

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
JULY 27, 2009**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Monday, July 27, 2009 in Cutting Hall on the El Rito Campus. Regents present: Michael P. Branch, Alfred Herrera, Cecille Martinez-Wechsler, Feliberto Martinez, and Theresa Martinez. Board President Michael Branch called the meeting to order at 9:10 a.m.

Northern New Mexico College staff present: David Trujillo, Interim President; Dr. Anthony Sena, Provost; Tom Alvarez, Director of Public Information; Carlos Martinez, Director of the El Rito Heritage Retreat Center; David Schutz, Director of Facilities and Capital Projects; Mike Costello, Registrar; Guido Gellis, Director of SOL/SSS; Dr. Cathy Berryhill, Dean of the College of Teacher Education; Joyce Sandoval, Comptroller; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Pamela Lapcevic and Dr. Ivan Lopez. Also present were several members from the El Rito Community Committee.

II. APPROVAL OF AGENDA

The final agenda was approved as presented.

III. APPROVAL OF MINUTES

The minutes for the regular meeting of June 18, 2009, the special meeting of June 24, 2009, and the Special meeting of July 10, 2009 were approved as presented.

IV. PERSONNEL MATTERS

Board President Michael Branch reported that the Board will discuss the draft report from Keystone International, Inc., in executive session. He stated that the report refers to individuals and is a personnel matter. The draft report will be presented to the College community in the near future.

EXECUTIVE SESSION

Regent Alfred Herrera moved to adjourn into executive session pursuant to Section 10-15-1(H)(2) of the Open Meetings Act to discuss limited personnel matters. **Regent Feliberto Martinez, Regent Theresa Martinez, Regent Cecille Martinez-Wechsler, Regent Alfred Herrera, and Regent Branch voted in the affirmative to adjourn into executive session at 9:12 a.m. The open meeting reconvened at 11:35 a.m.**

In open session Regent Branch stated that the Board discussed personnel matters and a contractual matter and no action was taken.

At this time Regent Branch requested an amendment to the agenda to accommodate Dr. Ivan Lopez who had to leave early for another commitment. Mr. Lopez will present new degrees for approval: Master of Engineering in Mechanical Engineering with Solar Energy Emphasis and Master of Engineering in Information Engineering Technology.

VII. NEW BUSINESS

A. Approval of New Degree: Master of Engineering in Mechanical Engineering with Solar Energy Emphasis.

Dr. Ivan Lopez, Assistant Professor and Chair in the Computer and Engineering Technology Program, presented a new degree proposal (Master of Engineering in Mechanical Engineering with Solar Energy Emphasis) for the Board's approval. This is a practice-oriented graduate program for engineers who desire advanced academic study in solar energy generation and storage. The interest in renewable energy academic programs is prevalent and growth in the next few decades is predicated in number of jobs and economic development for any region where sunshine is plentiful. There are no competitive programs at the Master's level in the state. A Master of Engineering degree in Mechanical Engineering whose curriculum emphasizes the study and research of solar energy conversion and storage is part of the mission of the Solar Energy Research Park and Academy (SERPA) which was recognized and initially funded by the Legislature of New Mexico in January 2008. The detailed proposal is attached.

B. Approval of New Degree: Master of Engineering in Information Engineering Technology.

Dr. Lopez also presented the Master of Engineering in Information Engineering Technology degree for Board approval. The interest in information technology programs has experienced explosive growth in the last few decades since expansive computerization of mission-critical activities of companies and organizations has been the norm. There are no competitive programs at the Master's level in the state although NMSU has an engineering technology program but does not specialize in IT. The detailed proposal is attached.

Part of the College's mission is to offer academic programs that will help reserve the economy, culture and sustainability of northern New Mexico. Fulfilling its energy and information technology needs in the future fits into this mission appropriately.

Dr. Lopez also pointed out that the Higher Education Department has three cluster assignments in determining the funding formula. Engineering is in Tier 3, along with Health and Physical Science, and generates more Instruction and General (I&G) revenue. The attached PowerPoint presentation reflects that more I&G revenue is generated by offering upper/grad courses.

The two new degrees went through all levels of internal approvals. After Board of approval, these new degrees will be presented to the NM Higher Education Department, the Dean of Graduate Council and the Higher Learning Commission for final approval.

