

**NORTHERN NEW MEXICO COLLEGE  
BOARD OF REGENTS MEETING  
MAY 30, 2013**

**I. CALL TO ORDER**

A regular meeting of the Board of Regents of Northern New Mexico College was held on Thursday, May 30, 2013 in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Alfred Herrera, Cecille Martinez, and Feliberto Martinez. Also present was Lisa Salazar Co-Student Representatives to the Board of Regents. Regent Chayo Garcia was not present due to her new job responsibilities. Board President Michael Branch called the meeting to order at 8:12 a.m.

Northern New Mexico College staff present: Dr. Nancy “Rusty” Barceló, President; Domingo Sanchez, VP of Finance and Administration; Dr. Anthony Sena, Provost and VP of Academic Affairs; Ricky Serna, VP of Institutional Advancement; Frank Orona, Dean of Student Services; Bernie Padilla, Director of Human Resources; Dr. Myrna Villanueva, Assistant Provost for Academic Development and Acting Dean, College of Education; Carmella Sanchez, Director of Institutional Effectiveness; Jessica Jones, Director of the Ben Lujan Library; Angelo Jacques, Director of IT; Sandy Krolick, Director of Design; and Josephine Aguilar, Assistant to the President and Recording Secretary. Faculty present: Gil Sena and Tim Crone.

**II. APPROVAL OF AGENDA**

The final agenda was approved as presented.

**III. APPROVAL OF MINUTES**

The minutes for the regular meeting of April 25, 2013 and the minutes for the special meeting of April 29, 2013 were approved as presented.

**IV. PUBLIC INPUT**

None.

**V. STUDENT REPORT**

Ms. Lisa Salazar stated that students have been looking into the possibility of using financial aid for food services; currently waiting for approvals.

**VI. FINANCIAL REPORT**

**A. Financials for the month ending April 30, 2013.**

Regent Branch requested that Item VIII(A) Disposal of Assets be moved up on the agenda after the financial report because Mr. Domingo Sanchez, VP for Finance and Administration, has to leave early to attend a Higher Education Department (HED) meeting in Santa Fe.

Mr. Sanchez reminded the Regents that the College is reporting quarterly fiscal watch reports to HED, but will continue to present the fiscal watch reports on a monthly basis to the Regents to keep on top of financials. Mr. Sanchez stated he has brought up the cash issue the College has been experiencing and the way funds are expended at prior meetings. The balance sheet, which lists all funds within the College,

reflects a negative amount of \$164,213 in cash at the end of April 30, 2013. Cash has continued to dip. Mr. Sanchez stated there will be some relief for the need for cash during the months of May and June (\$150,000 to \$180,000 from two pay periods) because there are less adjuncts teaching during the summer session. Total liabilities and net assets at the end of April, 2013 is \$36,811,986.

The College is still trying to get some receivables from the state. At the HED meeting, Mr. Sanchez will talk about the reimbursement for scholarships because this is a large amount, close to \$300,000. Mr. Sanchez will also talk about the Budget Adjustment Request approved by the Board at the last Board meeting and submission of the FY14 operating budget. At the June Finance Committee Meeting Mr. Sanchez stated he will make a presentation on fund balances.

The Summary of Operating and Plant Funds is a comparison of the original budget to actuals as of April 30, 2013. At the end of April, 2013 revenue for operating funds is at \$23,349,650 and total expenditures at \$24,213,705. The net ending fund balance is \$2,544,213. After approval of the BAR by HED, this report will reflect changes in the May or June report.

The Comparison Report of Operating and Plant Funds reflects that revenue was at \$22.7M last year, compared to \$23.3M at the end of April this year. The beginning fund balance was \$4.3M last year and \$3.4M this year. Expenditures last year were at \$20.1M compared to \$24.2M at the end of April this year. Mr. Sanchez stated discussions are taking place with regard to the bookstore at Northern and how to operate more efficiently. The cost of books is high and many students are considering other options to save money.

The report on current unrestricted funds reflects \$13.0M in revenue collected last year compared to \$12.8M this year at the end of April. Total expenditures are up slightly this year (\$12.6M compared to \$12.1M last year). The net before transfers is \$136,667.18 for the current year compared to \$930,568.71 last year. Mr. Sanchez stated the amount of \$136,667.18 has to make up the difference in the auxiliaries, which is why some very difficult decisions had to be made when preparing the budget.

