

**NORTHERN NEW MEXICO COLLEGE  
BOARD OF REGENTS MEETING  
JULY 25, 2013**

**I. CALL TO ORDER**

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, July 25, 2013 in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Alfred Herrera, Cecille Martinez, Rosario (Chayo) Garcia, and Feliberto Martinez. Also present was Lisa Salazar Co-Student Representatives to the Board of Regents. Board President Michael Branch called the meeting to order at 8:04 a.m.

Northern New Mexico College staff present: Dr. Nancy “Rusty” Barceló, President; Domingo Sanchez, VP of Finance and Administration; Dr. Anthony Sena, Provost and VP of Academic Affairs; Ricky Serna, VP of Institutional Advancement; Frank Orona, Dean of Student Services; Bernie Padilla, Director of Human Resources; Dr. Myrna Villanueva, Interim Dean of the College of Education; Kathleen Sena, Registrar; Carmella Sanchez, Director of Institutional Effectiveness; Sandy Krolick, Director of Design; David Lindblom, Director of Canal Seis; Stephanie Montoya, Staff Reporter and Public Relations Specialist; Matthew Martinez, Director of Northern Pueblos Institute (NPI); Brian Salter, Director of IT; Ryan Cordova, Head Men’s Basketball Coach and Athletic Director; Alexandria Williams, Senior Financial Analyst; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Ellen Trabka, Mike Frain, Tim Crone, Dr. Ivan Lopez, Gilbert Sena, and Dr. Jorge Crichigno. Also present was Lindsey Bright, reporter with the Rio Grande Sun.

**II. APPROVAL OF AGENDA**

The final agenda was approved as presented.

**III. INTRODUCTIONS**

- Anthony Sena introduced Kathleen Sena, Registrar. Start Date: 07/01/2013.
- Domingo Sanchez introduced Brian Salter, Director of IT. Start Date: 07/16/2013.
- Ricky Serna introduced Stephanie Montoya, Staff Reporter and Public Relations Specialist. Start Date: 5/20/2013.

**IV. APPROVAL OF MINUTES**

The minutes for the regular meeting of June 27, 2013 were approved as presented.

**V. PUBLIC INPUT**

Mr. Gilbert Sena, President of the Faculty Senate, requested to address the Board regarding the new Mission and Vision Statements. He stated that the new vision statement identifies Northern as a Hispanic and Native American serving comprehensive institution. He stated some faculty (himself included) feel that this statement is not inclusive of all the population and it needs to be discussed more with the faculty senate. He added that there is underlying racial tension at the College (via blog, etc.) that needs to be addressed.

**VI. STUDENT REPORT**

None.

## **VII. FINANCIAL REPORT**

### **A. Approval of Fiscal Watch Report for the quarter ending June 30, 2013.**

Mr. Domingo Sanchez, Vice President for Finance and Administration, presented the Fiscal Watch Report for the quarter ending June 30, 2013. The balance sheet reflects cash and cash equivalents at a negative (-\$186,700). Mr. Sanchez assured everyone that the College is managing its finances without a savings account or fund balance. Total liabilities and net assets are at \$37,192,655.

The Summary of Operating and Plant Funds reflects the FY 2013 Original Budget and the Revised Budget for all funds at the College. Mr. Sanchez pointed out that the Budget Adjustment Request (BAR) for the end of the year is still not posted in the report. A new BAR process will be implemented in order to keep the revised budget column updated on an ongoing basis. Year-to-date actuals as of June 30, 2013 reflects revenues at \$27.4M and expenditures at \$28.4M. The ending fund balance for operating funds is \$2.3M. The Comparison report of Operating and Plant Funds reflects total revenue at \$27.4 as of June 30, 2013, compared to \$27.2M at the same time last year. Total expenditures are at \$28.4 this year, compared to \$24.1 last year. The ending fund balance for operating funds is \$2.3M this year compared to \$7.4M last year. The ending fund balance for plant funds is \$32.2M this year compared to \$29.M the end of June last year. Ms. Alexandria Williams explained that the 2012 numbers have been adjusted for student aid; however, adjustments still have to be made to the actuals as of June 30, 2013. The expense looks higher for student aid because the Finance Office has not decreased the revenue and decreased the expense according to the numbers provided by financial aid.

