

**NORTHERN NEW MEXICO COLLEGE  
BOARD OF REGENTS MEETING  
MARCH 19, 2013**

**I. CALL TO ORDER**

A regular meeting of the Board of Regents of Northern New Mexico College was held on Tuesday, March 19, 2013 in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Rosario (Chayo) Garcia, Alfred Herrera, Cecille Martinez and Feliberto Martinez. Also present were Lisa Salazar and Gregg Padilla, Co-Student Representatives to the Board of Regents. Board President Michael Branch called the meeting to order at 8:05 a.m.

Northern New Mexico College staff present: Dr. Nancy “Rusty” Barceló, President; Dr. Anthony Sena, Provost and VP of Academic Affairs; Ricky Serna, VP of Institutional Advancement; Dr. Steve Martinez, Dean of Academic Support; Frank Orona, Dean of Student Services; Dr. John Hollenbeck, Interim Dean, College of Education; Dr. Mellis Schmidt, Dean, College of Arts and Sciences; Ellen Trabka, Dean, College of Nursing and Health Sciences; Bernie Padilla, Director of Human Resources; Dr. Myrna Villanueva, Assistant Provost for Academic Development; Angelo Jacques, Director of IT; Carmella Sanchez, Director of Institutional Effectiveness; Jessica Jones, Director of the Library; Ryan Cordova, Men’s Basketball Coach/Athletic Director; Alexandra Williams, Senior Financial Analyst; Connie Romero, Budget Director; Jeannie Roybal, Bookstore Manager, and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Dr. Ivan Lopez, Gil Sena, Matthew Leder, and Tim Crone. Others present: Louis McGill, Reporter with the Rio Grande Sun; and Jeff Genauier, Student.

**II. APPROVAL OF AGENDA**

The final agenda was approved as presented.

**A. Introduction of new employees.**

Dr. Mellis Schmidt, Dean, College of Arts and Sciences, introduced Dr. Matthew Leder, Music Director/ Provisional Faculty. Dr. Schmidt reported that Mr. Leder started working at Northern January 7, 2013 and is about to complete his doctorate from the University of Northern Colorado. Since the beginning of this year Mr. Leder has been busy conducting workshops and seminars at some local high schools.

**III. APPROVAL OF MINUTES**

The minutes for the regular meeting held on February 28, 2013 were approved as presented.

**IV. FINANCIAL REPORT**

**A. Financial Report for the month ending February 28, 2013.**

Ms. Alexandra Williams, Senior Financial Analyst briefly went over the financial report for the month ending February 28, 2013 (attached). Ms. Williams presented on behalf of Mr. Domingo Sanchez, VP for Finance and Administration, who is attending a New Mexico Higher Education Business Officers meeting in Albuquerque. Regent Alfred Herrera reported that the Finance Committee of the Board met on Monday, March 18, to go over the financial report in detail. Ms. Williams stated more cash is reported this month compared to last month. Cash and cash equivalents is at \$514,671 compared to \$352,537 reported last month. The cash amount and receivables vary in the balance sheet each month. The

unrestricted fund balance is at \$583,605, which is about \$1M down from last month. Total Liabilities and Net assets are at \$37.7M.

Total revenue collected as of February 28, 2013 is \$20,509,280 and total expenditures are at \$20,149,272. The College is lower both in what it is receiving and what is being spent as compared to last year. Ms. Williams reported the good news is that the College is flat in its spending.

With regard to the attached report produced by Banner for current unrestricted funds and how funds are being used, Ms. Williams noted that transfers in is about \$1M and transfers out is \$500,376.33. This is reflective of types of clean ups taking place in the books that had not been addressed in the past. This report reflects total revenues for the current year at \$12M and total expenditures at \$10M. The Current Unrestricted Funds Designated (funds set aside internally for certain purposes) reflects total revenue collected for the current year at about \$1.1M and expenditures at \$1.4M.

