

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
JANUARY 26, 2012**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on **Thursday, January 26, 2012** in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Rosario (Chayo) Garcia, Alfred Herrera, and Feliberto Martinez. Regent Cecille Martinez-Wechsler is on travel and excused from attending the meeting. President Michael Branch called the meeting to order at 8:35 a.m.

Northern New Mexico College staff present: Dr. Nancy "Rusty" Barceló, President; Dr. Anthony Sena, Provost and VP of Academic Affairs; Susan Pacheco, Chief of Staff; Domingo Sanchez, VP of Finance and Administration (via conference call); David Schutz, Director of Capital Projects; Ricky Serna, Special Assistant to the President, Grants and Sponsored Programs; Frank Orona, Dean of Student Services; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Dr. Sasha Garver and Gil Sena. Others present: Jeff Genauer, Student Senate President; Michael Maresh, Reporter with the Rio Grande Sun.

II. APPROVAL OF AGENDA

The final agenda was approved as presented.

III. APPROVAL OF MINUTES

The minutes for the regular meeting of December 15, 2011 were approved as presented.

IV. FINANCIAL REPORT

A. Budget Status Report and Audit Update.

Mr. Domingo Sanchez, VP of Finance and Administration, presented the Budget Status Report and Audit Update (copy attached) via telephone conference call. A summary of his presentation is as follows:

Revenue & Expense Report: Total revenue through the end of December 31, 2011 is at \$8.5M compared to the prior year (December 31, 2010) at \$6.9M. Academic Tuition is up by \$1.8M or 182.0%. Mr. Sanchez pointed out that State Government Appropriations dropped in the current year. Total expenditures in the current year (12/31/2011) amount to \$6.5M, compared to prior year (12/31/2010) at \$6.7M. Expenditures in Student Services is down by -6.0%. Mr. Frank Orona, Dean of Student Services, stated that the slight decrease may be attributed to employees being paid through the EXITO grant. President Barceló stated the College is building the student affairs area, is meeting federal guidelines that require certain programs are in place, and has engaged an Academic Advisement Committee that has made tremendous strides in re-organizing and revamping the institution's advisement procedures. The committee is finalizing a plan for presentation to the Faculty Senate.

Total net assets for the current year amount to \$2M. This is a 1612.8% increase from prior year. Mr. Sanchez stated that transfers are not yet reflected due to other projects the Business Office has been working on (audit, etc.). The fund balance will be reduced by about \$140,000 due to a transfer to ER&R (Equipment Replacement & Renewal). The BR&R (Building Replacement & Renewal) was budgeted in

the current operating year fund balances. Overall, Mr. Sanchez stated the College is in a very good position with regard to the budget and is meeting its reserves.

Capital Outlay Budget Status Report: The FY12 YTD revenue and expenditure report for 10 projects is as follows:

<u>Project</u>	<u>Revenue</u>	<u>Expenditure</u>	<u>Balance</u>
GO Bond 2008 Library Allocation	10,553	12,127	(1,573)
Building Repair & Replacement	382,470 *	144,646	237,824
Equipment Repair & Replacement	120,766 **	68,019	52,747
SERPA	118,440	128,087	(9,647)
Ben Lujan Library Addition (submit reimbursement)	1,231,120	1,439,207	(208,087)
SERPA-STB	296,513	285,282	11,232
SERPA-GO Bond	464,977	459,014	5,963
GF Art Lighting Fund	-	- 5,865	(5,865)
ARRA-Solar Panel Project	72,915	150,421	(77,506)
ARRA-Heating System Replacement	33,314	34,253	(939)
Grand Total	2,731,068	2,726,921	4,148
* Fund Balance			
** Transfers Due From I & G			

Mr. Domingo stated that transfers from I&G fund balance may need to take place to make up for any deficit amounts.

FTE Report: The FTE report (attached) reflects that as of December, 2011 the College has 55 FT faculty, 90 Adjunct Faculty, 149 FT Staff, 38 PT Staff, and 32 Work Study employees for a total of 363 employees. The number of employees has remained stable from August to December, 2011. President Barceló stated that at some future date she would like Mr. Alfredo Montoya, Director of Financial Aid, explain why the College has so few work study employees. Mr. Frank Orona explained that state and federal allocations determine the number of positions the College is able to have. Mr. Sanchez stated that all positions paid through grants are looked at carefully during the budgeting process.