Mr. Sanchez presents monthly reports on the current unrestricted funds for I&G (11) and Auxiliaries (12) for all funds not only to show revenue and expenditure comparisons between the current year and the prior year but also the transfer activity in and out. Mr. Sanchez briefly explained the reasons for the transfers among funds as of June 30, 2013. In FY2014 Mr. Sanchez stated that transfers in and out will be minimized quite a bit. Total revenues for I&G for the current year amount to \$14.9M and total expenditures amount to \$15.3M with a net increase of \$281,837.00. For the 12 accounts (Auxiliaries) total revenues for the current year amount to \$1.3M and total expenditures amount to \$1.8M. Total transfers among the funds is \$363,277, which results in a negative (-\$130,136). Mr. Sanchez stated budget controls are in place and expenses are strictly monitored. The College is empowering the managers to manage and track their budgets. Mr. Sanchez reported that during Convocation week, a workshop regarding budget and procurement will be offered to faculty and staff to hear and learn the changes currently in place.

**Regent Chayo Garcia moved to approve the Fiscal Watch Report for the quarter ending June 30, 2013 as present. Motion carried unanimously.**

### **B. Approval of FY14 Capital Improvement Plan.**

The College has to submit every year to the Higher Education Department (HED) a five-year capital outlay master plan. Mr. Sanchez stated that the plan (copy attached) did not change much from last year. The plan is necessary in order for HED to use at capital outlay committees for future funding purposes.

#### **2013-2014**

- |   |         |
|---|---------|
| 1. Infrastructure Improvements for Heating, Cooling, Roads & Drainage | \$ 2.2M |
| 2. Joseph M. Montoya-General Education Building Renovations           | \$ 3.0M |
| 3. Student Housing, Phase I   | \$14.5M |

**2014-2015**

- |   |         |
|---|---------|
| 1. Eagle Memorial Facility Expansion, Phase I | \$ 2.0M |
| 2. Metal Trades Building Renovation           | \$ 2.5M |

The capital projects listed in the plan, through 2017-2018, are prioritized on an annual basis.

Regent Branch requested a report (money spent and net savings) regarding the grants received for heating and cooling purposes at the El Rito Campus.

**Regent Chayo Garcia moved to approve the FY14 Capital Improvement Plan as presented. Motion carried unanimously.**

*(At this time the Regents took a short break at 9:05am. The open meeting reconvened at 9:15am)*

**C. Approval of Budget Adjustment Requests.**

Mr. Sanchez stated he has mentioned at Finance Committee meetings that Budget Adjustment Requests (BARs) will be prepared on a more regular and formal basis. BARs will be prepared whenever there is a budget increase or budget decrease or if a BAR is required to move monies between functions. The BARs presented by Mr. Sanchez this month (copy attached) include changes to the Initial I&G budget and an increase to three restricted funds.

**Regent Alfred Herrera moved to approve the Budget Adjustment Requests as presented. Motion carried unanimously.**

**D. Audit Update.**

**FY13 Audit:** The College will have auditors on campus starting Monday, July 29. The Auditors will be here most of the month of August and will return during the month of October. Mr. Sanchez stated the College is caught up and prepared to give the information the auditors request. He does not foresee any problems in meeting the November 15 deadline. Regent Branch and Regent Herrera suggested a formal entrance audit conference in October with the Finance Committee members to address concerns, etc. Regent Branch requested a status report regarding the list of exceptions from the last audit at the next Finance Committee meeting. Mr. Sanchez reported that on Thursday, August 1, members of HED, LFC and DFA will be meeting with Mr. Domingo and Finance Staff to look at changes that have been implemented and basically evaluate the budgeting process.

