

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
MAY 21, 2009**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, May 21, 2009 in Cutting Call on the El Rito Campus. Regents present: Michael P. Branch, Cecille Martinez-Wechsler, Feliberto Martinez, and Alfred J. Herrera. Regent Theresa Martinez was not present. Board President Michael Branch called the meeting to order at 9:05 a.m.

Northern New Mexico College staff present: Dr. Jose Griego, President; Dr. Antony Sena, Provost; Alfredo Montoya, Dean of Student Services/Director of Financial Aid; Carlos Martinez, Director of the El Rito Heritage Retreat Center; David Schutz, Interim Director of Facilities and Capital Projects; Tom Alvarez, Public Information Director; Joyce Sandoval, Comptroller; Isabel Rodarte, Director of the Library; Lorraine Garcia, Business Office Tech at El Rito; Cecilla Romero, Administrative Secretary; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Tim Crone, Richard Gonzales, and Dr. Mary Ann Franklin. Others present: Bruce Smith, Jake Arnold, Roy Carson, and Tony Ortiz, Attorney for the College.

II. APPROVAL OF AGENDA

Regent Branch stated that Mr. Tony Ortiz, Attorney for the College, needs to return to Santa Fe and suggested that Item XI (Personnel Matters-Executive Session) be moved up on the agenda after introduction of new employees. The final agenda was approved as amended.

A. Introduction of new employees.

President Griego introduced Dr. Mary Ann Franklin, Director/Instructor of the Integrative Health Studies Program, and Mr. David Schutz, hired as Interim Director of Facilities and Capital Projects. President Griego also acknowledged members present at the meeting from the El Rito Community Committee. This committee is composed of faculty and staff of Northern and some community members.

B. Executive Session.

Regent Alfred Herrera moved that pursuant to Section 10-15-1(H) of the Open Meetings Act the Board adjourn into executive session to discuss limited personnel and contractual matters. **Regent Feliberto Martinez, Regent Cecille Martinez, Regent Alfred Herrera, and Regent Branch voted in the affirmative to adjourn into executive session at 9:13 a.m. The open meeting reconvened at 11:09 a.m.** Regent Branch stated that personnel matters and contractual matters were discussed and no action was taken in executive session.

At this time Regent Branch reported that Mr. David Schutz needs to be in Santa Fe for a Higher Education Department (HED) meeting and requested that Item V (Old Business) and Item VI (New Business, A through C) be moved up on the agenda.

III. OLD BUSINESS

A. Facilities Report by David Schutz.

Mr. David Schutz, Interim Director of Facilities and Capital Projects, presented a Capital Projects Status Report (attached). Major projects are summarized as follows:

College of Education Building – This project is going out to bid next week. Construction is scheduled to begin in June, 2009 with completion scheduled June, 2010.

SERPA Building – Once the Board approves the RFP, the College will advertise and solicit proposals from architects/engineering firms. Building completion is scheduled for May, 2011.

El Rito Plaza – Engineering and Landscaping drawings are almost complete. Mr. Schutz is pushing the contractor aggressively in order to get this project finished by October—before cold weather sets in. The El Rito Emergency Water Project and the El Rito Plaza Project have been combined into one project.

Adobe Building Renovation – This project is pending per additional funding for completion. President Griego asked Mr. Schutz if a bond beam could be placed on top of the adobes in order to preserve the adobes from further erosion.

3DI El Rito Renewal & Replacement - The College was recently inspected/audited by the Public Education Department's (PED) state level Office of Civil Rights (OCR) on May 4. The purpose of the visit was to check the College's compliance with ADA, vocational education programs, admissions, recruiting, publications, and other OCR issues. Regent Branch reported that the reason the Board of Regents meeting is held in Cutting Hall is because there was a finding that Delgado Hall, where the Boardroom is located, needs to have an additional handicapped ramp exit out of the building. If the building is listed on the National Registry of Historic Buildings, additional approvals may be required. This project has been placed as a high priority for new ADA compliance funds next fiscal year.

