

**NORTHERN NEW MEXICO COLLEGE  
BOARD OF REGENTS MEETING  
MAY 20, 2010**

**I. CALL TO ORDER**

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, May 20, 2010 in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Alfred Herrera, Feliberto Martinez, and Cecille Martinez-Wechsler. Board President Michael Branch called the meeting to order at 9:20 a.m. Regent Theresa Romero-Martinez arrived at the meeting at 9:39 a.m.

Northern New Mexico College staff present: David Trujillo, Interim President; Dr. Andres Salazar, Interim Executive VP for Finance and Administration; Dr. Anthony Sena, Provost; Alfredo Montoya, Dean of Student Services/Director of Financial Aid; David Schutz, Director of Capital Projects; Carmella Sanchez, Director of Institutional Effectiveness; Guido Gellis, Director of SOL/SSS; Susan Pacheco, Director of Finance; Henrietta Trujillo, Director of Accounting; Lisa Powell, Projects Coordinator for Public Affairs and Capital Projects; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Ellen Trabka. Others present: Lou Mattei, Reporter with the Rio Grande Sun; Jerry Lucero and Tina Bertrand, with Arcadis Consultants, Inc., and Paul Cassidy, Financial Bond Advisor with RBC Capital Markets.

**II. APPROVAL OF AGENDA**

The final agenda was approved as presented.

**III. APPROVAL OF MINUTES**

The minutes for the regular meeting of April 20, 2010 were approved as presented.

**IV. FINANCIAL REPORT**

**A. April 2010 Financial Summary Report.**

**1. FY10 Budget**

Budget Adjustment Requests (BARs) have been submitted to HED to indicate more recent estimates of balances to close out the current year. Favorable fund balances are expected due to expense savings and unreported reimbursements from the prior year. The application to receive \$207K in ARRA funds for equipment and project expenses in the current year has been submitted.

**2. FY11 Budget**

The FY11 budget as approved by the BOR has been submitted to the HED. Three requests have since been received from HED: 1) verification of I&G fund balances, 2) explanation of non-zero restricted fund balances, and 3) correctional status on audit findings. Information concerning these requests will be forwarded to HED this week. Dr. Salazar stated that if the state comes with another \$300,000 cut to the College's budget for FY 11, the College will be in good shape in terms of cash to tie the school over until it is able to reduce budgets to accommodate that cut.

**3. Payroll & Headcount – April 2010**

YTD payroll and headcount totals are shown in the attached table. The YTD average monthly gross payroll is \$940,770 with a total average headcount of 454 including part-time and student employees. The

College is down 10 staff employees from the start of the fiscal year and up 3 faculty members in the same period.

Interim President Trujillo stated that the College has worked hard to right size the institution as opposed to down size. The hirings/promotions/moving of positions, etc., have taken place in an attempt to make the institution more efficient and effective.

#### 4. Cash Report

The cash statement dated April 30, 2010 (attached) indicates a cash balance of \$2,300,539, down from the amount of \$2,722,045 on February 28, 2010. The oscillation is somewhat due to the timing of payment of invoices of capital projects. Dr. Salazar reported that the NNMC Foundation has made its first payment to the College in the amount of \$105,000 (the debt is in the amount of around \$300,000).

#### **B. Approval of Fiscal Watch Financial Report for the month ending March 31, 2010.**

Dr. Salazar stated the Fiscal Watch Report for the month ending March 31, 2001 was reviewed in detail with the Finance Committee of the Board of Regents. After Board approval the quarterly report will be submitted to the Higher Education Department (HED). March cash and cash equivalents remain stable at roughly \$2 million as a three-month rolling average. An additional \$500,000 reimbursement is expected from EDA before the fiscal year end. (*Note: \$600,000 was received in June, 2010.*) Capital project invoices are paid only upon state reimbursement in order to preserve cash. Expense savings continue to accrue due to unfilled positions such as VP Finance and EVP Administration.

**Regent Cecille Martinez moved to approve the Fiscal Watch Financial Report for the month ending March 31, 2010 as presented. Motion carried unanimously.**

#### **C. Information: FY 2009 Audit Report.**

Dr. Salazar stated that the FY09 Audit Report has been released by the State Auditor's Office and has been distributed to the Board of Regents. A copy is available for public use in the Ben Lujan Resource Center (Reference Section). A meeting will be held with Moss-Adams on Tuesday, May 25, to discuss plans for next year's audit. A report on the audit findings and associated mitigating practices will be made to the Board during its June meeting.