Board of Regents Budget Status Report: The Regents were given a copy of the Board of Regents Budget Status Report (attached) for the purpose of planning future travel to conferences, etc. The Regents received information regarding the upcoming Association of Governing Boards (AGB) Conference in Washington, DC, in April, 2012.

Audit Update: Mr. Domingo stated that the auditors have been on site for a total of three weeks. Moss Adams, LLC, hopes to finish the FY10 audit next week sometime. The Business Office has already identified the documents needed for the FY11 audit. The auditors indicated that they will be onsite until February 10, 2012.

V. OLD BUSINESS

A. Legislative Update.

The 2012 Legislative Session started at noon on Tuesday, January 17, 2012. President Barceló stated that she, Regent Branch, Northern's Lobbyist Amy Horowitz, and Domingo Sanchez have been present almost every day meeting with area legislators, attending committee meetings, etc. Dr. Barceló reported that the current oil and gas situation has raised some concern. The College supports the LFC budget recommendation, which contains a substantial increase to Northern. President Barceló hopes that

Athletics will not be reduced this year. President Barceló also hopes that \$50,000 for faculty salaries will be reinstated within the Research and Public Service Projects (RPSPs). The ERB issue is still under discussion. Capital Projects requests have gone forward with IT Infrastructure Equipment and Upgrades being the top priority. The Council of University Presidents (CUP) made a presentation before the House Appropriation and Finance Committee (HAFC) and the Senate Finance Committee (SFC). President Barceló stated that all agree that higher education has taken a disproportional hit in terms of budgetary issues. There are many concerns being shared by the HAFC and the SFC regarding the funding formula. Northern, and other institutions, are unsure about the long-term implications of the formula's input variables.

Overall President Barceló stated that Northern is better prepared this legislative session. A NNMC Facts and Figures report was provided to area legislators in December and they are presented with current information on a regular basis. Northern is now acknowledged as a four-year institution by many at the capitol. Regent Branch agreed that legislators are working much closer with NNMC and they have expressed their support and commitment for the Severance Tax Bond (STB) monies.

B. Enrollment Update.

Mr. Frank Orona, Dean of Student Services, provided an enrollment report, comparing spring 2011 Headcount and FTE and spring 2012 Headcount and FTE. The College is currently down in headcount by -320 students and down in FTE by -127.66. Mr. Orona stated he took a random sample of 80 students and 57% of these students were not reenrolled due to Satisfactory Academic Progress (SAP) requirements. The federal government has new guidelines regarding SAP: A student must complete at least 70% of the courses they enroll in, they must maintain a 2.0 accumulative GPA, and they are required to complete their program of study in 150% of the time. For example, if a student is enrolled in the Associate Degree Program in Spanish Colonial Furniture Making, they must complete their program of study at 90 credit hours or their financial aid will be cut off. Students were informed via broadcast regarding this requirement. They are also informed of this requirement during student orientations. There is an appeal procedure for students who want to appeal a financial aid suspension.

President Barceló stated that the College is looking at an early intervention program for advisors and faculty in order to identify students who are having problems early in the semester or by mid-terms. Students are encouraged to take advantage of services provided to them (tutoring, counseling, etc.). President Barceló also reiterated that an Academic Advisement Committee has made tremendous strides in re-organizing and revamping the institution's advisement procedures.

C. Capital Projects Update.

Mr. David Schutz, Director of Capital Projects, presented a capital projects update as follows:

Solar Collector Refurbishment (ARRA Project-Espanola Campus): This project is being implemented in two phases.

- Phase 1 is 100% complete. The College is working with the HED and the Design Engineer on Photovoltaic Systems to utilize remaining ARRA funds.
- Phase II is 95% complete. Remaining funds are being used to develop and implement a photovoltaic generating system on the south side of the Seledon Martinez Building.

Ben Lujan Learning Resource Center (Library Addition): This project is about 60% complete. Some delays have been attributed to weather and lack of availability to procure structural steel in the region. Otherwise, the project is progressing well. Anticipated completion date is April or May, 2012. The project is within budget.