Library Expansion – Regent Herrera suggested that the College and the City's Library Board meet to discuss ways in which the College and the City can collaborate to provide library services to the community. Ms. Isabel Rodarte, Director of the Library, shared her views on why this would not be a good idea; however, Regent Branch stated that a discussion should take place to share ideas, explain differences, and see in what ways the College and the City can work together.

IV. NEW BUSINESS

A. Approval of RFP for SERPA Building by David Schutz.

Mr. Schutz stated that he has changed the name of this document from Architectural/Engineering Consulting Services (SFC) to Request for Proposals (RFP). He stated that the SFC is not standard in the state of New Mexico. Mr. Schutz pointed out another change in the RFP with regard to the SERPA Building and the Library Expansion Project—he deleted the requirement that the architect hire a construction manager position to serve under the architect's direction to oversee the construction of these two facilities. The primary reason is that the College can do this in-house and save some money (\$25K to \$30K per building).

Regent Alfred Herrera moved to approve the RFPs for the SERPA Building and the Library Expansion Project as presented. Motion carried unanimously.

B. Approval of RFP for Library Expansion Project.

(see above action).

C. Approval of RFP for LEED Commissioning Services.

Mr. Schutz stated that this RFP is to solicit proposals from consultants to perform a commissioning study for the College of Education Building, which will be Northern's first LEED Silver rated building. The purpose of the study is to provide documented confirmation of building systems function and compliance with criteria set forth in the project documents to satisfy the owner's operational needs. The consultants insure that all of the systems (HVAC systems and controls, lighting and daylighting controls, domestic hot water systems, renewable energy systems, fire alarm systems, etc.) are functioning as they were intended to in the most efficient manner. The cost for this service is approximately \$25,000 and it comes out of the project cost.

President Griego stated that Governor Bill Richardson's Executive Order 2006-001 mandates all new construction of public buildings to achieve a LEED Silver minimum rating. In achieving this LEED rating, the project must achieve a minimum delivered energy performance standards of one half the U.S. energy consumption for that building type as defined by the U.S. Department of Energy.

Regent Feliberto Martinez moved to approve the RFP for LEED Commissioning Services as presented. Motion carried unanimously.

V. APPROVAL OF MINUTES

Josephine Aguilar pointed out a correction made to the minutes of the special meeting held April 27, 2009 sent to the Regents in their Board Packet. Under Financial Report, III(A)-Approval to increase fees, the phrase of "one-time fee" was not part of the motion made by Regent Herrera.

Regent Cecille Martinez moved to approve the minutes for the regular meeting of April 16, 2009, the minutes for the special meeting of April 27, 2009, and the minutes for the special meeting of May 8, 2009. Motion carried unanimously.

VI. FINANCIAL REPORT

A. Financials and Budget Status Report for the month ending April 30, 2009.

Ms. Joyce Sandoval, Comptroller, presented the April 30, 2009 Unaudited Fiscal Watch Report and Preliminary Budget Status Report. Ms. Sandoval stated that issues remain the same as the previous month. Auxiliaries are a little high on the expenditure side and a little low on the income side. Ms. Sandoval pointed out that on the Statement of Net Assets on the accounts receivables, about \$500,000 relates to federal grants that still need to be received and get off the books, which will probably happen the end of the year. There may be more grants reported by June 30. Under Liabilities, \$300,000 of the deferred income relates to monies that were received in grants; these monies have been received but have not been expended enough to earn it in the revenue side.

Regent Branch stated there is not enough time to review financial reports if given to the Regents on the day of the meeting. He requested that in the future budget information be provided with board packet. He also requested that if there are any red flags pertaining to the budget that they be reported to the Board on a monthly basis.

President Griego clarified that at the March meeting, Ms. Sandoval brought to the Regents' attention the fact the auxiliaries, mainly the bookstore, was experiencing over-expenditures. This was also repeated in April.

More detailed information will be provided to the Finance Committee of the Board and this committee will report to the entire Board. Ms. Sandoval will work with the Finance Committee to find out the best way to present detailed budget information. President Griego stated that part of the Banner software system has a reporting software called *Hyperion*. The College has not been able to afford this software but it provides a better detailed system for reporting out all of the financials. He will encourage the IT department to get this software as soon as possible because it will facilitate a lot of the questions and clarifications the Board needs with regard to the budget.

