over of the College of Santa Fe by NMHU.

3. Mr. Patrick Archuleta, President of the Student Senate, volunteered the services of the Student Senate to assist with the College's lobbying efforts by providing testimonies, etc., during this legislative session. The President and the Regents agreed that support from the students would prove to be very effective.

4. Mr. Quentin Wilson, Adobe Construction Instructor, announced the 5th International Conference on Earth Architecture scheduled at the El Rito Campus May 15 and 16, 2009.

X. PERSONNEL MATTERS

A. Personnel Actions.

A.1 President Griego recommended the hiring of Mr. Chris Trujillo as Distance Education Technician effective January 12, 2009.

A.2 President Griego recommended the hiring of Mr. Peter Snyder as Distance Education Technician effective January 7, 2009.

A.3 President Griego recommended the hiring of Dr. Nina Klebanoff, Faculty/Director of the RN to BSN Program effective January 12, 2009.

A.4 President Griego recommended that the Board accept the resignation of Ms. Angelica Dominguez, Radiology Instructor, who resigned effective December 20, 2008.

A.5 President Griego recommended that the Board accept the termination of Mr. Todd Huffman, Women's Basketball Coach, who was terminated during his six-month probationary period effective January 20, 2009.

Regent Feliberto Martinez moved to approve personnel actions A.1 through A.4 and that A.5 be discussed in executive session. Motion carried unanimously.

EXECUTIVE SESSION

Regent Branch requested an executive session to discuss the legal services contract and personnel matters. **Regent Theresa Martinez, Regent Dennis Salazar, Regent Feliberto Martinez, and Regent Branch voted in the affirmative to adjourn into executive session at 4:07 p.m.** The open meeting reconvened at 5:15 p.m.

In open session Regent Dennis Salazar moved to approve the temporary Legal Services Contract between NNMC and Scheuer, Yost and Patterson. Motion carried unanimously.

In open session Regent Theresa Martinez moved not to act on the termination of Mr. Todd Huffman. Motion carried unanimously.

No other actions were taken in executive session.

XI. ADJOURNMENT

Regent Martinez moved to adjourn the meeting. The meeting adjourned at 5:16 p.m.

Josephine Aguilar, Recording Secretary

APPROVED: FEBRUARY 19, 2009

/s/ Michael P. Branch, Chair

/s/ Theresa M. Martinez, Secretary/Treasurer