

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
JUNE 18, 2009**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, June 18, 2009 in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Alfred Herrera, Cecille Martinez, and Feliberto Martinez. Board President Michael Branch called the meeting to order at 9:14 a.m. Regent Branch reported that Regent Theresa Martinez was absent due to the death of her mother on June 13, 2009.

Northern New Mexico College staff present: Dr. Jose Griego, President; Tom Garcia, Executive Vice President; Loretto Garcia, Vice President for Finance; Dr. Anthony Sena, Provost; Alfredo Montoya, Dean of Student Services/Director of Financial Aid; Carlos Martinez, Director of the El Rito Heritage Retreat Center; Tom Alvarez, Public Information Director; Nancy O'Rourke, Director of Human Resources; David Schutz, Director of Facilities and Capital Projects; Nancy Sharp, Director of Development; Isabel Rodarte, Director of the Library; Guido Gellis, Director of SOL/SSS; Joyce Sandoval, Comptroller; Enzley Mitchell, Athletic Director and Men's Basketball Coach; Cristina Jost, Women's Basketball Coach; Janelle Gomez, Administrative Secretary; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty Present: Tim Crone, Dr. Meredith Garcia, Dr. Alejandro Gonzales-Aller, Ellen Trabka, Dr. Mary Ann Franklin, and Quentin Wilson. Others present: Sara Welch, Reporter for the Rio Grande Sun; Patrick Archuleta, Student Senate President, and Deaver Smith, Student Senate Officer representing the El Rito Campus. Also present were several members from the El Rito Community Ad Hoc Committee.

II. APPROVAL OF AGENDA

Regent Branch requested an Executive Session after Item VI(E) and prior to President Griego's notice of retirement under New Business VI(F). **The final agenda was approved as amended.**

A. Introduction of new employees.

President Griego asked Enzley Mitchell, Athletic Director and Men's Basketball Coach, to introduce Ms. Cristina Jost hired effective June 9, 2009 as the Women's Basketball Coach. Ms. Jost comes to NNMC from the University of the Ozarks in Arkansas. Dr. Spintz Harrison, Director of the Northern Pueblos Institute (NPI) effective July 1, 2009 was also introduced later at the meeting.

III. APPROVAL OF MINUTES

The minutes for the Board of Regents meeting held May 21, 2009 were approved as presented.

IV. FINANCIAL REPORT

A. Financials and Budget Status Report for the month ending May 31, 2009.

Ms. Joyce Sandoval, Comptroller, presented the Unaudited and Unadjusted Preliminary Budget Status Report and Supplementary Information Fiscal Watch Report dated May 31, 2009

(attached). Ms. Sandoval provided an additional page to the Statement of Net Assets (page 1A), which was requested by Regent Alfred Herrera. The numbers in the Budget Status Report for Instruction and General (I&G) were modified to reflect what went in the Budget Adjustment Request.

Ms. Sandoval stated that the budget is solvent and the College is within budget. In general, the College is in a positive position. The College does not have an excess of funds and while the College is not in any danger, Ms. Sandoval stated that the College will need to be conservative and maintain control of its limited resources. Ms. Sandoval pointed out the chart on page A-1 reflecting I&G and other current expenditures as of May 31, 2009. The only department that has exceeded its budget is Auxiliaries. All other departments are within budget. The year end inventory for the Bookstore will take place the end of June which will determine the trend of expenditures/revenues. This information will be provided to the Board at the July meeting. Ms. Sandoval pointed out that a majority of federal and state grants are on a reimbursement basis meaning that funds are expended before funds are reimbursed. Ms. Sandoval stated she expects to have all the receivables posted and all the deferred revenue checked for the July meeting. Ms. Sandoval also pointed that she did not adjust the revenue to reflect changes or reductions based on the de-authorization of the appropriation. Ms. Sandoval clarified some questions Regent Herrera had and will follow up with an error made in the Preliminary Budget Status Report Summary.

Ms. Sandoval explained that the College's budget is set up in two very basic distinctions (unrestricted and restricted funds). Within these two basic distinctions there are two other distinctions (unrestricted Instruction and unrestricted non-Instruction). The unrestricted non-Instruction is primarily auxiliaries. Restricted funds include grants and contracts. The College submits a proposed budget along with estimate of actual at the end of year to HED for approval. Regent Herrera recommended that the Finance Committee meet to clarify other questions that he has. Regent Branch recommended that the Finance Committee review the budget on a regular basis to get a clearer understanding on budget issues.

