

**NORTHERN NEW MEXICO COLLEGE  
BOARD OF REGENTS MEETING  
MARCH 18, 2010**

**I. CALL TO ORDER**

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, March 18, 2010 in the Priscilla Trujillo Schafer Boardroom of the Administration Building on the El Rito Campus. Regents present: Michael P. Branch, Alfred Herrera, Feliberto Martinez, and Theresa Martinez. Board President Michael Branch called the meeting to order at 9:14 a.m. Regent Cecille Martinez-Wechsler arrived at the meeting at 9:25 a.m.

Northern New Mexico College staff present: David Trujillo, Interim President; Dr. Andres Salazar, Interim Executive VP for Finance and Administration; Alfredo Montoya, Dean of Student Services/Director of Financial Aid; Mitch Stanfield, Director of Public Affairs; Dr. Cathy Berryhill, Dean of the College of Teacher Education; David Schutz, Director of Capital Projects; Dr. Dan McLaughlin, Director of Assessment; Guido Gellis, Director of SOL/SSS; Charlene Carroll, Operations Manager of the El Rito Campus; Alejandro Lopez, Director of the Cibola Institute of Languages in El Rito; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Dr. Craig Castleman. Others present: Patrick Archuleta, Student; David Lindblom, Creative Director for Canal Seis at NNMC; Sandy Krolick, Graphic Artist/Designer; and Lou Mattei, Reporter with the Rio Grande Sun.

**II. APPROVAL OF AGENDA**

The final agenda was approved as presented.

**III. APPROVAL OF MINUTES**

The minutes for the regular meeting of February 25, 2010 and the reconvened special meeting of March 5, 2010 were approved as presented.

**IV. FINANCIAL REPORT**

**A. Financial Report by Dr. Andres Salazar.**

Dr. Andres Salazar, Executive Vice President for Finance and Administration, presented a financial summary report as follows:

**1. January 2010 Fiscal Watch Report to HED – Highlights**

Year-to-date revenue tuition and fees continue to exceed FY09's level by about 11%, but state appropriations and contracts and grants lag last year's amounts. Expenditures have a favorable variance by more than \$200,000 which makes up for the revenue shortfall. The Unaudited Fiscal Watch Report presented to the Board is attached.

**2. FY10 Budget**

An announcement of an ARRA Education Stabilization Grant Allocation of \$353,000 for NNMC was received last week from the Governor's Office. Rules for the grant application are to be announced. This grant award partly offsets the \$481,000 cut applied to the original FY10 of \$11,513,000 state appropriation for FY10 during the October 2009 legislative session.

**3. FY11 Budget**

The final FY11 state appropriation for NNMC is \$10,877,000, a total of \$636,000 down from the original FY10 level or \$156,000 down from the post solvency level of \$11,032,000 determined at the October 2009 legislative session. Dr. Salazar stated that a 5% increase in tuition and fees may be recommended in order to make up the budget shortfall. Regent Branch requested a clear understanding on why fees are being charged, who is being affected, and comparative tuition and fee data among other sister institutions prior to approval of the budget.

The I&G Funding Trend (attached) reflects that since FY2007 the total funding increased slightly and has remained steady partly because of the enrollment growth the College has enjoyed. The College has suffered in the RPSP (other funding), which has decreased substantially.

**4. FY09 Audit**

In a meeting with the Finance Committee of the Board of Regents, Moss-Adams committed to submitting its final report 5-8 business days after receiving answers to some last minute reconciliation questions. The College anticipates the final report within a week.

**5. Payroll & Headcount – February 2010**

YTD payroll and headcount totals are reflected in the table below:

Fiscal 2010		Fulltime Faculty	Fulltime Staff	Adjunct Faculty	Part Time Staff	Student Workstudy	Total Employees	
	Headcount	60	140	165	73	65	503	
Jul	Gross Payroll						\$ 973,442	
	Headcount	58	138	129	73	55	453	
Aug	Gross Payroll						\$ 820,775	\$ (152,667)
	Headcount	58	143	132	65	38	436	
Sep	Gross Payroll						\$ 981,449	\$ 160,674
	Head Count	59	140	148	55	50	452	
	Gross Payroll						\$ 1,007,188.97	\$ 25,739.49
Nov	Head Count	61	140	131	65	44	441	
	Gross Payroll						\$ 967,188.77	\$ (40,000.20)
Dec	Head Count	61	140	146	48	65	460	
	Gross Payroll						\$ 873,214.82	\$ (93,973.95)
	Head Count	63	131	149	61	45	449	
	Gross Payroll						\$ 849,941.48	\$ (23,273.34)
Feb	Head Count	63	167	105	61	55	451	
	Gross Payroll						\$ 955,541.70	\$ 105,600.22

Dr. Salazar pointed out a correction in the February counts: There are 130 FT Staff (not 167), and 142 Adjunct Faculty (not 105).

