

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
JANUARY 20, 2011**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, January 20, 2011 in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Alfred Herrera, Feliberto Martinez, and Cecille Martinez-Wechsler. Regent Branch explained that Regent Theresa Romero-Martinez is delayed because they are having mid-term exams at the school where she works. Board President Michael Branch called the meeting to order at 9:10 a.m. Regent Romero-Martinez joined the meeting at 10:10 a.m.

Northern New Mexico College staff present: Dr. Anthony Sena, Provost and VP of Academic Affairs; David Schutz, Interim VP of Administration; Frank Orona, Interim Dean of Student Services; Alfredo Montoya, Director of Financial Aid; Dr. Dan McLaughlin, Director of Assessment; Susan Pacheco, Chief of Staff; Henrietta Trujillo, Director of Business Operations; Yvette Anaya, Administrative Assistant; John Paul Romero, Capital Projects Consultant; David Lindblom, Director of Canal Seis; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Dr. Mellis Schmidt; Dr. Andres Salazar; and Tim Crone, President of the Faculty Senate. Others present: Michael Burkett with Dekker/Perich/Sabatini; and Lita Owen, Student Senate Secretary.

II. APPROVAL OF AGENDA

The final agenda was approved as presented. Regent Branch explained that this past weekend President Barcelo suffered a fall on some ice outside of her home and unfortunately broke her wrist. Dr. Barcelo cannot attend the Board meeting because of a scheduled doctor's appointment. She will, however, participate by phone during Executive Session, which may be moved up on the agenda depending on Dr. Barcelo's schedule with her doctor.

III. APPROVAL OF MINUTES

The minutes for the regular meeting held December 16, 2010 were approved as presented.

IV. FINANCIAL REPORT

A. Budget Status Report and Audit Update.

Ms. Susan Pacheco, Chief of Staff, presented a budget and audit update on behalf of Ms. Henrietta Trujillo, Director of Business Operations.

Audit Update: The audit process is ongoing. The Business Office will be submitting the last of the materials that Moss Adams requested by the 31st of January. The College is waiting to hear from Moss Adams to find out when the auditors will return on site to complete the audit.

Budget Update: Ms. Pacheco reported the College submitted another financial submission to the Higher Education Department (HED) for their review. Ms. Pacheco is working with Tino Pestalozzi, HED Deputy Secretary, concerning fiscal watch reports and on the revisions he has requested in the budget. The College is continuing its search for an Interim Chief Financial Officer. A plan is being developed that will include resolution of the FY11 budget and HED reporting issues. The College will implement immediate cost control measures and reduction of expenditures at both campuses in anticipation of further

budget cuts from the State. The College is also assessing its existing staff resources in the Business Office, which is limited and may involve some reorganization.

V. OLD BUSINESS

A. AQIP Update.

Dr. Dan McLaughlin, Director of Assessment, and Mr. Alfredo Montoya, Financial Aid Director, presented a summary on Category 3 of the Systems Portfolio: “Understanding Students and Other Stakeholders’ Needs.” Mr. Montoya explained that as an AQIP school, the College demonstrates how it meets accreditation standards and expectations through a sequence of events that align with the ongoing activities to improve its performance. Mr. Montoya’s presentation is broken down in three components (processes, results, and improvements) for Category 3. A copy of the PowerPoint presentation is attached, which provides more details concerning this presentation.

1. Processes

- Identifying, analyzing and responding to student needs. Measures are identified for prospective and current students.
- Building and maintaining relationships; student organizations.
- Identifying, analyzing and responding to changing stakeholder needs.
- Building and maintaining relationships with stakeholders.
- Determining new student and stakeholder groups.
- Collecting and analyzing complaint information.
- Determining student and other stakeholder satisfaction through surveys.

2. Results

- Determining satisfaction of students and other stakeholders from survey results. College services (level of importance; level of satisfaction).
- Performance results for student satisfaction (measured from several survey instruments).
- Comparing results to other institutions of higher education.

3. Improvements

- Improving processes and systems for understanding students and other stakeholders.
- Setting targets for improvement.

The Regents recognized and thanked Dr. McLaughlin and Mr. Montoya for all work that has gone into this project which is extremely important for the overall operation of the College. Regent Herrera commented on the high percentage of students requiring remedial education. Mr. Montoya stated that other colleges in the state are experiencing the same high percentages. HED and the legislature are looking at this issue. NNMC is addressing this problem by developing new curriculums and by continuing to fund a fully functioning Student Success Center. The College has also improved its instructional advising capabilities.

(At this time Regent Branch requested an Executive Session.)

