

**NORTHERN NEW MEXICO COLLEGE  
BOARD OF REGENTS MEETING  
MAY 22, 2012**

**I. CALL TO ORDER**

A regular meeting of the Board of Regents of Northern New Mexico College was held on **Tuesday, May 22, 2012** in the Priscilla Trujillo Schafer Boardroom on the El Rito Campus. Regents present: Michael P. Branch, Rosario (Chayo) Garcia, Cecille Martinez-Wechsler, and Feliberto Martinez. Board President Michael Branch reported that Regent Alfred Herrera was absent due to family health matters and was excused from attending the meeting. Board President Branch called the meeting to order at 9:02 a.m.

Northern New Mexico College staff present: Dr. Nancy “Rusty” Barceló, President; Dr. Anthony Sena, Provost and VP of Academic Affairs; Domingo Sanchez, VP of Finance and Administration; Dr. Camilla Bustamante, Dean of the College of Community Workforce Development and Career Technical Education; Stephanie Amedeo-Marquez, Interim Director, Assessment and Accreditation; Melissa Velasquez, Director of the El Rito Campus; and Josephine Aguilar, Assistant to the President and Recording Secretary. Guests present: Mr. Nelson Cournoyer, former NNMC Regent, and Mr. John Ussery, El Rito Community Member.

**II. APPROVAL OF AGENDA**

Regent Branch reported that Mr. Domingo Sanchez was running late so all the items on the agenda Mr. Sanchez is responsible for will take place upon his arrival at the meeting. Items V(B), VI(A) and VI(B) will be moved up on the agenda. The final agenda was approved as amended.

**III. APPROVAL OF MINUTES**

The minutes for the regular meeting of the Board of Regents held April 26, 2012 and the minutes for the special meeting held April 30, 2012 were approved as presented.

Regent Branch welcomed and introduced Mr. Nelson Cournoyer, Former Regent of Northern New Mexico College from 1995 to 2007 (two terms).

**V. OLD BUSINESS**

**B. Funding Formula Update.**

Dr. Anthony Sena, Provost and VP of Academic Affairs, stated that Dr. Jose Garcia, Cabinet Secretary for the Higher Education Department (HED), met with all the Presidents about a month ago and at that time directed that a Steering Committee be created to go into the next phase of the funding formula. The next phase is to look at three sector specific formula measures for research intensive universities, comprehensive universities, and community colleges. Last year there was debate as to whether or not to have three funding formulas. Of the comprehensive universities Eastern and Highlands are similar while Western and Northern share a split mission. At the end it was decided to go with one formula with everybody providing their input towards which elements were important. There has been lots of discussion regarding this topic and there has been considerable uncertainty about how sector measures might work. At the last CUP meeting President Barceló indicated that there should be more representation on the HED steering committee. Dr. Jose Garcia decided to offer an invitation to all the Presidents to be on the steering committee. Presidents may designate a representative to attend these meetings if they cannot attend. The next meeting will probably take place in June. Dr. Sena stated there

is relief by some that the funding formula will not be implemented fully this coming year whereby institutions will go another round of safe harmless, which means that Northern will not lose but also not gain. Dr. Sena also reported that HED is pushing ahead with a nursing articulation proposal that could impact formula funding allocations for nursing programs. Because of each institution's service area and unique characteristic, it will be difficult to have a common curriculum. Enrollment at two year schools in the nursing program may be impacted.

**VI. NEW BUSINESS**

**A. Update report on the academic colleges.**

Dr. Sena opened his discussion by providing total graduate numbers (blue chart attached) for this year's commencement held on May 12, 2012 and total baccalaureate graduate numbers (orange chart attached). Of the 221 graduates who were present at commencement, 63 were awarded a baccalaureate degree. All the colleges will undergo an extensive review to determine strengths and weaknesses. Articulation agreements will also be part of the review. A report will be presented to the Board at the conclusion of this review. Dr. Sena provided a current organizational chart (attached) of the academic divisions at Northern.