VII. NEW BUSINESS (Continued)

C. Public Information Report.

Mr. Alvarez was asked to provide the Regents a briefing on what he is doing with regard to marketing and public relations for the College. Shortly after Mr. Alvarez came on board he entered into a year long agreement with the New Mexico Sun News. Northern's newsletter was inserted on a monthly basis with over 10,000 circulation distributed from Albuquerque to Taos. Due to changes in ownership and other issues, Mr. Alvarez recently entered into an agreement with the Albuquerque Journal North to distribute slightly over 10,000 copies of Northern's newsletter in the first Sunday of every month's edition. Mr. Alvarez has focused on several programs thus far. He has also contacted the New Mexican to distribute Northern's newsletter on the first Friday of every month (Friday being their highest circulation day) and the first Thursday of each month in the Taos News. Between the Albuquerque Journal Northern, the New Mexican, and the Taos News the College will have a circulation of well over 35,000 copies of the newsletter distributed in northern New Mexico.

The bulk of Mr. Alvarez's budget expenditures go for fall registration, spring registration, and printing costs for schedules and catalogs. Mr. Alvarez has used the recent schedule of classes for summer and fall 2009 as a multipurpose vehicle by marketing the NNMC's Foundation, programs and individuals.

President Griego stated that the advertising budget is limited. Some pamphlets, post cards, and brochures have been printed for some programs; however, the budget cannot accommodate many requests from departments. Mr. Alvarez stated that his overall strategy is to promote the entire school. From time to time he does advertise specific programs for different reasons. Mr. Alvarez stated profiles are being placed on Internet sites such as MySpace and FaceBook. Many colleges and universities are placing profiles within these websites in which they create networks for people of interest to begin communicating. The top three areas where people get their information are: TV, Radio, and print. TV is very expensive but Radio and print are very effective. Regent Herrera encouraged Mr. Alvarez to explore options in collaborating with public entities who do frequent mailings. Mr. Alvarez has previously entertained the idea of inserting information in utility bills; however, there is a concern that some target

audience/population will be missed and a decision would have to be made as to what information to insert since it would have to be brief. Mr. Alvarez stated he sends out from three to six press releases a month.

D. Northern Youth Sports Program (NYSP) Report.

Mr. Alfredo Montoya, Dean of Student Services and Director of Financial Aid, provided a summary of the Northern Youth Sports Program (NYSP). The summary is attached. The NYSP provides underserved, disadvantaged and first generation students, ages 6-14, a five-week summer program offering sports, education and enrichment activities at NNMC. The program will be at the Espanola Campus beginning Monday, June 8, 2009 and ending on Friday, July 10, 2009.

Federal funding for the National Youth Sports Program ended in 2005. Because of the popularity of the NYSP program and the high number of requests from the community, the President and the Board of Regents committed to re-establish the program, now known as the Northern Youth Sports Program, through a collaborative effort with Rio Arriba County (\$25,000) and the Espanola Public Schools (\$25,000). The College also contributes \$25,000 and funding is secured for this year's program. All participants receive USDA approved meals (breakfast and lunch) each day through the Rio Arriba Summer Food Program and transportation is provided to and from the campus. Recruitment is taking place at all regional schools with the goal of having 350 headcount with a daily average attendance of 250.

(At this time the Board of Regents took a short break. The meeting recessed at 12:58 p.m. The open meeting reconvened at 1:03 p.m.)

E. El Rito Campus Update Report.

Mr. Carlos Martinez presented a PowerPoint presentation (copy attached) concerning groups and short term courses scheduled from May through October at the El Rito Campus.

May Groups: North Carolina State University Geology Group
Bi-Annual International Adobe Conference
Patricia Majio Painting Class
Upward Bound
UTEP Geology Group
Farmington Weaving Group

May Short-Term Courses: Arches, Domes & Vaults; Rammed Earth Construction; Earth in Contemporary Architecture; Basic Adobe Construction; Retablo Making Course; Spanish Immersion; Basic Wildland Fire Fighter Training; Intro to Weaving.