Regent Branch congratulated Dr. Salazar and his staff on obtaining an **unqualified audit** and for the tremendous amount of progress that has taken place thus far. He reiterated that due to what is happening generally in government, governing bodies many times do not have the financial information they need until it is too late. Regent Branch stated he would like to discuss further with Dr. Salazar and with Dr. Barcelo concerning how a Board can maintain oversight without interfering or getting involved in micromanaging the College. He would also like the Finance Committee of the Board to follow up with audit findings to make sure these findings are not repeated/cited in subsequent audits.

Dr. Salazar stated the College is taking the findings from the auditors very seriously and the Business Office is having regularly scheduled meetings to determine how to correct and/or improve processes. Dr. Salazar noted that of the 23 findings that the auditors found significant enough to note, there are many more findings the Business Office is tracking and attempting to correct internally. Besides getting an unqualified audit, Dr. Salazar emphasized that Northern has zero debt and payables are paid in 30 days net. He stated that the College needs to instill a culture where employees help each other out, report any irregularities and are prepared to have books audited at any time. The Regents agreed that a change in culture is needed and, as an oversight Board of the College's financial operation, a checklist with specific items of things that need to get done would be helpful to show progression/assure accountability.

## V. OLD BUSINESS

### A. AQIP Update.

Ms. Carmella Sanchez, Director of Institutional Effectiveness, presented an AQIP update (copy of handout attached) on behalf of Dr. Dan McLaughlin, Director of Assessment.

1. Planning Retreat: A planning retreat held on Saturday, April 24, 2010 was attended by 21 representatives from the college community, including Dr. Rusty Barcelo, Northern's new president. The retreat was facilitated by a consultant from Keystone International. Participants reviewed data and identified strengths and challenges (list attached).

2. Systems Portfolio: Ms. Sanchez provided a conceptual overview of what goes into the systems portfolio. There are nine categories (listed in the attached chart) that need to be addressed in the systems portfolio. The first step is to understand stakeholders' needs (category 1) through surveys and other data. Surveys and other data help contribute and provide information for categories 4-9. The overview has to be under 5,000 words and includes all "context" information for each category. The complete systems portfolio has to be under 50,000 words. Ms. Sanchez stated there are many great processes in place and the College is at a point where it is starting to use results to show improvements. The deadline for the updated systems portfolio is August 3, 2010.

Regent Branch requested an update on the actual projects Process Improvement Teams (PITs) are working on and how this process is progressing. The Regents would like to see the accomplishment/percent completion for each of the strategic objectives. Ms. Sanchez stated that efforts of the PITs should be included in the Systems Portfolio. Ms. Sanchez stated an action project report will be submitted to HLC-AQIP in September, 2010. Interim President Trujillo stated that discussions have taken place as to what the role of AQIP is and what it is supposed to accomplish; AQIP should be a tool and not a structure.

### B. Capital Projects Update Report.

Mr. David Schutz, Director of Capital Projects, introduced Ms. Lisa Powell who has been hired as Projects Coordinator for Capital Projects and Public Affairs. She will be assisting Mr. Schutz and Mitch Stanfield, Public Affairs Director. Mr. Schutz's capital projects update report is summarized as follows:

College of Education Building: Although this project is within budget, it is behind schedule due to inclement weather. Some of the delays are also as a result of owner requested change orders. Since the bid came in low originally, there were some contingency funds left over. These funds are being spent judiciously. Anticipated completion date has been extended to August 15, 2010.

SERPA: The design of the SERPA building is progressing well and is on schedule. Design is undergoing a final review. Upon Board of Finance approval (meeting scheduled in June) the project will go out to bid in July. Construction is anticipated to commence late summer, 2010. Mr. Schutz reported that a \$5M appropriation request for SERPA is part of the GO Bond going before the voters in November.

Las Cumbres Community Center: The MOA is finalized and is being presented to the Board for approval under V(C) below.

El Rito Plaza: The plaza looks really nice with the sod and trees in place. The water system is completed.