<b>College</b>	<b>Graduate Numbers</b>	<b>Baccalaureate Graduate Numbers</b>
Business Administration	44	32
Arts and Sciences	57	18
Nursing & Health Science	58	5
Education	35	5
Engineering	6	3
CTE	21	
<b>TOTAL</b>	221	63

**B. University Center Projects Update.**

Dr. Camilla Bustamante, Dean of Community Workforce Development and Career Technical Education, reported that the College has once again been invited to submit an application for continued funding of Northern's EDA University Center Grant. The anticipated third year of funding will provide financial assistance from August 1, 2012 through July 31, 2013. Northern is the only institution in New Mexico with a University Center grant (since 2005). Dr. Bustamante's report is summarized as follows:

Background:

The NNMC University Center is funded by the EDA to provide technical assistance and applied research. Technical assistance initiatives include:

- Business plan development,
- Implementation of business and market plans for Sostenga and Hazmat Science Applications.
- Support for development of employer based advisory committees,
- Helping small businesses increase hiring and advancement, and
- Support workforce development.

Summary of Accomplishments:

2006 – NNMC University Center contracted a market research study that was used in the establishment of the Los Alamos Coop and the Espanola Community Market. Sponsorship of two career fairs and delivery of WorkKeys.

2007– The Sostenga Center was established for sustainable food, agriculture and environment. Continued sponsorship of career fairs and delivery of WorkKeys.

- 2008 – Hazmat Science Applications (HSA) donated to NNMC providing – 180K in services to DoD and NM State Agencies. NNMC students trained and employed by HSA. First Garlic Festival. USDA grants submitted. Continued sponsorship of career fairs and delivery of WorkKeys.
- 2009 – Continued program development. Farm project and business planning for community food markets established. Business plan for HSA initiated. First year participation with the continued sponsorship of career fairs and delivery of WorkKeys.
- 2010 – Establishment of the Veteran’s Green Job Academy and hire of Dr. James Biggs for oversight and development. Three student interns employed by Sostenga. HSA trained 120 students statewide. First year sponsorship of the Traditional Agriculture Conference. Development of Community Partnership Profile. Continued sponsorship of career fairs and delivery of WorkKeys.
- 2011 – Continued program development. Business plans for Sostenga and HSA complete. Continued sponsorship of career fairs and delivery of WorkKeys. Establishment of the Accelerate Program for expedited workforce development. Contracted and completed Economic Impact Study.

Current and Proposed Future Initiatives:

- Sostenga Business Plan (copy attached). Components consist of the following: 1) Commercial Kitchen (in existence since 1998); 2) Continuing Education (courses offered in partnership with NMSU); 3) Tiendita (located at the JCI Bldg.); 4) Garlic Farm; 5) Apple Press; 6) Community Health; 7) Community Outreach and Marketing, Farming, Fundraising, Grant Writing, Kitchen Management; and 8) Partnership Building.
- HSA Business Plan Implementation (moving HSA to the El Rito Campus from Santa Fe)
- Promotora Curriculum Development (individuals/liaisons who make community health services more accessible; collaborating with NMDOH, Rio Arriba Health Council)
- SERPA Business Plan Implementation
- Support for El Rito Business Plan Development
- Establish Accelerate and associate career coach as permanent (copy of brochure attached).
- Partnership with the Espanola Valley Fiber Arts Center.
- Dr. Bustamante provided each Board member with a bound copy of the Economic Development Study (copy attached); a presentation regarding this topic was presented at the April 26, 2012 Board meeting.

*(At this time the Regents took a short break at 10:12 a.m. The open meeting reconvened at 10:30 a.m.)*

**IV. FINANCIAL REPORT**

**A. Budget and Audit Update.**

Mr. Domingo Sanchez’s, VP for Finance and Administration, report is summarized as follows:

Fiscal Watch Reports: The Business Office discovered some problems with the way Banner is set up in terms of journal entrees. Numbers are being analyzed by a Banner Consultant to help make the necessary changes in Banner going forward to get the College back on track. All the Fiscal Watch Reports for FY12 are being reproduced to make sure all the numbers are accounted for. Mr. Sanchez stated that going back further to FY09, FY10, and FY11 is not a meaningful exercise because entrees were made in the 13<sup>th</sup> period as a result of getting ready for the audit. Mr. Sanchez stated he has been providing standard I&G reports out of Banner; however, he felt that discovering and fixing this problem now for the Fiscal Watch Reports is a good thing because he will be able to provide accurate and more detailed reports in the future to the Regents. He emphasized the importance of Banner training for all staff.