EXECUTIVE SESSION

Regent Alfred Herrera moved that the Board enter into executive session pursuant to Section 10-15-1(H)(2) and 10-15-1(H)(7) of the Open Meetings Act to discuss limited personnel matters and pending litigation. Regents Feliberto Martinez, Theresa Martinez, Cecille Martinez, Alfred

Herrera and Michael Branch moved in the affirmative to adjourn into executive session at 10:16 a.m. The open meeting reconvened at 11:00 a.m. Regent Branch reported that no action was taken in executive session.

(The Regents recessed for a short break at 11:00 a.m. The open meeting reconvened at 11:23 a.m.)

B. Capital Projects Update Report.

Mr. David Schutz, Interim Vice President of Administration, presented a capital projects update report summarized as follows:

SERPA: A contract has been executed with Blue Sky Builders. The project is within budget and is on schedule.

Ramada at the El Rito Plaza: Construction has been delayed until spring 2011.

Espanola Bookstore Expansion: More space is being provided on a temporary basis until other options come forward. A Process Improvement Team has been meeting to recommend improvements to the operation of the Bookstore. These recommendations have been presented to the Leadership Team.

Ben Lujan LRC Addition: The College entered into a contract with Franken Construction and the project is moving forward.

Nick Salazar Center for the Arts: The College entered into a contract with THECO for the acoustic and lighting systems project. The project is moving expeditiously. Anticipated completion date is set for late February, 2011.

ARRA – Solar Heating System Upgrades, Espanola: There is a six- to eight-day delay because gaskets that seal the glass on the collectors have to be specially made.

ARRA – Heating System Upgrades, El Rito: The plans are 100% complete. This project has been delayed until spring 2011 when the weather is warmer.

Residence Hall: This item is covered under New Business(B).

VI. NEW BUSINESS

A. Approval of Amendment to Sponsored Research Grant Agreement with Public Service Co. of New Mexico.

Dr. Andres Salazar stated that the research contract with Public Service Company of NM allows the Department of Engineering to perform data analysis on solar radiation data collected by PNM for a project being funded by US Department of Energy. An interim agreement was signed on April 14, 2010; however, because of some delays to get the project underway, an amendment is being presented for review and approval. (Agreement No. 2009-003 is attached.)

Regent Theresa Martinez moved to approve the amendment to the Sponsored Research Grant Agreement with PNM as presented. Motion carried unanimously.

Dr. Salazar also presented the Multi-Party Confidentiality Agreement (attached) for review and approval by the Board of Regents. Regent Branch stated he had an opportunity to read the agreement, which is standard language, and recommended approval.

Regent Cecille Martinez moved to approve the Multi-Party Confidentiality Agreement as presented. Motion carried unanimously.

B. Presentation of preliminary conceptual plan for residence hall.

A feasibility study for a residence hall on the Espanola Campus was performed by Arcadias Consulting and the comprehensive draft report was presented to the Board on May 20, 2010. After this presentation, Mr. Schutz suggested that the College obtained the services of an architect to develop preliminary conceptual plans and accompanying cost estimate. Mr. Michael Burkett with Dekker/Perich/Sabatini, an architectural firm, presented a document (attached) outlining a summary of the project, project budget and funding, schedule, architectural design, and several renderings showing the location and building design/layout. Mr. Burkett stated that the majority of the space program was based on the feasibility study completed by Arcadis Consulting.

The conceptual design phase demonstrated that NNMC's student housing can be developed in accordance with the college's goals and within the established project budget. The conceptual design program includes information on types of housing units, amenities, food service, building support, and circulation. The maximum allowable construction cost is \$8,308,085; the total estimated project cost is \$10,554,103 (includes fees, soft costs, dining hall, etc.). Once project funding is secured, design can proceed with the full involvement of engineering consultants to complete schematic design, further develop the design and create construction documents. The proposed schedule requires the conceptual design to be complete in January 2011, and a full architectural design to proceed from August 2011 through February 2012. Construction would be complete in June 2013 to allow the student housing to open for the school year in August 2013.

Mr. Schutz stated that the College has been exploring various funding avenues for financing a residence hall on the Espanola Campus. 1) legislation that would allow the Rio Arriba County Commission to impose a gross receipts tax measure, 2) the New Markets Tax Credit Program, and 3) Rural Development Federal Program. The most desirable option is the gross receipts tax measure because the College would not have to pay back this grant and all rental proceeds that come into the project is additional revenue for the College. This presentation was presented as an informational item at this time.

(The Regents took a lunch break at 12:45 p.m. The open meeting reconvened at 1:30 p.m.)

