

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
JUNE 21, 2011**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Tuesday, June 21, 2011 in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Rosario (Chayo) Garcia, Alfred Herrera, Cecille Martinez-Wechsler, and Feliberto Martinez. Board President Michael Branch called the meeting to order at 8:03 a.m.

Northern New Mexico College staff present: Dr. Nancy Barceló, President; Dr. Anthony Sena, Provost and VP of Academic Affairs; David Schutz, Interim VP of Administration; Domingo Sanchez, Interim Chief Financial Officer; Susan Pacheco, Chief of Staff; Nancy O'Rourke, Human Resources Director; Dr. Stephanie Amedeo-Marquez, Interim Director of Assessment and Accreditation; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Mellis Schmidt, Theresa Lopez, Ellen Trabka, and Tim Crone, NFEA President. Others present: Jeff Genauer, Student Senate President.

II. APPROVAL OF AGENDA

President Barcelo requested that Item VIII(B), Report on the Regents Scholarship Fund, be postponed; this topic will be presented at a later time. The final agenda was approved as amended.

III. APPROVAL OF MINUTES

The minutes for the regular meeting held on May 17, 2011 were approved as presented.

IV. EXECUTIVE SESSION

At the request of Board President Branch, Regent Alfred Herrera moved that the Board enter into Executive Session pursuant to Sections 10-15-1(H)(2) and 10-15-1(H)(5) of the Open Meetings Act to discuss limited personnel matters and collective bargaining strategies. **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 8:04 a.m.** The open meeting reconvened at 9:13 a.m. Regent Branch reported that no action was taken in executive session.

V. PERSONNEL MATTERS

A. Personnel actions.

A.1 President Barcelo recommended the hiring of Anna Gutierrez-Sisneros as a FT Mental Health Counselor effective May 16, 2011. This position is covered by the Exito Grant. Ms. Gutierrez-Sisneros was a half-time employee in the Nursing Department.

Regent Cecille Martinez moved to accept the employment of Ms. Gutierrez-Sisneros. Motion carried unanimously.

B. Approval of renewal of employment of staff and budgeted positions for FY 2011-12.

President Barcelo recommended the renewal of employment of staff whose names appear in the list presented to the Board.

Regent Feliberto Martinez moved to approve the re-employment of staff as presented. Under discussion Regent Branch pointed out that Dr. Anthony Sena is listed twice. No future discussion. **Motion carried unanimously with correction noted.**

VI. FINANCIAL REPORT

A. Budget Status Report and Audit Update.

Mr. Domingo Sanchez, Interim Chief Financial Officer, presented a budget status report and audit update summarized as follows:

FY11 Operating Budget: Mr. Sanchez reported that the FY11 budget has not been approved by the Higher Education Department (HED). HED wants to make sure the College has finished the reconciliations in order to have good fund balances. Mr. Sanchez reported that staff has completed the reconciliations and all entries have been put into banner. A trial balance will be turned over to Sean Weiner, with Kardas, Abeyta & Weiner, P.C., who is working with the College to put the budget schedule together for the auditor. The budget schedule is important because it helps the College get further along in terms of the audit itself and HED needs this information for FY11. HED has been busy with issues related to the Funding Formula and they have asked the College to be patient while this work is taking place. The College has been communicating with HED on a regular basis and Mr. Sanchez hopes that some outstanding issues related to Northern's budget are resolved soon.

FY12 Operating Budget: The College submitted the FY12 Proposed Operating Budget on May 1, 2011. Mr. Sanchez anticipates the College will hear from HED regarding the FY12 budget mid to late June.

Budget Status Report: Mr. Sanchez stated that staff will be meeting with NMHU and WNMU to look at the kinds of reports/programs they have in place that go hand in hand with Banner. The new and more formal budget reports that the College will generate will be given to the Board of Regents and to the Foundation on a regular basis. Reports include current year budget status reports, reports to the Foundation, and Fiscal Watch Reports to HED. Mr. Sanchez would like to have this process in place (in Banner) before July 1. Mr. Sanchez also reported that the Finance Office is reviewing the overall expenditures for the current year. Now that vacant positions that needed to be filled have been advertised, staff can focus on budget reports, trainings, etc. The College will start addressing and updating the Administrative Policies and Procedures handbook for procurement, budgeting, financial reporting, petty cash/receipts in general, fixed assets, etc. Internal controls will also continue to be addressed which defines how the College does business in preserving and safe guarding its assets.

