

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
JUNE 17, 2010**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, June 17, 2010 in the Priscilla Trujillo Schafer Boardroom of Administration Building on the El Rito 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 9:35 a.m.

Northern New Mexico College staff present: David Trujillo, Interim President; Dr. Andres Salazar, Interim Executive VP for Finance and Administration; Dr. Anthony Sena, Provost; David Schutz, Director of Capital Projects; Carmella Sanchez, Director of Institutional Research; Dr. Dan McLaughlin, Director of Assessment; Dr. Catherine Berryhill, Dean of the College of Education; Mitch Stanfield, Director of Public Affairs; Susan Pacheco, Director of Finance; Henrietta Trujillo, Director of Accounting; Isabel Rodarte, Library Director; Nancy O'Rourke, Human Resources Director, Amberleigh, Human Resources Coordinator; 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 amended agenda dated June 16, 2010 was approved as presented. Introduction of new employees will take place after Approval of Minutes.

III. APPROVAL OF MINUTES

The minutes for the regular meeting of May 20, 2010 were approved as presented. Interim President Trujillo invited Ms. Nancy O'Rourke, Director of Human Resources, to introduce Ms. Amberleigh Rodriguez. Ms. Rodriguez from Santa Fe was hired as permanent full-time Human Resources Coordinator on May 5, 2010.

Mr. Mitch Stanfield, Director of Public Affairs, introduced Mr. Pat Vigil and Mr. Eddie Esquibel who represent the International Union of Operating Engineers, Local 953, out of Albuquerque, NM. Mr. Vigil and Mr. Esquibel will be involved in a national Native American Heavy Equipment Training Project (road construction) on the El Rito Campus. Classes are for an eight-week period. The first class starts July 27 through the middle of September, 2010. Mr. Stanfield stated that for the past six weeks he has been communicating with the Department of the Interior out of Washington, D.C., concerning the development of this project. The Department of the Interior selected the El Rito Campus as a permanent site over other training sites being considered. The College is proud of this designation. Another project for Native American students is a restoration project of the Taos Pueblo over the next several years. Students will be trained in adobe construction and renovation at the El Rito Campus and on-site at the Taos Pueblo. The Regents thanked Mr. Stanfield for his efforts in this regard.

IV. FINANCIAL REPORT

A. May 2010 Financial Summary Report.

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

1. April 2010 Fiscal Watch Report to HED – Highlights

Dr. Andres Salazar, Interim Executive VP for Finance and Administration, stated that April cash and cash equivalents were down almost \$400 thousand while payables were up more than \$200 thousand as compared to the March 2010 figures. These two factors explain the dip in net assets for the month. The large swing is the result of substantial invoices and payments in the capital projects underway – Teacher Ed, SERPA and the Library Addition. Receipts from tuition and fees are higher YTD making up for the College’s shortfall from state appropriations.

2. FY10 Budget

Budget adjustment requests (BARs) for FY10 submitted last month have not been approved by HED due to questions concerning the FY11 budget (see below). The business office is working with updated trial balance information to close out the questions. HED approval has been received for spending \$207K in ARRA funds for equipment and project expenses in the current year. Whatever is not spent through June 30 will roll over into FY11.

3. FY11 Budget

The business office continues to work with HED on its approval of the 2011 NNMC budget. Questions concerning fund balances as they tie back to audited amounts are being addressed.

4. FY09 Audit Closeout and FY10 Auditor Confirmation

A meeting with Moss-Adams was held on May 25 concerning the FY10 audit settlement and FY11 audit projected fees. It was agreed that an additional \$14 thousand payment would close out the FY09 audit fees which would then total approximately \$75 thousand, exceeding the contract fee of \$55,510. Additional charges were levied due to lack of timely reconciliation in grant revenues, NNMC Foundation, Perkins Loans, Fixed Assets and cash. Fees for the FY10 audit, as registered with the State Auditor’s Office, will be approximately \$58 thousand absent any addendum for additional services. An audit preparatory services fee of \$10 thousand for FY10 is anticipated in addition to the regular FY10 audit fee. The business office has budgeted \$65 thousand for the FY10 audit.

