

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
MAY 17, 2011**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Tuesday, May 17, 2011 in the Priscilla Trujillo Schafer Boardroom of the Administration Building on the El Rito 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 9:26 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; Dr. Ken Dvorak, Director of Distance Education; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Gil Sena, Faculty Senate President; Tim Crone, NFEE President; and Ellen Trabka, College of Nursing and Health Sciences. Others present: Jeff Genauer, Student Senate President; John Ussery; Becky Trujillo; Dennis Salazar; Virginia Vigil Mares; and Vera Barker (Parent).

II. APPROVAL OF AGENDA

President Barcelo stated that Item B under Personnel Matters (Approval of renewal of employment of staff for FY 2011-12) will not be addressed at this time. The final agenda was approved as amended.

III. APPROVAL OF MINUTES

The regular meeting minutes of April 19, 2011 and the special meeting minutes of May 2, 2011 were approved as presented.

IV. FINANCIAL REPORT

A. Budget Status Report and Audit Update.

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

FY11 Operating Budget: Mr. Sanchez stated the Higher Education Department (HED) has been busy with issues related to the Funding Formula and 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 would like to start looking at a more formal budgeting report process to give to the Board on a regular basis. Staff will be meeting with finance employees from New Mexico Highlands University (NMHU) to look at the kinds of reports/programs they have in place. 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.

FY10 Audit: Mr. Sanchez was notified by the auditors that they will not be on Campus on May 16 as planned because the partners have shifted the resources to another job. The College is waiting for Moss Adams, LLC, to complete the audit. From a list of about 50-60 items required to complete the audit, about 6 items remain. Kardas, Abeyta & Weiner, P.C., is assisting the College with some of the work required before handling over to Moss Adams. Moss Adams indicated to Mr. Sanchez that they will not return to conduct the FY11 Audit. Discussions are underway about issuing an RFP for audit services in the near future.

Other Issues:

- About five vacant positions that are already budgeted need to be filled. These positions will be advertised as soon as possible.
- Susan and Domingo will be completing the Fiscal Watch Report for the month ending April 30 to be presented to the Board. The College will get back on track with the fiscal watch reporting. Mr. Sanchez will talk to HED concerning the criteria required to remove the College from fiscal watch. The College continues to dialogue with HED on a regular basis.
- Staff will complete a plan with timelines reflecting progress made. Mr. Sanchez stated a 60-day report versus semi-weekly reports (with the same information) may be more meaningful to HED, DFA, and LFC reflecting the progress made.
- Mr. Sanchez provided an update concerning the HED Funding Formula Task Force: The methodology on how general fund dollars are allocated for higher education is being revisited. HED has to come up with a new funding formula by mid-October, 2011. HED does not yet have an answer; discussions are in the early stages. Work teams will be put together to work on different pieces. HED will look at funding formulas other states have adopted. HED will also look at different outcomes, economic development component, graduates, types of degrees, etc. David Lepre with the Council of University Presidents (CUP) and Danny Earp, representing the New Mexico Independent Community Colleges (NMICC) will be very involved and their input will be valuable in protecting the interests of colleges and universities. The overall consensus among everybody in higher education is that the funding formula needs to be fixed. President Barcelo stated the President's Management Team is reviewing all materials in order to get a handle on things and respond appropriately in meetings. President Barcelo stated that she, Tony Sena, David Schutz, or Domingo Sanchez will represent the College at all funding formula task force meetings.

V. OLD BUSINESS

A. AQIP/Fall Focus Visit Update.

Dr. Stephanie Amedeo-Marquez, Interim Director of Assessment and Accreditation, provided a packet of information (attached) concerning the November 2011 Focus Visit by the Higher Learning Commission (HLC). The description of the visit as noted in the Evaluation Summary Sheet states: "A visit focused on the progress meeting the areas of concern in regards to the implementation of the Bachelors degree in Music and the BA in Integrated Studies. Visit should also report on the progress of the overall assessment plan of the College." The focus team members are Dr. Linda G. Johnson (Team Chair) from Southeast Technical Institute, Sioux Falls, SD, and Dr. Carolyn A. Haynes from Miami University, Oxford, OH. Dr. Marquez emphasized that this is not an accreditation visit, it is a focus visit to review specific developments and changes or follow up on concerns identified by a previous evaluation process.