Regent Branch stated that the College will request funding from the legislature and lobbying strategies were discussed briefly. Regent Branch also pointed out that the Faculty Senate unanimously approved to go ahead with these programs. Regent Theresa Martinez suggested that the community be informed to calm the fears that the College is moving to fast and educate the public about the amount of money generated if Northern pursues master's programs and why it is so important to go this route. Dr. Sena stated that Dr. Lopez has produced a presentation called "Student Credit Hour Enrollment Calculator" which shows how a few numbers can generate significant revenue. This presentation will be presented to the college community.

Regent Theresa Martinez moved to approve the two new degrees as presented: Master of Engineering in Mechanical Engineering with Solar Energy Emphasis and Master of Engineering in Information Engineering Technology. Motion carried unanimously.

(The agenda was amended again by Board President Branch to present the proposal of two new graduate degree programs in the College of Education by Dr. Catherine Berryhill.)

C. Approval of New Degree: Master of Arts in Teaching and Learning.

Dr. Catherine Berryhill presented a detailed new degree proposal (attached) for Board approval to initiate a Master of Arts in Teaching program that will contain two Masters programs: a Master of Arts in Teaching and Learning and a Master of Arts in Teaching Mathematics and Science. The program will increase the number and diversity of Master's level educators in Teaching and Learning and in Teaching Mathematics and Science at the K-8 level. The two Masters programs are focused on the current need for knowledgeable teachers in school leadership positions and a direct response for New Mexico's growing shortage of mathematics and science teachers, and to the NM Public Education Department's requirement of a Master's degree to attain a Level III certification.

The principal purpose of the Master of Arts in Teaching and Learning (MATL) is to build in classroom teachers a theoretical and practical knowledge of the relationships among curriculum, instruction, assessment and learning technologies with the most current brain research. The MATL would be available to classroom teachers and others who are interested in gaining pedagogical and content knowledge needed to inspire students' success. Graduates of MATL could serve as lead teachers in school unit professional development communities interested in increasing student achievement and learning.

The Master of Arts in Teaching and Learning received all internal approvals and after Board approval, will go through the same external approval process as mentioned above.

Regent Cecille Martinez-Wechsler moved to approve the Master of Arts in Teaching and Learning program as presented. Motion carried unanimously.

D. Approval of New Degree: Master of Arts in Teaching Mathematics and Science Programs by Dr. Catherine Berryhill.

The principal purpose of the Master of Arts in Teaching Mathematics and Science (MATMS) is to develop in classroom teachers a deep understanding of pedagogical-content knowledge in mathematics, science, learning technologies and brain research as they relate to their application and integration in today's K-12 classroom. The goals of the program is to improve student achievement and learning by improving the quality and delivery of the teaching of mathematics and science.

The Master of Arts in Teaching Mathematics and Science received all internal approvals and after Board approval, will go through the same external approval process as mentioned above.

Regent Cecille Martinez-Wechsler moved to approve the Master of Arts in Teaching Mathematics and Science program as presented. Motion carried unanimously.

(At this time the Board took a lunch break at 12:56 p.m. The open meeting reconvened at 2:00 p.m.)

VII. NEW BUSINESS (Continued)

E. Approval to increase graduation fee from \$35.00 to \$50.00.

The attached spreadsheet provided by Mr. Mike Costello, Registrar, justifies his request to increase the graduation fee from \$35.00 to \$50.00. The approximate cost of graduation far exceeds the \$35.00 the College has been charging the past eight years. Mr. Costello also provided a short history of charges since 1977 (attached).

Regent Feliberto Martinez moved to approve the graduation fee increase from \$35.00 to \$50.00. Motion carried unanimously.

F. Approval of a fee for COMPASS retesting.

Mr. Costello, Registrar, requested approval of a new COMPASS retesting fee of \$10.00 to become effective with any COMPASS retest administered after the close of the add/drop period in the Fall 2009 semester (August 29, 2009) and thereafter at the close of the add/drop period for each semester. Because of the Dual Credit program, students from grades 9-12 are more highly impacted than any other population at Northern. The College will work closely with high school counselors to ensure that their students are made aware of the process, urging them to study before they test. Mr. Costello justified his request for establishing this fee.

Regent Alfred Herrera moved to approve the fee for COMPASS retesting. Motion carried unanimously.