**Budget Recovery Plan:** Mr. Sanchez stated that the current fiscal year is tight and the budget is flat. Mr. Sanchez disseminated a copy of a Budget Recovery Plan (attached), which outlines how the College is currently approaching the budget:

- 1 Put \$150,000 Faculty Parity on hold;
- 2 Working with departments to reduce FY14 budgets by 2.5%;
- 3 Closely watch enrollment to determine if further expenditure cuts are needed before December;
- 4 Implement hiring freeze;
- 5 Reduce expenditures deemed unnecessary for health and safety; and
- 6 Evaluate non I&G programs for sustainability (i.e., Hazmat, Childcare Program). Regent Cecille Martinez requested to be on the committee that is planning the future direction of the Childcare Program.

The Regents agreed that they have a much clearer picture today regarding the entire budget than in prior years. The Regents thanked Mr. Sanchez for staying on top of the auxiliaries and Ricky Serna for developing a direct cost proposal that was negotiated with the Federal government.

Regent Branch announced that the Public Education Department (PED) is hosting state-wide meetings in Las Cruces on Wednesday, August 7. He suggested that the College have some good talking points ready regarding developmental courses, dual credit, and other issues for discussion. Concerning **dual credit**, Mr. Serna explained that the only revenue the College receives for dual credit hours is the revenue from the funding formula (from the 3 tier matrix). When a dual credit student completes a 3 credit hour course, those units generate a value based on the tier matrix. The College will need to dissect dual credit offerings to determine if it is generating enough back on the formula to offset the cost of offering those courses, less the tuition and fees. Books are covered by the school district. Not yet determined is the cost to the institution for offering dual credit courses and whether or not the return for those completions offsets the costs. Mr. Sanchez added that under the funding formula, institutions get reimbursed a year later.

## **VIII. OLD BUSINESS**

### **A. Reorganization/Unit Organizational Charts.**

**Academic Affairs:** Dr. Anthony Sena presented the updated organizational chart for Academic Affairs (copy attached). The direct reports of the Provost and VP for Academic Affairs are: Colleges and Departments, Academic Institutes and Centers, Dean of Student Services, Registrar, Library Services, and the Assistant to the Provost.

Colleges and Departments:

- College of Arts and Sciences (Dean, Anthony Sena)
- College of Nursing & Health Sciences (Dean, Ellen Trabka)
- College of Education (Interim Dean, Myrna Villanueva)
- Engineering Department (Chair, Ivan Lopez)
- Business Administration Department (Chair, Lori Baca)
- Career Technical Education Department (Chair, Gilbert Sena)

Academic Institutes & Centers:

- Center for Distance Education (Director, Ken Dvorak)
- Northern Pueblos Institute (Director, Matthew Martinez)
- El Rito Institutes and Centers (Director, Melissa Velasquez)
- Chicano/Latino/Hispano Research Center (Director, Vacant)

Dean of Student Services (Dean Frank Orona):

- Admissions, Director, Frank Orona
- Dual Credit (Coordinator, Crestina Quintana)
- Recruitment and Career Services (Director, Tony Gallegos)
- Mental Health Counselor (Director, Ana Gutierrez Sisneros)
- Financial Aid (Director, Jacob Pacheco)

Registrar (Kathleen Sena):

- Office of Institutional Effectiveness (Director, Carmella Sanchez)

Library Services (Director, Jessica Jones)

**Institutional Advancement:** Ricky Serna presented the updated organizational chart for the Office of Institutional Advancement (copy attached). Direct reports of the VP for Institutional Advancement are: Advisement Director (Kim MiLee), Creative Director for Canal Seis (David Lindblom), CAMP Director (Martha Estrada), EOC Director (Barbara Bustos), HEP Director (Sari Jobe), ABE Director (Jessica Bryant), Grants Manager (Carla Montoya), Grant Writer (Carman Melendrez), NRGSC Administrator (Harry Rommel), Foundation Director (Vacant), Design Director (Sandy Krolick), and the Executive Administrative Assistant (Nanette de la Torre).