Audits: Regent Branch stated that last month the FY10, FY11, and FY12 audit reports were submitted for the Board's information. Regent Branch suggested that this item be placed on the agenda at the April meeting for final review. He stated his particular interest is with regard to the findings (findings at the beginning of this process, current situation, and how the College is progressing towards this matter).

### **B. Budget Preparation Update.**

Ms. Connie Romero, Budget Director, presented a budget preparation update on behalf of Mr. Domingo Sanchez. Ms. Romero reported that budget hearings started the week of March 11 and they are going well. The budget preparation period is about 70% complete. Dr. Schmidt gave an account of her experience when she sat in a hearing on March 18 from 8 to 5 to go over the budget for the College of Arts and Sciences. She stated that the team is working incredibly hard, without breaks, and that the process is excellent and more transparent than in past years. The Chairs and Directors from the College of Arts and Sciences also participated in the hearing. Ms. Romero stated that the rest of the week will be devoted for the academic programs. Because of a database that Mr. Sanchez created, participants are able to get their budget reports printed at the end of their budget hearing, with an entire list with FTE accounts and budget numbers. With this information on hand managers will be able to manage their own budgets. Ms. Romero reported that when the Budget process is complete, trainings will be scheduled with administrative staff to go over the information to make sure everyone understands where the budget stands.

### **C. Grants Update.**

Mr. Ricky Serna, VP for Institutional Advancement, presented a grants update.

- An award funded by Google in the amount of \$14,000.00 was received for a pilot project specifically for the College of Engineering. This is the second grant in one year to work with K-12 STEM teachers to develop a curriculum that is very hands-on based.
- The College submitted a \$600,000 multi-year grant to the National Science Foundation. This is a northern New Mexico collaborative that includes the Northern Pueblos Institute, Global Center for Cultural Entrepreneurship, and the Regional Development Corporation. This project aims to attract and retain Native American and Hispanic students by creating a pathway for entrepreneurship where students use computer science or computer science engineering to develop and create projects, patents, or products that might be beneficial to solving problems that are culturally relevant in northern New Mexico.

- The Institutional Advancement Office assisted a group of students in the mathematics department in submitting a small grant to the LANL Foundation in the amount of \$15,000. This grant will support some undergraduate research fellows aimed at increasing retention and persistence of minority students in the STEM fields, specifically in the mathematics department.

**D. Capital Projects Update.**

A capital project update report was not available at this time.

**V. OLD BUSINESS**

**A. AQIP Update.**

Dr. Steve Martinez, Dean for Academic Support, stated that five of the nine categories in the Systems Portfolio are in final draft. Dr. Martinez and Carmella Sanchez, Director of Institutional Effectiveness, have been working with the category champions to complete the four remaining categories. Dr. Martinez stated this process is providing an opportunity to assess where the College stands currently and what types of improvements need to be made.

A draft copy of the Systems Portfolio will be given to Dr. Barceló before she leaves to attend the HLC Annual Meeting scheduled April 6-9 in Chicago. The final document, which is due June 1 to HLC, will be presented to the Board of Regents in May. At the HLC meeting Dr. Barceló will obtain information on the new criteria for accreditation, the Standard, Open, and AQIP Pathways for reaffirmation of accreditation. The College has to complete the final review under AQIP in 2016 before moving to a new method of accreditation. The College must also have good ratings in all the categories in the Systems Portfolio. Dr. Barceló stated this report will make for a stronger argument to move Northern to university status.

**B. Legislative Update.**

Mr. Ricky Serna provided each Board member with an updated legislative newsletter (attached) that summarizes how the 60-day legislative session ended in terms of funding for the institution. Mr. Serna reported that Rio Arriba legislators were very supportive and responsive to Northern’s needs. The appropriation summary is as follows:

