

**NORTHERN NEW MEXICO COLLEGE  
BOARD OF REGENTS MEETING  
JANUARY 24, 2013**

**I. CALL TO ORDER**

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, January 24, 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. Board President Michael Branch called the meeting to order at 9:07 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. Mellis Schmidt, Dean of the College of Arts and Sciences; Dr. Steve Martinez, Dean for Academic Support; Dr. Camilla Bustamante, Dean of the College of Community Workforce and Career Technical Education; Bernie Padilla, Director of Human Resources; Dr. Patricia Trujillo, Director of Equity and Diversity; Kim MiLee, Director of Institutional Advisement; Alexandra Williams, Senior Financial Analyst; Virginia Cata, Continuing Education Specialist; Cecilla Romero, Workforce and CE Coordinator; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Gilbert Sena and Tim Crone. Students present: Gregg Padilla, Lisa Salazar, and Juan Carlos Diaz. Others present: Louis McGill, Reporter with the Rio Grande Sun.

**II. APPROVAL OF AGENDA**

**A. Introduction of new employees.**

Dr. Steve Martinez introduced Ms. Kim MiLee hired as the new Director of Institutional Advisement.

**III. APPROVAL OF MINUTES**

The minutes for the meeting held on December 7, 2012 were approved as presented.

**IV. FINANCIAL REPORT**

**A. Approval of Fiscal Watch Report for the month ending Dec. 31, 2012.**

Mr. Domingo Sanchez, VP for Finance and Administration, presented the quarterly Fiscal Watch Report for the quarter ending December 31, 2012 (copy attached). This report will be submitted to the Higher Education Department (HED) upon approval by the Board of Regents. The Statement of Net Assets (balance sheet) reflects total liabilities and net assets at \$37,964,683. Cash and cash equivalents is at \$387,778. Mr. Sanchez reported that the Business Office has had to juggle the way cash is managed for some reasons he pointed out: 1) The State has not reimbursed the College for lottery scholarships (about \$200,000 from last year); 2) bills on the grant side have to be paid before reimbursements come in. Mr. Sanchez stated it is important to build the fund balances. Northern is a small institution and timely state allotments is important in terms of cash flow. President Barceló stated that Northern has a commitment to award lottery scholarships. About \$80,000 for the first semester is in addition to the funds Mr. Sanchez already mentioned that have to be reimbursed by the State.

President Barceló stated she expressed concerns at a Council of University President (CUP) meeting regarding proposed changes to the lottery scholarship if legislation introduced to change the requirements

passes. Applying GPA requirements for high school students to be eligible to receive the lottery scholarship would have a negative impact on smaller institutions, especially open enrollment institutions like Northern. Northern's staff has brought this issue up with area legislators. This is an issue of fairness and need that requires continued in-depth discussion.

The Summary of Operating and Plant Funds reflects revenues at \$14.1M and expenditures at \$13.6M as of December 31, 2012 for all funds within the College, restricted and non-restricted. The comparison report of Operating and Plant Funds reflects that revenues are up by about half a million. Expenses are up also.

Mr. Sanchez also provided a financial report on operational funds and a report on auxiliary funds (attached). All of the current unrestricted funds listed in the operational funds page have brought in \$8.8M in revenue and total expenditures are up by \$7.2M. The positive change is about a million and one half. A complete review of the Auxiliary programs is taking place. Some hard decisions as to whether or not the College has the resources to continue to subsidize some of these programs will take place. Dr. Barceló stated the educational value of these programs has to be considered and how they are connected to the academic mission of the institution.

Mr. Sanchez stated the College can expect a flat budget for next fiscal year. Criteria will be formalized given the environment that exists. The Effective Resource Utilization Committee (ERUC) will start meeting with department heads to discuss needs, with the Provost to discuss academic programs, and review tuition and fees. The College will also look at revenue enhancements. If fees are raised, Mr. Sanchez wants everyone to understand the reasons why fees were raised and what they will be used for. President Barceló stated that as the College prepares the budget, the guiding principle has to be our mission and how student achievement is affected.