C. Report: Canal Seis marketing efforts.

Mr. David Lindblom, Director of Canal Seis, reported on some projects that the TV station (Channel Six) accomplished in the last few months. These projects include the following:

- Videos were developed urging people to vote on GO Bond for Education, or 'Bond D'
- Video developed promoting the Northern Youth Sports Program
- Video developed concerning the NNMC Foundation
- Broadcasted the President's Inauguration
- Broadcasted a basketball home game
- Assisted with a Blackboard video
- Interviewed the Superintendent of Espanola Schools concerning support of an educational bond issue

- With a Forest Service Grant, Mr. Lindblom is looking at the possibility of developing a video program on illegal dumping sites to raise awareness among people. Regent Branch suggested that Mr. Lindblom look at the Keep America Beautiful program as a funding resource.
- Exploring with US Cable to broadcast high school basketball games.

Mr. Lindblom stated that in addition to marketing the school, Canal Seis can also create a sense of community and purpose. About 2,500 households get the cable broadcast, which translates to approximately 10,000 people. Some students are being trained to help with broadcasting events.

D. Enrollment and Scheduling Report.

Dr. Anthony Sena presented a PowerPoint presentation (attached) reflecting FTE/Headcount enrollment data and scheduling of classes. The total unduplicated headcount for spring 2011 as of January 20, 2010 is 2,142; the total FTE is 1,299. Dr. Sena stated that the duplicated headcount is the highest it has been since spring of 2008. Data from the Western Interstate Commission of Higher Education reflects that compared to other institutions in New Mexico, NNMC is the fastest growing relative to FTE. The attached presentation has information regarding number of sections assigned to adjunct and regular faculty and section starting times for the College of Education, College of Professional Studies, College of Arts & Sciences, and College of Nursing and Health Sciences. Dr. Sena stated he will conduct a study of student hour breakdown by time of day and present this report at a future meeting of the Board.

E. Report: Status of the Effective Resource Utilization Committee.

Dr. Anthony Sena reported that the Effective Resource Utilization Committee (ERUC) is an AQIP committee and this year teamed up with the Provost Advisory Committee in order to avoid redundant activity. The committee has been meeting since late November, 2010. At the last meeting the committee defined some tasks that have to be addressed:

1. The Committee has requested accurate data from the Business Office in order to make informed decisions/recommendations. The first priority of the committee is to obtain data acquisition and accuracy. Specific line items have been miscoded.
2. Secondly, the committee is looking at the core mission of the institution and how it relates to budgetary recommendations that will be made. A sub-committee of the ERUC is looking at this issue.
3. Another sub-committee will work on setting criteria for making recommendations.
4. The committee is looking at different scenarios to see how recommendations impact the potential budgetary picture of the institution. This will include a recommendation to increase tuition.

F. Report: Status of Proposals to the Santa Fe Higher Education Center.

Dr. Anthony Sena reported that the deadline for submitting proposals for offering courses this fall at the Higher Education Center in Santa Fe is noon on Monday, January 24, 2011. The Higher Education Center is located at Santa Fe Community College with courses being offered there. One proposal from the Business Administration Department is ready for submission. Another proposal from the Engineering Department is being developed. These are 300-400 baccalaureate level courses. The Higher Education Center Board will look at the proposals and make recommendations as to which ones will be selected. A fee is required (about \$20,000) if selected. At this point proposals are being submitted for consideration. If the proposals are accepted, the contract will be presented to the Board of Regents for review and approval.

G. Board of Regents Retreat-Spring, 2011.

The Regents will provide President Barcelo with some possible topics/suggestions to be discussed at the Retreat. Regent Cecille Martinez stated that Board Retreats are important and ACCT suggests that they be held off campus. Regent Branch will ask President Barcelo to provide a preliminary agenda that can be given to the Regents for review.

VII. PRESIDENT'S REPORTS AND ANNOUNCEMENTS

None.

VIII. COMMENTS FROM THE BOARD

None.

IX. PUBLIC INPUT

None.

X. STUDENT INPUT

None.

XI. PERSONNEL MATTERS

A. Personnel actions

A.1 Recommendation to hire Virginia Salas, Ph.D., as Assistant Professor of Biology, effective January 17, 2011.

Regent Cecille Martinez moved to approve the hiring of Dr. Virginia Salas as presented. Motion carried unanimously.

XII. ADJOURNMENT

Regent Theresa Martinez moved to adjourn the meeting. The meeting adjourned at 2:45 p.m.

APPROVED: February 17, 2011

Josephine Aguilar, Recording Secretary

/s/_____
Michael P. Branch, Board President

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