**6. Cash Report**

The cash statement dated February 28, 2010 (attached) reflects a current cash balance of \$2,536,966.50 after receiving an infusion of Pell Grant reimbursement of over 1.5 million dollars.

**7. State Education Endowment**

The college received a cash transfer of \$125,000 for an endowment match of 40% by the NNMC Foundation using private funds. The total corpus of \$175,000 will be managed by the NNMC Foundation. Dr. Salazar will take a suggestion made by Regent Branch to expedite paying the money owed to the College for FY10.

Dr. Salazar provided the Board with information concerning the Board of Regents budget. Expenditures this year have far exceeded the budget available. Legal expenses have been moved into its own line item. Accreditation also is in a separate line item. Regent Branch wants the Board's Finance Committee to provide input and keep abreast of expenditures charged to the Board of Regents budget. Dr. Salazar will provide a year-to-date expenditure report showing any corrections or mispostings. He will also provide the original budget for this year and the proposed budget for FY11 for the Board's input and suggestions.

## **V. OLD BUSINESS**

### **A. AQIP Update.**

Dr. Dan McLaughlin, Director of Assessment, stated that the AQIP Council continues to meet the second Tuesday of each month. A summary of Dr. McLaughlin presentation is as follows:

1. Handout provided (attached) clarifying the major activities in the seven-year cycle:
  - 2009-2010 – Currently working on Systems Portfolio Appraisal.
  - 2010-2011 – NNMC will participate in a Strategy Forum in October 2010 in Chicago.
  - 2011-2012 – Focused visit from HLC on the Bachelor of Music, BA in Integrated Studies, and Assessment. Regent Branch requested a copy of the documentation that states the College is limited on the number of degrees that can be offered.
  - 2012-2013 – No major activities this year.
  - 2013-2014 – Systems Portfolio Appraisal due (every four years).
  - 2014-2015 – Strategy Forum and Quality Check-up Visit.
  - 2015-2016 – AQIP/HLC Accreditation Reaffirmation (every seven years).
2. Current work of the AQIP Council: Each committee is developing an annual plan following the template Dr. McLaughlin provided. Each strategic goal is meant to have objectives and each objective has a list of action steps/tasks to be accomplished.
3. Dr. McLaughlin and Dr. Sena attempted to bring together a half dozen moving pieces of planning, assessment, and reporting during each academic year at the College as reflected in the draft Planning and Assessment Overview report (attached). This draft was presented to the Academic Deans and Chairs to get their feedback. It will be presented to the Leadership Team and then to the new President. Dr. McLaughlin is attempting to bring all interfacing, interrelated processes together into a better, tighter alignment so the College is not working harder, but definitely working smarter. Regent Branch stated he would like to see AQIP promulgated into all levels of the College including the student level so everyone understands that Northern is an AQIP school and it becomes part of our culture.

### **B. Capital Projects Update Report.**

David Schutz, Director of Capital Projects, provided a capital projects update report summarized as follows:

College of Education Building: Inclement weather has delayed construction to the extent that the completion date will not be met as intended. Anticipated completion date is the end of July, 2010. Otherwise, the project is within budget and going well.

SERPA: The design of the SERPA building is progressing well and is on schedule. Construction is anticipated to commence the summer of 2010.

Las Cumbres Community Center: Approval of the MOU between NNMC and Las Cumbres under New Business, Item V(D) has been postponed until the next meeting of the Board in April.

El Rito Plaza: The water system project is about 95% complete. The landscaping project will commence in April when the weather warms up.

Espanola Bookstore Expansion: This project is still under discussion to develop a plan for expansion.

Ben Lujan LRC Addition: Design of the library addition project is underway. This project is tracking right behind SERPA in terms of its timing. A ten-person library advisory committee has been formed to work with Studio Southwest Architects.

Student Housing Project: Mr. Schutz stated he and Mr. Mitch Stanfield recently met with the consultants, Arcadis Consulting, who presented them with a draft report of the feasibility study. A presentation will be made to the Board at the meeting in April or May.

Nick Salazar Center for the Arts: The project to upgrade the lighting and sound systems is going well. The plans are complete. The project will go out to bid within the next 60 days.