<b>Priority</b>	<b>Description</b>	<b>Appropriation to date</b>
Faculty Salary Parity	Rep. Salazar and Sen. Cisneros were instrumental in adding this funding in before HB2 made its way to the Senate floor for final approval. Currently at the Governor’s desk. (Not able to roll this funding into the I&G appropriation.)	\$155,000
It Infrastructure	This appropriation came by way of capital outlay reauthorization. A project funded and not completed in Rio Arriba County last year was redirected to Northern. This funding is guaranteed and the College can start spending the money next month.	\$145,000
Capital Outlay	Funding has been allocated for renovations to the Joseph Montoya Administration Building.	\$900,000
Early STEM Outreach Initiative	This pilot program, titled Café Scientifique New Mexico, brings teens together in an out-of-school, social setting to learn about science & technology discoveries touching their lives. Northern is the fiscal agent.	\$150,000
<b>Total</b>		<b>\$1,350,000</b>

In addition to the above appropriations, Rio Arriba lawmakers were successful in advancing critical legislation on behalf of the College:

- 1. The Local Government Higher Education Facility Property Tax.** Senator Martinez and Rep. Salazar sponsored legislation that would allow the Rio Arriba County Commission to approve sending a popular referendum to the county's voters for a special mil levy that would support the design, construction, and operation of a residence hall on Northern's Espanola Campus. Rep. Salazar's bill was vetoed by the Governor. Sen. Martinez's bill represents a "2<sup>nd</sup> chance" for the College to present a mil levy to the County's voters.
- 2. Student Regent at Northern New Mexico College.** SJR7 sponsored by Senator Martinez would allow for the state's voters to approve a Constitutional Amendment that would create a Student Regent position on the Northern Board of Regents. Amendment would appear on the 2014 General Election ballot. This legislation is now awaiting the Governor's approval. Mr. Serna reported that two new Regents were named by Governor Martinez. They are Donald Martinez Jr. from El Rito and Kevin Powers from Albuquerque. The Governor's Office reported to Northern that because these Regents were not confirmed by Senate Rules and the majority of the Senate, they will not take their seats until the end of the 2014 session. The terms for Regents Cecille Martinez and Feliberto Martinez are extended for one more year.
- 3. Northern Rio Grande Weaving Recognition.** HM11 sponsored by Representative Rodella would require Northern and the State's Regulation and Licensing Department to collaborate to provide recommendations to the legislature regarding the establishment of a formal review board that will evaluate submissions claiming to meet the stand of authenticity for northern Rio Grande weaving. Unanimously approved on the House floor.

Regents Branch and Herrera expressed their appreciation for all the work undertaken by the entire legislative staff under Dr. Barceló's leadership. The legislative strategy committee did an amazing job in terms of being at the legislature almost on a daily basis and participating in discussions during the session. It was evident in committees that Northern was represented very well. Regent Herrera stated that now is an opportunity for the college community and others to make the extra effort to contact the Governor's office and express support for these legislative priorities. He stated having a coordinated united front is important for the future direction of Northern.

*(At this time the Regents took a brief break at 9:07am. The open meeting reconvened at 9:20am.)*

## **VI. NEW BUSINESS**

### **A. Update Report on CAMP Program.**

Mr. Ricky Serna introduced Ms. Martha Estrada, Director of CAMP (College Assistance Migrant Program). Ms. Estrada stated that the CAMP program is a federal program that provides supportive and retention services to first-year college students from migrant and seasonal farm worker families. The CAMP grant is now on its second year of a five-year cycle. CAMP serves a co-hort of 35 first-year College students every year. To be eligible to participate in CAMP students must: 1) Be a US Citizen or US legal permanent resident, 2) be admitted to Northern New Mexico College, and 3) be eligible to receive federal financial aid. There is another requirement that students must meet in order to be eligible, one being that the student, or his/her immediate family member, must have spent a minimum of 75 days during the past 24 months as a migrant or seasonal farmworker. This includes any agricultural activity for wages or personal subsistence, related to the production of crops, dairy products, poultry, or livestock, cultivation or harvesting of trees, or fish farms.