The report on current unrestricted fund-designated reflects that expenditures exceed the revenues. Mr. Sanchez stated the College cannot afford to subsidize some activities, especially if they are auxiliaries, from I&G. When building the current year operating budget, the College minimized or eliminated in many cases transfers out of I&G. Auxiliaries will be watched closely in the coming year. The Board has directed the College to reduce the budget further by 2.5% (although approved at the level of about \$33M) with hopes to achieve some savings in the operating budget for next year. A memorandum with some guidelines will be sent out this week. Mr. Sanchez stated that if revenues do not materialize in the fall, further discussion and decisions will need to be made. Regent Branch requested a preliminary report at the next Finance Committee meeting as to how the summer enrollment will affect the budget, especially if there is a decrease in enrollment. He also requested a report on the proposed increase in the budget the Board requested for the purposes of advertising and marketing the College this fall semester.

**Regent Herrera moved to approval of the financial report for the month ending April 30, 2013 as presented. Motion carried unanimously.**

**B. Approval: Disposal of Assets (moved up from New Business, Item A).**

Mr. Sanchez stated that the Board will be seeing more activity with regard to disposal of assets because the College has a lot of clutter in different areas of the College. Items that are old and outdated are being identified for disposal. President Barceló stated that this “junk” is taking up critical space that could be used for other purposes. Mr. Sanchez reported the CAMP department is requesting the disposal of furniture – two desks and two tables.

**Regent Cecille Martinez moved to approval the disposal of two desk and two tables as presented. Motion carried unanimously.**

## **VII. OLD BUSINESS**

### **A. Faculty Handbook Update.**

Dr. Anthony Sena, Provost and VP of Academic Affairs, stated that the faculty handbook has been undergoing some revisions for some time. This last academic year it was understood that the entire handbook would be presented instead of reviewing and approving pieces of the handbook. A couple of weeks ago Dr. Sena met with the Personnel Committee of the Faculty Senate and some of the recommendations that Dr. Sena had brought forth were reviewed. Most of the recommendations were incorporated including some other slight changes. After this meeting the faculty revisions were given to the Policy Review Committee, whose main purpose is to go through it to make sure it is not inconsistent with some other documents and policies. The recommendations from the Policy Review Committee were approved by the Personnel Committee. Since that time, Dr. Sena distributed copies to the leadership team to review and obtain feedback. The Faculty Handbook looks better but has extra baggage in terms of redundancy and because it is a complex document, it has some vestiges from previous handbooks. Dr. Sena will share the feedback from the leadership team with the Chair of the Personnel Committee, Dr. Ivan Lopez.

The faculty handbook will be presented to the Regents once it is thoroughly reviewed by all parties. He hopes to have a functional faculty handbook in place by the fall. Regent Branch emphasized that the faculty handbook is a guide and not a policy making document.

*(At this time the Regent took a short break at 9:00 a.m. The open meeting reconvened at 9:16 a.m.)*

### **B. AQIP Update.**

Dr. Sena stated that the Systems Portfolio has been the primary initiative that the College has been working on for the past few months. The original date for submission was Monday, June 3. The College attained a 10-day extension in order to provide ample time for Board review. The document is now due on June 13 to the Higher Learning Commission (HLC). The document had a great deal of participation at the level of the Deans. The leadership team and many others had an opportunity to review the final draft. He acknowledged the tremendous effort that Carmella Sanchez, Director of Institutional Effectiveness, made the past few months to put the document together. He also recognized Jessica Jones, Director of the Library, who helped to edit the document.

Ms. Sanchez stated that the HLC is moving towards three different accreditation models: 1) standard pathways, 2) open pathways, and 3) AQIP. Ms. Sanchez stated that Northern is currently eligible to declare a new accreditation model; the AQIP cycle ends in 2016. Ms. Sanchez stated that Northern's three sister institutions (WNMU, ENMU, and NMHU) are moving to standard pathways. Both the Standard and Open Pathway feature: a ten-year cycle, a focus on both assurance and improvement, Assurance Reviews in Years 4 and 10, and the use of the HLC Electronic Assurance System. All Commission Pathways require: annual filing of the Institutional Update, annual monitoring of financial and non-financial indicators, and adherence to Commission policies and practices on institutional change.

Regent Branch requested that detailed information on the three different accreditation models be presented to the Regents and to the college community before making a formal declaration as to what model is selected moving forward.

## **VIII. NEW BUSINESS**

**A. Approval: Disposal of Assets.**

This item was moved up on the agenda under Financial Report.

