

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
JUNE 27, 2013**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, June 27, 2013 in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Alfred Herrera, Cecille Martinez, Rosario (Chayo) Garcia, and Feliberto Martinez. Also present was Lisa Salazar Co-Student Representatives to the Board of Regents. Board President Michael Branch called the meeting to order at 8:05a.m.

Northern New Mexico College staff present: Dr. Nancy “Rusty” Barceló, President; Domingo Sanchez, VP of Finance and Administration; Dr. Anthony Sena, Provost and VP of Academic Affairs; Ricky Serna, VP of Institutional Advancement; Frank Orona, Dean of Student Services; Bernie Padilla, Director of Human Resources; Carmella Sanchez, Director of Institutional Effectiveness; Jessica Jones, Director of the Ben Lujan Library; Sandy Krolick, Director of Design; David Lindblom, Director of Canal Seis; and Josephine Aguilar, Assistant to the President and Recording Secretary. Others present: Mellis Schmidt; Ellen Trabka, Nina Klebanoff, Heather Winterer, John Hollenbeck, Lisa Duran, Rebecca Cabildo, and Juan C. Diaz.

II. APPROVAL OF AGENDA

Regent Branch requested that an Executive Session take place after Approval of Minutes. The final agenda was approved as amended.

III. APPROVAL OF MINUTES

The minutes for the regular meeting of May 30, 2013 and the special meeting of June 3, 2013 were approved as presented.

EXECUTIVE SESSION

Regent Cecille Martinez moved that the Board enter into Executive Session pursuant to Sections 10-15-1(H)(2), 10-15-1(H)(7), and 10-15-1(H)(5) of the Open Meetings Act to discuss limited personnel matters, legal matters, and collective bargaining matters. **Regent Chayo Garcia, Regent Feliberto Martinez, Regent Cecille Martinez, Regent Alfred Herrera, and Regent Branch moved in the affirmative to adjourn into executive session at 8:06 a.m.**

Regent Branch reported that no action was taken by the Board in executive session. **Regent Chayo Garcia, Regent Feliberto Martinez, Regent Cecille Martinez, Regent Alfred Herrera, and Regent Branch moved to return to regular session.** The open meeting reconvened at 10:50 a.m.

IV. PUBLIC INPUT

John Hollenbeck, Lisa Duran, and Rebecca Cabildo requested to address the Board of Regents regarding the topic of conditions of non-renewal. John Hollenbeck referred the Regents to Part III, Section L, of the Staff Handbook regarding non-renewal of contracts, which he read aloud... “The President may choose not to renew the contract of any regular staff employee for any reason or no reason. The President will submit his recommendations to the Board of Regents at the next regularly scheduled Board of Regents meeting for approval.” The three procedures outlined are “1) The regular staff employee will be notified

of the non-renewal of contract, 2) The regular staff employee is not entitled to be informed as to the reason(s) for the non-renewal, and 3) The regular staff employee is not entitled to any hearing related to the non-renewal of the contract.”

Regent Branch stated that the By Laws of the Board of Regents clearly states that the Board serves as a policy-making body and delegates to the President the responsibility for the administration of the institution. He clarified that the only person the Board hires or fires is the President of the College. This issue was discussed last year and Regent Branch stated that on April 26, 2012 the Board accentuated that the reemployment of full-time faculty and staff will in the future be handled by Administration. He stated that approved policies and the Bylaws of the Board supersede the Staff Handbook. Regent Branch pointed out that the Staff Handbook is not a policy, it is intended to be a guide for staff. The Staff Handbook will need to be amended so there are no contradictions.

Mr. Bernie Padilla also referred the Regents to Part IV, Section D “Contractual Relationship”, of the Staff Handbook which states that “all regular staff employees will be hired on an annual basis to be effective July 1 of each year. Exceptions will be those employees hired after the beginning of the fiscal year.” Procedure No. 4 under Staff Contract states “At the end of each contract term, the Board of Regents may choose not to reemploy any staff member for any reason it deems sufficient, without notice of the reason(s) for such action or any right to any hearing concerning the reason(s) for such action, nor shall the staff member be entitled to use the internal grievance procedures to question or challenge the non-reemployment.”

V. STUDENT REPORT

Mr. Juan C. Diaz, student, also signed the public input sign-up sheet requesting to address the Board; however, he was removed from the Boardroom for disrupting the meeting. Ms. Lisa Salazar stated she tried to reach out to Mr. Diaz regarding his concerns prior to the Board meeting but was not successful as he wanted to take action on his own.