5. Payroll & Headcount – May 2010

YTD payroll and headcount totals are shown in the table attached. The month’s payroll for full time faculty and staff totaled \$732 thousand at a headcount of 193. When part-timers are added, a full time equivalent (FTE) total of 235 results for both faculty and staff at the end of May. This FTE number is low due to only 55 adjunct faculty members on the payroll while the average for a school month is around 140. The college continues to be down 10 full time staff employees from the start of the fiscal year and up 3 full time faculty members in the same period.

6. Cash Report

The preceding cash statement dated May 31, 2010 indicates an May 2010 cash balance of \$2,066,321, down from the amount of \$2,300,539 on April 30, 2010. Capital project payments accounted for some of the temporary downward trend over the past two months. A first payment of EDA reimbursement of nearly \$645 thousand was received in early June.

At the end of his report Dr. Salazar thanked Interim President Trujillo for the privilege of working under his presidency these last few months. Mr. Trujillo initiated a culture of accountability, effectiveness, and productivity which is currently evident in the Business Office.

B. Budget Status Report for the month ending April 30, 2010.

The Fiscal Watch Report for the month ending April 30, 2010 was presented to the Board for informational purposes at the meeting. This report is attached.

V. OLD BUSINESS

A. AQIP Update.

Ms. Carmella Sanchez, Director of Institutional Research, presented summaries of two surveys (Staff/Faculty Survey and Student Opinion Survey) administered during the spring 2010 semester. The surveys identify the top strengths (% very satisfied and % satisfied) and the top opportunities for improvement (% dissatisfied and % very dissatisfied). Ms. Sanchez was able to compare this year's results with last year's (2009) faculty/staff survey. This year the instrument changed for the student opinion survey so she was not able to compare the results. Ms. Sanchez highlighted the summaries (report attached). She stated that many of the Process Improvement Teams and some of the Systems Portfolio category champions will use this information as their measures for their efforts and when the survey is conducted again, they will check to see if there was improvement. Ms. Nancy O'Rourke stated she is concerned that a number of employees indicate they are unhappy with policies and procedures. There is no way to find out what policies and procedures are being referred to, so she suggested that a survey be conducted to find out which ones they are unhappy with and work on these.

Dr. Dan McLaughlin, Director of Assessment, gave the Regents a handout (attached) that he presented to the Leadership Team on June 15. Some members of the Leadership Team (category champions) are currently involved with updating the Systems Portfolio. This is a major project with the final version to be completed on August 3 in preparation for the Strategy Forum scheduled October 13-15, 2010 in Chicago. The following processes are considered in the update: 1) the Strategic Planning Forum held in the fall, 2008; 2) an ad hoc committee met and synthesized 69 objectives into 27 strategic goals and aligned them to the nine categories of the Systems Portfolio in the fall, 2009; 3) individuals and groups were assigned to each goal in the fall, 2009; 4) PIT teams were created and charters written in the fall, 2009; and 5) action plans have been created and implemented, with measures and targets in January, 2010 to present.

B. Capital Projects Update Report.

Mr. David Schutz, Director of Capital Projects, provided a capital projects update. The summary report is attached. These projects are summarized as follows:

College of Education Building: This project is behind schedule and within budget. Anticipated completion date is August 15, 2010, weather permitting. Mr. Schutz explained the project is behind schedule due to inclement weather, owner requested change orders, and some architectural errors and omissions.

SERPA Building: The design of the SERPA building is progressing well and is on schedule. Construction is anticipated to commence in the summer of 2010. The Board of Finance lacked a quorum at their last meeting when this request came before them for approval. This request is postponed until the next meeting of the Board of Finance scheduled July 20, 2010. Board of Finance approval is required before the project goes out to bid.

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.