The Business Office has hired temporary help to work on special projects and to make sure bank conciliations are correct and current for the upcoming audit.

President Griego stated that tuition revenue was projected at \$1,584,000 and revenue actually came in at \$1,904,513, which is 120% of the anticipated revenue collected. This is a good sign that the College had enrollment growth. There has to be at least a 3% growth in order for the College to qualify for new funding in two years hence (2011) in HED's funding formula.

V. OLD BUSINESS

A. Facilities Report by David Schutz.

Mr. David Schutz, Director of Facilities and Capital Projects, presented a Capital Projects Status Report (attached). Mr. Schutz summarized some current projects as follows:

SERPA Building – An RFP has been issued for Architectural/Engineering Services. A pre-submittal meeting took place on June 10; 35 firms were represented at the meeting. Proposals are due July 3, 2009.

College of Education Building – On June 17, 2009 a preliminary bidders conference took place for prospective contractors. A recommendation will be submitted soon to the Regents for review and approval of the contractor for this building.

Library Expansion Project – Mr. Schutz has been working with Ms. Isabel Rodarte to make sure the RFP is complete. An advertisement for Architectural services will be issued next week.

El Rito Emergency Water Project – The presentation of final landscaping and engineering plans from Sutter Miller and Associates is scheduled for next week. It is Mr. Schutz’s hope that construction will begin soon for completion before cold weather sets in.

ADA Compliance Issues – Mr. Schutz is waiting for a letter of findings from OSHA outlining the deficiencies they found at the El Rito Campus. The College will then respond with course of action and timeline. The necessity of an ADA ramp in the Administration Building was the most significant findings from their site visit.

BR&R – President Griego stated the College received permission from HED and DFA to access 40% of the BR&R funds to help balance the budget. This had never happened before, but because of the economic situation, all higher education institutions were given this opportunity. The College will have to be careful in choosing the highest priority remodel and/or renovation projects. President Griego suggested that Mr. Schutz provide a list of all projects in this category at the Board of Regents Retreat in July. Regent Branch stated he was aware that authority was granted by HED and DFA to do this; however, he was not aware that the decision was made to incorporate 40% of BR&R into the budget and felt that this should have been explained to the Board during the budget process. President Griego and Ms. Loretto Garcia both indicated that this action was reported out in finance committee when the 2009-2010 budget was discussed.

VI. NEW BUSINESS

A. Approval of Capital Outlay Five-Year Plan.

Mr. Schutz presented the Capital Outlay Five-Year Plan (attached). This plan is updated annually and presented to HED. Most of the projects in prior plans are contained in this updated version although the priorities may change from year to year. The priority projects in 2009-2011 are as follows:

<u>Priority</u>	<u>Project Title</u>	<u>Funding Source</u>	<u>Cost of Project</u>
1	Student Housing	100% funded by third party investor	\$20,000,000
2	SERPA Building	100% from Legislature	\$5,000,000
3	CFA Addition & Renovation	100% from Legislature	\$6,000,000
4	Weatherization Upgrades	100% funded by third party investor	\$425,000
5	Solar Power System-El Rito	100% funded by third party investor	\$1,500,000
6	Student Union Bldg. & Child Daycare Facility	100% from Legislature	\$7,000,000
7	Heating System Upgrades-El Rito	100% funded by third party investor	\$1,200,000

8	Health Sciences Building Addition	100% from Legislature	\$4,000,000
9	Purchase 20 acres north of campus	100% from Legislature	\$4,000,000

Regent Feliberto Martinez moved to approve the Capital Outlay Five-Year Plan as presented. Under discussion and in response to Regent Branch’s question, President Griego stated that he has already made contact with legislators about the College’s capital outlay projects going before the 2010 legislative session. **Motion was made and carried unanimously.**

(At this time, Board President Branch recommended a change to the final agenda -- to move Item VI(D) up on the agenda due to Mr. Patrick Archuleta, Student Senate President, having another commitment.)

B. Review and Approval of revised Student Senate Charter and By-Laws.

Mr. Patrick Archuleta presented the revised Student Senate Charter and By-Laws for Board approval (attached). The current Student Senate officers made minor changes to the Student Senate Charter and By-Laws in order to get more dedicated students and departments involved in the senate. Deaver Smith, representing the El Rito Campus, was also present. These minor changes were outlined one by one by Mr. Archuleta.