FY10 Audit: Once the trial balance is turned over, Mr. Sanchez hopes this will encourage Moss Adams to come back and finish the FY10 Audit. The College is behind on the audit by about six months. This has presented a problem because fund balances are important in the preparation of operating budgets. The urgency to complete the audit is high in this regard. Mr. Sanchez will be speaking to both audit firms. Sean Weiner will be helpful in getting some feedback from Moss Adams, LLC.

Mr. Sanchez stated, and President Barcelo agreed, that the LFC/HED meeting held on Monday, June 20, 2011, went well and was very productive. Mr. David Abbey, Executive Director of LFC, and Mr. David Hadwiger, Institutional Finance Director with HED, realize the extent of the work was a massive undertaking and were amazed at the progress made by the College with regard to the Fiscal Recovery Plan. Important questions were raised.

VII. OLD BUSINESS

(Because President Branch had to leave the meeting early, he requested that Item C under Old Business be moved up on the agenda.)

C. Report: Update on request from Becky Trujillo to the Board.

Susan Pacheco followed up on the request made to the Board of Regents by Becky Trujillo on May 17, 2011 regarding the burial of ashes of her aunt and uncle (Lena Archuleta and Wallace Archuleta) at the El Rito Campus. Ms. Pacheco stated that the Rio Arriba County Planning and Zoning Commission regulates issues related to this request. The Commission would require a letter from the Board and a complete survey of the entire grounds of the El Rito Campus would need to take place. There are a number of regulations with the area that is designated (distance from water lines, etc.). Regent Branch stated that there are many individuals that should be honored and recognized for their contributions to the College, etc., and some alternatives include creating an honor wall, naming a brick after someone, etc.

Regent Branch stated that since he was the initial point of contact and has been communicating with Ms. Trujillo, she already understands that the burial of ashes of her aunt and uncle will probably not be possible at the El Rito Campus. He suggested that someone from the College contact Ms. Trujillo and explain to her the situation related to her request. A committee will meet to develop a policy for the Board's consideration and approval.

A. AQIP/Fall Focus Visit Update.

Ms. Stephanie Amedeo-Marquez summarized a packet of information she provided for the Regents (packet attached).

Proposed organizational AQIP structure: The AQIP council will review and comment on two proposals: a) modify current AQIP processes to create a clearer decision-making process with wide input and opportunity for review, b) combine the committees and functions of the AQIP Council with the Systems Portfolio champions, or at the very least, nominate new champions, and c) ensure that the process creates a feedback loop of data that informs decision-making.

Ms. Marquez provided an Item Analysis of the Systems Portfolio Feedback Report dated 9/25/09 (attached). The Systems Portfolio has to be annually updated but only reviewed every four years. Ms. Marquez's plan of action for the next four years is to address the OO's in 2010-11, then the O's in 2011-12, then move S to SS in 2011-2013. The following year work on the strengths and then ask for a review.

Proposed Action Plan form for the website: Ms. Marquez will present the attached form to the Academic Senate when they meet next week.

In progress: 1) review and analysis of Institutional Assessment plan and what the department have put into WEAVE in preparation for the focus visit; 2) contact with Focus Visit Team Members and assist with travel arrangements; 3) preparation of documents for the Focus Visit November 14 & 15; and 4) located a resource room for the Focus Visit Team Members.

B. Capital Projects Update Report.

David Schutz, Interim VP for Administration, presented an updated monthly capital projects report as follows:

SERPA Building:

- Under construction – Structure has gone vertical – 75% complete
- Due to some setbacks, anticipated completion date of August 18, 2011 has been extended
- Budget/Bid Amount - \$2,897,750 (including GRT); amount expended to date: \$1,576,340 (55% of budget)
- Schedule a date for a project tour with Board of Regents, Executive Staff, Staff and interested students.

Center for the Arts – Acoustic and Lighting Upgrade Project:

- Construction complete – 100% complete; on time and within approved budget
- Final training with CFA staff completed.

ARRA Project – Solar Collector Refurbishment (Espanola Campus):

- Under construction – 100% complete
- Budget/Bid Amount - \$145,368 (including GRT); amount expended to date: \$145,000 (98% of budget)
- Working with the NMED and Design Engineer on a Photovoltaic Systems to utilize remaining ARRA funds (about \$200,000) – Waiting for approval to proceed.