El Rito Plaza: Construction is within budget and 99% complete. A final walk through with the engineer and the contractor will take place on June 17, 2010. 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. About \$15,000 remains in the fund. About \$20,000 is left from the 3Di fund (these

funds were used for the new water system emergency project); Mr. Schutz will recommend to the President and the Board that these remaining funds be used to mitigate the asbestos in the boiler rooms.

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

Ben Lujan Library Addition: Design of the library addition project is progressing well. This project will go before the Board of Finance in July for approval along with the SERPA project. Mr. Schutz stated he would like to hold off on the library project for 30 days because contractors interested in bidding for the two projects will not be able to do so at the same time. In addition, managing both projects on the same time line could be overwhelming.

Student Housing Project: This project is still the College's number one priority. This project will be discussed under the Five-Year Capital Projects Master Plan. The residence hall feasibility study prepared by Arcadis Consulting was presented to the Board at the May 20, 2010 meeting.

Nick Salazar Center for the Arts: This project is ongoing. Mr. Schutz is working with the engineers in developing an acceptable project manual. Construction is anticipated for July, 2010.

ARRA-Solar Heating System Upgrades-Espanola: Project is underway and going well. Consultants are in preliminary design phase.

ARRA-Heating System Upgrades-El Rito: This project is also underway and going well. Consultants are in the preliminary design phase. Mr. Schutz stated he would like to give the Regents a comprehensive, detailed overview of this project sometime in the near future.

VI. NEW BUSINESS

A. Review and approval of Five-Year Capital Projects Master Plan.

Mr. Schutz stated that the Five-Year Capital Projects Master Plan is due June 30, 2010 and submitted annually to the Higher Education Department (HED). He apologized for not presenting this plan to the Regents at the May meeting for review and comment. The attached draft reflects HED's directive that institutions should not contemplate or anticipate that there will be capital project monies available for new facilities in the next funding cycle because of the present economy and lack of resources at the state level. HED has encouraged institutions to look at upgrading and/or renovating existing facilities to accommodate growing needs. This plan was developed with input received from the Institutional Space Management Committee (ISMC) chaired by Dr. Anthony Sena, Provost, and the Leadership Team.

Regents Branch stated he did not want to act on this plan without sufficient review by the Board. Regent Branch also requested copies of what was submitted in prior years in order to compare priority projects. It was the consensus of the entire Board to hold a special meeting of the Board on Monday, June 28, 2010 at 9:00 a.m. on the Espanola Campus to discuss this plan in more detail.

B. Approval of revised Library Policy.

Ms. Isabel Rodarte stated the Library Policy (copy attached) has been updated due to new materials purchased that students, faculty or staff can borrow, such as the e-readers and laptop computers. In addition, the upgrade of student IDs using Banner no longer requires the library to manually input information into the operation system, Millenium, when students, faculty or staff want to borrow materials. The library will no longer need to issue "library cards" since Millenium is able to read barcodes on both library materials and student ID's. Ms. Rodarte highlighted the revisions in detail.

Regent Branch asked Ms. Rodarte if the faculty senate, student senate and staff had an opportunity to review the revised library policy as presented. Ms. Rodarte explained the library staff revised the library policy to reflect the new change of lending of electronic readers and laptop computers. This revised policy which was previously approved by the Board was not reviewed by others at the college. Regent Branch requested that the revised library policy be disseminated amongst the college community for input.

Regent Alfred Herrera moved to postpone the revised library policies for additional review. Motion carried unanimously.

C. Approval of Moss Adams for 2010 Audit.

Dr. Andres Salazar requested approval for Moss Adams, LLC, to conduct the FY 2010 audit for Northern New Mexico College and the NNMC Foundation.

Regent Alfred Herrera moved to approve the firm of Moss Adams to conduct the FY 2010 audit. Motion carried unanimously.