Mr. Archuleta stated that the reason he did not present the revised charter and by-laws to the Dean of Student Services and the AQIP Council was because the term is ending for the current officers and they want the new charter and by-laws adopted and go into effect. President Griego recommended approval of the Student Senate Charter and By-Laws. Regent Branch and Regent Cecille Martinez-Wechsler complimented the Student Senate’s professional job and involvement in the College the last couple of years.

Regent Cecille Martinez-Wechsler moved to approve the revised Student Senate Charter as presented. Motion carried unanimously.

C. Request to change Administrative Title in Academic Organizational Chart.

Dr. Anthony Sena, Provost, disseminated the Academic Organizational Chart approved by the Board of Regents March 19, 2009. Dr. Sena stated the College has started to implement the organizational chart; however, there are some challenges because of the current financial situation. The chart is a big improvement to where the College is going and is matching the school’s growth as it develops into a four-year institution. After receiving input from the Faculty Senate and the President’s Council about things that need to be developed, it is necessary to make some adjustments to the sub units within the organizational chart. The current Academic Organizational Chart has a listing for a “Director for Graduate and Research Studies.” Dr. Sena requested to allow for the nominal title of “Associate Provost” to be attached to this assignment. The official title will then be “Associate Provost and Director for Graduate and Research Studies.”

President Griego stated the rational for this title change is to make a greater impact with the Council of Graduate Deans, HED, etc., as the College goes forward with graduate programs. Regent Branch stated this is an example of shared governance and an example of how far the school has advanced over the last few years at all levels.

Regent Cecille Martinez-Wechsler moved to approve the administrative title change in the Academic Organizational Chart as presented. Motion carried unanimously.

(At this time the Board recessed for a short break at 11:00 a.m. The open meeting reconvened at 11:13 a.m.)

D. Review and Approval of Payment Plan fee.

Ms. Loretto Garcia stated that the College is proposing to initiate a \$25.00 payment plan fee for students who elect to pay their tuition costs via the online/automated payment plan process. This service would be provided by TouchNet Commerce Management System for campus commerce automation. A list of what TouchNet CMS provides to higher education institutions is in the handout provided by Ms. Garcia (attached). The contract with TouchNet CMS would be a three-year contract. The yearly charge is \$37,000, with a one-time start up fee of approximately \$19,000. Ms. Garcia explained that initial charges will be paid from logistic funds the College has for communication. An important feature is that this company will provide Northern with a secure commerce environment that meets Payment Card Industry requirements, as well as federal data security and privacy mandates. In summary, students will be able to view their accounts online and if they add or drop classes, their accounts are updated automatically. Students will receive monthly updated statements. The College will select the module that it needs at the present time. If students are late making payments, they will receive friendly reminders to make payments. The recommended late fee is \$10.00.

President Griego stated that this software, which is compatible with Banner, will accommodate the needs of the students by providing them an opportunity to pay tuition, fees, and room and board on a payment plan. It will also facilitate the work for staff in the Business Office by placing students on an automated payment plan. Mr. Alfredo Montoya, Dean of Student Services, and Mr. Tom Garcia, Executive Vice President, also agreed that the payment plan offer to students in making payment arrangements will be beneficial and efficient for students.

Regent Cecille Martinez-Wechsler moved to approve the payment plan fees as presented. Motion carried unanimously.

E. Report: El Rito Community Committee.

The El Rito Community Committee (ERCC) was set up in January for the purpose of improving the operation and success of the El Rito Campus and the relationship between the College and the El Rito Community in a spirit of sustained and mutual support. President Griego had requested that the ERCC provide a written report (attached) and report their findings to the Board of Regents. Dr. Anthony Sena and Mr. Carlos Martinez served as Co-Chairs of the committee. Dr. Sena stated that the ERCC is an ad hoc committee; however, one of the elements of the ERCC is to have the committee continue to meet in the future. Dr. Sena stated he and others brought a subjective view to the table. Dr. Sena introduced Mr. Jake Arnold who in turn introduced the other ERCC members present: Quentin Wilson, Wendy Westerbecke, Diana Trujillo, Ron Horsley, Carlos Martinez, Jim Dow, Jonathan Cartland, and Consuelo Luz.

Regent Branch stated that in order to move forward objectively with the content of the report, it was decided that the Board Retreat tentatively scheduled in Albuquerque July 16-17 be rescheduled the later part of July at the El Rito Campus. An afternoon or whatever timeline is needed will be dedicated to go through the report in its entirety, prioritize some issues addressed

in the report, and allow for questions and answers from the College and the ERCC. Regent Branch stated some ideas identified in the report can be addressed in the short-term, others require more housekeeping. The Strategic Planning Session scheduled in the fall will include the operation of the El Rito Campus and Regent Branch stated ERCC members will be invited to participate in this process.

