

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
JULY 15, 2010**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, July 15, 2010 in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Alfred Herrera, Feliberto Martinez, Cecille Martinez-Wechsler, and Regent Theresa Romero-Martinez. Board President Michael Branch called the meeting to order at 9:08 a.m.

Northern New Mexico College staff present: Dr. Nancy “Rusty” Barceló, President; Dr. Anthony Sena, Provost; Dr. Andres Salazar, Interim Executive VP for Finance and Administration; David Trujillo, Dean of Grants Development; David Schutz, Director of Capital Projects; Mitch Stanfield, Director of Public Affairs; Carmella Sanchez, Director of Institutional Research; Dr. Dan McLaughlin, Director of Assessment; Susan Pacheco, Director of Finance; Henrietta Trujillo, Director of Accounting; Julianna Barbee, Director of the Small Business Development Center (SBDC); Ida Carrillo, Assistant Director of the SBDC; Rita Sandoval, Business Support Specialist for the SBDC; and Josephine Aguilar, Assistant to the President and Recording Secretary. Others present: Chris Mcguinness, Reporter with the Rio Grande Sun.

II. APPROVAL OF AGENDA

The final agenda was approved as presented.

III. INTRODUCTION OF NEW EMPLOYEES

President Barcelo introduced new employees to NNMC:

- Elena Tapia, Grants and Contracts Accountant
- Jessica Olguin, Staff Accountant
- Ken Dvorak, Distance Education Director
- Lori Cheever, Customer Service Professional
- Ryan Cordova, Head Men’s Basketball Coach

Regent Branch also welcomed Northern’s new president, Dr. Nancy “Rusty” Barcelo, to NNMC and to her first Board of Regents meeting.

IV. APPROVAL OF MINUTES

The minutes for the regular meeting of June 17, 2010 and the special meeting of June 28, 2010 were approved as presented.

V. FINANCIAL REPORT

A. June 2010 Financial Summary Report.

Dr. Andres Salazar, Interim Executive Vice President for Finance and Administration, provided a financial summary report for the month of June, 2010 highlighted as follows:

FY11 Budget: The Higher Education Department (HED) has notified the NNMC business office that the FY11 budget has been approved on the condition that staff verify FY10 ending balances (or FY11 beginning balances) on certain accounts by September 15, 2010, the due date for reporting FY10 actuals.

FY10 Audit: Moss Adams, the contracted audit firm for the College, will spend several days in August consulting with the NNMC business office in preparation of the FY10 audit. The goal of the consulting visit is to build a plan for completing the audit by the state deadline date of November 15, 2010.

Payroll & Headcount – June 2010: The end of the fiscal period payroll and headcount totals are shown in the table provided by Dr. Salazar in the Board packet (attached). Although fulltime staff headcount is up by nine, the gross payroll for that segment is down. Also shown are the fiscal year totals which averaged 437 headcount and a total annual payroll of more than \$11 million.

Cash Report: The following cash statement dated June 30, 2010 indicates a cash balance of \$3,392,120 up almost a million dollars from May 31. The largest contributors to this positive uptick are collections of 2006 and 2007 receivables from GO Bond projects of \$184 thousand, the \$105 thousand from the NNMC Foundation representing the first payment of its outstanding receivable and finally, a \$645 thousand collection from the \$1.2 million EDA receivable for the Auto Tech Building construction.

B. Fiscal Watch Report for the month ending May 31, 2010.

Dr. Salazar stated that the largest change in May net assets occurred in receivables in that prior year reimbursements were booked as well as the large EDA fund match of \$645 thousand. Some collections of these large receivables did increase the College's cash reserves in June. Receipts from tuition and fees (nearly \$2 million) are higher than budgeted YTD; continuing to make up for some of reduction in state appropriations. Accrued leave payables have been updated to reflect cumulative totals as of June 30, 2010. Total college liability is \$2.26 million with only \$434 thousand subject to buyout. The Fiscal Watch Report for the month of May is attached.

Regent Herrera complimented Dr. Salazar and the Business Office staff for doing a fine job with the financial books, one area in particular is with the non-current liability portion of the balance sheet.

Regent Branch suggested that along with the Finance Committee of the Board, the Regents could be assigned to other board committees to handle issues of new construction projects, capital outlay, etc. The Board committees could then report back to the entire Board with recommendations and/or consent. This process could shorten the Board of Regents meetings somewhat. He stated this topic will be discussed further at a future Board of Regents retreat.