Ms. Henrietta Trujillo, Director of Accounting, presented a status report concerning the FY-09 Audit Findings (report attached). The findings have been categorized as follows:

- Category 1: Prior year findings – Three findings; one has been resolved (listed in the attached report).
- Category II: FY-09 findings – 21 findings; eight have been resolved (listed in the attached report).
- Total of 24 findings – 9 have been resolved and 15 are in process (listed in the attached report).
- An action plan has been developed in order to track the progress of each finding.
- Completion dates have been established for each finding. Those findings already addressed and completed have been documented.
- Action Plan will be reviewed on a weekly basis to determine if the College is on target with the dates established or if revisions are necessary.

D. Approval of RFP for legal services.

Dr. Salazar explained that the College has been using several legal firms on an as needed basis. Dr. Salazar provided a Request for Proposals (RFP) for the Board's review.

Regent Theresa Martinez moved to approve the RFP for legal services as presented. Motion carried unanimously.

E. Approval of MOA with the ERRW&WA.

Dr. Salazar replaced the Memorandum of Agreement that the Regents received in their board packet (revised version of the MOA is attached) between NNMC and the El Rito Regional Water and Wastewater Association (ERRW&WA). 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 Branch stated the Board is not opposed to the ERRW&WA housed at the El Rito Campus; however, when the College entered into a contract with Rio Arriba County for establishing the El Rito

Community Center (ERCC) there was discussion that space for the El Rito Acequia Association would be provided at the ERCC. The ERCC contract states that after two years of occupancy, the County will transfer ownership of the premises to Northern. He requested that the College resolve this matter because the conditions of the agreement have not been complied with. Dr. Salazar stated that he and Mr. Schutz have ongoing discussions with Mr. Ted Trujillo, attorney for the County. Over half of the space at the community center is being used by the senior citizens. Regent Branch suggested that the College place a caveat in any lease stating that the College has the ability, at the College's discretion, to move offices if there is a need.

As requested by the Board, the attached MOU was provided as a first reading.

F. Approval of Engineering Graduate Certificate Program in Information Engineering Technology.

Dr. Sena explained that on July 27, 2009 the Board approved two graduate programs: Master of Arts in Teaching Mathematics and Science and Master of Engineering in Information Technology. These two new degrees went through all levels of internal approvals. The NM Council of Graduate Deans approved the two graduate programs on October 21, 2009. The proposals are now with the Higher Education Department for approval before they go to the State Board of Finance. Northern's proposals, along with proposals from other institutions, are currently frozen at the HED because the State Board of Finance has requested that the HED provide a master plan for higher education in New Mexico, in particular with graduate education.

Dr. Sena stated that the recommendation of the NM Council of Graduate Deans, as an alternate pathway, is to offer post baccalaureate certificates to give students an opportunity to proceed with graduate credit and have those certificates based on existing programs that have already been approved. Dr. Sena stated that the HED does not need to review or approve certificates. The College has finalized an engineering certificate that the College can begin offering as soon as it is approved by the Board. The Graduate Curriculum Committee approved the proposed new certificate in Information Engineering Technology (refer to letter attached). In addition, the Graduate Curriculum Committee approved upper division courses for the Alternative Licensure (ALP) Certificate; however, these courses cannot be offered until a post baccalaureate certificate in the education department is also presented and approved through due process.

Dr. Sena informed the Board that there is Title V funding for HSIs for graduate start ups and enhancing graduate programs. The College has been hindered by not having the ability to offer 500 level courses. With final HLC approval of this proposal the College will be eligible to apply for Title V funding.

Regent Cecille Martinez moved to approve the Post Baccalaureate Certificate in Information Engineering Technology. Under discussion, Dr. Sena stated there are some concerns from faculty with regard to the institution's transition from undergraduate to graduate and the changes to banner, money and effort involved in this change. The College is entering another phase and there are many issues to be discussed and considered. No further discussion. **Motion was made and carried unanimously.**

On a related issue, Dr. Sena stated he will be presenting a proposal to the Leadership Team that Department Chairs be placed on an 11-month contract because many decision-making activities occur during the summer months and critical individuals are needed for these important discussions.