June Groups: Collaborative Forest Restoration Project Seminar
Santa Fe Indian School
Washington University

June & July Short-Term Courses: Retablo Making Course; Intro to Solar Electricity, Design & Installation of PhotoVoltaic Systems; Fiber Art Courses; Spanish Colonial Furniture Making Courses; Conversational Spanish Course; Hunter Safety & CPR Courses; CDL Training.

July Groups: Georgia O-Keefe Youth Group
Kirt Kempter Geology Group

Elderhostel
Los Juntos
Annual International Alexander Alliance Musical Retreat
ENLACE

August/September/October Events: Three Elderhostel Groups; UNM Staff & Faculty Retreat; El Rito Studio Tour.

F. Report from the El Rito Community Committee.

Mr. Bruce Smith, former faculty of NNMC and El Rito Community Committee Member, gave a brief report. The committee has met four times this spring. Four sub-committees have been formed: 1) Long-term brain storming, 2) Short-term support for activities scheduled, 3) Assessment/evaluation, and 4) Community outreach. A lot of information has been acquired. The initial fact finding/data gathering, found some areas the committee thought the College should look at and deal with in some way: admissions process, registration policy, bookstore policy for El Rito Campus, how El Rito information is presented on the web site, and the instructional leadership structure. Mr. Smith stated a written report will be forthcoming which will address these issues.

Mr. Smith asked the Regents and the President for the criteria that will determine whether the El Rito Campus is successful, and the measures the Board is expecting for the committee's work to feel like it has been worth the effort and that the El Rito Campus is in good standing. The Regents shared their views with Mr. Smith, and President Griego stated the answer is complex. He stated the College will look seriously at developing an El Rito Strategic Plan. This plan should come up with some ideas about how we measure all of the successes. The College has to be able to balance revenues versus expenditures with an increase in enrollment being an important piece to accomplish this. Another measure of success is that all programs at Northern are offered at both campuses. Community service and community usage is critical as a measure of success. Economic opportunity for the community is a measure of success. Community involvement is a measure of success. President Griego pointed out that the El Rito Campus has many amenities that the Espanola Campus does not; i.e., dormitories, a park, Cutting Hall.

Mr. Smith stated that the committee is requesting assistance in proposal writing from the College. President Griego stated he will give Mr. David Trujillo, Dean of Grants Development, a directive to focus on El Rito. Typically, faculty and staff come up with grant opportunities and then Mr. Trujillo puts together a team in the development of a grant proposal. President Griego referred Mr. Smith to contact Dr. Jose Villa, Director of the Northern Rio Grande National Heritage Area (NRGNHA). The counties of Santa Fe, Rio Arriba and Taos participate in the NRGNHA, which is supported by Congress. This group is eligible for \$10M of funding (matching funds required) from Congress.

Two individuals from El Rito addressed the Board. Mr. Jake Arnold stated the El Rito Community Committee wants to work with the Board and Administration to revitalize El Rito to provide educational and economic opportunities. Mr. Roy Carson, Adjunct Faculty for Northern talked about the Wildland Fire Science program in El Rito. This program started in 2001 and since then has progressed into a very successful program. The academy format was implemented the spring of 2008 which increased enrollment dramatically. Mr. Carson is hopeful that the College will see more graduates from this program. Since many of the students who are in the program work full time, this program is a good example in offering on-line and short-term courses.

H. Stimulus Funding Initiatives Report.

Most of the federal stimulus funding for New Mexico has been allocated to major statewide priorities such as health and human services, including Medicare, and public education (K-12). Higher education allocations are in Pell and Work-Study funding. The biggest opportunity for higher education funding, beyond financial aid, is through the competitive grant process.

President Griego reported that eight proposals have been submitted to the state (list is attached). Some of these have to go through a different process. These proposals have been developed and are ready to go.