VI. OLD BUSINESS

A. AQIP Update.

Dr. Dan McLaughlin, Director of Assessment, provided three news items as follows:

1. The Assessment Office is working with the Leadership Team and champions for each of the nine categories of the Systems Portfolio. This document was last written and posted on the College's website in August, 2008. Champions have developed first drafts of these category narratives and are now working with peer reviewers inside the institution to develop second drafts. Dr. McLaughlin hopes to have the updated Systems Portfolio posted on the web site by the August meeting of the Board.

2. Strategic Planning: Dr. Barcelo is working with the Leadership Team to formulate a new framework

for strategic planning. The leadership team has had extensive, interesting discussions about how to move forward. Dr. McLaughlin has continuing discussions with Dr. Barcelo concerning this issue.

3. Strategy Forum: The College will be sending participants to the AQIP Strategy Forum in Chicago in October. These details are being worked out with Carmella Sanchez, Institutional Research Director, President Barcelo, and other members of the Leadership Team.

B. Capital Projects Update Report.

Mr. David Schutz, Director of Capital Projects, provided a capital projects update. The large print capital projects update summary report Mr. Schutz gave the Regents has the approved five-year capital projects plan on the reverse side (attached). The capital projects update is as follows:

College of Education Building: This project is behind schedule. Mr. Schutz met on Tuesday with the General Contractor and all the sub-contractors to try and develop a critical path/schedule for completion. The scheduled completion date is anticipated for August 27, 2010.

SERPA Building: The deadline for accepting proposals from contractors is on July 16 at 2:00 p.m. There has been a great deal of interest from contractors around the state. After the 16th the evaluation committee will review and rank proposals. The College will then enter into contract negotiations with the highest ranking contractor. Mr. Shultz hopes to bring a contract to the Board for approval at the August meeting.

NNMC Community Center Campus: The amount of \$305,000 will supplement the SERPA project in accordance with the MOA between NNMC and Las Cumbres approved by the Board of Regents in May 2010. The total project budget is \$3,305,000.

El Rito Plaza: The new water system project is complete. Approximately \$20,000 remains from the 3Di funding used for the water system emergency project. Mr. Schultz recommends that these remaining funds be used to mitigate the asbestos problems in the boiler rooms. The plaza project is complete as well. About \$32,000 remains from this fund (McCune Foundation funds). With these funds Mr. Schutz would like to construct a “ramada” with benches, etc., in the center of the plaza in order to provide shade and create an identity point for the courtyard area. Mr. Schutz will bring this recommendation to the Board for approval at the August meeting.

Espanola Bookstore Expansion: This project is still on hold pending further review by Administration and the Bookstore staff.

Ben Lujan Library Addition: The library addition project is tracking right behind the SERPA project. The College will be receiving bids mid-August for the Ben Lujan Library Addition. The SERPA project and the library addition project go before the Board of Finance in July for approval.

Student Housing Project: The College continues to pursue funding opportunities and working with a number of different entities in exploring all options.

Nick Salazar Center for the Arts: This project has been delayed because various committees (HED and Board of Finance) are not meeting in August. In addition, programs are planned in the theater in early November so Mr. Schutz anticipates construction will commence the later part of November, 2010.

ARRA-Solar Heating System Upgrades-Espanola: This project involves upgrading and renovating the solar heating systems for the library and the Seledon Martinez Education Building (Health Science Building). The project will go out to bid within the next 30 days.

ARRA-Heating System Upgrades-El Rito: Due to some problems/failures that occurred at the Jemez School District with the bio-mass system, Mr. Schutz recommended that the College hold a study session so he can brief the Regents and Administration with his proposal for a bio-mass system at the El Rito Campus. He is confident that the system he proposes will be successful at the El Rito Campus. Regent Branch suggested that this study session be held in conjunction with the Board of Regents meeting in El Rito so the community can participate in this discussion.

Five-Year Capital Projects Plan: The top three projects will be presented at an HED capital projects hearing at NMHU on August 18. The top three projects include: 1) Renovations and upgrades to the Joseph Montoya Administration Building, 2) addition and renovations to the Nick L. Salazar Center for the Arts, and 3) renovations and upgrades to the El Rito Campus, including ADA compliance upgrades and heating system and weatherization upgrades.

C. Approval of MOA between NNMC and the El Rito Regional Water and Wastewater Association.

The MOA between NNMC and the El Rito Regional Water and Wastewater Association (ERRW&WA) was provided at the last Board meeting as a first reading. Mr. Schutz explained that this agreement sets forth the terms and conditions for the use of existing space at Northern's El Rito Campus for the ERRW&WA to use for conducting consulting services to Northern faculty and students in the areas of acequia history, irrigation principles, regulations and guidelines, laws of ownership and usage.