Ms. Salazar stated that students have an opportunity to actively participate in recommending changes for the betterment of Northern by running for positions in the Student Senate. At the present time, Ms. Salazar stated that no students have signed up to run for Student Senate positions.

VI. FINANCIAL REPORT

A. Financials for the month ending May 31, 2013.

Mr. Domingo Sanchez, Vice President for Finance and Administration, presented the monthly financial report ending May 31, 2013. In past months, Mr. Sanchez has talked about the sensitivity of cash flow, which is being carefully managed. At the end of April 30, 2013 Mr. Sanchez reported a negative amount of \$164,213 in cash. At the end of May 31, 2013 cash is a negative \$10,372. The fund balance for unrestricted funds is a negative \$49,045. Spending will be watched in the coming year because there is no fund balance to lean on. Overall, total liabilities and net assets amount to \$37,119,797.

The Summary of Operating and Plant Funds (unadjusted and unaudited) reflects the FY2013 original budget and the revised budget. The numbers are the same for both columns. A Budget Adjustment Request (BAR) was prepared the end of May and submitted to the Higher Education Department (HED) along with the FY14 Operating Budget. The operating budget was approved by HED and the Department of Finance and Administration (DFA) in June. Next month’s report will reflect a change. At the end of May 31, 2013 total revenue actuals is at \$25,454,233 and expenditures at \$25,826,156.

The Comparison Report of Operating and Plant Funds shows that revenue received as of May 31, 2013 totaled \$25.4M compared to \$24.9M the end of May in 2012. Overall expenditures are up this year (\$25.8M) compared to last year at \$22.1M. The ending fund balance for the whole institution at the end of May 31, 2013 is \$3,036,346 compared to \$7,142,658 at the end of May in 2012. Mr. Sanchez explained that due to reporting requirements some adjustments are made at the end of the fiscal year with regard to financial aid, which is why the student aid amount is smaller in FY12 compared to the amount reflected at the end of May in 2013; adjustments will be made at the end of June, 2013.

The Cash Flow Statement gives a breakdown of monies coming in and going out that ultimately resulted in the negative cash amount of \$10,372 that was reported earlier.

The Current Unrestricted Funds (I&G funds at the College) reflects that in the current year \$14M in revenue was received compared to \$14.2M last year. Mr. Sanchez pointed out the areas where the revenue went down. Total expenditures are up for the current year (\$13.8M) at the end of May, 2013 compared to \$13.1M last year at the same time. Total revenues for auxiliaries for the current year is \$1.3M and total expenditures amount to \$1.6M. The College is down \$349,267.02 for the 12 funds (Auxiliaries). Mr. Sanchez stated the College does not have the luxury of sustaining some of these programs with transfers from I&G if they are not holding their own. Mr. Sanchez reiterated that there are no fund balances to lean on, which is a challenge for Northern in the upcoming year. He stated that the College is being proactive on how to approach finances in the coming year.

Regent Alfred Herrera moved to approve the financial report as presented for the month ending May 31, 2013. Motion carried.

(At this time the Regents took a lunch break at 12:00 noon. The opening meeting reconvened at 1:16 p.m. Regent Chayo Garcia was not present for lunch or for the remainder of the meeting due to her new job responsibilities.)

Two items under New Business that Mr. Sanchez was assigned to present were moved up on the agenda.

VIII. NEW BUSINESS

A. Approval: Disposal of Assets.

Mr. Domingo Sanchez presented a list of old and outdated items that have been identified for disposal:

- Automotive-El Rito: Disposal of a Paint booth that was disassembled and no longer in use is recommended. This item is considered scrap and cannot be resold as a paint booth unit for use according to EPA guidelines.
- Nursing Dept.: A 5 shelf metal cabinet, item NNMCC 01614; metal baby crib on wheels, item NNMCC 5946. These two pieces of furniture are old and damaged.
- Teacher Education: Dispose of one large black two-door storage cabinet (no tag); one black five drawer filing cabinet (no tag); one beige four drawer filing cabinet (tag # 00002547); one rolling wood desk (no tag). Furniture is old and damaged.
- IT Dept.: The following devices are obsolete and no longer usable: 12 servers, 68 printers, 182 desktop computers, 35 laptops, 160 monitors, and 57 other IT equipment items.

Regent Alfred Herrera moved to approve the disposal of assets as presented. Motion carried unanimously.

B. Capital Planning.

Mr. Domingo Sanchez stated that the College has to submit the FY14 Capital Improvement Plan in July for HED hearings in August. The Finance Committee of the Board will review this plan next month. Mr. Sanchez stated DFA is changing the ground rules slightly on how to spend capital monies. He will talk to DFA regarding several capital project issues and will keep the Board informed regarding these changes. The College has sent out Request for Proposals (RFP) for a residence hall on the Espanola Campus. About 12 to 15 companies have expressed an interest and may submit proposals. Regent Branch, Ryan Cordova (chair of Dorm committee) and Mr. Sanchez visited UNM to look at best practices. If all goes well, a residence hall could be in place by fall 2014.