VII. PRESIDENT'S REPORTS AND ANNOUNCEMENTS

1. President Griego reported that he attended the Staff Advisory Council meeting on May 27, 2009. He received some preliminary reports from this council, which is part of the shared governance system.
2. On April 30, NNMC collaborated with the NM Jazz Workshop to put on a concert at Pojoaque High School. The concert was attended by about 420 students, many of whom took an interest in Northern's music program.
3. On May 1, 2009 the State of NM held a meeting on the Espanola Campus concerning the green grid. The meeting was attended by representatives from Sandia National Laboratory, Los Alamos National Laboratory, Governor's Office, and NNMC faculty and staff.
4. On May 7, 2009 President Griego met with Mr. John Garcia, Cabinet Secretary for the Department of Veterans Services. A discussion took place about developing a national retreat center for veterans with PTSD on the El Rito Campus. Mr. Garcia will tour the El Rito Campus on May 26 and a pre-proposal will be given to Mr. Garcia.
5. On May 5, 2009 representatives from the State of NM Public Education Department (PED) visited NNMC to check the school's compliance with ADA, vocational education programs, admissions, recruiting, publications, and other issues. The PED's Career-Technical and Workforce Education Bureau is mandated to conduct reviews of educational entities for compliance with the statutory laws and regulations of the U.S. Department of Education's Office for Civil Rights. The visit occurs every three years for all higher education institutions as well as K-12 school districts. At the exit meeting the representatives revealed some areas in need of improvement. The reason the Regents are meeting in Cutting Hall is because one of the findings is that they want the College to add a second ADA compliance handicap ramp to the Administration Building on the El Rito Campus.
6. A Centennial Committee has met twice to plan the 100th Year Anniversary Celebration. President Griego shared with the Regents the ideas that the committee has come up with thus far. President Griego asked Ms. Loretto Garcia to put together a budget of about \$20,000 for the centennial committee; \$5000 of that will come from the President's discretionary fund, which is raised by a golf tournament. President Griego requested that the committee consider an oil painting or a pencil drawing of Veneslao Jaramillo, who was primarily responsible for establishing the school in El Rito in 1909. The proposed kick-off date is scheduled September 18-19, 2009. President Griego will ask the committee to make a presentation at a future meeting of the Board.

7. On May 14, 2009 a meeting was held on the Espanola Campus where Former Governor Toney Anaya and Secretary Holmans addressed the topic of the Stimulus Package and the programs that will be available to the State of New Mexico.

8. President Griego thanked the Board of Regents for their attendance at several graduation ceremonies scheduled May 15 and 16, 2009.

VIII. COMMENTS FROM THE BOARD

Regent Cecille Martinez stated she was happy to see so many students, young and old, receiving their degrees. She was honored to offer each and every one her congratulations. Regent Branch stated this graduation was well attended by faculty and staff. He recommended that students receiving their baccalaureate degree deserve a separate group distinction.

IX. PUBLIC INPUT

Mr. Jake Arnold offered to hold a symposium during the 100th year anniversary celebration on the life and legacy of Mr. Veneslao Jaramillo. He has conducted research on Bronson Cutting and Veneslao Jaramillo. Regent Branch suggested that Mr. Arnold contact Dr. Sigfredo Maestas concerning this topic. President Griego also invited Mr. Arnold to join the committee planning this celebration.

X. STUDENT INPUT

None.

XI. PERSONNEL MATTERS

A. Personnel Actions.

A.1 President Griego recommended the hiring of Mary Ann Franklin, Ed.D., as Integrative Health Studies Director/Instructor effective May 18, 2009.

A.2 President Griego recommended the hiring of Spintz Harrison, Ph.D., as Northern Pueblos Institute (NPI) Director effective July 1, 2009.

A.3 President Griego recommended the hiring of Mr. Adam Taylor as Women's Basketball Coach.

Regent Feliberto Martinez moved to approve the new hires as presented. Motion carried unanimously.

President Griego reported the following resignations and retirements:

A.4 Mr. Kevin Fahey, Technical Services Librarian, submitted his resignation effective May 11, 2009.

A.5 Ms. Barbara Benzaquen, Associate Professor in Nursing, submitted her intentions to retire effective August 1, 2009.

A.6 Mr. Raymond A. Auckerman, Auto Body Instructor, submitted his intentions to retire effective the end of the spring 2009 semester.

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

XII. ADJOURNMENT

Regent Martinez moved to adjourn the meeting. The meeting adjourned at 2:33 p.m.

Josephine Aguilar, Recording Secretary

APPROVED:

Michael P. Branch, Board President

Cecille Martinez-Wechsler, Secretary-Treasurer