Financial Report-I&G: The I&G report through the end of April, 2012, (attached) reflects total revenue generated in the amount of \$12.5M compared to last year at \$11.6M. The increase is primarily in the area of tuition and fees. In terms of expenditures the College is up by about \$50,000 (\$11,564,656.38 at the end of April, 2012 compared to \$11,514,436.42 last year). In preparation for FY13, the Business Office has started reducing the number of funds; the College has way too many funds. Mr. Sanchez spoke with the auditors about how other institutions handle the groupings. The auditors told Mr. Sanchez that other institutions have less funds and report at a much higher level. Northern's accounting is at a much lower level, which complicates the way the College reports and how it gets audited. Due to the reduction of some funds, Mr. Sanchez stated this is one reason why, in some cases, there is a big change in the amounts from prior year to the current year. Overall, the net difference in assets between revenues and expenditures going out is about \$1M.

Staffing FTE Report: The attached report reflects FTE numbers from July, 2011 to the end of April, 2012.

Audit Update: The **FY10 Audit** is complete. The State Auditor has given the College permission to release the audit as soon as it is printed by the auditors. As soon as the audit is officially released, it will be made available to the Board of Regents, HED, Federal Government, etc. **FY11 Audit:** Some amounts were uncovered in terms of charges and revenues that had not been booked going back four to five years. The auditors decided to make entrees from the FY11 Audit into the FY10 Audit. The FY11 Audit should move fairly quickly. However, the auditors will still open up the FY09 Audit because the amounts uncovered is material enough that they need to do a single audit. The Business Office is in contact with the auditors and are prepared to provide the information they want to see.

#### **B. Approval of External Audit Contract for FY12 Audit.**

Mr. Sanchez stated that as a result of an advertisement that went out to conduct the FY12 Audit, three proposals were received. The contract was awarded to Moss Adams, LLP. The amount quoted for the first year (\$92,020) will go down the third year in the \$70,000 range. Moss Adams, LLP will be looking at the College's finances a little closer, they will be doing greater samples, and they will revisit issues uncovered in FY10 and FY11. Regent Branch stated that in the past the Board has received a comparative analysis from the proposals received and this information presented to the Finance Committee of the Board before coming before the entire Board for approval. What has happened in the past does not necessarily mean that it was right, but traditionally there has been more Board involvement. This may not be necessary if there is a committee that is established that can review some things and make recommendations to the Board. In the past some Board members have also been involved in the interviews, etc., but this has to be established in a policy (new Finance Committee/Audit Committee). This process pertains to any contract that should go before the Board.

Mr. Sanchez stated that the External Auditors are tentatively planning to come to the campus in September to complete the FY12 Audit. They will be onsite for about a month. The contract is in a standard format required by HED. This contract, once approved by the Board, will go to HED, and then to the State Auditor.

**Regent Cecille Martinez moved to approve the External Audit Contract as presented. Motion carried unanimously.**

#### **C. Approval of Internal Audit Contract for Internal Auditor.**

Mr. Sanchez reported that two firms responded to the RFP issued by the College. In comparing the two proposals and qualifications, the College selected Abeyta, Weiner, Cherne P.C. Mr. Branch suggested

that this topic be delayed until such time that policies and procedures are set up so the Regents have a better understanding of the contract and what should be included. The Board is in the process of formalizing the structure, role and makeup of the Audit/Finance Committee. Regent Branch stated he does not want to add the internal audit work as defined in the contract until such time the Regents have had an opportunity to discuss this issue. Mr. Sanchez stated there is work that Abeyta, Weiner, Cherne is currently doing for the College; he will have them focus on the technical aspect work only. A new contract will be drawn and modified to exclude the internal audit work. Mr. Sanchez reported that the College is advertising for a staff technical position who will be working with this firm.

