

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
JANUARY 21, 2010**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, January 21, 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 VP for Finance and Administration; Dr. Anthony Sena, Provost; Alfredo Montoya, Dean of Student Services and Director of Financial Aid; Mitch Stanfield, Director of Public Affairs; Dr. Dan McLaughlin, Director of Assessment; Carmella Sanchez, Director of Institutional Effectiveness; David Schutz, Director of Capital Projects; Nancy Sharp, Director of Development; Guido Gellis, Director of SOL-SSS; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Dr. Mellis Schmidt and Gil Sena. Others present: Lou Mattei, Reporter with the Rio Grande Sun;

II. APPROVAL OF AGENDA

Regent Branch stated that the final agenda may be amended to accommodate visitors from U.S. Cable when they arrive at the meeting. The final agenda was approved as presented.

III. APPROVAL OF MINUTES

The minutes for the regular meeting of December 17, 2009 and the special meeting of January 12, 2010 were approved as presented.

IV. PERSONNEL MATTERS

Regent Branch requested an executive session to discuss limited personnel matters related to the Presidential Search. He stated that approval of the top finalists for the position of President of NNMC will be made in open session.

EXECUTIVE SESSION

Regent Cecille Martinez moved that the Board go into executive session pursuant to Section 10-15-1(H)(2) of the Open Meetings Act to discuss limited personnel matters related to the Presidential Search. **Regent Feliberto Martinez, Regent Theresa Martinez, Regent Alfred Herrera, Regent Cecille Martinez-Wechsler, and Regent Branch voted in the affirmative to adjourn into executive session at 9:11 a.m. The open meeting reconvened at 10:06 a.m.**

A. Formal approval of finalists for the position of President of NNMC.

In open session Regent Branch stated that on Tuesday, January 12, 2010 the Board met in a closed session and interviewed by video conference six finalists that had been presented to the Board by the Presidential Search Committee. Following this process, Regent Branch stated the Board has reached its decision to formally approve the finalists. **Regent Theresa Martinez moved to accept the following candidates as finalists and that they be invited to NNMC for**

interviews and public forums: Dr. Pedro Martinez, Dr. Nancy Barceló, Dr. Andres Salazar, and Dr. Sheldon Nord. Motion seconded by Regent Herrera. Motion carried unanimously.

Regent Branch stated that a draft agenda has been reviewed. Mr. Mitch Stanfield will send out a news release concerning the finalists for the position of President of NNMC and an itinerary for the public forums to take place February 21-23, 2010. Transportation will be made available so faculty and staff in El Rito can attend the public forums. Forums with just faculty will be scheduled in addition to the Public Forums. Faculty who cannot attend the faculty forums can attend the public forums.

B. Personnel actions

A.1 Interim President Trujillo recommended the hiring of Mr. Mitch Stanfield as Director of Public Affairs effective December 21, 2009.

Regent Theresa Martinez moved to approve the hiring of Mr. Stanfield. Motion carried unanimously.

A.2 Interim President Trujillo recommended the hiring of Joseph Marcoline, Ph.D., as faculty in Environmental Science effective January 6, 2010.

Regent Feliberto Martinez moved to approve the hiring of Dr. Joseph Marcoline. Motion carried unanimously.

Interim President Trujillo reported the following resignations and retirements:

A.3 Mr. Raymond Romero, Lab Assistant, resigned effective December 31, 2009.

A.4 Dr. Tessie Naranjo, NPI Co-Director, retired effective December 31, 2009. Dr. Naranjo will continue as an adjunct faculty as needed for Pueblo Indian Studies.

A.5 Dr. Sue Ellen Jacobs, NPI Co-Director, retired effective June, 2009. After her retirement she assumed the position as Research Professor in Pueblo Indian Studies (w/o a salary). She is a Mellon Foundation Professor Emerita from the University of Washington. The \$30,000 Mellon Foundation Grant to work with the Tewa Language Project ends in August of 2010.

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

V. FINANCIAL REPORT

A. Financial Summary Report.

Dr. Andres Salazar, Interim EVP for Finance and Administration, stated that the Business Office did not prepare the December financial report for the Board's review and approval because it had only 11 business days before the January 21 Board meeting and that was insufficient time to complete. The report will be completed and presented to the Finance Committee of the Board for review and approval in the near future. Dr. Salazar provided a summary report as follows:

1. Budget: Dr. Salazar stated that the December budget figures reflect that the College is holding to some cost savings. The College is spending at a rate lower than anticipated. The

FY11 budgeting process has begun at NNMC with a meeting with the financial staff and an early meeting with Academic Chairs and Directors (ACD). It is anticipated that budgets will be flat. A zero-based budget process will be used for FY11. The College had an enrollment growth; however the incremental amount forecasted by HED will be a wash because of the predicted budget cut for FY 2010-11. The first draft of the budget will be developed in February and the second draft in March. The third draft will be presented to the Board for review and approval in April. The final budget has to be submitted to HED by May 1.