IV. PERSONNEL MATTERS (Continued)

A. Personnel Actions

- A.1 Interim President David Trujillo recommended the hiring of Ms. Kathleen Gonzales as Teacher Assistant in the Child Development Center effective August 10, 2009.
- A.2 Interim President David Trujillo recommended the hiring of Mr. Jorge Crichigno as Research Assistant Professor in the Computer and Engineering Technology Department effective August 17, 2009. (Note: Contingent on Mr. Crichigno completing his Ph.D. in Computer Engineering from UNM by August 24, 2009.)
- A.3 Interim President David Trujillo recommended approval of Dr. Andres Salazar's assignment as Vice-Provost for Graduate and Research Studies effective academic year 2009-2010. (Note: The College followed the process of advertising the position and reviewing the criteria and qualifications of the applicants; Dr. Salazar was the sole internal candidate for this position.)

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

- A.4 Interim President David Trujillo reported that Ms. M. Crista L. Chacon, Teacher Assistant in the Child Development Center, submitted her resignation letter effective June 23, 2009.

- A.5 Interim President David Trujillo reported that Dr. Emily Romero, Instructor/Field Placement Director in the Teacher Education Department, submitted her resignation letter effective July 31, 2009.
- A.6 Interim President David Trujillo reported that Ms. Loretto Garcia, Vice President for Finance, submitted her resignation letter effective October 31, 2009.

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

IV. FINANCIAL REPORT

A. Year End Budget Status Report for June 30, 2009.

Ms. Joyce Sandoval, Comptroller, presented the Unaudited and Unadjusted Preliminary Budget Status Report, which is supplementary information to the Fiscal Watch report for the month ending June 20, 2009 (attached). The only department that went over budget was Auxiliaries as of the end of June 30, and Internal Services almost broke even. All the other departments were on target and did well.

B. Approval of Quarterly Fiscal Watch Report for June 30, 2009.

All institutions are on a fiscal watch and are required to submit quarterly financial reports to the Higher Education Department using a common format. Ms. Sandoval stated there are no real fluctuations other than the reduction in expenditures because the budget was reduced. In September the Statement of Actuals will be presented to the Board for approval and then it will be submitted to the Higher Education Department. The Statement of Actuals will contain the audit adjustments.

Ms. Sandoval stated that the only thing that is obvious for the month of June is that there is an elevated level of expenditures due to the processing in the current year for those grants and contracts that have a year end report due. Payroll takes up most of the College's state appropriation; therefore, Ms. Sandoval stated you could say that the grants and contracts are what keep the College going on a regular basis. In order to keep doing business, a certain amount of cash flow is needed. The Business Office draws down as often as possible to make sure there are funds available to expend to earn more funds. There is a tight monitoring on the ability to draw funds from G5, which is the federal drawdown mechanism. State and federal grants are on an reimbursement basis, which have to be expended before the College can draw funds. The College has a few private grants that are not on a reimbursement basis. A brief discussion took place regarding the cash management and documentation process within the Business Office. A brief discussion also took place concerning the "due to and due from," which Ms. Sandoval explained exists in the accounting system, but is not reflected in the report because it zeros itself out. Ms. Sandoval explained that all expenditures are paid out of operating funds.

Ms. Sandoval stated the process at the Bookstore will be researched on how transactions flow through the system as part of the audit process. Reporting of expenditures are fine; however, the revenue may not be accurate. Inventory levels have already been adjusted. The audit process for fiscal year 2008-09 has started and so have the reconciliation process of all accounts. Ms. Sandoval reported the College has better ending balances than was previously anticipated. What may change is if through the audit process there are misclassifications, then the expenditure might move from one place to another, but it will balance itself out.

Regent Alfred Herrera moved to approve the Quarterly Fiscal Watch Report for June 30, 2009 as presented. Motion carried unanimously.

VI. OLD BUSINESS

A. Facilities Report by David Schutz.

Mr. Schutz, Interim Director of Facilities and Capital Projects, presented the Capital Projects Status Report-Expenditures as of June 30, 2009 (attached). Mr. Schutz reported on the major projects summarized as follows:

College of Education Building – Bids were received by contractors on July 9, 2009. The apparent low bidder is AIC Construction from Albuquerque. This project is ready to move forward. Once a contractor is hired, permits will be acquired. A groundbreaking ceremony will take place in September.