**V. OLD BUSINESS (Continued)**

**A. Capital Projects Update Report.**

Mr. Sanchez provided a FY12 Year to Date Revenue and Expenditure Report for Capital Projects as of April, 2012 (attached). Revenue brought in for the 10 projects listed is in the amount of \$3,832,201 and expenditures total \$3,896,099. The College is nearing the end of all the projects and is caught up with most of its billings. The Ben Lujan Library Addition project was scheduled to be finished in March. Mr. Sanchez was told that this project would be complete the end of June and now the completion date has change to the end of August. Mr. Sanchez is following up on any penalties involved with the delay. The fund for Art in Public Places will revert back if not spent by the deadline. Mr. Sanchez is reviewing the policy and a committee is being formed in order to spend the money that is available.

**C. Board of Regents Retreat Update.**

The Board of Regents of Northern New Mexico College will attend an all-day Board Retreat on Friday, June 15, 2012 starting at 9:00 a.m. The Board Retreat will be held in the Boardroom of the Montoya Administration Building on the Espanola Campus. The main focus of the retreat is to discuss the structure, roles, and makeup of committees of the Board in order to strengthen the effectiveness of the Board of Regents.

**VI. NEW BUSIENSS (Continued)**

**C. Discussion: Appointments to the Labor Management Relations Board.**

Regent Branch stated that a number of years ago the Board approved to accept the nomination of Mr. Clarence Lithgow to serve on NNMC's Labor Management Relations Board (LMRB) to represent the Regents and Administration. The Board approved to accept the nomination of Ms. Diane Wood by the Union President to represent the Northern Federation of Education Employees (NFEE). Mr. Lithgow and Ms. Wood jointly appointed the third member, Ms. JoAnne Vigil Coppler. In April of 2011 the Board once again approved the nominations of Ms. Wood and Mr. Lithgow to serve on the LMRB and at the time were asked to expedite the appointment of the third member. Regent Branch reported that there is a Supreme Court ruling that Boards can continue to serve until such time that they are replaced. Therefore, JoAnne Vigil Coppler, will continue to serve until she is replaced. Regent Branch suggested that Management and the Union submit nominations again for approval at the next Board meeting. This will get the College back on track to an annual reappointment basis. Regent Branch stated that Mr. Lithgow has agreed to continue to serve on the LMRB and there were no other nominations brought forward by the Regents. It is the hope of the Board that the members who serve on the LMRB be fair in their judgment.

**VII. STUDENT REPORT**

None.

**VIII. COMMENTS FROM THE BOARD**

None.

**IX. PUBLIC INPUT**

1. Mr. Nelson Cournoyer, former Regent of NNMC, who served two terms (12 years) voiced his observations on several topics. He stated he is very impressed with the many improvements to the campuses and the current leadership at the College. He stated that the El Rito Campus is still a **magical** place. He would like to sit down with President Barceló and Domingo Sanchez at a later date to discuss issues and ideas in more detail.

2. Mr. John Ussery stated he has been assisting David Schutz, Director of Capital Projects, with the Heating System Replacement-ARRA Stimulus funded project, which started the end of 2010 and is now in the monitoring phase. A propane boiler located in the North Dorm to heat three buildings (North Dorm, Old Gym, South Dorm and Cutting Hall) has resulted in significant energy savings.

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

None.

**XI. EXECUTIVE SESSION**

President Barceló recommended that the Board go into Executive Session to discuss personnel and legal matters. Regent Branch moved that the Board enter into Executive Session pursuant to Sections 10-15-1(H)(2) and 10-15-1(H)(7) of the Open Meetings Act to discuss limited personnel matters and legal matters. **Regent Chayo Garcia, Regent Feliberto Martinez, Regent Cecille Martinez, and Regent Branch moved in the affirmative to adjourn into executive session at 11:45 a.m.** The open meeting reconvened at 12:05 p.m.

**XII. PERSONNEL MATTERS**

**A. Personnel actions.**

No personnel actions to report at this meeting.

**XIII. ADJOURNMENT**

**Regent Cecille Martinez moved to adjourn the meeting. The meeting adjourned at 12:05 p.m.**

Josephine Aguilar, Recording Secretary

APPROVED: June 28, 2012

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

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