**Finance and Administration:** Domingo Sanchez presented the updated organizational chart for Finance and Administration (copy attached). Direct reports of the VP for Finance and Administration are: Human Resource Director, Capital Projects Manager, Information Technology Director, Financial Services Department, General Services Department, Campus Security and Risk Management Department, Athletics Department, Auxiliary Department, and the Administrative Assistant (Brandi Cordova).

President Barceló stated that in terms of resources and the size of Northern these organizational changes will enhance communication and transparency, including the delivery of services. Regent Branch requested that this item be an action item for approval at the next Board of Regents meeting.

### **B. Marketing Update.**

Mr. Ricky Serna stated that the six-week media campaign launched on July 1 aimed at increasing fall 2013 enrollment has essentially been completed. Sandy Krolick, Design Director, and Stephanie Montoya, Staff Reporter and Public Relations Specialist, were the main individuals responsible for doing all the work outlined in the outreach plan via radio, the web, billboards, and local television broadcasting. Ms. Krolick and Ms. Montoya briefly shared what was accomplished regarding tag lines/slogans used, e.g., “live at Northern,” “succeed at Northern,” “explore at Northern,” and “connect with Northern.” Some of these slogans are being used in the Park and Ride bus advertisements. The targeted audiences are first time college students and students who already obtained a certificate or 2-year degree. The campaign also emphasized the College’s baccalaureate programs, specifically those that align with two-year programs at SFCC, UNM-Taos, and UNM-Los Alamos. Two tag lines were developed: “turn your associates into a bachelor’s degree at Northern” and “start with your basics and graduate with a bachelor’s degree.” The print component to the campaign included ads in the Rio Grande Sun, LA Monitor, and the Journal North. Ms. Krolick reported that the College is also expanding into social media marketing at taosnews.com (Northern was offered free Facebook advertising in four counties for the year) and santafe.com. Ms. Montoya reported that the College started broadcasting from the Espanola Campus a 30-minute radio show called “Live at Northern” every other Wednesday at 9:00 a.m. Different topics important to the College and the community are discussed. Also scheduled on July 24, August 7 and August 14 is a Phone-A-Thon to reach out to students who have not yet registered this fall semester. President Barceló witnessed the enthusiasm and said that it is evident that there is a lot of support for this institution.

Mr. Serna reported that the Department of Motor Vehicles did not assign a four digit numeric sequence that distinguishes the College’s four digit numbers from any other license plate in the state; therefore, Northern’s license plate was redesigned in order to sell to the public. The 200 license plates that are not eligible for sell will be given to the College to be used as souvenirs.

### **C. Enrollment Management Update.**

Mr. Frank Orona, Dean of Student Services, provided a fall three-year enrollment comparison update report as of 5:00 p.m. July 24, 2013. Unduplicated headcount is up by 6%; however, the FTE (full-time enrollment) is down by -1%. Mr. Orona stated enrollment numbers are changing daily. The College

continues to contact students who were at Northern in the spring but have not registered for the fall semester. Mr. Orona will present updated enrollment reports on a regular basis. The Admissions, Financial Aid and Finance offices will extend their office hours until 6:00 p.m. the first few weeks into the semester in order to provide service to students who have jobs during the day. Mr. Orona thanked David Limblom and the group of students who taped the Phone-A-Thon and the volunteers who manned the phones on July 24. Mr. Orona stated he is capturing data from the Phone-A-Thons as to why students are withdrawing from their courses, not returning, etc. He will have a report ready to share with the Regents in the near future.

*(At this time the Regents took a short lunch break at 11:45 a.m. The open meeting reconvened at 12:20 p.m.)*

## **IX. NEW BUSINESS**

### **A. Approval of new Mission and Vision Statements.**

President Barceló stated that in February 2011 there was a campus wide retreat that lasted a day and a half at the Eagle Memorial Gymnasium on the Espanola Campus. Present at the retreat were Regents, faculty, staff, and some students. Dr. Debra Friedman facilitated the discussion and provided a summary report of everything that was discussed. President Barceló stated there was a lengthy discussion about the mission of the institution and there was no disagreement that the mission should be rewritten. There was also no disagreement at the time that this institution is a Hispanic and Ingenious serving institution, not to the exclusion of people, but to reflect the population that Northern serves. After this retreat President Barceló put together a small committee seeking advice to distill the report that Dr. Friedman had provided the President. The group came up with a report, which was shared with others at the College for input. The President's Executive Staff met for an all-day retreat on Monday, June 17, to distill the report further, not deviating from the content that Dr. Friedman brought up in her report-reflecting the discussion that came out of the February 2011 retreat. The revised mission and vision statements were presented to the Board for review and input on June 27, 2013.