Connie Valdez Memorial Garden: The Board of Regents approved a Resolution presented by the Student Senate in November of 2008 to name a memorial garden in honor of past President Connie Valdez. The location has been designated and Mr. Schutz and Patrick Archuleta, student, presented a plan illustrating the full development of the garden, which is costly. Mr. Schutz presented Phase I of the proposed plan which incorporates pathways, a fountain, benches, a rose garden, and some trees. The Student Senate had committed \$5,000 towards this project. Mr. Schutz stated that Phase I will cost about \$10,000. Regent Branch stated that one way to save money for this project would be to identify and place a cost for all planting materials needed and then with the assistance of the Foundation, the College could ask family members, friends, etc., to make donations towards the garden. Mr. Archuleta stated that some family members have already volunteered to buy and plant rose bushes, etc. Staff in the Facilities Department will also conduct some of the preparation work to keep costs down. To pour the slab (walkway) and install the fountain will require the hiring of a contractor. **Regent Cecille Martinez moved to approve the plan and proceed with the project. Motion carried.**

ARRA Projects: Mr. Schutz stated that the two stimulus grant projects are moving forward. Contracts have been executed with the Energy and Minerals Department. Mr. Schutz is meeting with Engineering Consultants and Boiler Specialists. At this time, the plan is to have biomass as the primary heating source at the El Rito Campus; the secondary heat source will be gas boilers. Strict monitoring and reporting of the stimulus grant projects is required. The stimulus project at the Espanola Campus involves bringing the solar collectors back into operating order so they can provide the main source of heat to the existing Library and the Seledon C. Martinez building. This project is going well. Mr. Schutz stated he will give a formal presentation at a future Board meeting.

Department of Transportation: Mr. Schutz stated he met with Mr. Miguel Galbadon, District Engineer with the Department of Transportation, to discuss three things: 1) provide a signal light at the entrance to the main campus on Paseo de Onate, 2) provide signage at all major intersections coming in and out of Espanola that will direct people to the College, and 3) install guardrails at curves along Highway 554, the highway that leads to El Rito.

*(At this time the Regents took a short break at 10:47 a.m. The open meeting reconvened at 11:05 a.m.)*

### **C. Approval of Lease Agreement between NNMC and CU Anytime (ATM).**

Mr. David Schutz presented the Lease Agreement between NNMC and CU Anytime for the Board's approval (attached). At the last Board meeting Dr. Andres Salazar presented, as a first reading, the contract for review. The lease agreement is for the purpose of installing a drive-up ATM on the northern edge of the parking lot directly west of the Montoya Administration Building on the Espanola Campus. The installation of this ATM will provide better coverage in the city.

**Regent Feliberto Martinez moved to approve the Lease Agreement between NNMC and CU Anytime as presented. Motion carried unanimously.**

### **D. Approval of MOA between NNMC and Las Cumbres Community Service.**

Mr. David Schutz requested a postponement on the approval of the Memorandum of Agreement (MOA) between NNMC and Las Cumbres Community Services. Staff from Las Cumbres called the College yesterday requesting that some language be modified. The current agreement allows them to occupy the space the College committed to them at the High Tech Building for a one year trial period for the Family Infant Toddler Program; they have now requested three years. The request will be discussed in greater detail with staff from Las Cumbres.

## **VI. NEW BUSINESS**

### **A. Update on development of a Charter School.**

Dr. Cathy Berryhill, Dean of the College of Teacher Education, provided an update on the development of a Charter School at the El Rito Campus. Preliminary work has started to explore the possibility of putting together a Dual Credit Charter High School at the El Rito Campus. The NM Coalition of Charter Schools has been very helpful in writing the application for a charter school, which will be statewide. The proposed name of the school is "Aguila Charter High School" serving grades 9-12. The school will accommodate between 90-120 students. The College would need to turn in the application to NM Public Education Department by June of this year. If the application is approved, the College has one year to plan the school and the doors open for students in August 2011. The Charter School will require a Board that is separate from the Board of Regents. Before going forward, many questions have to be answered with regard to liabilities and the role and responsibilities of every entity, financial impacts, infrastructure, etc. In addition, statutes states that you can only ask for approval for 10% of students from a local school district (Mesa Vista School District) which would be 35 students. Clarification concerning the 10% rule is before the consultant including the College attorney.