Ben Lujan Library Addition: Mr. Sanchez stated he is meeting with the Contractor regarding some punch list items (liquidated damages) to be cleared up as a result of the construction delays.

Education Building: The College is moving forward with all the paperwork to obtain LEED Certification. Obtaining LEED Certification will bring this project to a closure.

SERPA Bldg.: The College spent an additional \$50,000 to take care of soil issues when the SERPA building was built. Mr. Sanchez stated he is following up with the “errors and omission” clause of the contract.

Capital Projects Director: The Capital Projects Director position was taken out of the budget; however, Mr. Sanchez stated another position in the Finance Office will be reclassified in order to fill this position. The FTE numbers will remain the same. One of the responsibilities of this position will be to oversee contracts of the College.

Landscaping: Landscaping is a priority throughout the Espanola Campus, including pathways leading to the residence hall. Mr. Sanchez stated the College would like to redo the outdoor basketball the tennis courts. The College will try to accommodate what the students would like to see around the campus with the resources available for improvements.

VII. OLD BUSINESS

A. AQIP Update.

Dr. Anthony Sena stated that on June 12 the College submitted the Systems Portfolio to the Higher Learning Commission (HLC). Before submittal, Ms. Carmella Sanchez, Director of Institutional Effectiveness, edited and incorporated comments received from the Regents, Administration and others at the College. HLC acknowledged receipt of the Systems Portfolio. The document has been posted on the web site. Ms. Sanchez stated that during the next twelve weeks following submission of the Systems Portfolio, a team of peer reviewers will comb through the document and then provide the College with a Systems Appraisal. The Systems Appraisal is a 35-45 page document that covers three things: 1) critical characteristics analysis, 2) category feedback identifying strengths and opportunities for improvement in each of the nine categories that make up the Systems Portfolio, and 3) a write up on strategic and accreditation issues. They will also provide a 2-3 page appraisal summary that will give an analysis on the three areas describing the developmental maturity of the institution as an AQIP school. Ms. Sanchez stated that within six months of receiving the Systems Appraisal, the College attends a Strategy Forum in Chicago. This summer the College will be updating its Action Projects. In January, 2013 three Action Projects were declared: 1) develop the Systems Portfolio, 2) implement assessment improvements, and 3) develop a comprehensive first year retention plan. The Systems Portfolio is complete and the other two are almost complete.

The Regents publicly thanked everyone involved for contributing and completing a final document that is very well done.

B. Faculty Handbook Update.

Dr. Sena stated that at a meeting with Dr. Ivan Lopez, Chair of the Personnel Committee for the Faculty senate, Dr. Lopez asked if three of the more significant changes in the faculty handbook can be presented to the Board for consideration and approval before the fall semester. Dr. Sena stated there are many elements within the faculty handbook that need to be considered, including the bargain for language that needs to be migrated out of the handbook; the Human Resources Director and the President of the Union are working together regarding this matter. However, the three areas that need to be addressed fairly soon and can be added to the faculty handbook as an addendum include the following:

1. New tenure timelines recommended by the faculty senate. Currently, the timeline is a three year cap with a one year grace period. The tenure council has recommended to the personnel committee to change the timeline to a more standard five to seven year timeline. This will allow junior faculty to build up their portfolios and resumes.
2. Post tenure. The Personnel Committee is looking at the model that NMSU currently uses. State law requires the Board to have this in place and is also needed for reporting purposes.
3. Workload for FT Faculty: This issue is more complicated and controversial. The recommendation is to go from 15 credit hours to 12 credit hours. Dr. Sena and Dr. Lopez, with Carmella Sanchez’s assistance, have been working together on consolidating all the information to produce a good portrait of workloads for each department/program at the College. An overview will be provided to the Board.

Regent Branch requested that the Board be given ample time to discuss and review the proposed changes being presented for Board approval will in advance of the Board meeting. President Barceló stated she would like to host a faculty luncheon with the Board of Regents to provide an opportunity for an open discussion concerning faculty issues.

C. Enrollment Report and Update.

Mr. Frank Orona, Dean of Student Services, presented a three-year enrollment comparison report (handouts attached) as of the end of June.