Proposed AQIP Timeline:

- May 2011 Proposing two new action projects into AQIP if approved
1. Developing, administering, and analyzing campus climate for

- student retention.
2. Operation Graduation Success.
- Review and revise AQIP Processes and Teams
 Meet with BAIS and MBUS working groups
 Review Assessment Plan for Institution & Assessment activities by dept.
 Initiate Focused Visit arrangements (transport, hotel, air meals, meetings)
- June 2011 Focus Visit Committee to meet
 Meet with MBUS working groups
 Present revised AQIP Processes and Teams to Leadership Team (LT)
 Meet with Assessment Working Group
- July 2011 Reinstate Systems Portfolio reports to BOR
 Focused Visit Committee to meet
 MBUS and BAIS working groups reports due to Assessment Director
 Present revised AQIP Processes and Teams to BOR, if approved by LT
 Draft of materials for focused visit to Leadership Team
- August 2011 AQIP Web page revisions
 Focused Visit Committee to finalize draft
 MBUS working group proposals to Curriculum Committee
 BAIS working group proposals to Curriculum Committee
 Meet with Systems Portfolio Champions
 Update on Focused Visit due to BOR
 Finalize Focused Visit arrangements (transport, hotel, air, meals, meetings)
- Sept., 2011 Focus Visit materials due to HLC
 Update on Focused Visit due
- Oct., 2011 Action Projects in process, updated, or reviewed
 Report on Action projects due to BOR
 Systems Portfolio progress reports to BOR
- Nov., 2011 Focus Visit: November 14th and 15th
 Continue Systems Portfolio progress reports

The BA in Integrated Studies in Humanities and Social Sciences has three concentrations: Psychology, Humanities and Pueblo Indian Studies. To address concerns expressed by HLC, Northern has become a member of the Association of Integrated Studies at Miami University and meetings with working groups have been scheduled. Since there is only one FT faculty in the Bachelors degree program in Music, adjunct faculty will be integrated into the decision making process of this program. Ms. Marquez is in the process of reviewing the assessment plans in place.

President Barcelo complimented Stephanie, who is an adjunct faculty, for stepping in and doing a remarkable job in a very short time.

(At this time the Board recessed for a short break at 10:55 a.m. The open meeting reconvened at 11:06 a.m.)

Regent Branch suggested moving VI (C) under New Business up on the agenda to accommodate the visitors in the audience waiting to address the Board.

C. NEW BUSINESS: Request to the Board from Becky Trujillo re: Lena Archuleta and Wallace Archuleta.

Becky Trujillo addressed the Board of Regents with a request/permission to bury the ashes of her Aunt, Lena Archuleta, and her uncle, Wallace Archuleta, on the El Rito Campus. Lena Lovato Archuleta, age 90, died in Denver, Colorado on April 3, 2011. Ms. Trujillo stated that the El Rito Campus was very special to both Lena and Wallace because they met in El Rito in 1942. Shortly after Wallace passed away in 1988, Lena told Becky that she wanted her and Wallace's ashes buried at the El Rito Campus because they wanted to come home. Ms. Trujillo stated that Lena's advocacy for children, education, under privileged, women's issues, etc. took root at the El Rito Campus. Lena became the first Hispanic female principal in the Denver Public Schools in 1976. She was also the first woman to serve as President of the Latin American Educational Foundation, which provides scholarships and advocacy for Hispanic youth. For six years, Mrs. Archuleta was on the national board of AARP, the last two years as vice-chair. Her many accomplishments are listed in the attached handout. Mr. Dennis Salazar, who attended the Normal School in El Rito, and Virginia Vigil Mares spoke on behalf of Lena Archuleta's wishes.

The President and the Regents appreciated Ms. Trujillo's position in this matter and felt that people should be honored and recognized for the dignity they deserve. However, since this is a legal issue, the College's legal counsel will be contacted. President Barcelo also suggested that a policy be developed. Staff will report back to Ms. Trujillo as soon as possible with regard to her request to the Board.

B. Capital Projects Update Report.

Mr. David Schutz, Interim Vice President of Administration, presented an updated capital projects report as follows:

Appropriations from the State: Mr. Schutz gave the Regents a handout (attached) reflecting a historical overview of monies received from the state for capital projects since 1992. Mr. Schutz stated that the College is meeting its deadlines and is not in danger of any of the most current funds listed reverting back to the state. Since 1992 close to \$20M has been received from the state for capital projects through either general obligation bonds or severance tax bonds.