## **B. Report on Cibola Institute of Languages.**

Mr. Alejandro Lopez, Director of The Cibola Institute of Languages at the El Rito Campus, stated that the purpose of the Institute is to teach individuals and groups from across the region, country and the world with a means of learning languages, particularly Spanish and English, quickly, easily and enjoyably. The Institute will begin by offering instruction in two languages for which there is a great demand: English and Spanish for purposes of work, study, and travel. In the foreseeable future other languages will be added such as Tibetan, Navajo and other languages. Because there is a growing international movement to adopt English as the second language in many countries of the world, there are many university students who would be willing to spend from several weeks to several months at the El Rito Campus learning English. Excellent teachers to teach Spanish and English have been identified. Mr. Lopez and other staff from the College are working on a marketing plan and a financial/business plan. Mr. Lopez presented a draft copy of a Business Plan (attached). A preliminary brochure is almost ready to be launched. The Board of Advisers will be composed of leaders in language instruction, education, culture, and business.

Regent Branch stated it is important that the College obtain input from the entire college community including a needs analysis to determine the needs of the region, etc. If the Institute is successful and classes are full, the College will be generating more revenue at the El Rito Campus.

## **C. Public Affairs Update.**

Mitchel Stanfield, Public Affairs Director, oversees the College's internal and external communications and marketing programs. Mr. Stanfield informed the Regents that the College has submitted three appropriation requests involving a total of \$1.3M to our congressional delegation: 1) Funding for faculty, curriculum, and equipment for Phase I and II of Northern's new Solar Energy Research Park and Academy (SERPA), scheduled for initial operation as a research and teaching facility during the fall term in 2011; 2) Funding for the start-up of a Northern New Mexico Center for Hispanic and Native American Entrepreneurship at NNMC; and 3) Funding for building the environmental science workforce in northern New Mexico through the expansion of Northern's environmental sciences program. As the House begins its appropriation cycle for FY11, the College plans to be very active in obtaining the support of Congressman Ben Ray Lujan, Senator Bingaman, and Senator Udall for these projects.

Mr. Stanfield introduced David Lindblom, the Creative Director for Canal Seis, Northern's new cable access television station. Mr. Lindblom has been hired to write a mission statement for Canal Seis and, along with the College's resources, build the personnel and infrastructure to implement that mission. He will develop ideas for programming and, along with the other personnel and resources of the College, develop the people and means to procure or acquire programs. He will also ensure that the station serves both the college community and the larger audiences of the Espanola Valley. Discussions have taken place about the possibility of using student interns from the film and media program to help with Canal Seis in the future. Mr. Lindblom stated that in a couple of weeks the College will have a server, an essential piece of equipment necessary to start broadcasting. The College has some materials that will be used to start with and over time will determine how to get more programming on the air. An example of some programming materials the College has on hand was shown to the Regents—a short video prepared for the STEM program.

Mr. Stanfield also introduced Ms. Sandy Krolick, who has been hired as a graphic artist/designer to provide art direction and graphic design services to develop a new appealing, and competitive branded identify for NNMC, and extend it throughout Northern's key visual communications. She will produce integrated design solutions to support Northern's initiatives and campaigns. Ms. Krolick showed the Regents a series of new graphic themes and materials she has already produced to assist the College in its branding and marketing efforts. Ms. Krolick stated that the "We Are" campaign will be revived and that more high quality photography is needed of students in the classroom, on campus, etc. Other projects include redesigning the College's view book, start a student-run newsletter, and a makeover of the College web site. The brochure Ms. Krolick designed for The Cibola Institute of Languages was handed out to the Regents.

#### **D. Update on the El Rito Campus Committee.**

Interim President Trujillo referred the Regents to a memorandum (attached) from Dr. Anthony Sena concerning the El Rito Campus Committee (ERCC). Interim President Trujillo is in agreement with Dr. Sena's recommendation to formally dissolve the *ad hoc* ERCC and that the College establish an advisory council that may advise on effective and efficient ways that the El Rito Campus can achieve its mission of supporting, motivating and educating people of all abilities and educational backgrounds.

**Regent Cecille Martinez moved to dissolve the *ad hoc* ERCC and establish an advisory council. Motion carried unanimously.**

Regent Branch suggested that the College keep the El Rito Community informed of all things happening at the College, in particular Commissioner Felipe Martinez. It was suggested that when the Board of Regents meet at the El Rito Campus, that the meeting agendas be more widely circulated so community members become informed and attend the meetings. Interim President Trujillo will bring a proposed membership makeup and a draft charter of the El Rito Advisory Council to the Board at a future board meeting.