#### **Mission Statement:**

The mission of Northern is to ensure student success by providing access to affordable community-based, learning opportunities that meet the educational, cultural and economic needs of the region.

#### **Vision Statement:**

Northern is a Hispanic and Native American – serving comprehensive institution that will be recognized nationally for cultural sustainability, quality student learning and developing economically strong communities among diverse populations.

Dr. Matthew Martinez, Director of the Northern Pueblos Institute, stated he was part of the group who attended the retreat in 2011. The American Indian Center's advisory board, which includes each of the eight northern Indian tribes, also provided input to the mission and vision statements and outcomes to student success. Dr. Martinez stated he will be presenting an annual report at the next Board meeting which reaffirms the positive relationship between the College and the Eight Northern Indian Pueblos. He added that there are many faculty who support the mission of the College and are proud to be a part of this institution.

President Barceló stated the next step is for the senior officers to go back to faculty and staff and talk about how the College will achieve the strategic goals outlined in the report (attached).

**Regent Cecille Martinez moved to approve the mission and vision statements as presented with the name of the institution spelled out as “Northern New Mexico College.” Motion carried unanimously.**

**B. Approval of course fees for the College of Nursing and Health Sciences.**

Ms. Ellen Trabka, Dean of the College of Nursing and Health Sciences, presented an updated list of course fees specific to the College of Nursing and Health Sciences. The three changes are in bold (increase of \$5.00 for drug screening, new fee of \$75 for Docucare® Computerized Charting Program, and a new fee of \$40 for Capital Challenge (list attached).

**Regent Cecille Martinez moved to approve the course fees for the College of Nursing and Health Sciences as presented. Motion carried unanimously.**

**C. Engineering Department Initiatives/Recognitions.**

Dr. Anthony Sena, Dr. Ivan Lopez, Chair of the Engineering Department, and Dr. Jorge Crichigno, Professor in the Engineering Department, presented recognitions and initiatives taking place in the Engineering Department:

- Dr. Jorge Crichigno presented a research paper (First Author of “Routing in MPLS Networks with Probabilistic Failures”) at the IEEE (Institute of Electrical and Electronics Engineers) International Conference on Communications in Budapest, Hungary, on June 9-13, 2013.
- Dr. Ivan Lopez and Dr. Jorge Crichigno presented two papers at the 2013 ASEE (American Society for Engineering Education) Annual Conference held on June 23-26 in Atlanta, Georgia.
  - Dr. Lopez presented the strategies implemented by the Department of Engineering at NNMC to accelerate students categorized as not calculus-ready. The project is funded by an NSF STEP grant. The pre-test and post-test performance results reflect a significant increase in math scores. A commercial software is used and individualized plans are developed.
  - Dr. Crichigno presented the project “Cross-Institutional Collaboration on Hybrid Engineering Courses among Institutions in New Mexico.” This is a two-year pilot project involving cross-institutional collaborations among Northern, UNM, and CNM. Northern, UNM, and CNM offer courses where students are enrolled in the same class; lectures are delivered online, while hands-on lab sessions are performed by students at their home institutions. By uniformly developing curriculum across the state, and by defining common student learning outcomes and performance metrics, credits are transferred easily for one institution to another.
- For the second year in a row the College received a grant from Google to train high school teachers in Computational Thinking. A two-day workshop took place June 28-29 with about 20 teachers attending. The goal of the workshop was to develop a C5 curriculum ready to incorporate into school curriculum. The workshop was organized by Dr. Alfred Perez.
- PNM Sponsored Project: On July 10, 2013 Dr. Perez and engineering student Poi Cruz published an Android application to educate the public about solar energy production. Student Ruben Rivera and Dr. Perez continue to work on a related project to track clouds in a city using mobile devices.
- To support the Information Engineering Technology (IET) program, the Department of Engineering became a part of the Cisco Network Academy in January 2010. As part of the IET program, students can obtain an industrial certificate from Cisco. Cisco, the main telecommunication company in the world, is based in Silicon Valley, San Jose, CA. Cisco