SERPA Building: The project is under construction and is on-going. The building has been roofed. Anticipated completion date is August 18, 2011. Mr. Schutz stated the contractor, Blue Sky Builders, is doing a great job. The Regents will receive a tour of this building in the near future.

Espanola Bookstore Expansion: The College needs to spend remaining funds by the end of June, 2011. Mr. Schutz has directed the Bookstore Manager to spend the funds.

Ben Lujan LRC Addition: Since the project is underway and the College was not able to schedule a groundbreaking ceremony because the Speaker of the House, Rep. Ben Lujan, has not been available, the College will schedule a Dedication Ceremony when the building is complete. Anticipated completion date is April 25, 2012.

Student Housing Project: This project is on hold at the present time. There are many options available which the College will be pursuing.

Nick Salazar Center for the Arts: This project is substantially complete. The remaining funds of \$10,000 will be spent.

ARRA Project in Espanola: This project is 50% complete. The solar collectors have been updated in the Seledon Martinez Building and the Library Building. The College is waiting approval from the Department of Energy to proceed with Phase II (build a Solar Photovoltaic Array to power the building).

ARRA Project in El Rito: This project is underway and is about 50% complete. Cross Connections is doing an excellent job.

Ramada at the El Rito Plaza: The design of the Ramada is complete; however, this project has been placed on hold at the present time.

VI. NEW BUSINESS

A. Program Review Process Recommendations.

Dr. Anthony Sena, Provost and Vice President of Academic Affairs, stated that four baccalaureate programs were reviewed this past year through the Academic Program Review (APR) process. The programs reviewed were Mathematics, Music, Integrative Health Studies, and Software Engineering. Dr. Sena stated that a comprehensive report will be presented to the Board of Regents in the fall of 2011; however, at this time he presented some important recommendations for the Board's consideration and approval:

1. Based on analysis by the APR and the Department Chair of Engineering, it is recommended that the BEng Degree in Software Engineering be **discontinued**. This has minimal implications in terms of resources since there is no full-time faculty or dedicated budget to this program.
2. Based on analysis by the APR and the Department Chair of Nursing and Health, the recommendation is to **discontinue** the BS degree in Integrative Health Studies (IHS). Because this program does have full-time faculty, its own budget, and several students in progress, this recommendation is made contingent on the following through academic year 2011-2012:
 - a. Maintain 1 full-time faculty FTE in the IHS program to:
 - i. Coordinate adjunct faculty, schedule classes and book adoptions, and do student advisement to facilitate degree completion for current declared majors.
 - ii. Consider the option of creating certificate programs (herbology, homeopathy, etc.) or an associate degree in Integrative Health Studies. To be considered in academic year 2011-2012.
 - iii. Maintain upper division IHS elective courses for RN to BSN students who are required to take select ISS courses as part of the BSN degree plan.

Ms. Ellen Trabka, Chair of Nursing and Health Sciences, presented her concerns regarding the IHS program. This program is unique and there is great interest; however, the BS degree is not working for various reasons, which Ms. Trabka outlined. Dr. Sena stated that he and Ms. Trabka will look at ways to repackage this program for the benefit of the students already enrolled. Regent Branch raised some concerns mainly because of the students enrolled in the program and requested that staff address all issues timely. The purpose of program review is to review general programmatic elements, concerns and productivity and Dr. Sena stated that at this time the APR feels that this program does not have a value for a baccalaureate degree. Dr. Sena pointed out that there is a plan that includes the concerns raised by the Regents in terms of working with the students currently enrolled. Ms. Trabka will meet with all students to find out their intent to graduate from this program. President Barcelo stated she has had several conversations with the Provost concerning this issue and supports the recommendation of the Provost.

Regent Chayo Garcia moved to approve the recommendation of Dr. Sena and the Chairs as presented. Motion carried unanimously.

(At this time the Regents recessed for a lunch break at 12:23 p.m. The open meeting reconvened at 1:16 p.m.)