**Regent Alfred Herrera moved to approve the Fiscal Watch Report for the month ending December 31, 2012 as presented, seconded by Regent Chayo Garcia. Motion carried unanimously.**

#### **B. Budget and Audit Update.**

Mr. Sanchez stated the College received a letter last week from the State Auditor's Office informing the College about the five day holding period for the FY12 audit before its release. At the next Board meeting Mr. Sanchez will be presenting the FY10, FY11, and FY12 Audit reports. He will present them at the same time to provide a comparison in terms of the progress made between the FY10 and FY12 audits.

#### **C. Grants Update.**

The Title V and Title III grants have their annual performance review reports due the end of January, 2013. The next application that will be submitted will be for a federal designation for a Native American Non-Tribal Serving Institution.

#### **D. Capital Projects Update.**

Mr. Sanchez reported that the last capital project is the Ben Lujan Library Addition. The new addition will be open to the public mid-January, 2012. The security and safety projects listed in Bond C will be managed carefully because the College will need to spend first before requesting reimbursements. Needs are prioritized and a plan is in place. This plan will be shared with the Regents at a future Board meeting.

The College will complete the installation of a new campus-wide phone system in January. The former phone system was outdated and the College could no longer order necessary replacement parts. The new

phone system is an essential tool in carrying out a campus safety and security plan. Training sessions on how to use the new phone will be scheduled next week

*(At this time Regent Branch invited Dr. Patricia Trujillo, Director of Equity and Diversity, to present her report. Since Dr. Trujillo teaches a Thursday morning class, the Board accommodated her schedule.)*

#### **D. Diversity Update under NEW BUSINESS (moved up).**

The Office of Equity and Diversity (OED) at Northern was established in August, 2012, with Dr. Patricia Trujillo appointed as half-time Director. Dr. Trujillo used the acronym V.I.G.A.S. Valuing Inclusiveness: Goals and Structure to list the five support systems/goals of OED: 1) Policy and Procedures, 2) Climate and Welcoming Environment, 3) Curriculum Development, 4) Research and Creativity Support for Students and Faculty, and 5) Community Outreach. The brochure she disseminated is attached for detailed information. Dr. Trujillo shared early successes of the OED and future celebrations as follows:

- Historias de Nuevomexico/Histories of New Mexico Conference held at the El Rito Campus, October 12-13, 2012. Over 120 participants per day, \$12K raised, scholars from across the country presenting information, and plans for publication of the conference proceedings. This will be an on-going conference every 18 months at Northern.
- Dr. Trujillo attended the AAC&U “Modeling Equity, Engaging Different: New Frameworks for Diversity and Learning” in Baltimore, MD.
- Collaborating with Ana Gutierrez Sisneros, Mental Health Counselor with support groups at Northern.  
Provided Equity and Diversity consultation to NM Tech for faculty and residence assistants.
- Dr. Trujillo had the Lead evaluator for Quality Enhancement Accreditation Plan at Mountain View College, Dallas, TX.
- Established a student organization in September, 2012: Hermanas Juntas.
- Three of Northern’s students got accepted to deliver papers at the National Association of Chicana/Chicano Studies in March, 2013 in San Antonio, Texas.
- Introduction of Heritage Month Celebrations:
  - Black History Month (February)
  - Women’s History Month (March)
  - Hispanic Heritage Month (September-October)
  - Native American Heritage Month (November w/NPI taking the lead)
- Dr. Trujillo stated that due to Dr. Barceló’s background and expertise in the area of equity and diversity, there is networking going on and national support for the work Northern is doing.

*(At this time the Regents took a short break at 10:17 a.m. The open meeting reconvened at 10:33 a.m.)*

#### **V. OLD BUSINESS**

##### **A. Approval of Student Representative on the Board of Regents.**

Mr. Ricky Serna stated that on April 26, 2012 the Board of Regents approved a policy that allows for the appointment of a student representative on the Board. At the last meeting it was reported that during the application process that the College did not adequately promote this opportunity well enough to obtain a bigger pool and diverse group of applications. The application period was extended to the middle of December with the Dean of Students and Mr. Ricky Serna making classroom presentations and soliciting some interest from the student body. Three additional applications were received to join the original two applications. After the interviews conducted by Dr. Barceló and the Student Senate President, Mr. Gabriel

Martinez, of all the applicants still interested in being considered for the position it is recommended that the Board consider appointing two co-student representatives who will serve a one-year term. The student representatives will be non-voting members who may not participate in executive sessions of the Board. The applications of the two students, Mr. Gregg Padilla and Ms. Lisa Salazar, are impressive and they have the strengths and skills necessary to represent the student body at this level. Roles and responsibilities of the student representatives on the Board include: 1) Serve on Board committees; 2) Participate in all Board meetings; 3) Submit items for action and discussion before the Board; and 4) Advise Board members on formal motions.