Security: Mr. Schutz developed a Safety and Security Report (copy attached) that was presented to President Barceló and the Executive Team. Security measures outlined in Phase I were implemented within 60 days. Some security measures overlap between Phases 1-3.

Immediate measures listed under Phase I are summarized as follows:

- **Emergency Preparedness Plan** – Updated.
- **Campus Security** – Issue an RFP to provide security to both campuses for the period January 1, 2012 through June 30, 2012. (Replace the current security company under contract.)
- **Limited Camera Surveillance Capability** – Install new cameras immediately in strategic locations to monitor the upper level of the Administration Building and all laboratories, classrooms, or offices that house expensive equipment, computers, etc. The College budgeted \$75,000 FY11 for this purpose. A broader more extensive camera surveillance program will be implemented in Phase 3.
- **Security Hours** – Implement 24-hour security at the Espanola Campus and assign two security officers for duty between 5:00pm – 6:00am. The current security presence will be maintained at the El Rito Campus.
- **Building Access** – In the very near future security will no longer admit anyone into buildings upon request without a valid ID. A log will be kept by security for anyone requesting admittance after hours.
- **Escorting Program** – A more aggressive escort program will be implemented.
- **Campus Closure Policy** – Implement a “closed campus” policy for the periods 10:00pm to 6:00am for all students, faculty, and staff.
- **Emergency Public Address System** – Upgrade Northern’s emergency public address system to ensure consistent reliability and operation.
- **Campus Lighting** – Immediately repair all exterior non-functional lighting fixtures in parking lots, pathways and buildings.
- **Who to Call!** Immediately implement a “Who to Call” campaign in the event of an emergency. A Signage campaign will be implemented to complement the Escort Program.

Phase 2 – Short Term Measures:

- **Emergency Call Boxes** – Install emergency call boxes.
- **Student Health and Medical Services Center** – Establish a Student Counseling and Medical Health Services Center, which is an integral component of the College’s Emergency Preparedness Plan.

SERPA Building: Because of the isolation and location of the SERPA Building, Mr. Schutz stated that bids have been requested from three contractors to install a chain link fence around the entire building. Aesthetics and funding issues were discussed briefly (temporary fix vs. long run investment). Mr. Schutz stated that because of the design and nature of the building, it lends itself to a more high tech fence. In addition, cameras will be installed in Phase 1 of the plan. Mr. Schutz stated that if the building is not fenced and something happens, the College is subject to great criticism.

D. Second Reading - Proposed new fees in the Music Program.

The first reading concerning the proposed new fees in the Music Program was presented by Dr. Anthony Sena, Provost, and Dr. Sasha Garver, Part-Time Faculty/Interim Music Program Director, at the December 15 meeting of the Board. An undated summary (attached) was presented in the Board Packet prior to the Board meeting. The proposal provided to the Regents reads as follows:

Overview of Proposal: Music Majors enrolled in Applied Music Major courses will pay the standard course fee per credit hour, plus an Applied Course fee. Applied Music courses have a maximum enrollment of 1 student. All students enrolled in Applied Music courses must also be concurrently enrolled in a music ensemble at Northern. All students must complete a Jury at the end of each semester in order to receive a grade in Applied Music Courses.

Cost to Student (Tuition and Fees):

30 Minute Lesson: 2 credits = \$200.90 plus \$100.00 fee. (Fee is calculated at \$50/credit hour).

60 Minute Lesson: 3 credits = \$301.35 plus \$150.00 fee.

Payment to Instructor (Compensation): Instructors will be compensated not a NNMC's pay rate for adjunct teaching, but on a separate scale for Applied Music Courses. This is a set pay scale, regardless of level of education: BM, MM or DMA/Ph.D.

30 Minute Lesson: 2 credits = \$400

60 Minute Lesson: 4 credits = \$800

Load for FTE Faculty: NASM (National Association of Schools of Music) recommends 19 credits of Applied Music Course teaching be considered full-time load. There is a separate calculation for faculty who teach a combination of standard classroom/lab instruction and Applied Music courses.