**B. Approval of Systems Portfolio.**

Approval of the Systems Portfolio was postponed until the Board has an opportunity to go through the entire document and provide feedback. It was decided to hold a special meeting of the Board on Monday, June 3, 2013. At this meeting Regent Branch also requested that the charters for the committees of the Board be presented for review and discussion.

**C. Organizational Change – College of Professional Studies.**

Dr. Sena stated that the College has had in place an organizational structure that has five colleges up to this point. The financial issues the College experienced recently resulted in some changes, including the dissolving of the College of Community Workforce and Career Technical Education (CW-CTE). Dr. Sena stated there are still some organizational changes that are happening but one that is immediate for consideration and has been programmatic is the College of Professional Studies. He explained why a Dean was never hired to oversee two departments under the College of Professional Studies, Engineering and Business Administration. For accreditation purposes both of these departments have detailed requirements as to how their organizational structures should look like. The Engineering department is required to send an organizational chart this month to the Accreditation Board of Engineering and technology (ABET). Dr. Sena concurred with the recommendation made by Dr. Ivan Lopez, Chair of Engineering, and Ms. Lori Baca, Chair of BA, to dissolve the College of Professional Studies as it affects the accreditation process for their departments. Another reason is that these departments have strict requirements as to the number of full time faculty the departments should have.

**Regent Cecille Martinez moved to approve the dissolving of the College of Professional Studies and that Engineering and Business Administration operate as separate departments.** Under discussion, Mr. Gil Sena, Faculty Senate President, pointed out that in 2008 the Board of Regents approved the language to committees in the Faculty Association By-Laws. He stated the Educational Policy Committee states that “the duties of this committee will include examining the academic structure of the institution and changes in this structure, and providing advice on these matters to the President and the Board of Regents.” Mr. Sena stated that this process was not followed; the dissolving of the College of CW-CTE was not sent to the faculty senate. Dr. Sena stated that doing away with the College of CW-CTE was primarily driven by a financial expediency in terms of supporting that particular college. Initiatives within the College of CW-CTE and the instructional elements of this college will stay intact--just putting them in different areas. Dr. Sena stated the Deans and Chairs have had discussions regarding this change and these individuals are involved with the faculty senate. He stated it is the responsibility of the Faculty Senate to initiate a meeting with the Educational Policy Committee. Dr. Sena presented these pending changes in his report at the faculty senate meeting in April.

Regent Alfred Herrera suggested that when the proposed tentative agenda for the Board of Regents meeting is posted and disseminated, it is incumbent for any employee of the College or any Board member to bring up any issues pertaining to items on the agenda for discussion prior to the Board of Regents meeting. Mr. Ricky Serna stated that it is important not to confuse process and procedures with the charter of a committee. It does not state in the faculty handbook that administration is required to submit items to the Faculty Senate Educational Policy Committee for vetting input. Mr. Serna agreed that the responsibility falls on the faculty senate to get the committee to discuss issues and generate feedback. Regent Branch also agreed and requested that Mr. Sena discuss issues at faculty senate meetings or committees prior to Board meetings. **Motion was made to approve the**

**dissolving of the College of Professional Studies. Regent Feliberto Martinez voted yes, Regent Cecille Martinez voted yes, Regent Michael Branch voted yes, and Regent Alfred Herrera voted no. Motion passed.**

## **IX. COMMENTS FROM THE BOARD**

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

Regent Herrera stated that at the Finance Committee meeting an update on the Child Development Center was provided and he is pleased to hear the College is moving forward with the proposed changes (timeframe and implementation of a 12-month operation). A capital project budget update was also presented at the Finance Committee meeting. The reauthorization of bond monies and severance tax monies was discussed and how they will be used. The position of Director of Capital Projects was also discussed and how this position will be absorbed within the existing organizational structure. Other topics discussed included the renovation of the bookstore, landscaping, dorm project, and project oversight/changes that occur during construction.

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

1. President Barceló thanked everyone for participating in the graduation ceremonies. The feedback she received with regard to student speakers at Commencement, keynote speakers, the luncheon ceremony to recognize faculty, etc., was positive.

2. The College is focusing on summer enrollment and hope to keep numbers at the same level as last year. President Barceló stated she has had discussions with the senior executive team regarding admissions in general; a broader conversation is needed with the College community. The enrollment management committee will address issues on how to improve outreach and promote the institution.