SERPA Building – Fifteen proposals were received from very qualified architectural firms. These proposals were graded by the Architectural Selection Committee on Friday, July 24, and final interviews of four short-listed firms will be held on August 7. Final recommendations are to go before the Board at the August meeting.

El Rito Plaza – Construction documents are completed and construction bids are to open on July 28. The construction contract is to be presented to the Board at the August meeting.

Ben Lujan LCR Addition – RFP for Architectural and Engineering services has been issued and proposals from interested firms for these services will be submitted.

Nick Salazar Center for the Arts – Approval of the RFP for consultants for upgrades to acoustic and lighting systems at CFA is being presented at this meeting of the Board.

Regent Branch stated that the appropriation for the Las Cumbres Community Center may be in jeopardy if the College does not follow up with the fund reversion date. An extension should have been requested so funds are not lost.

Regent Theresa Martinez suggested that a press release go out on all projects that have been completed to keep everyone informed on what is happening at the College.

VII. NEW BUSINESS (Continued)

G. Approval of RFP for LEED Commissioning Services for the SERPA Project.

Mr. David Schutz, Interim Director of Capital Projects, presented the Request for Proposals (RFP - attached) for LEED Commissioning Services for the design of, and construction of the Solar Energy Research Park and Academy (SERPA) on College property at the Espanola Campus. The College is inviting interested qualified firms to submit their qualifications in response to the RFP for LEED Commissioning Services adequate to meet certification for LEED Silver design and requirements specified in the Governor's Executive Order 2006-001, *State of New Mexico Energy Efficient Green Facility Standards for State Facilities*. The Commissioning Services contract will be negotiated and executed directly between the Commissioning Agent and the College.

Regent Cecille Martinez-Wechsler moved to approve the RFP for LEED Commissioning Services for the SERPA Project. Motion carried unanimously.

H. Approval of RFP for LEED Commissioning Services for the Library Addition Project.

Mr. David Schutz, Interim Director of Capital Projects, presented the Request for Proposals (RFP - attached) for LEED Commissioning Services for the design of, and construction of an addition to the Ben Lujan Learning Resource Center on College property at the Espanola Campus. The College is inviting interested qualified firms to submit their qualifications in response to the RFP for LEED Commissioning Services adequate to meet certification for LEED Silver design and requirements specified in the Governor's Executive Order 2006-001, *State of New Mexico Energy Efficient Green Facility Standards for State Facilities*. The Commissioning Services contract will be negotiated and executed directly between the Commissioning Agent and the College

Regent Cecille Martinez-Wechsler moved to approve the RFP for LEED Commissioning Services for the SERPA Project. Motion carried unanimously.

I. Approval of the RFP for consulting services for the Nick L. Salazar Center for the Arts.

Mr. David Schutz stated the College is preparing to upgrade and renovate the acoustic and lighting systems of the theater within the Nick L. Salazar Center for the Arts building. The RFP is attached. The College is inviting interested professional firms to program and design the project and to prepare a response to the RFP.

Regent Cecille Martinez-Wechsler moved to approve the RFP for LEED Commissioning Services for the SERPA Project. Motion carried unanimously.

J. Approval to award contract to contractor for the Teacher Education Building.

Mr. Schutz reported that the College received eight bids for the construction of the Teacher Education Building. The lowest bidder is AIC General Contractor, Inc., at \$1,171,480. The bid tabulation sheet is attached. Information on AIC General Contractor, Inc. (qualification statement, list of major work in progress and completed, credit information, etc.) is also attached.

Regent Theresa Martinez moved to award contract to AIC General Contractor, Inc., for the construction of the Teacher Education Building. Motion carried unanimously.

K. Approval of Research and Public Service Projects.

Interim President David Trujillo reported that Research and Public Service Projects (RPSPs) are due at the Higher Education Department on August 1, 2009. These projects include Athletics, NPI, Nursing, Teacher Education, and Faculty Salaries. Mr. Trujillo stated that the figures in the handout (attached) are preliminary and may change. A meeting is scheduled on July 29 to finalize the appropriation requests. Mr. Trujillo requested approval to go ahead with these RPSPs and to develop budgets.

Regent Alfred Herrera moved to approve the Research and Public Service Projects as presented and amended by Administration. Motion carried unanimously.