Dr. Sena reiterated that the fees being proposed are standard fees applied in institutions throughout the country for one-to-one individualized training in music. President Barceló stated that if the College does not offer individualized instruction, this could affect enrollment because very talented students will go elsewhere for this type of training. Dr. Garver pointed out that the Higher Learning Commission (HLC) has recommended that the College add the applied lesson to the music program. President Barceló recommended approval because the College is in the middle of the recruiting season and this is important information that should go out to prospective music students so they can make informed decisions.

Mr. Gil Sena, Faculty Senate President, stated that when the nursing department wanted to go off the salary matrix, they took their proposal to the Faculty Senate for review and approval. Dr. Sena stated it is not a change from the regular salary schedule, this case is for specific courses based on time—similar to a lab fee; instructors would still get paid for regular courses as per the College's approved rate. Dr. Garver stated that she surveyed all state-funded institutions within New Mexico and spoke with some peer institutions in Arizona and Colorado and the payment to the instructor is generally done as a separate stipend rather than compensating the instructor based on a credit hourly fee for a lecture course. This would make the cost of implementing a lesson program highly prohibitive. Dr. Garver stated that the proposal she submitted is in line with what NMHU and other institutions in the State of NM are doing as far as compensating instructors in music for private courses. Mr. Gil Sena agreed that a "stipend" for a 30-minute private lesson will not violate the salary matrix.

After some discussion regarding this topic, it was decided that the President's Office look at how all fees at the College are structured.

Regent Chayo Garcia moved to approve the new fees in the Music Program as presented, motion seconded by Regent Alfred Herrera. Motion carried unanimously.

VI. NEW BUSINESS

A. Report on Student Orientation.

With the recent retirement of the Student Advisement Coordinator after 20+ years with the College, Mr. Frank Orona stated that discussions have taken place on how to improve the student orientation structure.

The old orientation sessions ran from 9:30am to 12:00noon. It was suggested that orientation be a full-day event and that lunch be provided to the students. Topics covered during the orientation sessions held before the start of the 2012 spring semester included: Placement Testing, services available to students (tutoring, counseling, Student Success Center, Writing Center, etc.), student success strategies, financial aid information including Satisfactory Academic Progress Guidelines, scholarship opportunities, information regarding students with disabilities, information on student organizations/clubs, and campus tours. Regent Feliberto Martinez suggested that freshman students be surveyed to find out what type of information they want to see when they start as new students. Conducting a student orientation session on a Saturday to accommodate those students that work during the week has been considered. Mr. Orona stated that a list of potential housing that is available in the community has been compiled for out of town students and/or new employees.

Mr. Orona also stated that a master calendar has been developed for Jacob Pacheco, Outreach Coordinator, and Zach Cole, Recruitment Assistant Director, to visit the high schools and talk to students about Northern. The NNMC View Book is widely used by the recruiters. With regard to marketing, President Barceló stated the College is revisiting the Northern Star, a monthly newsletter that was discontinued due to funding issues. More advertising, broadcasts, etc., will also take place in the College's TV Station, Canal Seis. The College is planning to reinstitute Friday Academy to get high school students interested in the STEM (Science, Technology, Engineering & Math) fields and possibly enroll at Northern. Mr. Ricky Serna, Special Assistant to the President-Grants and Sponsored Program, stated that the College is developing a Comprehensive Year-One Retention Plan that begins with the secondary school system. The College's outreach initiatives are being streamlined to avoid a duplication of efforts – gaps are being identified to reach eighth through eleventh graders for early college awareness and assign resources accordingly.

B. NNMC Foundation Director position update.

President Barceló stated that NNMC is fortunate to have Liddy Martinez working in the Foundation Office. Ms. Martinez is on loan to the College from the Los Alamos National Laboratory (LANL). Ms. Martinez is also currently the Chair for the LANL Foundation Board. Ms. Martinez will assist in developing a job description for the Director of the NNMC Foundation and will be providing some important insight. Based on conversations with Dr. Debra Friedman, Consultant for the College's funding campaign, Dr. Barceló stated it is evident that the College needs a well-staffed Advancement Office, which is critical to the future of the College. The College will conduct a search for an Executive Advancement Director, a Foundation Director, and a Communications person (a point person is needed during the Legislative Sessions, work with Strategic Visioning, and in many other areas). The Advancement Office will have oversight for all marketing efforts. Lisa Powell, Public Affairs Representative, and Sandy Krolick, Design Director, will be part of the Advancement Office. During this interim period, Ricky Serna has agreed to provide oversight for the Foundation so the College can move forward.