Summer 3-Year Enrollment Comparison				Fall 3-Year Enrollment Comparison			
Und. Headcount (HC)		Full-time Enrollment (FTE)		Und. Headcount (HC)		Full-time Enrollment (FTE)	
Summer 2011	623	Summer 2011	216.4	Fall 2011	561	Fall 2011	397.58
Summer 2012	529	Summer 2012	168.72	Fall 2012	550	Fall 2012	390.42
Summer 2013	502	Summer 2013	150.08	Fall 2013	589	Fall 2013	407.12
Change in N	-121	Change in N	-66.32	Change in N	28	Change in N	9.54
Change in %	-19%	Change in %	-31%	Change in %	5%	Change in %	2%

Mr. Orona pointed out that the tuition rate in summer 2011 was \$45.13 a credit hour. The tuition increased to a single unified rate of \$100.45 per credit hour thereafter. Along with the tuition increase the new financial aid regulations also became effective in summer, 2012. Students were not able to use Federal Pell grants during the summer session unless they had specifically requested to be held for them through the Financial Aid office. This accounts to the drop in headcount and FTEs for summer 2012 and 2013. (The drop was -5% in HC from summer 2012 to summer 2013 and -11% in FTE from summer 2012 to summer 2013.)

At the present time, there is a slight increase in enrollment this fall semester. Numbers are fluctuating week to week. Mr. Orona stated that Northern and other institutions across the state are not generating as many pell grant awards or financial aid awards as in the past. A firm figure will not be available until the Friday after the first week of classes. President Barceló suggested that the College revisit a two tier tuition model, especially for Career Technical Education (CTE) courses as the current tuition rate is high for CTE courses. Regent Branch suggested that the College be proactive and have something on hand for students and the general public showing the difference in costs among 4-year institutions to eliminate confusion. This will help students understand the tuition structure across the state, including Northern's, which govern decisions made.

Mr. Orona provided a breakdown of the type of students enrolled this summer compared to summer, 2012. The breakdown is as follows:

Student Type	2012	2013	6/4/2012	6/3/2013
Concurrent Enrollment (Dual Credit Enrolled)	69	100	31	
Continuing	350	259	-91	
First Time Any College	32	36	4	
Readmit	74	66	-8	
Transfer from In State-Four Year Institution	13	21	8	
Transfer from In State-Two Year Institution	6	11	5	
Transfer from Out of State-Four Year Inst.	4	16	12	
Transfer from Out of State-Two Year Inst.	3	9	6	
		2	2	
	551	520	-31	

Mr. Orona stated that the Admissions Office has identified who the continuing students are that decided not to reenroll at Northern this summer and began the process of contacting them by telephone or by email to find out the reasons why they did not enroll and how Northern can help to bring them back.

D. Board of Regents Committee Structures.

On June 3 the Board of Regents and administrative staff discussed in length the committee structures of the Board. The Board is committed to developing a committee structure that focus on student and academic affairs; facilities management; and institutional advancement to gain better understanding of efforts and to provide input and guidance for future institutional direction. Mr. Ricky Serna's presentation outlining the responsibilities of the committees is attached. The three committees of the Board include:

1. Finance/Audit/Facilities Committee – This committee meets monthly
2. Academic and Student Affairs Committee – This committee will meet quarterly throughout the year, or at the call of the chair.
3. Executive Committee – The Board will work as a whole to ensure that the responsibilities of this committee are fulfilled.

The next steps include:

- Staff will work diligently to complete an institutional strategic plan for Board review and input.
- Staff will identify an alternative meeting space at the College for Board meetings. Space must allow for the following changes to the meeting organization.
- The organization of the Board meetings will change in the following ways:
 - The following positions will participate at Board meetings:
 - VP for Finance and Administration
 - VP for Academic Affairs and Provost
 - VP for Institutional Advancement

- Dean of Students
- Faculty Senate President Chair
- Student Senate President
- Each position will report ongoing activity and planning within their areas of oversight. Upon completion of the strategic plan, the reports will include a link between activities/outcomes and strategic goals.
- Staff will begin compiling a presentation that would serve as a training tool for new Regents. The presentation will provide a history overview of the institution, major accomplishments, statutory responsibilities, and a summary of the college's priorities. A draft presentation will be prepared for Board feedback by the July meeting.

Regent Branch stated that formal charters for the committees will need to be developed. He would also like a job description drafted for the position of internal auditor.

E. Media/Recruitment Campaign.

Mr. Ricky Serna's presentation (copy attached) outlined a six-week media campaign that will launch on July 1 aimed at increasing fall 2013 enrollment. The campaign will be multifaceted and include outreach via radio, the web, billboards, and local television broadcasting.

The campaign will target northern New Mexicans, recognizing limited housing options for those outside a 40-mile radius. Outreach will extend north of Santa Fe with an emphasis on two subgroups.