Mr. Ricky Serna provided invaluable information regarding his experiences and perspectives as a Student Regent at New Mexico Highlands University. He committed to provide training to adequately prepare Mr. Padilla and Ms. Salazar for the level of discussion that takes place at Board of Regents meetings. He agreed to serve as mentor during the students' one year term. Regent Branch suggested that the two co-representatives be included in the orientation sessions that will be taking place when the two new Regents to the Board are appointed by the Governor.

**Regent Alfred Herrera moved that Mr. Gregg Padilla and Ms. Lisa Salazar serve as co-student representatives on the Board of Regents as recommended. Motion carried unanimously.**

#### **B. Approval of Legislation for a Student Regent.**

Mr. Ricky Serna provided a copy of draft legislation (attached) prepared on behalf of the College by the Legislative Council Services. As mentioned at the last Board meeting, a joint resolution drafted by Senator Richard Martinez unanimously passed the State Senate last year at the 2012 legislative session by a 32-0 vote; however, the vote came too late for the resolution to be forwarded to the House of Representatives for action before the session ended February 16 at noon. The resolution called for a constitutional amendment to require a student regent to join four other regents, appointed by the governor. Since becoming a four-year College in 2006, Northern has been the only public four-year institution in the state that does not have a Student Regent position assigned by statute. Article II, Section 13, of the State's constitution requires that each Board, for all of the State's four-year universities, include one student member with a two-year term. Student Regents possess the rights and responsibilities of all non-student members including their participation in executive sessions and the right to vote on all matters before the Board.

Senator Richard Martinez agreed to sponsor the legislation which will be introduced as a Senate Joint Resolution. Approval of the legislation would allow the State to include the constitutional amendment on the 2014 General Election ballot. The amendment would require the majority approval of the voters before the Governor can make the inaugural appointment of a Student Regent.

After some discussion about expanding the board from five to seven members, it was decided that it would not be wise to introduce two separate resolutions at this time because they could be considered conflicting bills and create some confusion.

**Regent Cecille Martinez moved to approve draft legislation to include a Student Regent to the Board's five-member composition. Motion carried unanimously.**

#### **C. Approval of 2000 Policy Series.**

The 2000 Policy Series was made available for comment and input from the College community and the Regents late November, 2012. Mr. Ricky Serna stated that this policy series includes approval of contracts at the institution, policies for sponsored programs, inspection of public records, student

accommodations, computer security controls, and a number of other policies. The policy review committee reviewed the feedback received and to some extent incorporated feedback in the policies. A lengthy discussion evolved from several questions Regent Alfred Herrera had on the following sections of the document:

- Offers of Employment - Proper budget authority prior to offering employment.
- Real Estate – Clearly define who signs the contract and who gives the authority. Mr. Serna suggested that a section with a table or matrix that would spell out level of approval by the dollar amount.
- Records Retention – Centralized location where original documents are stored; archiving of records.

Regent Branch stated this is a comprehensive document that requires further review and Board interaction. It was suggested that a work session to be scheduled in the near future to go over certain sections of the document. **This item was tabled.**

Mr. Serna stated the next series will include human resources and payroll policies. He will work with HR to see if some of these policies can be included for review by the Board at the same work session.

#### **D. Update: Committee on Naming of Facilities.**

President Barceló reminded that Regents that a request submitted by Dr. Maria Dolores Gonzales on behalf of the Northern New Mexico Normal School Alumni Association (NNMNSAA) that a building on the El Rito Campus be named Alumni Hall was placed on hold until the 1000 Policy Series was approved by the Board of Regents. This policy series, approved by the Regents on October 25, 2012, included the section on Naming of Facilities. A committee appointed by the President will review the request and the process of submitting a recommendation to the Board of Regents will be followed as per the policy. Dr. Barceló will submit a recommendation to the Board for approval following consultation with the committee.