Ben Lujan Learning Resource Center (Library Addition):

- Under construction – 12% complete; “Notice to Proceed” with construction – March 15, 2011
- Anticipated completion date – April 25, 2012
- Budget/Bid Amount - \$4,464,482 (including GRT); amount expended to date: \$298,903 (7% of budget)
- Scheduling of groundbreaking ceremony – TBD

ARRA Project – El Rito Heating Project:

- Under construction – 80% complete
- Budget /Bid Amount - \$466,500 (including GRT); amount expended to date: \$252,745 (55% of budget)
- Anticipated completion date – July 24, 2011

VIII. NEW BUSINESS

A. Report: High School Based LPN Project.

Ms. Theresa Lopez, Faculty/Director of the Nursing Program, presented a PowerPoint presentation (attached) regarding the Northern New Mexico High School Practical Nurse Program (HSPNP), a joint venture between NNMC and the Espanola Public Schools. The purpose of the HSPNP is to improve the opportunities for personal and career success of the culturally diverse high school students of the Espanola community by providing a quality nursing education through a dual credit college experience. Upon completion of the program the student will graduate with a high school diploma and a Certificate of Practical Nurse. Graduates of the HSPNP embody the values of the nursing profession, are eligible to sit for NCLEX-PN licensure, and are prepared to assume nursing responsibilities under the supervision of a Registered Nurse (RN). Graduates are encouraged to view completion of this program as the first step in a nursing career pathway. Ms. Lopez stated that the nurses in New Mexico contribute to the Center for Nursing Excellence (CNE). Funding for this program (\$115,000 for the planning phase) comes from the CNE. The HSPNP has been designed to occur in five phases over a five year period. The planning phase (Phase 1) is on target to be completed by July, 2011 and includes submission for full program approval to the Board of Nursing and the Espanola School District. Ms. Lopez requested a letter of support from the Board of Regents for this project.

Regent Cecille Martinez moved that the Board write a letter of support for this program. Motion carried unanimously. (Note: The letter of support will be prepared for the Board President’s signature.)

B. Report: Regents Scholarship Fund.

This item was postponed and will be presented at a future meeting of the Board.

C. Report: Labor Management Relations Board Proceedings.

Ms. Susan Pacheco stated that the NNMC Labor Management Relations Board (LMRB) held a meeting on June 13, 2011 to hear four Prohibited Practices Complaints filed by Northern's Union representative Tim Crone and AFT Field Representative John Ingram and one Prohibited Practices Complaint filed by NNMC against the Northern Federation of Educational Employees.

The Union representatives addressed the Board at the beginning of the June 13 meeting; they refused to participate in the proceedings and left the meeting. The four Prohibited Practices Complaints filed by the Union representatives were withdrawn by the Union prior to the June 13 meeting and the LMRB accepted their withdrawal with prejudice. The LMRB decided to go ahead and hear NNMC's Prohibited Practice Complaint against NFEE. Testimony was provided by Mr. Bob Brown on the merits of the College complaint. At the conclusion of the hearing the LMRB found the Union in violation of prohibited practices by default.

Ms. Pacheco reported that the Union also filed a motion with the State of NM Public Employee Labor Relations Board (PELRB) prior to the meeting on June 13 for an "Emergency Motion for Expedited Hearing" objecting to the LMRB meeting scheduled by the College on June 13. A response in opposition to the Union's Emergency Motion for Expedited Hearing was filed by the College. The College has not heard from the PELRB regarding this matter. In summary, the Union has argued that the LMRB does not have authority to rule in this matter and denies the validity of Chairperson JoAnne Vigil Coppler's service on the Board. The Supreme Court of New Mexico recently ruled in a case brought by the PELRB against Governor Martinez for her removal of incumbent members of the PELRB. Essentially, the ruling holds that board members continue to serve until they are replaced. Ms. Coppler, like the Chair of the NM PELRB whose term had expired, will continue to serve until she is replaced.

D. Approval of Out-of-Country Travel Request.

Dr. Anthony Sena reported that Dr. Ivan Lopez, Engineering Department, submitted a request to travel to Vancouver, Canada, June 26-30, 2011 to attend the American Society for Engineering Education. The conference is the premier event in engineering education. Topics related to ABET accreditation, Wright State University model, and information regarding graduate programs will be presented. Dr. Sena supports Dr. Lopez's request and requested approval by the Board.

Regent Garcia moved to approve the out-of-country travel request as presented, seconded by Regent Herrera. Motion carried unanimously.

IX. PRESIDENT'S REPORTS AND ANNOUNCEMENTS

1. President Barcelo reported that summer enrollment is up and will provide definite figures in the near future. Also, fall enrollment looks good at this time.
2. The fall convocation will take place on Monday, August 15, 2011 at the El Rito Campus. The convocation will be expanded to include workshops.
3. The El Rito Campus has been chosen as one of 100 contenders in the *This Place Matters* Community Challenge. The National Trust for Historic Preservation's "*This Place Matters*" Community Challenge enables people to help protect, enhance, and enjoy the places that matter to them. Everyone is encouraged to go on line and vote for the El Rito Campus by June 30, 2011. The flyer given to the Regents is attached. The first place winner gets a cash award of \$25,000, second place \$10,000, and third place \$5,000.