Regent Feliberto Martinez moved to approve the MOA between NNMC and the ERRW&WA as presented. Motion carried unanimously.

VII. NEW BUSINESS

A. Discussion: Proposed Graduate Tuition and Fees (resident & non-resident).

Dr. Anthony Sena, Provost, provided an updated handout with regard to the proposed graduate tuition and fees (attached). He stated that the development of graduate programs involves several units within the College, including the registrar's office, admissions, etc. Dr. Sena compared NNMC's proposal with peer institutions:

Regional sister institutions - Tuition/fee costs (per credit; resident/non-resident)

1. Adams State College
 - a. Art program - \$298 (\$61 scholarship; net cost \$237)
 - b. Business - \$403
 - c. Education-Counseling- \$348 (\$111 scholarship; net cost \$237)
 - d. Graduate Special - \$293
 - e. History - \$308 (\$61 scholarship; net cost \$247)
 - f. Physical Education - \$298 (\$61 scholarship; net cost \$237)
 - g. Teacher Education -\$303/\$604 (\$200 scholarship credit; net cost \$404)
2. ENMU (resident/non-resident/international)
\$180.50/\$411

- 3. NMHU \$132/\$200/\$267
- 4. WNMU See attached tuition/fee structure

Proposed for NNMC - Tuition per credit; resident and non-resident

- 1. Education Courses
 - a. \$124.00, resident/\$186.00, non-resident/\$248.00, international
 - b. Education graduate fee*, 1-6 credit hours, \$200.00; above 6 cr., \$300.00
- 2. Engineering Courses
 - c. \$124.00, resident/\$186.00, non-resident/\$248.00, international
 - d. Engineering graduate fee*, 1-6 credit hours, \$360.00; above 6 cr., \$540.00

Dr. Sena reported that the College may start offering graduate courses in the spring, 2011 semester depending on Higher Learning Commission approval of the College’s request to offer graduate courses.

B. Approval of Individualized Fees for select music courses.

Dr. Sena presented this topic as information and discussion at this time because there are developing questions that need to be addressed first. In conversations with Dr. Marcos Cavalcante, Director/Faculty of the Music Program, Dr. Cavalcante has made a case that in order to deliver quality music education, there are students who need extra time during the semester for individualized attention/instruction in order to become proficient in the musical instrument of their choice. In order to compensate the instructor for a specialized 2 credit hour music course, a \$500.00 fee is proposed; 90% of this fee will be used for compensation to the instructor. Dr. Sena provided an example as follows:

Example of compensation to instructor:

Instructor would receive compensation for the course per established rates, proportionately based on 7-enrollment minimum for a 2cr course. For a single [1] enrolled student, a master’s level faculty would receive 1/7th of \$446.42 [\$ 63.77] plus \$450.00 for a total of \$513.77. The SCH generated by a single [1] enrolled student is at least (2 X 1) X \$130.30 = \$260.60.

C. Approval of fee changes (standardized testing) in the nursing department.

The Regents approved the updated course fees for the Health Occupations Department on May 20, 2010. Ms. Ellen Trabka informed the Board that the fees for standardized testing in the nursing department have increased effective August 1, 2010. President Barcelo recommended approval of the five courses that have increased listed below in bold.

- HSCI 102 \$5 CPR cards and \$16 for textbook for total of \$21
- HSCI 109 \$7 CPR Cards and \$35 textbook for total of \$42
- HSCI 160L \$65 Materials and Certification for EMT-Basic
- HSCI 161 \$40 Materials and Certification for Combo refresher
- HSCI 162L \$65 Materials and Certification for First Responder
- HSCI 163L \$65 Material and Certification for EMT-I
- NURS 100L \$15 Student malpractice liability insurance, \$20 fingerprinting, \$65 Criminal background check, for a total of \$100
- NURS113L \$15 Student malpractice liability insurance, \$20 fingerprinting, \$65 Criminal background check, \$65 drug screening, for a total of \$165
- NURS 225L \$15 Student malpractice liability insurance
- MAS 101L \$15 Student malpractice liability insurance