2. FY09 Audit: Moss-Adams, the College's current audit firm, has forecasted that the final report will be finished by January 31, 2010. An unqualified opinion on the college accounting processes is anticipated.

3. Payroll & Headcount: Dr. Salazar provided year-to-date payroll and headcount totals for the period July, 2009 to December, 2009. The table is attached in the board packet.

4. Capital Projects: Refer to Item VI(B) Under Old Business for the capital projects update report presented by Mr. David Schutz.

5. TouchNet Services: An automated payment plan for students offered by TouchNet software that overlays on the Banner system was cut over in early January for the spring semester. No major problems have been reported.

VI. OLD BUSINESS

A. AQIP Update.

Ms. Carmella Sanchez, Director of Institutional Effectiveness, stated that an AQIP Strategy Forum has been scheduled in Chicago May 12-14, 2010. Eight individuals have signed up to attend the forum. A Systems Portfolio team met last week to work on several assignments (identify lessons learned from the last strategy forum, work on a worksheet to identify new areas of focus based on the systems appraisal, and update institutional overview). The AQIP Council met and elected Dr. Dan McLaughlin as Chair of the AQIP Council and Carmella Sanchez as the Vice-Chair. The Systems Portfolio team is confident on how the strategic plan is aligned with the systems portfolio. The new systems portfolio will be ready sometime this year.

(At this time, the Board took a short break at 10:29 a.m. The open meeting reconvened at 10:41 a.m. Agenda Item VII(B) was moved up on the agenda to accommodate Mr. Mark Roby with Roby Financial who was present to address the Board.)

VII. NEW BUSINESS

B. Status of NNMC Foundation Payables.

Mr. Mark Roby, Roby Financial, stated that since Roby Financial took over monies they manage for the Foundation, they have reconciled reports to any period requested by the Foundation or the College. Roby Financial is managing about \$1.8M for the Foundation. Ms. Nancy Sharp, Director of Development, stated that the Finance Committee of the Foundation met on January 20, 2010 and reviewed information gathered by Susan Pacheco, Director of Finance, who worked diligently to go through past records. The committee came up with a plan on how to reconcile some of the accounts. Ms. Sharp stated the Foundation Board is very pleased with the progress being made and are willing to wait until they data they are comfortable with.

VI. OLD BUSINESS (Continued)

B. Capital Projects Update Report.

Mr. David Schutz, Capital Projects Director, presented an update report as follows:

College of Education Building. Construction is on schedule and within budget. Foundation slab was poured and upright girders were installed during late December and early January. Inclement weather has caused some delays the last few days.

SERPA Building. The building is under design. The architects will make a brief presentation under Old Business, Agenda Item VI(C).

Las Cumbres Community Center. The College continues to meet with Las Cumbres staff to develop a plan of action to move forward with this project as soon as frozen monies are made available.

El Rito Plaza. Work on plaza infrastructure halted until warmer weather is expected.

Espanola Bookstore Expansion. Various options to relocate the Bookstore Manager are being looked at so the Manager has more room to expand. Expansion of the bookstore will generate more income for the College and better serve the students.

Library Addition. Library advisory committee has been formed and architectural design continues. A presentation was made to Dr. Salazar, Dr. Sena, and Interim President Trujillo on January 20. An update will be provided to the Regents at the February Board meeting. Regent Branch requested that the Board approve the concept for the library addition to make sure the needs of the College are being met.

Nick Salazar Center for the Arts. All remaining funds for this project have been frozen pursuant to the Governor's Executive Order.

Student Dorms. The BOR encouraged preliminary discussions with financial planning firms to get options on how the dorms could be financed. A feasibility study will be underway in January.

ARRA Projects. Regent Branch suggested that the two projects funded with American Recovery and Reinvestment Act (ARRA) awards, one in the amount of \$495,500 for the upgrade of boilers for El Rito buildings and the other in the amount of \$456,775 for the upgrade of solar panels on the Espanola Campus (Ben Lujan LRC and Seledon C. Martinez Education Buildings) be included in the monthly Capital Projects Status Report. Mr. Schutz stated contracts with the Energy and Minerals Department for both projects were signed on January 20, 2010. Groundbreaking for both of these projects will take place in the spring. Strict monitoring and reporting of these projects is required.

C. Update on SERPA Project by David Schutz.

The presentation made by Julie Walleisa, Lead Architect with Dekker/Perich/Sabatini, concerning the SERPA Building is summarized below:

Building Size: 9,386 sf in Phase 1. This building will have efficient mechanical systems and is being designed following LEED guidelines.

Approximately 50 parking spaces will be available.