VII. PRESIDENT'S REPORTS AND ANNOUNCEMENTS

1. President Barceló reported that on Wednesday, February 1, the New Mexico All-State Academic Team Recognition Ceremony will take place at the State Capitol. Two students from Northern, Gabriel Martinez and Donna Romero, will be recognize and receive scholarships.

2. After each monthly Board meeting, the College will be scheduling a luncheon with various internal and external groups. The Regents will meet with area superintendents after this meeting. During the month of February, the Regents will meet with the Student Senate. The March meeting will be

devoted to the Faculty Senate. These meetings will provide an opportunity to engage in a more personal kind of conversation.

3. At President Barceló's request, Ricky Serna provided an overview of the meeting with the Superintendents after the Board Meeting. A number of staff at the College will provide presentations in the areas of: high school outreach and recruitment, dual credit enrollment, NNMC's Admission Process, information regarding the College Assistance Migrant Program (CAMP), Summer Bridge Program, EOC and EXITO Programs, Friday Academy, and College of Education Teacher Preparation/Professional Development.

4. On Wednesday, January 25, the National League for Nursing Accrediting Association (NLNAC) mock site visit took place. The visit went well. The official accreditation visit will take place February 21-23, 2012.

VIII. COMMENTS FROM THE BOARD

Regent Branch stated the Dr. Barceló reorganized the College's legislative group and coordination of meetings, etc., is going well. Legislators were contacted and received information needed with regard to Northern's needs and priorities before the legislative session started. All area legislators have expressed their support for Northern.

IX. PUBLIC INPUT

None.

X. STUDENT INPUT

Mr. Jeff Genauer, Student Senate President, stated he has spoken to the Regents in the past about student empowerment and is disappointed that no action has been taken to address some issues of importance to the students. He stated that students are not consulted or given an opportunity to provide input and do not have a voice at the College. He stated that one issue is an attempt to allow a student to serve as a voting Regent. *(Mr. Genauer then placed a piece of tape over his mouth to symbolize that students do not have a voice at the College.)*

Regent Branch stated that the Regents care about the students and have always allowed for student input at Board meetings. He stated that some items being discussed are not necessarily interactive with the audience; however, he has always allowed for questions and responses. It is a matter of anyone in the audience raising their hands requesting to address the Board. President Barceló stated she has been discussing with her staff on how to better involve students in the budgeting process and in other areas. A preliminary meeting has already taken place with the Student Senate President about a need for formal student involvement at the College, the community, and statewide. Regent Garcia added that students have called her at home and she always listens to their concerns.

XI. PERSONNEL MATTERS

A. Personnel actions.

New Hires

A.1 President Barceló recommended the hiring of Andrea Martinez as Interim Coordinator of Special Projects (GASP) effective January 17, 2012.

- A.2 President Barceló recommended the hiring of Miche Bové as Human Resources Coordinator effective January 18, 2012.
- A.3 President Barceló recommended the hiring of Rebecca Baldonado as Interim Financial Aid Officer/Advisor effective January 17, 2012.

Resignations/Retirements/Terminations

None

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

XII. EXECUTIVE SESSION

Regent Alfred Herrera moved that the Board enter into Executive Session pursuant to Sections 10-15-1(H)(2) and 10-15-1(H)(7) of the Open Meetings Act to discuss limited personnel matters and legal matters. **Regent Chayo Garcia, Regent Feliberto Martinez, Regent Alfred Herrera, and Regent Branch moved in the affirmative to adjourn into executive session at 10:35 am.** The open meeting reconvened at 11:30am. Regent Branch reported that no action was taken in executive session.

XIII. ADJOURNMENT

Regent Garcia moved to adjourn the meeting. The meeting adjourned at 11:30am.

Josephine Aguilar, Recording Secretary

APPROVED: February 23, 2012

/s/_____
Michael P. Branch, Board President

/s/_____
Cecille Martinez-Wechsler, Secretary