- Increasing enrollment among first-time college-goers who enroll immediately after high school by emphasizing affordability and the College's baccalaureate programs that are unique to the region.
- Increasing enrollment among students who have already obtained a two-year degree or certificate. The campaign will emphasize the College's baccalaureate programs, specifically those that align with two-year programs at SFCC, UNM-Taos, UNM-Los Alamos.

Mr. Serna stated that most of what is being proposed is contained within the existing budget with the exception of TV space and bus advertisements. Mr. Serna is working with Mr. Domingo Sanchez at the request of the Board to identify the resources to market the College.

As reported by Frank Orona, there is a drop of continuing students that are not returning to Northern. In order to target these students that were enrolled but not returning, a Phone-a-thon is being planned that will take place in the evening with the help of some volunteers. Twelve lines will be made available and volunteers will be provided with a script to assist them in welcoming these students back and getting feedback. (Note: The Phone-a-thon will take place July 24, August 7 and August 14.)

Mr. Serna stated that the College needs to work strategically to create a pipeline into College starting with eighth graders in Friday Academy through 9-12th grades.

VIII. NEW BUSINESS

A. Approval: Disposal of Assets.

This item was moved up on the agenda.

B. Capital Planning.

This item was moved up on the agenda.

C. Institutional and Unit Organizational Charts.

The item was postponed and will be presented at the July meeting of the Board.

IX. COMMENTS FROM THE BOARD

A. Reports from BOR Committee Chairs.

X. PRESIDENT'S REPORT AND ANNOUNCEMENTS

1. With regard to the President's Golf Tournament, Mr. Serna reported that the College now has a gold sponsorship and a bronze sponsorship; however, there is some difficulty in getting enough teams. Letters have been sent out to everyone that played last year.

2. President Barceló stated that the College has been working on updating its mission and vision statements starting with a strategic visioning retreat in 2011 facilitated by Dr. Debra Friedman. The President's Executive Staff met for an all-day retreat on Monday, June 17, and distilled the statements further. The team came up with something that addresses many of the issues raised by the Board, faculty, staff, and students. The PowerPoint presentation (copy attached) is summarized as follows:

Mission Statement:

Current: Northern New Mexico College provides accessible, affordable, community-based quality learning opportunities that meet the educational, employment, and enrichment needs of our culturally diverse region.

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

Vision Statement:

Current: By the year 2015, Northern New Mexico College will be a regionally recognized comprehensive university creating a culture of quality student learning that addresses student and employee needs while maintain the community college mission.

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

Northern's Core Values:

- Excellence in **Teaching and Learning**
- Excellence in **Student Success**
- Excellence in **Access and Affordability**
- Excellence in **Diversity**
- Excellence in **Facilities and Resources**
- Excellence in **Community Building**

Strategic Goals:

1. Ensure excellence in teaching and learning.
2. Facilitate an environment of student success
3. Ensure access to affordable learning opportunities
4. Facilitate an inclusive learning environment that celebrates diversity

5. Ensure access to quality facilities and adequate resources
6. Cultivate a statewide, regional and institutional community

Dr. Barceló stated she would like to schedule a retreat with all the key players, including the Regents, to talk about how the College will achieve the strategic goals. Faculty, staff, students, and community members were identified (listed in the PowerPoint presentation) that will need to be involved in developing objectives for each of these goals. Dr. Barceló will bring the mission and vision statements to the Board for approval at the next Board meeting.

4. President Barceló, Regent Branch, and Dr. Anthony Sena attended the Southern Education Foundation (SEF) 2013 Minority Serving Institutions (MSI) Governance and Institutional Effectiveness Seminar in Washington, DC, June 20-22. SEF offered to pay all travel expenses. This seminar focused on many important issues and turned out to be an incredible learning experience. Dr. Barceló facilitated a session involving the presidents that attended the seminar. She stated it was interesting how the presidents and the governing boards came up with almost identical issues they considered important, beginning with communication.

XI. PERSONNEL MATTERS

President Barceló announced the following new hires. These individuals will be introduced to the Regents at a future board meeting:

- Kathleen Sena hired as Registrar effective July 1, 2013.
- Darlene Hess hired as Assistant Professor and Associate Director of the RN to BSN Program effective July 29, 2013.

XII. ADJOURNMENT

Regent Martinez moved to adjourn the meeting. The meeting adjourned at 3:14 p.m.

Josephine Aguilar, Recording Secretary

APPROVED: July 25, 2013

/s/

Michael P. Branch, Board President

/s/

Cecille Martinez-Wechsler, Secretary