B. Approval of Academic Calendar for 2012-2013.

Dr. Sena presented the Academic Calendar for 2012-13 (attached) for the Board's review and approval on behalf of Dr. Jan Dawson, Assistant Provost for Academic Support/Registrar's Services. The calendar will be part of the new catalog for the College. Dr. Sena pointed out that Faculty and Staff Development Day will take place October 17 at which time employees will look at the overall assessment progress. He also pointed out that Northern's calendar does not coincide with the Espanola Public School's spring break; Northern's calendar does coincide with other higher education institutions in the state. Dr. Dawson has moved all registration activity deadlines from Sunday to Friday so that students will be able to get computer assistance, if needed, to meet these deadlines. The 2013-14 calendar is not being presented at this time because there will be too many curriculum changes next year to try to do a two-year 2012-14 catalog.

Regent Cecille Martinez moved to approve the Academic Calendar for 2012-13 as presented. Motion carried unanimously.

VII. PRESIDENT'S REPORTS AND ANNOUNCEMENTS

1. Dr. Barcelo introduced Jeff Genauer as the new Student Senate President. Jeff earned a BA degree from Rutgers University in New Jersey. He moved to NM a few years ago and enrolled at NNMC to pursue a Degree in Secondary Teacher Education. Mr. Genauer's input will be requested by Administration to discuss issues/services related to students. President Barcelo invited Mr. Genauer along with two other students to be part of the President's Advisory Committee.

2. President Barcelo thanked everyone who participated in this year's Graduation Ceremonies. The feedback she received has been extremely positive. Mr. Gil Sena was Chair of the Graduation Committee and played a key role in its success. Mr. Sena stated that this year the Deans of the Colleges took a more active role in the ceremony. Designated Chairs along with some faculty from each department were invited on stage to give out diplomas to the students. Next year Mr. Sena hopes that all graduation ceremonies taking place during the week of graduation will be better coordinated in order to make sure all resources (sound, chairs, etc.) are available. The Regents all agreed that Graduation has improved every year and thanked Mr. Sena for his work in this regard.

3. President Barcelo reminded the Regents that Dr. Debra Friedman will be arriving in Espanola from Arizona State University on Friday, June 3. She will be conducting workshops with multiple groups from June 4 to June 6. The Regents are scheduled to meet with her on Sunday, June 5, from 1:00 p.m. to 4:00 p.m. The purpose of her visit is to discuss with the various groups a major campaign to raise funds for NNMC. President Barcelo stated that Dr. Friedman will speak about visioning as part of her presentation because you cannot have a campaign if you do not have a strong vision and focus. Dr. Ken Dvorak, Co-Chair of the Strategic Visioning Committee, stated he is looking at key players who will be part of the committee. A larger group will be reintroduced to the Strategic Plan that is in place now in order to lay a foundation on how to move forward in the next five years as the College faces new challenges as a four-year institution.

4. President Barcelo stated there are many things happening at the El Rito Campus this summer. The list she presented does not include continuing education:

Summer Groups:

May 17-June 15 – North Carolina State University
June 8-18 – University of Texas Arlington
June 7-9 – Campus Women’s Lead Colleagues Retreat
June 22-23 – Georgia O’Keefe Museum (Girl’s Camp)
July 13-14 – Georgia O’Keefe Museum (Girl’s Camp)
July 20-21 – Georgia O’Keefe Museum (Girl’s Camp)
August 3-4 – Georgia O’Keefe Museum (Girl’s Camp)

Summer Classes:

May 19-20 – ARC View
June 10-12 – Patricia Majio’s Painting Class
June 13-17 – Spanish Colonial Furniture
July 11-15 – Spanish Colonial Furniture
July 11-15 – Intro to Weaving

5. President Barcelo stated that discussions have been taking place concerning Blackboard. Dr. Ken Dvorak, Director of Distance Education, stated that Blackboard has reached a tentative agreement with HED. HED will be contacting each of the consortium members, which NNMC is part of, because there is a commitment by each institution to help pay for the contract. Negotiations are ongoing between HED and Blackboard and details are unclear at this time.

6. President Barcelo reported that a Rio Arriba County Sheriff will be living in the President’s House at the El Rito Campus in the near future. His presence on campus will help with security issues.