ERCC members were invited to make personal statements—some comments are summarized as follows:

- The report is a collaborative effort—this became a forward looking process in a way to try and present ideas of what ERCC members thought could happen in the future to make El Rito a much better campus.
- All ERCC members had an opportunity to provide input.
- The result is an honest report.
- The ERCC is hopeful for better things—anticipate going forward.
- The ERCC is composed of a diverse group with very different opinions, but all dedicated to one common purpose of making the El Rito Campus a success.
- Maintain parity between the Espanola and El Rito Campus and work together to make the entire College a success for the student body.
- The community has placed a great deal of faith on the ERCC and the Board of Regents to turn things around at El Rito. The ERCC will work hand in hand with the College not just to turn things around on the campus but to have it serve as a model of success for rural educational institutions across the world.
- We have an opportunity to create an alternative model for education.
- It is time to advance and do it together.
- A professional market study is recommended for El Rito.
- Honored to be part of this process.

Regent Alfred Herrera informed the ERCC that he would make himself available at their next meeting to share his experiences in the two degrees he earned through the University of Phoenix.

President Griego thanked the ERCC for their hard work. There are many excellent ideas in the report—some can be implemented, some will need a budget, and others need to go through the strategic planning process. The ERCC will be invited to the Strategic Planning Session in September. President Griego reported that he spent about three hours with the President's Council just to discuss the report. President asked for patience as the College grows into a full fledged university offering graduate programs in order to generate the level of funding necessary to operate the college with ample budgets to do the kinds of work that a larger budget can do for both campuses.

EXECUTIVE SESSION

Regent Alfred Herrera moved that pursuant to Section 10-15-1(H) of the Open Meetings Act the Board adjourn into executive session to discuss limited personnel matters and a litigation issue. **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 12:23 p.m. The open meeting reconvened at 1:37 p.m.** Board President Branch reported shortly after the meeting reconvened that the Board discussed personnel matters and a litigation item and no action was taken.

In open session Regent Branch asked Regent Cecille Martinez-Wechsler to read aloud a letter from President Jose Griego. The letter is attached hereto and incorporated herein.

F. Retirement Notice by President Jose Griego.

Regent Branch stated that he had the privilege of working with Dr. Griego. Together they learned the political process to get to where the College is at today. The Regents and others present thanked and applauded Dr. Griego for his vision, dedication, support, and hard work as President of Northern. Dr. Griego's retirement takes affect August 1, 2009. Dr. Griego served as President of NNMC since February 1, 2005, during a time that NNMC made the transition from a community college to a four-year institution. Under Dr. Griego's leadership, enrollment increased steadily while the College added 11 Baccalaureate Degree Programs approved by the Higher Learning Commission in Teacher Education, Business Administration, Biology, Environmental Science, Information Technology (Applied Networking), Integrative Health Studies, Mathematics, Nursing, Information Engineering Technology, Mechanical Engineering (Solar Energy), and Software Engineering. A Bachelors degree in Music is pending formal approval by HLC on June 30, 2009. Northern was also reaccredited for another eight years by the HLC until 2017.

Regent Feliberto Martinez moved to "reluctantly" accept Dr. Griego's letter of retirement. Motion carried unanimously.

G. *President Emeritus* Status for Dr. Jose Griego.

Regent Cecille Martinez-Wechsler moved to award Dr. Griego *President Emeritus* status. Motion carried unanimously.

H. Professional Services Agreement for Transition for new president.

Regent Branch stated that between now and August 1, the Regents will decide on an Interim President and outline the plans for conducting a search for a new president. The Board of Regents will hire Dr. Griego to assist the next president with the transition of leadership and as a consultant in the further development of the NNMC National Educational Retreat Center at the El Rito Campus for Veterans suffering from Post Traumatic Stress Syndrome (PTSD).

Regent Alfred Herrera moved to enter into a Professional Services Agreement with Dr. Jose Griego to provide transitional services for the new president and to help in the development and potential implementation of a National Retreat Center for Veterans with PTSD at the El Rito Campus. Motion carried unanimously.