### **VI. NEW BUSINESS**

#### **A. Approval of Title IX Policy.**

Mr. Bernie Padilla, Director of Human Resources, presented the final draft of the Title IX Policy. Under federal law the College is required to have a Title IX Coordinator. When Mr. Padilla was hired, he was given the responsibilities of Title IX Coordinator for the College. The Office of Civil Rights (OCR) dictates how the policy reads so this particular policy did not have to be disseminated to the College community for review and comment. With approval of this policy the College is in compliance with the regulations of the U.S. Department of Education and the OCR. The policy was reviewed by an attorney from Denver who works for the OCR. Mr. Padilla stated that this policy needs to be reviewed bi-annually to insure compliance with all laws; therefore, this policy will be presented to Board for approval every two years with or without changes.

**Regent Cecille Martinez moved to approve the Title IX Policy as presented. Motion carried unanimously.**

#### **B. Update: Faculty Handbook Revisions.**

Dr. Anthony Sena stated that this past summer the Faculty Senate Personnel Committee took up the charge to work on revisions to the faculty handbook. Those revisions were approved by the Faculty Senate at their early meetings in the fall. Revisions were then forwarded to the Policy Review Committee

(PRC). The primary purpose of forwarding to the PRC was to make sure the handbook aligned with the policies that exist across the institutions and to resolve any conflicts that may have been developed. The PRC forwarded its comments back to the Senate. In October, 2012 the amended and revised version was sent to the President and to then to the President's Executive Team for review. In November/December this document was forwarded to legal counsel for review. Questions have come up about reconciling the handbook and how it potentially impacted the collective bargaining agreement.

The document has had different editors throughout the years and there was a good faith effort by those involved to bring the revisions forward; however, Dr. Sena reported these revisions are not ready for approval for several reasons that he pointed out. He stated he will prepare an edited version that he will give back to the Faculty Senate for their review and acceptance, or not. In addition to editing and providing a clear copy in terms of correcting syntactical errors, he will also recommend substantive changes to this document. Dr. Sena provided a draft copy to the Regents prior to the meeting.

### **B. Report: Workforce and Continuing Education.**

Dr. Camilla Bustamante, Dean for the College of Community Workforce and Career Technical Education, provided a PowerPoint presentation (copy attached) on the topic of continuing education and workforce training at Northern New Mexico College. The Continuing Education and Workforce Training Center (CE WTC) focuses on two specific areas, personal enrichment and industry training. Workshops and/or trainings are established by request from instructors, community members, employers, and from students. The fee is based on instructor and supply costs, program fees (if applicable) and 20% to CE, with a minimum enrollment. The marketing plan includes distribution of the CE schedule, online advertising, flyers, local media (KDCE, Rio Grande Sun, Canal Seis), and distribution at 39 regional drop off locations. The instructor also has the responsibility of marketing his/her class. Cancellations do occur when enrollment is low. There is a significant increase of students served in 2012 compared to 2011 at both campuses (a net to CE from July to December). Dr. Bustamante stated her first master's was in workforce training and spent eight years as a workforce qualification team leader at the Los Alamos National Laboratory doing hazardous material and environmental restoration training. There is a large array of training requirements for different professions in keeping up people's professional credentials required for certain accreditations and the CE WTC department can develop and offer non-credit workshops/trainings upon request. The attached copy of CE WTC schedule for Spring and Summer 2013 shows how this department is preparing people for the workforce. The CE WTC does everything possible to meet the demands of the community.