L. Approval of Presidential Profile.

The attached draft of the Presidential Profile was reviewed by the Board of Regents, President Emeritus Dr. Jose Griego, Interim President David Trujillo, and the transition team. The profile has also been reviewed by Dr. Narcisa Polonio, Vice President of Research, Education and Board Leadership Services, ACCT. The changes were incorporated in the final version. After review and discussion, the changes to the profile include:

Page 1 – About Northern Section: Change from 12 to 11 additional baccalaureate programs....

Page 1 – Presidential Profile Section, first paragraph: Change to “as a comprehensive university”...

Page 2 – Ideal Characteristics Section: Delete duplicate “Proven leadership ability to...”

Page 3 – Delete duplicate sentence of how To Apply...

Regent Theresa Martinez moved to approve the Presidential Profile as amended. Motion carried unanimously.

M. Report: 100th Year Anniversary Celebration September 18-19, 2009.

Josephine Aguilar, Assistant to the President and Co-Chair of the Centennial Committee, reported that an 18-member committee composed of faculty, staff, students and community members held its first meeting on May 4 to begin planning the 100th Year Anniversary Celebration of the College. The committee meets every other Tuesday at 2:00 p.m. to plan the kick-off celebration scheduled Friday, September 18, 2009 in El Rito and Saturday, September 19, 2009 at the Espanola Campus. Letters have gone out to area legislators, former Presidents, former and current Regents, Governor’s office, US Congressional Delegation, County of Rio Arriba, City of Espanola, Eight Northern Indian Pueblos, etc. announcing the upcoming celebration. The final list of activities (draft copy attached) will be sent to these same individuals. The College community has been notified of this upcoming event as well. A letter with the list of activities will be sent to all box-holders in El Rito. Tom Alvarez reported the final schedule will be placed in the College’s newsletter. He will be covering the story of the event in the September issue of the Taos News (1st Thursday) and the Santa Fe New Mexico (1st Friday), announcements on four radio stations, press releases, etc.

N. Approval to serve wine during the 100th Year Anniversary Celebration on Friday, September 18, on the El Rito Campus.

The Centennial Committee requested approval from the Board of Regents to serve wine at a reception on the El Rito Campus on Friday, September 18. The reception will take place in Cutting Hall during the unveiling of the Veneslao Jaramillo portrait and before the Centennial Video is shown to the public.

Concerns and other issues were discussed. Regent Branch suggested that someone follow through in obtaining a permit and research issues involved in serving alcohol.

Regent Cecille Martinez-Wechsler moved to approve this request pending approval/permit from the Alcoholic Beverage Council. Motion carried unanimously.

VIII. PRESIDENT'S REPORTS AND ANNOUNCEMENTS

Interim President David Trujillo reported that about a week ago he and Dr. Andres Salazar met with Dr. Peter White, Secretary of HED and Tino Pestalozzi, HED Director of Institutional Finance and Capital Projects, to get a clearer picture on what the budget will look like and about the possibility of a special session because of the short falls in the budget. They seem to think that a special session will take place if the state deficit hits the magic number of \$200M. Mr. Trujillo stated that an article in the Santa Fe New Mexican refers to a projected deficit closer to \$300M to \$400M this fiscal year. In preparation of the short fall in the budget, the College will reconstitute the Effective Resource Utilization Committee to start the process of an expected imminent cut in the budget. Dr. Andres Salazar will head this committee.

IX. COMMENTS FROM THE BOARD

1. Regent Branch stated that in a conversation with the editor of the Rio Grande Sun, they refer to the College as an adversary. Regent Branch stated this situation is not acceptable. He suggested that the Public Information Director and the President meet with the editor to discuss ways on how to improve the relationship between the College and the RGS. The College needs to make an attempt to resolve issues and have a better understanding/relationship. He also stated that the media policy needs to be looked at more closely.

2. Regent Branch stated that Senator Richard Martinez was a greater supporter and champion in securing additional funds at the legislature for the Teacher Education Building. Because of this, he strongly suggested that the new Teacher Education Building be named after Senator Martinez.

X. PUBLIC INPUT

None.

XI. STUDENT INPUT

None.

XII. ADJOURNMENT

Regent Martinez moved to adjourn the meeting. The meeting adjourned at 4:18 p.m.

Josephine Aguilar, Recording Secretary

APPROVED: August 20, 2009

/s/

Michael P. Branch, Board President

/s/

Cecille Martinez-Wechsler, Secretary/Treasurer