Espanola Bookstore Expansion: Mr. Schutz continues to meet with the Bookstore Manager to plan the bookstore expansion with remaining funds available.

Ben Lujan LRC Addition: Design of the library addition project is progressing well. Construction is anticipated to commence in August, 2010.

Student Housing Project: Mr. Schutz provided a thorough briefing under VI(A) below.

Nick Salazar Center for the Arts: Design drawings are complete for renovating and upgrading the acoustics and lighting systems in the theater. This is a \$300,000 project. This project will go out to bid in June and construction is scheduled to begin in early July.

ARRA – Solar Heating System Upgrades, Espanola: This project is underway, Hot air collectors are being upgraded in the Library and Seledon C. Martinez buildings. The entire heating system will be upgraded. Night time cooling will also be attempted with a solar rock storage system.

ARRA – Heating System Upgrades, El Rito: The project consists of a total upgrade of the boiler systems.

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

This new MOA between NNMC and Las Cumbres Community Service (attached) sets forth the terms and conditions for the use of existing space at Northern's High Tech Building for the Family Infant Toddler Program (FIT) a social service and educational program. Mr. Schutz stated there is very little change from the MOA presented to the Board a few months ago. The basic change involved clarification concerning the use of the building and classroom space. Mr. Schutz highlighted and briefly discussed sections of the MOU (acknowledgements and terms) with the Board and answered their questions to their satisfaction.

**Regent Alfred Herrera moved to approve the MOA between NNMC and Las Cumbres Community Service. Motion carried unanimously.**

## **VI. NEW BUSINESS**

### **A. Report: Residence Hall Feasibility Study.**

Mr. David Schutz, Capital Projects Director, introduced the team who has been working on the Residence Hall Feasibility Study the past few months: Jerry Lucero and Tina Bertrand, with Arcadis Consulting, and Paul Cassidy, Financial Bond Advisor with RBC Capital Markets. Mr. Schutz gave the Regents a comprehensive draft report prepared by Arcadis Consulting for their review. The study is broken up into three sections: Narrative (pages 1-26), Graphs/Charts (pages 28-39), and Exhibits (pages 40-50).

Mr. Schutz outlined and briefly responded to several questions that the study answers in detail. Should we build it? If we build it, will they come? What kind of facility should be built? What will such a facility cost? How do we finance the project? How long will it take? Where do we go from here?

There is no question that there is a need/demand for student housing on the Espanola Campus. Of the 125 beds planned for Phase 1, 30 beds will be occupied by the Athletes. Mr. Schutz is recommending that the College build a Type B facility. With regard to the cost of the facility, Arcadis' approach is: "A volatile economy demands a conservative approach until material costs stabilize and contingencies can be reduced as the level of detail increases. A conservative approach is required at this level of study." The Financial Analysis (attached) for a Type B facility reflects an annual gross debt in the amount of \$522,395 and the

net debt service payment of \$165,339 with a \$5M contribution. With a \$2M contribution, the annual gross debt service is \$854,577 and the net debt service payment is \$497,521.

Mr. Schutz suggested that a floor plan, elevations, and a detailed specification sheet be developed and taken to a professional cost estimator who will determine the exact cost of the facility. He believes the overall project costs can be reduced significantly. Options were discussed on how to proceed including approaching Northern's legislators, contact a master developer, seek community/local assistance (gross receipts tax), bonds, find a facility that can be renovated, etc. Benefits to the students and the community in terms of economic development impact to the area was also discussed. Arcadis will provide an amendment to the study.

**B. Approval of Capital Projects Submittal Summary Sheet to HED for Ben Lujan Learning Resource Center.**

Mr. Schutz presented the attached Capital Projects Transmittal Summary Sheet which has to be submitted to HED for their approval for construction of the Ben Lujan Library Addition. The summary sheet will then be submitted to the Board of Finance for approval.

**Regent Theresa Romero-Martinez moved to approve the Capital Projects Submittal Summary Sheet to HED for the Ben Lujan Library Addition as presented. Motion carried unanimously.**

*(At this time the Regents recessed for lunch at 11:35 a.m. The open meeting reconvened at 12:55 p.m.)*

**C. Report/Request for funding for the Connie Valdez Memorial Garden.**

Mr. Patrick Archuleta, student, stated that in AY 2008 the Student Senate approved \$5,000 towards the Connie Valdez Memorial Garden. He requested an additional \$5,000 for this project. Interim President Trujillo stated he strongly supports this project and applauded Patrick for his work and persistence in obtaining the funding necessary to complete the garden.