learned about Northern from the research paper, “An Alternative Model for Computer Networks Education in Computing Disciplines.” Northern was among the few institutions recognized by Cisco for its contribution in 2012 in combining hands-on activities with networking fundamental theory.

Mr. Ricky Serna reported that the College is a couple of weeks away from securing another \$600,000 NSF grant that Dr. Ivan Lopez took the lead in writing.

The Regents and everyone present applauded the great work the Engineering Department has been doing.

**D. Approval: Minor Revision to the Title IX Grievance Policy.**

Mr. Bernie Padilla, Director of Human Resources, presented a minor revision to the Title IX Grievance Policy. The highlighted change is in the first paragraph of the document, which reads, “Northern does not discriminate on the basis of sex in our educational programs or any activity (including in admissions and employment opportunities) it operates and it is required by Title IX not to discriminate in such manner.” The sentence was recommended by the Office of Civil Rights in order to clarify the policy.

**Regent Alfred Herrera moved to approve the revision to the Title IX Grievance Policy as presented. Motion carried unanimously.**

**X. COMMENTS FROM THE BOARD**

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

Regent Garcia stated she learned that a memorial for Kelly Loy was held on campus on July 24. Regent Garcia requested information about what the College is planning to do regarding memorials. President Barceló stated there have been some requests for memorials and reported that Mr. Domingo Sanchez will be taking this issue to the space committee in order to identify a location, develop criteria, etc. Regent Branch added that there are also requests for memorials on the El Rito Campus and these should also be recognized.

**XI. PRESIDENT’S REPORT AND ANNOUNCEMENTS**

1. President Barceló stated that she attended the LANL Regional Breakfast meeting yesterday morning and had an opportunity to speak with a number of people regarding last week’s LFC meeting and recent comments made by Senator John Arthur Smith. Mr. Domingo Sanchez stated the College has made tremendous progress with regard to its finances--the College is managing its cash flow, meeting payroll, and not borrowing money. College is tightening up spending which has created a lot of anxiety. There are a great number of people that support Northern; however, there are still some people that did not want Northern to become a four-year institution. Northern will continue to meet the needs of northern New Mexico residents.

2. President Barceló reported that the fall 2013 Convocation will take place on the El Rito Campus on Monday, August 12. She stated that convocation is about everyone coming together and kicking off the new academic year. President Barceló is encouraging not only faculty to attend but also staff. A skeleton crew will stay on the Espanola Campus to serve students.

3. A BBQ is planned on Friday, July 26, to bring people together and end the summer session in a positive note.



4. President Barceló, Ricky Serna, and Domingo Sanchez met with representatives from the Economic Development Department regarding the commercial kitchen. The decision to temporarily rethink how the College can better sustain the kitchen was driven primarily by limited financial resources and the representative from EDD understood that Northern is exploring how to better invest in the local economy through programs like the commercial kitchen. President Barceló stated that a committee will be working on developing a business plan to provide services to the local community, growers, and entrepreneurs.

**XII. EXECUTIVE SESSION**

Regent Cecille Martinez 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 Cecille Martinez, Regent Alfred Herrera, and Regent Branch moved in the affirmative to adjourn into executive session at 1:40 p.m.** The open meeting reconvened at 2:05 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 2:05 p.m.**

Josephine Aguilar, Recording Secretary

APPROVED: August 29, 2013

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Michael P. Branch, Board President

/s/

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Cecille Martinez-Wechsler, Secretary