4. The College will be hosting a “Noche de Mariachi Concert” at the Center for the Arts on Saturday, June 25. This concert is one of the many Espanola Fiesta activities planned during a 3-day period, July 8-9, 2011. The College’s TV Station, Canal Seis, will be broadcasting this event at which time U.S. Cable will be recognized as an important partner. President Barcelo is pleased that the College will have a booth at the Espanola Fiestas. The Dean of Student Services is coordinating this effort. Visibility of the College in the community is important.

5. President Barcelo stated she had a follow-up conversation with Dr. Debra Friedman who met with the Foundation Board, the Board of Regents, staff, and faculty June 4-6, 2011 to discuss and obtain input regarding the major funding campaign the College is undertaking. She is very excited with what she learned and is pulling together all the notes gathered. President Barcelo and David Schutz will meet with Richard Marquez, Chair of the NNMC Foundation, to determine the next steps. Dr. Barcelo thanked the Board of Regents for participating in a workshop on Saturday, June 4, with Dr. Friedman.

6. The President’s Golf Tournament is scheduled on Friday, June 24. The Chair of the Golf Tournament Committee, Mr. Ryan Cordova, and John Tapia with the NNMC Foundation, have done a remarkable job in planning this event.

7. President Barcelo stated that she and three other staff members (Tony Sena, Ken Dvorak, and Stephanie Amedeo-Marquez) met with counterparts from WNMU on June 14. They obtained a lot of information of how Northern can enhance its operation on various areas and also a validation that NNMC is on the right track. Follow-up meetings will take place between NNMC and WNMU. Many areas that NNMC and WNMU can partner on in the future will be explored.

X. COMMENTS FROM THE BOARD

1. Regent Chayo Garcia stated she has heard many positive things about the NYSP program. She is pleased that NNMC has continued to host this program. In her capacity as City Council member she has also heard many good things about the College at meetings, etc.; she thanked Dr. Barcelo for her leadership.

2. Regent Alfred Herrera asked if the Board Retreat has been scheduled. The Regents will be contacted as soon as possible regarding possible dates to schedule the Retreat the later part of July or during the month of August.

XI. PUBLIC INPUT

Mr. Tim Crone noted that the LMRB member, Ms. Wood, was not present at the June 13 LMRB meeting because she was out of town. She had notified the board that she would not be available to meet. The Union has filed the PPCs with the State Labor Board and invited the Board of visit their web site.

XII. STUDENT INPUT

Jeff Genauer, Student Senate President, raised a few issues to President Barcelo’s and the Board’s attention:

- The College, under Dr. Jose Griego’s leadership as President, became a member of the American College & University Presidents’ Climate Commitment (ACUPCC) and made an institutional commitment to eliminate net greenhouse gas emissions from specified campus operations, and to promote the research and educational efforts of higher education to equip society to re-establish the earth’s climate. Part of this commitment was to submit a Climate Action Plan. He inquired about the status of this action plan.
- In December 2009, with the Board’s endorsement, the Student Senate submitted a Resolution in Support of Equal Access to Education/Passage of the Development, Relief and Education for

Alien Minors (Dream) Act. Mr. Genauer stated that this issue passed the house, but did not pass the senate. The Dream Act will be reintroduced and he stated it is important to educate the public and the students about this immigration law that will help hundreds of thousands young undocumented immigrants who were brought into the country as children and have lived illegally in the US for at least the last five years.

- Mr. Genauer reported that NNMC is the only four year institution in the state without a Student Regent. The constitution refers to the El Rito Campus and not the Espanola Campus. He requested the Board's support for a constitution amendment in this regard.
- Mr. Genauer requested that the Board look at alternatives for the Integrative Health Studies program.
- Mr. Genauer invited the Regents to the Garlic Harvest Festival scheduled on Saturday, July 2.

President Barcelo stated she will be meeting with Mr. Genauer in the near future and some of his concerns will be addressed at that time.

XIII. ADJOURNMENT

Regent Garcia moved to adjourn the meeting. The meeting adjourned at 11:10 a.m.

APPROVED: July 19, 2011

Josephine Aguilar, Recording Secretary

/s/

Michael P. Branch, Board President

/s/

Cecille Martinez-Wechsler, Secretary