**Regent Feliberto Martinez moved to approve the request for an additional \$5,000 for the Connie Valdez Memorial Garden. Motion carried unanimously.**

**D. Approval of an Out-of-Country travel request.**

Dr. Anthony Sena, Provost, stated that Dr. Walter Archuleta, Faculty in the College of Education, has been accepted by the American Association of Teachers of Spanish and Portuguese (AATSP) to present his proposal at the Annual Conference in Guadalajara, Mexico. Dr. Archuleta's proposal is titled *Influencias en el español de Nuevo México*. The conference is taking place July 10-13, 2010 at the Hotel Presidente Intercontinental in Guadalajara, Mexico. Funding for this trip will come out of the Professional Development Program (PDP) funding for faculty.

**Regent Theresa Romero-Martinez moved to approve the Out-of-Country travel request. Motion carried unanimously.**

In order to inform the public of NNMC's activities, Regent Branch suggested that Dr. Archuleta's presentation be a part of the Canal Seis programming.

**E. Approval of 2011-2012 Academic Calendar.**

Ms. Jan Dawson, Registrar, presented the 2011-2012 Academic Calendar (attached). She stated the start and end dates for the terms are the primary reasons the calendar is being presented at this time for Board

approval. The calendar has been reviewed and approved by the Academic Chairs and Directors and the Faculty Senate.

**Regent Cecille Martinez moved to approve the 2011-2012 Academic Calendar. Motion carried unanimously.**

**F. Approval of a Health Occupations Course Fee.**

Ms. Susan Pacheco, Director of Finance, presented on behalf of Dr. Andres Salazar, the list of updated course fees effective May 1, 2010 for the Health Occupations Department. Some of these fees are already in place; some are new courses. Ms. Ellen Trabka, Chair of Health Occupations, stated that some of these fees are mandatory from clinical agencies. These fees cover Radiography, Massage, Nurse Aide, and Integrated Health Studies.

HSCI 102	\$5 CPR cards and \$16 for textbook for <u>total of \$21</u>
HSCI 109	\$ 7 CPR Cards and \$35 textbook for <u>total of \$42</u>
HSCI 160L	\$65 Materials and Certification for EMT-Basic
HSCI 161	\$40 Materials and Certification for Combo refresher
HSCI 162L	\$65 Materials and Certification for First Responder
HSCI 163L	\$65 Material and Certification for EMT-I
NURS 100L	\$15 Student malpractice liability insurance, \$20 fingerprinting, \$65 Criminal background check, for a <u>total of \$100</u>
NURS113L	\$15 Student malpractice liability insurance, \$20 fingerprinting, \$65 Criminal background check, \$65 drug screening, for a <u>total of \$165</u>
NURS 225L	\$15 Student malpractice liability insurance
MAS 101L	\$15 Student malpractice liability insurance
RAD 145L	\$15 Student malpractice liability insurance, \$20 fingerprinting, \$65 Criminal background check, \$50 drug screening for a <u>total of \$150</u>
RAD 245L	\$15 Student malpractice liability insurance
NURS 113	\$119 Standardized Testing, \$87.50 live review for <u>total of \$206.50</u>
NURS 125	\$93 Standardized Testing, \$87.50 live review for <u>total of \$180.50</u>
NURS 119	\$63 Standardized Testing ( <u>Starting Summer 2010</u> )
NURS 225	\$93 Standardized Testing, \$87.50 live review for <u>total of \$180.50</u>
NURS 235	\$93 Standardized Testing, \$87.50 live review for <u>total of \$180.50</u>
IHS 116	\$35 Essential Oil supplies
IHS 162	\$35 Food and supplement supplies
IHS 208	\$35 Food and supplies
IHS 257	\$35 Herbal supplies
IHS 331	\$40 Essential Oil supplies
IHS 332	\$30 Essential Oil supplies
IHS 334	\$20 Essential oil supplies
IHS 358	\$35 Herbal supplies
IHS 431	\$40 Essential Oil supplies
IHS 436	\$40 Essential Oil supplies
IHS 455	\$ 35 herbal supplies