VII. PRESIDENT'S REPORTS AND ANNOUNCEMENTS

1. Dr. Griego thanked the Board of Regents for the opportunity to serve Northern as President for the last four and a half years and before his appointment as President as the Chief Academic Officer for a period of about thirteen years. He stated it has been an excellent experience and the highlight of his career. It has been especially gratifying to serve the students and the community of north central New Mexico. He stated that after moving into a four-year status and establishing the Foundation there is no way but up; the next step is to commence graduate programs at Northern in order to provide the level of funding necessary to operate the college with ample budgets.

2. President Griego received a letter from Dr. Veronica Garcia, Public Education Department Secretary, indicating that Northern received approval from the National Council for the Accreditation of Teacher Education (NCATE). Northern now has the first level of accreditation for the Teacher Education Program. The next phase is a national visit from the NCATE group. Northern's program requires that students take up to 21 credits in math and science. Northern is producing some of the very best teachers in the state of New Mexico. He congratulated the Teacher Education Program and the College for the hard work they put in to get this accreditation.

3. The Bachelor's Degree in Music has been approved by the Higher Learning Commission's peer reviewers. The HLC Institutional Actions Council will take formal approval action on June 15, 2009. The Commission Board of Trustees will validate this action through its validation process at their next scheduled meeting.

4. President Griego announced some retirements: Ms. Julia Abeyta, who has served as Director of American Indian Affairs for about 20 years is retiring the end of July, 2009. She has done an excellent job as liaison with the Eight Northern Indian Pueblos and the College will miss her. Ms. Loretto Garcia, Vice President for Finance, submitted her letter of retirement effective October 31, 2009. A search for both of these positions will commence soon.

5. Mr. John M. Garcia, Cabinet Secretary with the NM Department of Veterans' Services, visited the El Rito Campus May 26, 2009 and is very enthusiastic about the possibility of developing the very first National Educational Retreat Center to treat Veterans with PTSD. Dr. Griego stated he looks forward to working with the Board of Regents and the Integrative Health Studies Program to develop the first, and hopefully the best, exemplary program for Veteran's with PTSD.

6. The College is a member of the NM Educational Service Center, a consortium of four higher education institutions (NNMC, NM Junior College in Hobbs, Santa Fe Community College, and New Mexico Institute of Mining and Technology). Dr. Griego reported that this group is disbanding. It has served its purpose the past eight years in acquiring funds from the legislature to install Banner software and hardware at the institutions of the NMESC.

A. Discussion: Board Retreat in July.

Board President Branch reported that the Board of Regents Retreat will be held July 27 and 28, 2009 at the El Rito Campus. Members of the El Rito Community Committees will be invited at some point during the Retreat to discuss the report submitted to the Regents.

VIII. COMMENTS FROM THE BOARD

1. Board President Branch reported that the Board will hold a Special Meeting on Wednesday, June 24, at 9:00 a.m. to discuss and appoint the Interim President and the Presidential Search Committee. The Regents will be looking at proposals from a couple of companies, Keystone International, Inc., and the Association of Community College Trustees (ACCT), to assist in a national search for a new President. Regent Branch stated that in 2004 the Presidential Search Committee was a diverse committee and the same representation is recommended: Two Co-Chairs from the Board of Regents, Business Community, Administration, Foundation Board, Education (K-12), Alumni, LANL, Eight Northern Pueblos, Network of Superintendents, Faculty from Espanola, Faculty from El Rito, Staff, and a Student.

Board President Branch appointed Regents Alfred Herrera and Theresa Martinez to serve as co-Chairs of this committee.

2. Board President Branch announced that Mr. Tom Garcia, Executive Vice President, is about to complete his doctoral degree program in educational leadership from UNM. He stated this is an example of what the College can do to offer further education and training for its employees.

IX. PUBLIC INPUT

None.

X. STUDENT INPUT

None.

XI. PERSONNEL MATTERS

A. Personnel Actions.

A.1 President Griego recommended the hiring of Ms. Cristina Jost as Women's Basketball Coach effective June 9, 2009. (Note: Mr. Adam Taylor, approved by the Board of Regents last month, declined the position.)

A.2 President Griego announced earlier in the meeting that Ms. Julia Abeyta, Director of American Indian Affairs, submitted her intentions to retire effective July 31, 2009.

Regent Cecille Martinez-Wechsler moved to approve the personnel actions as presented. Motion carried unanimously.

XII. ADJOURNMENT

Regent Martinez moved to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 2:18 p.m.

Josephine Aguilar, Recording Secretary

APPROVED:

Michael P. Branch, Board President

Cecille Martinez-Wechsler, Secretary-Treasurer