The CAMP program has a recruiter, a full time advisor, an administrative assistant and Ms. Estrada as the Director. CAMP works with campus faculty, student services, and community based agencies to

improve educational opportunities for CAMP students. Services provided by CAMP include: 1) academic skills assessment and program orientation, 2) tutoring and study skills assistance, 3) career, financial aid and personal counseling, 4) supplemental financial aid to cover tuition and fees, 4) book allowance to cover the cost of textbooks and supplies, 5) training stipends, 6) cultural events, 7) peer mentoring, and 8) CAMP course. Ms. Estrada stated students are required to meet with their advisor at least once a month. CAMP tracks the students' academic performance by reviewing academic progress forms that students submit on a monthly basis. CAMP provides the students with a financial package, which includes: 1) a minimum of \$500 for books and supplies, 2) transportation stipend of \$50.00 once a month, and 3) a training stipend of \$80.00 a month. In addition to the financial assistance, CAMP has an agreement with the La Tiendita Café, operated by Sostenga; students get \$20.00 a day for meals. A partnership that CAMP has with El Centro provides physical exams, dental exams, and vision exams for CAMP students.

### **B. Athletic Program Update.**

Mr. Ryan Cordova, Men's Basketball Coach and Athletic Director, outlined some changes made to the Athletic Program in the last year. These changes include:

- Housing in Espanola resulted in a savings of about \$40,000 per year. Athletes were moved from El Rito last year to Espanola's Las Lomas Apartments. Mr. Cordova would like to get the students into student housing in the near future.
- Twenty athletes on the Men's and Women's Teams are from New Mexico.
- Basketball Camps held (6 weeks – 135 children registered)
- Created Season Tickets again.
- Teamed up with Sonic to do gate tickets
- Video Streaming available online (family of international athletes can watch the games online - Iraq, Germany, Serbia, Mexico)
- Weekly Live Radio Show on KDCE – Tuesdays
- New Equipment in the Training Room
- New Lockers in the Athletic Locker Rooms
- New Floor Logo
- New Wall Pads
- New Scorer's Table
- New Weight Equipment/Flooring
- The Athletic Department received "new" hand me down computers
- Athletic Game Programs by Paper Tiger
- Rio Grande Sun inserted 11,000 schedules
- Three Front Page Stories in the Santa Fe New Mexican
- The Eagle Bus taken to 90% of trips
- Athletes participated in Drug Free Community Walk
- Men's Basketball Team made the 2<sup>nd</sup> Conference Tournament in three years.
- Golf Team in Full Swing (S. Fiorina placed 3<sup>rd</sup> in Phoenix, Eric Trujillo 12<sup>th</sup> place)
- Adding Cross Country in two weeks
- Student Senate President is an Athlete (Gabe Martinez)
- Student Senate VP is an Athlete (Nora Duran)
- May need to wait one more year to add Volleyball

Mr. Cordova thanked President Barceló, Regents, administration, faculty and others for supporting the athletic program at Northern. Mr. Cordova provided a Men's and Women's Basketball informational booklet (attached).

### **C. Report on Academic Program Enrollments.**

Dr. Anthony Sena's presentation includes an enrollment overview, characteristics of students, and programmatic enrollment trends for select academic programs (copy of presentation attached). The total course enrollment information provided is for AY 2010-11 through AY 2012-13. Enrollment decreased

over the three year period by about 15%. The tuition increase impacted those students who come to Northern to take a course for personal enrichment. There is a significant decline of students around age 50 that did not enroll for classes in Fall 2011 and Fall 2012. On the other hand, students age 18 or below who enrolled at this institution increased. This is primarily reflective of high school students enrolling in dual credit courses. Dr. Barceló stated that the middle group of students, ages 55-65, who take one course for personal enrichment do not qualify for financial aid and do not qualify for the senior discount. Dr. Barceló has spoken with Mr. Ricky Serna about setting up scholarships in order to bring this group of students back. Dr. Sena stated that discussions regarding the organization of heritage art courses are taking place.