G. Application to HLC for offering up to five graduate level courses.

In a conversation with Mr. Stephen Spangehl, VP for Accreditation Relations at the Higher Learning Commission, Interim President Trujillo stated that Mr. Spangehl could, without other reviews, approve up to five graduate courses the College wishes to offer as long as these courses have gone through internal

reviews and approval. Interim President Trujillo will send a letter to Mr. Spanghel requesting approval of the Graduate Certificate in Information Engineering Technology. He will also submit an application requesting approval for offering five graduate level courses in teacher education and engineering. Upon approval from HLC, the College will advertise the courses as stand-alone graduate courses that upon successful completion can be transferred to other colleges that offer graduate degrees.

(At this time the Board recessed for lunch at 12:01 p.m. The open meeting reconvened at 1:00 p.m.)

H. Presentation: Institutional Space Management Committee.

Because there were many faculty coming to Dr. Andres Salazar with requests for more space, Dr. Salazar asked Dr. Anthony Sena to form a committee to review all space related requests. Dr. Sena explained that primary issues are academic related. Not only does faculty want to have specific offices or labs, staff would also like their own dedicated space. The college-wide Institutional Space Management Committee (ISMC) has been formed to review all requests for space and other space issues in coordination with institutional master plans. The membership composition and the purposes of the ISMC are spelled out in the attached document.

I. Recommendations from the Naming Committee for the new Education Building.

In keeping with the current Board policy, Interim President Trujillo appointed an ad hoc committee (composed of Cathy Berryhill, Nancy Sharp, Josephine Aguilar, and Alfredo Montoya) with two tasks: 1) Establish a process for soliciting and reviewing recommendations from the entire College community on potential names for the Teacher Education facility and 2) provide recommendations for clarifying, streamlining and/or improving the present policy. Dr. Berryhill explained the process taken by the Naming Committee to solicit recommendations for the naming of the new Teacher Education Building. The list of all recommendations received is attached. The recommendation of the Naming Committee (memo attached) is based on the philosophical point that when a building is named it should be viewed as an opportunity to potentially attract donations to the College.

Regent Branch stated that several months ago he expressed his wish to present before the Board his thoughts regarding this matter. He shared with the Board his response to an email he exchanged with Nancy Sharp regarding “best practices” on capital campaigns and naming policies from institutions in New Mexico and other states. Nancy Sharp states in her email that one common denominator to date is that no one recommends naming or names buildings after politicians. Regent Branch responded that “politicians (legislators) are individuals that give of their time at no pay and are the source of all our funding at the College. The money the College has received for capital outlay and to sustain programs, has been through the efforts of individuals that have been elected to public office and absolutely necessary for the College’s existence. Many individuals are appointed politically and may be considered as “politicians” and it should not have a stigma attached to their names.” Regent Branch provided a historical overview on how the efforts of some individuals, in particular Senator Richard C. Martinez, took the initiative, despite strong pressure and opposition from some individuals, to get a bill passed by the House, the Senate, and the Governor. Calling it the “right thing to do” for education and rural northern New Mexico, Governor Bill Richardson signed a bill (SB 163) on March 5, 2004 that enabled NNMC to begin offering a four-year teacher education program. Regent Branch recommended that the new teacher education building be named after Senator Martinez because he instituted a major change in this institution’s history; without his efforts the College would not be offering baccalaureate degrees today much less plan to offer master degree programs. The rest of the Regents were supportive and in agreement with Regent Branch’s nomination.

Regent Branch requested that the Naming Committee come back to the Board and present an official name (combining Senator Martinez’s name with the function of the building) for approval at the special meeting of the Board scheduled on Monday, June 28, 2010.

J. First Reading of revised policy: Naming of College Facilities.

Dr. Berryhill stated that the Naming Committee looked at “best practices” for the naming of facilities. Most colleges and universities use the naming of areas or buildings as opportunities to encourage donations to the institution. The revised policy (attached) has general guidelines the Board of Regents will likely use in considering naming opportunities that involve financial contributions and for opportunities that do not involve financial contributions. Dr. Berryhill emphasized to the Regents that, as indicated in the old policy, the responsibility for naming buildings rests with the Board of Regents.