#### **E. Report: The Academy National Native Leadership.**

Interim President Trujillo stated preliminary discussions have taken place between College staff and with Raymond Hollingsworth, Chair of the Board of *The Academy*, and his son, Matt Hollingsworth, Chief Executive, concerning the Native owned school with locations in Montana and New Mexico. *The Academy National Native Leadership* is a construction and disaster response business and a non-project organization that provides innovative training programs for Native Americans. They supply emergency response procedures to federal and state authorities and also structural metal in fabrication capacity to contractors working on projects as a result of a disaster. Because of the location and isolation of the El Rito Campus, *The Academy* ([www.academynnl.com](http://www.academynnl.com)) has expressed a strong interest in using the campus as a training site in the near future for 90 to 100 students of Eskimo descent. Several follow up meetings have taken place and all aspects of this proposal are being explored. Interim President Trujillo stated that they are also interested in Northern's Teacher Education Program and in getting trained native teachers back into reservation schools.

Interim President Trujillo stated College staff will hold planning meetings to make sure all existing and new programs planned for the El Rito Campus work together (Charter School, Cibola Institute of Languages, The Academy National Native Leadership Program, the Veterans' Green Jobs Academy, Elder Hostel, Wildland Fire Science, Geology Classes, etc.).

**VII. PRESIDENT’S REPORTS AND ANNOUNCEMENTS**

1. Interim President Trujillo introduced Charlene Carroll as Operations Manager of the El Rito Campus. This is the latest attempt to try and make the management of the El Rito Campus work. With all the challenges/activities being discussed for the El Rito Campus, the College will need to figure out, in coordination with the Leadership Team and Dr. Barcelo, the best management structure for the Rito Campus.
2. Interim President Trujillo and Leadership Team Members will be in contact with Dr. Barcelo on a regular basis so she is kept up-to-date on all activities happening at the College.
3. In February of this year an application was submitted to the Economic Development Administration (EDA) for a planning grant. Because there was wasn’t enough money in this particular FY10 fiscal year the application was turned down. The College will resubmit for possible funding in FY11.
4. In the shared governance process at the College there is the Faculty Senate, the Leadership Team, the Student Senate, and last year the Staff Council was formed. Interim President Trujillo reported that recently the Staff Council was divided into two Staff Councils, one is the Staff Council for Exempt Staff and the other is the Staff Council for Non-Exempt Staff.

**VIII. COMMENTS FROM THE BOARD**

None.

**IX. PUBLIC INPUT**

None.

**X. STUDENT INPUT**

None.

**XI. PERSONNEL MATTERS**

**A. Personnel actions.**

Interim President David Trujillo stated that there were no new hires to report this month. He reported the resignation of Ms. Diahann Jacquez, Accountant/Grants & Contracts, effective March 2, 2010.

**Regent Theresa Martinez moved to accept the resignation of Ms. Jacquez. Motion carried.**

**B. Approval of new part-time faculty.**

The list of new part-time faculty approved to teach at NNMC since March of 2009 is attached.

**Regent Theresa Martinez moved to approve the list of new part-time faculty as presented. Motion carried unanimously.** Regent Herrera questioned the significance of the period March,

2009 to March, 2010. Josephine Aguilar explained that the Director of Human Resources tracks all adjunct faculty approved to teach at NNMC from March to March of each year. The attached list reflects the new adjunct faculty who have gone through the internal approval process to teach at NNMC from March, 2009 through March, 2010. A new list will commence mid-March, 2010 through March, 2011 at which time another new list of adjunct faculty will be presented to the Board for approval. **Regent Theresa Martinez amended her motion to authorize administration to enter into employment contracts with the adjunct faculty mentioned on the attached list from the period March, 2009 to March, 2010. Motion carried.**

**EXECUTIVE SESSION:**

Regent Cecille Martinez moved that the Board go into executive session pursuant to Section 10-15-1(H)(2) of the Open Meetings Act to discuss limited personnel matters, a draft contract between the Board of Regents and Dr. Nancy Barcelo. **Regent Feliberto Martinez, Regent Theresa Martinez, Regent Alfred Herrera, Regent Cecille Martinez-Wechsler, and Regent Branch voted in the affirmative to adjourn into executive session at 1:03 p.m. The open meeting reconvened at 2:00 p.m.**

In open meeting Regent Branch reported that no action was taken in executive session.

**XII. ADJOURNMENT**

Regent Martinez moved to adjourn the meeting. The meeting adjourned at 2:01 p.m.

Josephine Aguilar, Recording Secretary

APPROVED: April 20, 2010

/s/ \_\_\_\_\_  
Michael P. Branch, Board President

/s/ \_\_\_\_\_  
Cecille Martinez-Wechsler, Secretary/Treasurer