**Regent Feliberto Martinez moved to approve the fees for the Health Occupations Department as presented.** Under discussion and in response to Regent Cecille Martinez's question, Ellen Trabka stated students are charged once for most fees (fingerprinting, liability insurances, etc.). Students have to apply specifically to the Nursing, Massage or Radiology Programs, which are highly competitive; students are officially accepted so these students are aware of the fees involved. The fees for standardized testing and

live reviews are broken up over four semesters. No further discussion. **Motion was made and carried unanimously.**

#### **G. Report: Northern Youth Sports Program.**

Mr. Alfredo Montoya, Dean of Student Services/Director of Financial Aid, stated that Northern is once again sponsoring the Northern Youth Sports Program (NYSP) this summer. The handout Mr. Montoya gave the Regents at the meeting (attached) describes in detail the services provided by NYSP. These services include nutrition, enrichment, education and recreation. The program will take place Monday through Friday from 8:00 a.m. to 2:00 p.m. starting Monday, June 7, and ending Friday, July 9, 2010 on the Espanola Campus. Last year attendance averaged 350 students daily. Rio Arriba County and the Espanola Public Schools are co-sponsors and support the program through a monetary contribution. Through a MOU with the City of Espanola, the College has access to city facilities, primarily the swimming pool; in exchange city employees have access to the Eagle Gym and use of the Center for the Arts a certain number of days a year. Mr. Montoya stated that a college student will document NYSP this year. A video of the program will be presented to Rio Arriba County, the Espanola schools, and to the Regents. It was suggested that NYSP also be made a part of the programming on Canal Seis.

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

1. Interim President Trujillo stated that on Wednesday, May 26, he will travel to Minnesota to meet with Dr. Rusty Barcelo to discuss transition issues and as part of her continued orientation to NNMC.

2. Through the efforts of Mitch Stanfield, Interim President Trujillo stated the College is involved in developing a couple of programs for Native American students at the El Rito Campus: 1) implementation of pre-apprenticeship training of Native Americans in heavy equipment operation, and 2) restoration of the Taos Pueblo over the next several years (up to a 150 Native American students will be trained in adobe construction and renovation).

3. Interim President Trujillo stated he was impressed with this year's Commencement and thanked everyone involved in planning this event, including Anthony Sena who did a great job as Master of Ceremonies.

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

With the efforts of Mitch Stanfield and Josephine Aguilar, Regent Branch stated he was pleased with the tremendous amount of participation and interest in the community during the signing ceremony of the new President's contract in Espanola on April 26. The event in El Rito on Friday April 23, to meet the new President was also well attended.

#### **IX. PUBLIC INPUT**

None.

#### **X. STUDENT INPUT**

None.

#### **XI. PERSONNEL MATTERS**

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

- A.1 Interim President Trujillo recommended the hiring of Ms. Lisa Powell as Projects Coordinator for Public Affairs and Capital Projects effective May 17, 2010.
- A.2 Interim President Trujillo recommended the hiring of Kenneth R. Dvorak, Ph.D., as Director of Distance Education effective July 1, 2010.
- A.3 Interim President Trujillo recommended the hiring of Patricia Trujillo, Ph.D., as English/Writing Specialist effective July 1, 2010.
- A.4 Interim President Trujillo recommended the hiring of Ms. Amberleigh Rodriguez as Human Resources Coordinator effective May 1, 2010.

**Regent Theresa Romero-Martinez moved to approve the new hires as presented. Motion carried unanimously.**

Interim President Trujillo announced the following retirements:

- A.5 Sat Kirpal (“Doc”) Khalsa, Biology Instructor, will retire the end of the 2010 spring semester.
- A.6 Quentin Wilson, CTE Faculty/Adobe Construction, will retire effective May 15, 2010.

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

#### **EXECUTIVE SESSION**

Regent Branch requested 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 and Section 10-15-1(H)(7) to discuss the possibility of a civil suit. **Regent Feliberto Martinez, Regent Theresa Martinez, Regent Alfred Herrera, and Regent Branch voted in the affirmative to adjourn into executive session at 1:47 p.m. The open meeting reconvened at 2:55 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 2:56 p.m.

Josephine Aguilar, Recording Secretary

APPROVED: June 17, 2010

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

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