Regent Branch suggested that revised policies that come before the Board for review show line-item changes so the Regents can see what language remains the same, what language is taken out, and what is being changed.

VII. PRESIDENT’S REPORTS AND ANNOUNCEMENTS

Interim President Trujillo stated that in recognition of the fact that the past twelve months have been overwhelming, he is appreciative of all the staff who worked so tirelessly, professionally, and diligently to make all advances and initiatives possible. In particular, he thanked Mitch Stanfield, Cathy Berryhill, Tony Sena, Andres Salazar, and Josephine Aguilar. He especially thanked the Board of Regents for the learning opportunity provided to him. The Regents thanked David Trujillo for his time, effort, leadership, and professionalism as Interim President. The College has come a long way from the last few years.

VIII. COMMENTS FROM THE BOARD

Regent Branch read aloud a letter dated March 15 the District Engineer with the NM Department of Transportation sent Mr. Schutz. The letter states that: 1) additional signage directing travelers to the College is on order and will be scheduled for installation at major intersections in and around Espanola when received; 2) DOT plans to collect turning movement and through traffic count information at the intersection of Paseo de Onate and the main entry road into the Espanola Campus the week after spring break. This count data along with other information will be used to conduct a signal warrant study; and 3) the District 5 Traffic Section plans to conduct a roadside safety evaluation of the road to El Rito (Highway 554) and determine if guardrail is warranted. If so, safety money may become available for this project. Regent Branch thanked David Schutz for his persistence in bringing these matters to the attention of the DOT.

IX. PUBLIC INPUT

Regent Branch pointed out that community members do not attend meetings scheduled in El Rito. He suggested that it might be helpful if the College posted Board meeting notices other areas besides the post office. In addition, he recommended that the College schedule public hearings to provide an opportunity for community members to be on the agenda or to honor public input.

X. STUDENT INPUT

None.

XI. PERSONNEL MATTERS

A. Personnel actions.

- A.1 Interim President Trujillo recommended the hiring of Patricia Trujillo, Ph.D., as FT Faculty and as a Title V Writing Specialist effective July 1, 2010.
- A.2 Interim President Trujillo recommended the hiring of Rebecca Cabildo as Special Needs Director effective July 1, 2010.
- A.3 Interim President Trujillo recommended the hiring of Lori F. Cheever as Customer Service Professional effective July 1, 2010.

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

Interim President Trujillo reported that a formal letter was received on June 15 from Enzley Mitchell, Head Men's Basketball Coach/Athletic Director, announcing his intentions to resign on July 1, 2010.

Regent Theresa Martinez moved to accept Mr. Mitchell's resignation. Motion carried.

B. Approval of 60-day extension of select contracts.

Regent Branch stated that Dr. Nancy Barcelo would like the opportunity as new president of NNMC to look at the organization of the College and be involved in suggested reorganizations and changes in assignment. Interim President Trujillo stated when a new president comes to an institution, it is wise and courteous to allow time for the president to evaluate the leadership team and senior management team. Therefore, the contract for some employees will be extended for 60-days for FY 2010-11. These individuals include David Trujillo, Mitch Stanfield, Alfredo Montoya, Nancy O'Rourke, Josephine Aguilar, Anthony Sena, David Schutz, Dan McLaughlin, and Andres Salazar.

Regent Alfred Herrera moved to approve the 60-day extension of selected contracts as mentioned above. Motion carried unanimously.

XII. ADJOURNMENT

Regent Feliberto Martinez moved to adjourn the meeting. The meeting adjourned at 2:15 p.m.

Josephine Aguilar, Recording Secretary

APPROVED: July 15, 2010

/s/
Michael P. Branch, Board President

/s/
Cecille Martinez-Wechsler, Secretary/Treasurer