Dr. Sena state the funding formula is significantly different from what it was in 2010 and is driven primarily by enrollments as of the census date. The funding formula is continually being discussed and has been partly implemented. The new funding formula is performance outcomes driven, but closely tied to numbers in terms of completers at the end of the session. Completers are classified by anyone that received a grade; it does not include withdrawals or incompletes. Course completion numbers and award numbers form the formula base funding. Other components that are based on enrollment include workforce, achievement gap, STEM and health related awards, and transfers.

Dr. Sena provided the Regents information for each academic department (attached) including average number of sections per semester, average number of students/sections, and average number of sections taught by full-time instructor. Dr. Sena stated he will provide a separate presentation for summer sessions at a later date. The College has to do a better job of anticipating students who attend UNM, NMSU, etc., and come home during the summer and want to take courses at Northern. Dr. Barceló stated that the College is taking a critical look at the admissions process and summer course offerings in order not to lose this population of students.

Ms. Carmella Sanchez, who sits in the funding formula task force committee, stated that the funding formula, in addition to the performance outcomes, has sector specific measures that the research institutions, comprehensive colleges, and two-year institutions have selected that most appropriately measure the mission for these three groups. The comprehensive colleges, which Northern is a part of, selected the junior status measure that looks at lower-division students who are new or transferring in and achieve junior status within three years of their first enrollment. This is in addition to the number of new students (native and transfer) enrolling at an institution for the first time during a given fall semester who complete at least 24 hours in good standing at that institution within two years of first enrollment; this performance measure looks at how fast the College gets students through the developmental studies area.

#### **D. Report: Interim Reorganization of the College of Education.**

Dr. Sena stated that last summer Dr. Myrna Villanueva was contracted to assist the College during a transition of the College of Education (COE). The objective at that time was to try and refocus on the intent of the COE, which was to deliver baccalaureate programs in teacher education. Dr. Villanueva has a rich record of helping Presidents and experience with the issues that are affecting Northern's education programs. The second component was the pending NCATE review. Dr. Sena stated that not a lot of thought had been given to the structure of the COE, which is needed and significant in terms of organization, resources, and curriculum. At the end of the summer in 2012, Dr. Villanueva submitted a written report providing her insights, advice, and recommendations on mechanisms and approaches for improving the Teacher Education Program. Dr. Villanueva is currently leading and facilitating the College of Education's NCATE planning process. Dr. Villanueva stated the institutional report to NCATE is due September 4, 2013, but she anticipates that a draft report will be ready by May 1, 2013.

Dr. Sena presented the proposed organizational structure developed through discussions from last summer and implemented last month for the College of Education (COE). A copy of the organizational chart is attached. Dr. Sena stated that there is a need for secondary teachers as well as elementary school teachers. The College should integrate the secondary education teaching degree into the baccalaureate program and offer what the region needs in terms of secondary teachers. Dr. Villanueva stated that the re-invigoration of the advisory council and creating partnerships is critical to the accreditation process. Assessment and evaluation is also a critical part of accreditation. Dr. Sena stated the proposed structure is the best approach to be able to understand all the important parts in the COE:

1. The Assistant Provost for Academic Development reports to the Provost.
2. The COE grants, Advance, Noyce have a direct report to the Assistant Provost.
3. The Interim Dean for the College of Education reports to the Assistant Provost.
4. The COE Core Faculty, Director of Field Placement and the Director of Academic Programs (AA, ECE, BA, ALP) report to the Interim Dean.
5. The Interim Dean also oversees the Administrative Assistant for COE, the Coordinator for Retention, Recruitment and Outreach, and the Coordinator for Endorsement and Certificate Programs.

Regent Branch suggested that all the organizational structures of the Colleges at Northern be presented to the Board at a later date for approval.

#### **E. Consideration/approval of honorary degree candidate.**

Dr. Sena forwarded a letter to the President (attached) concurring with the Faculty Senate's recommendation to award an honorary degree to Mr. Roberto A. Mondragon. Dr. Sena stated that Mr. Mondragon served New Mexico as a state representative and as New Mexico's Lieutenant Governor. In addition to this public service, Mr. Mondragon continues a life-long advocacy for promoting the education of New Mexico's culture and heritage to the general public. Mr. Mondragon is respected and loved by New Mexicans across the state. His contributions as an author and musician advance the work of disseminating, conserving and educating the public in New Mexico's Hispanic heritage, culture, folklore, language and history.