7. President Barcelo was scheduled to meet with Governor Susana Martinez on May 11. The Governor was running late from another meeting, so President Barcelo met with two of her Deputies. President Barcelo shared with them some information regarding NNMC. Another meeting will be scheduled with the Governor at a later time to discuss the vision and direction that the College is heading. President Barcelo did briefly speak with the Governor the next day when she was at NM Tech in Socorro to address the moratorium to limit capital spending on new buildings.

8. President Barcelo pointed out some tasks staff will be working on this summer:

- Revisit the faculty, student, and staff handbooks.
- Develop an Advancement Office along with the funding campaign.
- AQIP / promotion reviews.
- Some issues that came up during the year reflected the need for clear and consistent policies.
- Extra effort in outreach and retention especially in light of the tuition changes.
- Fill several vacant positions.
- Attend funding formula task force meetings and legislative meetings.

9. President Barcelo stated that the tuition increase has generated a lot of interest and concern. Increasing the tuition rate was a hard decision for her to make, but one that was necessary. A committee will explore ways to make the transition easier for students and help buffer the additional costs due to the increase. A Regents Tuition Scholarship will be created and the committee will be looking at a couple of models. High school seniors who have just graduated and attend College in the fall, qualify for the lottery the second semester (in the spring). Northern served about 169 students this past year with a

bridge scholarship. The bridge scholarship is intended to help cover tuition costs the first semester. About \$89,269 was awarded at the previous tuition rate. In order to continue awarding Bridge Scholarships to the same number of students at the new tuition rate, about \$140,000 will be needed. President Barcelo stated staff will visit WNMU next month to talk to them about their experiences. WNMU has one rate and they have two-year and four-year students.

10. President Barcelo announced that the President's Golf Tournament is scheduled on Friday, June 24, at the Black Mesa Golf Course.

VIII. COMMENTS FROM THE BOARD

Regent Branch thanked Tony Sena for preparing the *Profile of Northern New Mexico College* (copy attached). Data contained in this document is important and very informative.

IX. PUBLIC INPUT

Ms. Vera Barker, a parent of a student at NNMC, addressed the Board. Her daughter is in the Adobe Program at the El Rito Campus. Ms. Barker raised three concerns: 1) Tuition increase, 2) the future of the Adobe Program, and 3) decision to close the dormitories during the summer. Her concerns were addressed by Administration and the Board to her satisfaction.

2. Tim Crone raised some issues regarding the furlough bank affecting the donors and the recipients. Susan Pacheco answered/clarified Mr. Crone's concerns. He suggested that Administration explain how the furlough bank is working because some employees have raised concerns and do not understand how it works. It was suggested that any employee who has questions/concerns contact the Director of Human Resources or the Payroll Manager for clarification of deductions and vacation days in the books.

3. Gil Sena reported that there has been an increase in dual credit students in Automotive, Auto Body and Welding. An issue Mr. Sena brought up regarding retroactive pay cuts, as a result of furlough days for faculty, will be looked at by Administration. President Barcelo clarified that Mr. Sena is also invited to participate as a member representing the Faculty Senate in the President's Advisory Committee.

X. STUDENT INPUT

None.

XI. PERSONNEL MATTERS

A. Personnel actions.

A.1 President Barcelo reported that Mr. Mike Valdez, El Rito Facilities Supervisor, submitted his retirement letter to the HR Office effective March 31, 2011.

Regent Cecille Martinez moved to approve the retirement of Mr. Valdez as presented. Motion carried unanimously.

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

This item was not addressed at this time.

XI. EXECUTIVE SESSION

At the request of President Barcelo and Board President Branch, Regent Alfred Herrera moved that the Board enter into Executive Session pursuant to Section 10-15-1(H)(2) of the Open Meetings Act to discuss limited personnel matters. **Regents Chayo Garcia, Regent Feliberto Martinez, Regent Alfred Herrera, and Regent Branch moved in the affirmative to adjourn into executive session at 2:27 p.m.** The open meeting reconvened at 3:00 p.m. Regent Branch reported that no action was taken in executive session.

XIII. ADJOURNMENT

Regent Garcia moved to adjourn the meeting. The meeting adjourned at 3:00 p.m.

APPROVED: June 21, 2011

Josephine Aguilar, Recording Secretary

/s/ Michael P. Branch

Michael P. Branch, Board President

/s/ Cecille Martinez-Wechsler

Cecille Martinez-Wechsler, Secretary