RAD 145L	\$15 Student malpractice liability insurance, \$20 fingerprinting, \$65 Criminal background check, \$50 drug screening for a <u>total of \$150</u>
RAD 245L	\$15 Student malpractice liability insurance
NURS 113	\$235.50 Standardized Testing
NURS 125	\$202.50 Standardized Testing
NURS 119	\$63 Standardized Testing
NURS 225	\$202.50 Standardized Testing
NURS 235	\$202.50 Standardized Testing
IHS 116	\$35 Essential Oil supplies
IHS 162	\$35 Food and supplement supplies
IHS 208	\$35 Food and supplies
IHS 257	\$35 Herbal supplies
IHS 331	\$40 Essential Oil supplies
IHS 332	\$30 Essential Oil supplies
IHS 334	\$20 Essential oil supplies
IHS 358	\$35 Herbal supplies
IHS 431	\$40 Essential Oil supplies
IHS 436	\$40 Essential Oil supplies
IHS 455	\$ 35 herbal supplies

Regent Cecille Martinez moved to approve the fee changes (standardized testing) in the Nursing Department as presented. Motion carried unanimously.

D. Update Report: Aguila Charter School.

Dr. Catherine Berryhill, Dean of the College of Teacher Education, presented an update regarding the Aguila Charter School. Dr. Berryhill informed the Regents that the College found out during the application process that classes could not be held during the day in El Rito. An application was turned in for preliminary review to the Public Education Department in late June. The application was withdraw because the College is not eligible for applying this year. The application is complete and copies made available to the Regents for review and further discussion. The Regents will make a final decision as to whether or not to proceed with this initiative. Regent Branch stated the College needs to review the College's obligations and how it affects the mission of the college. Other issues to be looked at include 1) how the charter school will impact with what the College is already doing, 2) what are the benefits to having a charter school, 3) how charter schools work at other institutions, etc. A charter school is its own local education agency (LEA); however, the charter school has to be in partnership with an educational institution. President Barcelo stated the College needs to revisit the entire concept and look at all K-12 initiatives and how they are all connected.

E. Information: Recommendation from President Emeritus Sigfredo Maestas to name the El Rito Campus.

Regent Branch shared a letter he received from President Emeritus Sigfredo Maestas dated April 21, 2010. In his letter Dr. Maestas is recommending that the Regents consider the naming of the campus in El Rito for Venceslao Jaramillo. Regent Branch stated that Jaramaillo Hall at the El Rito Campus is already named after Venceslao Jaramillo. He suggested that a recommendation come back to the Regents from the President's Office through a committee reviewing this request for action at a future meeting of the Board.

F. Presentation concerning the Small Business Development Center.

Ms. Julianna Barbee, Director of the Small Business Development Center, provided a packet of information pertaining to the SBDC (attached). She introduced her staff, Ms. Ida Carrillo and Ms. Rita Sandoval. They each talked about their roles at the SBDC. The SBDC provides quality direct assistance, entrepreneurial education and resource links for potential and existing businesses to strengthen the economy of New Mexico. All SBDCs are hosted out of colleges across the country. The SBDC at NNMC is one of the top performing centers nationwide. The NMSBDC is supported by the State Legislature. For every \$1 supplied to the SBDCs by the NM State Legislature and the US Small Business Administration (SBA), more than \$12 in new capital has been generated. The NM State Legislature and the SBA fund the SBDCs in New Mexico.

The impact report for calendar year 2009 (attached) reflects the number of clients served and other pertinent information concerning these clients. During marketing presentations across the country, Ms. Barbee also markets and promotes NNMC. Ms. Barbee shared some short videos that will be posted on the SBDC web site. These videos will be incorporated nationwide. She also shared some radio ads that will be aired statewide. The NMSBDC has an MOU with Northern for hosting the Center on campus. The training workshops that the SBDC provides are numerous (Marketing Plans, Print Advertising, Broadcast Advertising, Customer Service, Public Relations, Website Development, etc.); some of these workshops are held on the Espanola Campus.

Regent Herrera publicly thanked Julianna Barbee, not only for her outstanding work as Director of the SBDC, but also for the amazing job she did before and during the Espanola Fiesta July 10-11, 2010.

(At this time the Regents recessed for a short break at 11:10 a.m. The open meeting reconvened at 11:25 a.m.)

VIII. PRESIDENT'S REPORTS AND ANNOUNCEMENTS

1. President Barcelo invited Dr. Anthony Sena to report on a grant awarded to NNMC by the National Science Foundation (NSF) in the amount of \$1,152,055 for support of the project entitled "NNMC Phase 1-Noyce Scholarship Project." This award is effective October 1, 2010 and expires September 30, 2015. This project's focus is to encourage and support more Hispanics, an underrepresented group in science and mathematics, to enter into STEM teaching fields, and, therefore, create an infusion of teachers who are role models. The program also provides undergraduates with summer internship opportunities to actively participate in the organization, planning and implementation of informal science outreach activities, with the aim of attracting these students into the scholarship program and teaching careers. A public announcement will be placed in the newspapers. Regent Theresa Martinez also suggested that this announcement be sent to the legislators.