**Regent Chayo Garcia moved to approve granting an honorary degree to Mr. Roberto A. Mondragon at the 2013 May Commencement. Motion carried unanimously.**

#### **VII. STUDENT REPORT**

Mr. Jeff Genauer, student, thanked everyone who helped lobby for the Student Regent legislation. In particular, he thanked Senator Richard Martinez who sponsored the bill (SJR7). This legislation would allow for the state's voters to approve a Constitutional Amendment that would create a Student Regent position on Northern's Board of Regents. An amendment would appear on the 2014 General Election ballot.

Gregg Padilla, Co-Student Representative to the Board, announced that a student ambassador will be planning a sporting event (softball, basketball, or volleyball) involving faculty, staff, and students in the near future.

Lisa Salazar, Co-Student Representative to the Board, stated that a group of students from the Biology Department, including herself, will be presenting later this week research projects at a Santa Fe Regional Conference.

## **VIII. COMMENTS FROM THE BOARD**

### **A. Reports from BOR Committee Chairs.**

Regent Branch stated that the Regents are waiting for the legislation session to end in order to get back to planning and finalize the Board committee structures.

### **B. Committee nominated for re-organization of the Board of Regents.**

Regent Branch nominated Regents Chayo Garcia and Alfred Herrera to serve on a committee to come up with some suggestions and candidates to serve. Regents Garcia and Herrera will submit their suggestions for the positions of Board President, Vice President, Secretary, and Treasurer at the next meeting of the Board for approval.

## **IX. PUBLIC INPUT**

Regent Branch suggested that a list be made available for the public who want to speak and address the Board. With the topic they want to address. And place this item at the beginning of the agenda. Many times individuals who want to address the Board are not able to because this item is at the end of the agenda.

## **X. PRESIDENT'S REPORTS AND ANNOUNCEMENTS**

President Barceló stated that Gil Sena and Josephine Aguilar are co-chairing the graduation committee to plan this year's Commencement and other graduation ceremonies/activities taking place the week of May 6, 2013.

President Barceló stated she received the long awaited Vision Statement for the College. She is presently editing the report and will share this document with the Regents at the next meeting.

Three students from Northern will be attending and presenting at the National Association for Chicana/Chicano Studies (NACCS) Conference in San Antonio, Texas, March 20-24, 2013. Dr. Barceló will also be attending the conference.

President Barceló reported that activities planned for Women's History Month will begin with a presentation by nationally renowned speaker Ted Bunch who will talk about *A Call to Men* – a movement aimed at domestic violence prevention, social change and the promotions of healthy manhood.

## **XI. PERSONNEL MATTERS**

### **A. Personnel actions.**

#### **New Hires:**

None.

#### **Resignations and Retirements:**

A.1 Jorge Lucero, IT Manager, effective end date 02/18/2013.



- A.2 Anthony Baca, Administrative Assistant, effective end date 02/13/2013.
- A.3 Danny Suazo, Educational Advisor, effective end date 03/08/2013.
- A.4 Frank Jaramillo, HEP Instructor, retirement effective 07/01/2013.

**Regent Cecille Martinez moved to accept the resignations and retirements as presented. Motion carried unanimously.**

Regent Branch suggested that the Regents review the practice of the Board approving new hires, rehires, resignations, etc., and come up with their suggestions when the Board reviews and updates the Board By-Law and committee structures.

**XII. 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 11:30 a.m.** The open meeting reconvened at 12:25 p.m. Regent Branch reported that no action was taken in executive session.

**XIII. ADJOURNMENT**

**Regent Martinez moved to adjourn the meeting. The meeting adjourned at 12:25 p .m.**

Josephine Aguilar, Recording Secretary

APPROVED: April 25, 2013

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

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