Career Technical Education: On the academic side, there are many activities taking place as follows:

- Execute Viticulture and Enology AAS with Sostenga mission
- Integrate Radiation Protection within Hazmat Science mission
- Grow Barbering and Cosmetology by moving to "better" location
- Grow existing AAS Program to articulate to Bachelor of Applied Science.
  - Transportation Technologies
  - Construction Management
- Establish and maintain...
  - Relationships with regional employers, and
  - Develop relevant programs based on community and employer input

At the request of Regent Branch, Dr. Bustamante provided an **update on the Hazmat Science Applications (HSA):** Background: In the summer of 2008, a group of retired scientists from LANL, who provide hazardous material "hazmat" training to policemen, firemen, etc., under a division (Hazmat Science Applications-HSA) of Technology Management Company, Inc., (TMC), donated the assets of

HSA, in their entirety, including its name, equipment, facilities, supplies, and customer lists to NNMC. The building in question was located in Santa Fe until its recent move to the El Rito Campus. Dr. Bustamante reported that most of the offerings have been off-site; the mobile unit goes to off-site locations to offer hands on training to the State of New Mexico. The use of the facility in El Rito is for Department of Defense (DOD) evaluators who come from different places/universities. Awareness level emergency response classes have been offered in El Rito and is considered a perfect location for this class. Positive feedback has been received from DOD contractors.

In the past HSA received funds from Homeland Security. The tools and resources that Northern has through HSA are unique to anything that this country provides with regard to our ability to assess decontamination standards. Former Representative Jeannette Wallace was a strong supporter of this program to ensure that state entities had access to this capability. Northern's role is important because an academic base is required for assessment and evaluation. Homeland Security changed how those federal dollars were allocated and funds were eventually no longer available. Dr. Bustamante has received requests from groups (Gallup, Bernalillo, etc.) that used to receive training and the dollars are no longer available to them. Dr. Bustamante questioned why the State of New Mexico is returning \$2.2M back to Washington. These are Homeland Security dollars that do exist and can be used in New Mexico, with NNMC supporting the field groups that are requesting this type of training.

Dr. Bustamante stated that currently the College is supporting the program. This is the first year without federal funding. A Business Plan was completed last year which Dr. Bustamante stated she will share with the Regents. President Barceló suggested that the College contact our federal delegation to discuss the Homeland Security funding issue. Dr. Bustamante reported that last year the College completed the first phase of the patent process with Peacock Law and filed for the 42 non-toxic simulants and processes. The College is in a position to comfortably offer to entities that have requested training to use this process for port security.

*(At this time the Regents took a short break at 12:56pm. The open meeting reconvened at 1:08pm)*

#### **D. Diversity Update.**

**This item was moved up on the agenda.**

#### **E. Approval: Disposal of Assets.**

Mr. Domingo Sanchez, VP for Finance and Administration, presented a list of items recommended for disposition or donation as per NM State Statue Section 13-6-1, NMSA 1978 and NNMC policy. The following departments have requested disposal or donation of property (list attached):

- Dr. Anthony Sena, Provost, has requested the disposition of property in the High Tech Building, Room 100, that was used last in 2003-2004 when the project ended and is technically considered obsolete for the exception of possible recycle of some component or materials from some items.
- Ryan Cordova, Athletic Director, has requested that lockers removed three years ago from the gymnasium be donated to the local Rio Arriba Sheriff's department for the reuse by their organization.
- Ms. Donna Winchell, Chair of the Fine Arts Department, has requested disposal of a piano that was donated to the department years ago and has been continuously serviced and unable to hold key tune. There is a possibility that the College may be able to donate this piano to a local learning institution.

**Regent Chayo Garcia moved to approve the disposal or donation of property as presented. Motion carried unanimously.**

**VII. STUDENT REPORT**

None.

**VIII. COMMENTS FROM THE BOARD**

**A. Reports from BOR Committee Chairs.**

None.

**IX. PUBLIC INPUT**

None.

**X. PRESIDENT'S REPORTS AND ANNOUNCEMENTS**

1. President Barceló reported that Dr. Myrna Villanueva will be joining the College this semester to lead and facilitate the College of Education's NCATE planning process. Dr. Villanueva will provide leadership in the organization and direction of the accreditation self-study. Dr. Sena reported that Dr. Villanueva 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.

2. President Barceló reported that Dr. Zulma Toro-Ramos, Provost and Vice Chancellor for Academic Affairs at the University of Arkansas-Little Rock, visited Northern January 16-18, 2013 to provide a workshop for Deans and Chairs in developing the skills and objectives needed for them to be more effective in their positions. Dr. Toro-Ramos has an impressive portfolio of academic leadership skills. From 2005-2012 she served as Dean of the College of Engineering at Wichita State University.