2. Dr. Barcelo stated that these past few weeks have provided her with some insights as to how to be best organized to do the work of the College; this will involve making some organizational changes within the institution. She stated that there are many individuals at the College doing some really exciting work and is reviewing how some of these individuals can best be used in a broader context. She would like departments to make presentations at Board meetings so everyone has a better understanding of their work within the institution and how it ties to AQIP. She stated that through the Leadership Team, she continues to get more educated about details of the different programs and directions they hope to go and how it is all tied to the broader goals the Board of Regents established for the President in terms of their expectations.

3. Dr. Barcelo reported that the Fall Faculty/Staff Convocation is scheduled on Monday, August 16, at the El Rito Campus, starting at 8:00 a.m. with breakfast in the park. Mr. Joe Garcia, Chairman of the All Indian Pueblo Council, has been invited to be the keynote speaker.

IX. COMMENTS FROM THE BOARD

1. Regent Theresa Martinez and the rest of the Regents officially welcomed President Barcelo to Northern and to the first Board of Regents meeting.

2. Regent Branch shared a letter he received from Gerald Martinez, President of the Vigils Ditch, with the rest of the Regents. The Acequia Association has had difficulty over the years with the diversion of the ditch water because of the deterioration of the dam. The project to rebuild the dam is an expensive project (\$3.3M), with the Acequia Association's share at 7.5% or \$247,500. In his letter Mr. Martinez asks the Regents if the College could be a catalyst in obtaining funding or a matching grant to be able to get this done. The College could be the fiscal agent to handle money from funding source(s). Regent Branch presented the letter to President Barcelo for review and requested that a recommendation be provided to the Board concerning this issue. He also stated that when the College purchased 11 acres from Mr. Martinez, the water rights tied to that property were not transferred to the College. Regent Branch suggested that the College look seriously at securing the water rights for the future growth of the College. President Barcelo stated that as the College enters into these types of ventures that an educational opportunity be provided to students if possible. Regent Herrera clarified that some statements in the letter are not accurate and highlighted some history involved in this matter.

4. David Trujillo was presented with a certificate from the Board of Regents in appreciation for his dedicated service, leadership, and untiring efforts the past ten months as Interim President of Northern New Mexico College. The Regents thanked David and recognized him for the tremendous amount of work and effort he contributed for almost a year as Interim President.

X. PUBLIC INPUT

None.

XI. STUDENT INPUT

None.

XII. PERSONNEL MATTERS

A.1 President Barcelo recommended the hiring of Ulises Ricoy, Ph.D., as Full-time Assistant Professor of Biology, effective August 16, 2010.

A.2 President Barcelo recommended the hiring of Ms. Brenda Ann Frazier as Assistant Professor of Chemistry (CCRAA funded 1-year position), effective August 16, 2010.

A.3 President Barcelo recommended the hiring of Satish Boregowda, Ph.D., as Full-time Assistant Professor of Engineering, effective August 16, 2010.

A.4 President Barcelo recommended the hiring of James Sanard, Ph.D., as Full-time Assistant Professor/Director of the Business Administration Programs, effective August 16, 2010.

- A.5 President Barcelo recommended the hiring of Ann Achyuthan, Ph.D., as Full-time Assistant Professor of Chemistry/Biology (CCRAA funded one-year position), effective August 16, 2010.
- A.6 President Barcelo recommended the hiring of Emmanuel Nzekwe, Ph.D., as Assistant Professor of Biology, effective August 16, 2010.
- A.7 President Barcelo recommended the hiring of Recommendation to hire Russell D. Rosco as Full-time Assistant Professor in Business Administration, effective August 16, 2010.
- A.8 Recommendation to hire Ryan Cordova as Head Men’s Basketball Coach effective July 12, 2010.

Resignations/Retirements:

- A.9 Enzley Mitchell, Head Men’s Basketball Coach and Director of Athletics, resigned effective July 1, 2010.

Regent Theresa Martinez moved to approve the new hires and the resignation as presented above. Motion carried unanimously.

XIII. ADJOURNMENT

Regent Martinez moved to adjourn the meeting. The meeting adjourned at 12:00 p.m.

Josephine Aguilar, Recording Secretary

APPROVED: 8/20/10

/s/

Michael P. Branch, Board President

/s/

Cecille Martinez-Wechsler, Secretary/Treasurer