Additional phases anticipated in the future when funding becomes available.

Building Site: South of the Espanola Campus, Railroad Avenue.

Program: Classrooms, Labs, Administrative Offices, Student resources, and building support.

Budget: \$3M project budget; \$2.3M construction budget.

Schedule: Design: September 2009 – March 2010
Bidding: April 2010 – June 2010
Construction: June 2010 – April 2011
Building Open: Summer 2011

VII. NEW BUSINESS (Continued)

A. Revised Educational Programming Agreement with U.S. Cable by Dr. Andres Salazar.

The Educational Programming Agreement with US Cable was approved by the Board of Regents on November 19, 2009 pending suggested amendments. There were one or two word changes and language revised whereby the College has the flexibility to ask for reimbursement of any out-of-pocket expenses with the City. Mr. Joseph Appio, VP for Operations, was present at the meeting to acknowledge that he has signed the revised agreement that allows the College the opportunity to develop and produce educational programming distributed to subscribers on cable channel. Mr. Appio introduced the State Manager, Darrell Koedyker, Local Manager, Kelly Duran, and Dana Shoemaker, Regional Marketing and Public Relations person for US Cable. Interim President Trujillo stated he is pleased that the College is going forward with this opportunity to develop and produce the Educational Programming that will be distributed to subscribers on cable channel. Mr. Appio stated US Cable is committed to education and provided examples where fiber optic technology has expanded horizons for school districts, etc.

Dr. Salazar stated that US Cable has installed the fiber optic lines necessary to get Channel 6 in operation. The studio will be located in the library on the Espanola Campus and equipment installed in order to broadcast live. The Cable Channel may also be used by other local governmental entities. A business plan will be developed and brought before the Board of Regents in the near future. Mr. Mitch Stanfield, Public Affairs Director, stated that this is the first step in the development of a media communication center at Northern's Espanola Campus. This will be a key part of the College's marketing strategy and an opportunity for the students to expand their knowledge in media and in other areas. US Cable Representatives and the Regents were invited to visit the studio and see some sample footage that the College developed.

EPSCOR, which is associated with the National Science Foundation, has invited NNMC to join two other colleges in the state to apply for monies to expand broadband infrastructure. If successful, \$250,000 will become available to upgrade internal infrastructure at the College (for example, fiber optic connections to the new buildings). In addition, the College has joined US Cable's initiatives and other initiatives to bring more broadband infrastructure into the northern part of New Mexico. NNMC is working on a third initiative with UNM to get a microwave radio connection to Tesuque Peak and then to the Simms Building in Santa Fe, which will then allow a fiber optic cable link connection to the *Gigapop* in Albuquerque.

B. Status of NNMC Foundation Payables.

This item was moved up on the agenda.

VIII. PRESIDENT'S REPORTS AND ANNOUNCEMENTS

1. Interim President Trujillo stated the College is planning a Spanish Language Institute at the El Rito Campus. A comprehensive business plan will be presented to the Board at a future meeting. A two phase operation is planned. In the first phase and in the short-term, weekend

Spanish language intensive courses will be offered in El Rito. For the month of June and beyond, a more comprehensive English language program will be marketed in Mexico. Several students have already indicated an interest in participating in this program at the El Rito Campus.

2. On February 26, a grants workshop will be offered to faculty and staff. Interim President Trujillo will deliver the workshop with Dr. Salazar's and Dr. Sena's assistance.

3. An Image and Presence Task Force has been formed and is moving forward on a variety of tasks to market and improve the College's presence in the region.

4. Interim President Trujillo provided an enrollment update: Head count as of January 19, 2010 is at 2060, FTE is at 1294.77. Last fall at this time the HC was 2109 and FTE was 1180. This means there are more students enrolled full-time at NNMC and reflects Northern's transformation towards a four-year institution. Census numbers are expected to be a little higher.

5. Dr. Anthony Sena stated that on Friday, January 8, the Chief Academic Officers Council unanimously approved NNMC's Master of Engineering in Information Engineering Technology and the Masters of Arts in Teaching Mathematics and Science. He also reported that NNMC is now officially part of the Chief Academic Officers Council. The next step is the HED review followed by the NM State Board of Finance approval. The final step is approval by the Higher Learning Commission.

IX. COMMENTS FROM THE BOARD

Regent Branch notified the Regents that during this 30-day legislative session, he may be contacting them to attend committee meetings, etc.

X. PUBLIC INPUT

None.

XI. STUDENT INPUT

None.

XII. ADJOURNMENT

Regent Cecille Martinez moved to adjourn the meeting. The meeting adjourned at 11:50 a.m.

Josephine Aguilar, Recording Secretary

APPROVED: February 25, 2010

/s/ _____

Michael P. Branch, Board President

/s/ _____

Cecille Martinez-Wechsler, Secretary/Treasurer