3. Two consultants that provided evaluation services to Northern's Student Services Department November 15-16, 2012 recently submitted a draft report of their findings for improving this area. The President's Executive Staff is reviewing this report. The final report will be shared with the Regents and others at the College. President Barceló pointed out that external consultants that are coming to Northern are colleagues that Dr. Barceló has known over the years and they come without much compensation because they believe in what the College is trying to do,

4. A second site visit of Northern's Financial Aid Office by the Department of Education took place December 11-13, 2012. The purpose of the first visit was to review and discuss policies and procedures for administering the Title IV Student Financial Assistance Programs. Mr. Raul Galvan, Management and Program Analyst, was extremely pleased with the progress made by the College. All the issues identified in their initial review have been addressed with the exception of hiring a web master.

5. President Barceló reported that Spirit Day has been moved from Wednesdays to Fridays to accommodate many staff members who have meetings and obligations on Wednesdays and have not been able to participate.



6. The NNMC Foundation Retreat that took place on Saturday, January 12, was informative and successful. Goals for the upcoming year were discussed, along with best practices and fund raising activities and events in the development office.

7. President Barceló provided the Regents with a list of faculty and staff accomplishments in 2012. This very impressive list was shared with the College community at the Faculty/Staff Convocation on January 7, 2013.

8. President Barceló reported that Rio Arriba Day at the Legislature is taking place on Monday, February 18. NM Small Business Development Day is on February 28, and Espanola Day is on March 8.

9. The College is working with Andrew Hoffman, CEO of SuP Restaurant, and Anthony Damiano, COO and Executive Chef, to operate the café on the Espanola Campus. The pricing of their meals is very reasonable. A commitment to open the café is set for February 11, 2013. Ricky Serna stated that an RFP was not necessary in selecting a food vendor because the College is not paying for services they provide; the vendor generates revenue based on sales.

10. On January 14, 2013 the Espanola City Council unanimously approved a resolution supporting Northern's legislative agenda. Members of the Council were especially receptive to the College's efforts to bring student housing to the Espanola Campus. The College's legislative priorities have significant implications on the region's economy. The legislative agenda includes:

- Faculty compensation parity - \$600,000
  - Information Technology Infrastructure - \$400,000
  - Capital Outlay Requests - \$4.5M
  - Legislation that would allow Rio Arriba County voters an opportunity to support a special mil levy for the construction of a residence hall on the Espanola campus.
- Others:
- A Memorial introduced by Rep. Rodella to preserve the northern Rio Grande weaving tradition and methods which are being threatened by inauthentic products and methods.
  - Fiscal Agent for a STEM Education Initiative - \$150,000

President Barceló stated the College's Legislative Planning Committee continues to meet regularly to discuss strategies to ensure that Northern's legislative agenda moves forward. There is Northern representation almost every day at the legislature.

## **XI. PERSONNEL MATTERS**

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

#### **New Hires:**

- A.1 President Barceló recommended the hiring of Mr. Matthew Leder as Music Director Provisional Faculty effective January 7, 2013.
- A.2 President Barceló recommended the hiring of Ms. Kim MiLee as Director of Institutional Advisement effective January 7, 2013.
- A.3 President Barceló recommended the hiring of Mr. Justin Garcia as Academic Advisor effective December 17, 2012.
- A.4 President Barceló recommended the hiring of Ms. Barbara Bustos as Director of EOC effective January 16, 2013.

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

**Resignations:**

A.4 Mr. Mark Sowards, Assistant Professor of Film and Digital Media resigned effective January 6, 2013.

**Regent Alfred Herrera moved to accept the resignation of Mr. Sowards. Motion carried unanimously.**

**XII. 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 1:35 p.m.** The open meeting reconvened at 2:20 p.m. Regent Branch reported that no action was taken in executive session.

**XIII. ADJOURNMENT**

**Regent Martinez moved to adjourn the meeting. The meeting adjourned at 2:20 p .m.**

Josephine Aguilar, Recording Secretary

APPROVED: February 28, 2013

/s/ \_\_\_\_\_  
Michael P. Branch, Board President

/s/ \_\_\_\_\_  
Cecille Martinez-Wechsler, Secretary