3. President Barceló stated that the past two months have been difficult because some personnel decisions have had to be made. The contract renewal and non-renewal process is an annual occurrence at the College and because some of these difficult decisions involved people, they are never easy. However, Dr. Barceló stated these decisions were made with the best interests of the institution at heart. Institutional policies and collective bargaining agreements were followed throughout this process and every attempt to respect the integrity and confidentiality of the staff affected by these decisions were followed. Dr. Barceló pointed out that some believe that not renewing a contract is synonymous with terminating or firing an employee – this is not correct. The College's handbooks and policies support this assessment by pointing out the different procedures and conditions by which an employee is terminated for cause and an employee whose contract is not renewed. During the budget process, Dr. Barceló asked staff to carefully review the institution's organizational structure, programmatic strengths and weaknesses, and strategies in order to be more efficient. At the core of this process was the identification of how to maintain and improve upon the quality of academic programming and overall support for students. The process included the input of the leadership from each department. It was determined through this process that nine of the 21 positions, whose contracts were not renewed for the upcoming fiscal year, may be eliminated effective July 1, 2013. Because the elimination of these positions was not driven by budgetary constraints, they are not considered a reduction in force. At the next Board meeting, each Vice President will provide a presentation on their respective organizational charts, highlighting recent changes. President Barceló noted that eliminating the nine positions did result in a budget savings of \$350,000. The College's final FY14 budget, as approved by the Board, did call for programmatic changes because of budget limitations, resulting in a reduction in force of six college employees, including a tenured faculty member. These programmatic changes include:

- Restructuring of the colonial arts woodworking program from a for-credit program to a continuing education program, and
- Restructuring of the College of Community Workforce and Career Technical Education to departmental status, resulting in reassigning the dean position to a tenured faculty position.

When the College undergoes a RIF, this institution is required by policy and the collective bargaining agreements, to fulfill some responsibilities including:

- Notifying the six employees affected by the RIF in a timely manner;
- Notifying the college's union, especially for the employees covered by a collective bargaining agreements;
- Notifying the employees of alternative employment opportunities within the institution for which they are qualified.

Dr. Barceló assured the Board that the College appropriately fulfilled these responsibilities. Among the six employees who were affected by the RIF, two have already been offered alternative positions within the institution. Eight positions that are currently vacant will not be filled in FY14, which resulted in an additional \$450,000 savings in the budget.

Dr. Barceló stated she is confident the College is moving in the right direction. She looks forward to a year of long-term financial and academic planning that will put Northern on track for sustainable growth.

4. Dr. Barceló stated that an invitation was received for the President, a Regent, and the Provost to attend a Minority Serving Institution Governance and Institutional Effectiveness Seminar in Washington, D.C. June 20-22, 2013. This is a good opportunity to engage in some important discussions facing today's most pressing issues at minority serving institutions. The host of the seminar, the Southern Education Foundation, is covering all travel expenses.

## **XI. EXECUTIVE SESSION**

Regent Cecille Martinez moved that the Board enter into Executive Session pursuant to Sections 10-15-1(H)(2), 10-15-1(H)(7), and 10-15-1(H)(5) of the Open Meetings Act to discuss limited personnel matters, legal matters, and collective bargaining matters. **Regent Feliberto Martinez, Regent Cecille Martinez, Regent Alfred Herrera, and Regent Branch moved in the affirmative to adjourn into executive session at 10:11 a.m.** The open meeting reconvened at 11:35 a.m. Regent Branch reported that no action was taken in executive session.

Regent Branch stated that he forgot to mention an Institutional Memorandum of Understanding that was brought to his attention requiring the signature of the Board President on behalf of the Board of Regents. Dr. Anthony Sena explained that this is a National Institutes of Health (NIH) initiative to try to encourage institutions to collaborate on research development for undergraduate students. This is a national Biomedical Research experience project. The grant will be under the direction of NMSU with Northern serving as a partner institution. Dr. Anthony Sena will serve as contact at Northern. **Regent Cecille Martinez moved that the College be part of the MOU. Motion carried.**

## **XII. PERSONNEL MATTERS**

President Barceló recommended approval of the following new hires and acceptance of a retirement:

A.1 Ms. Stephanie J. Montoya hired as Staff Reporter/PR Specialist effective May 20, 2013.

- A.2 Mr. Gerald Romero hired as EOC Educational Advisor/Outreach Specialist at the Bernalillo Office effective May 6, 2013.
- A.3 Ms. Alice Gurule, Custodian in the Espanola Office, will retire effective June 30, 2013.

**Regent Cecille Martinez moved to approve the new hires and the retirement as presented. Motion carried unanimously.**

**XIII. ADJOURNMENT**

**Regent Martinez moved to adjourn the meeting. The meeting adjourned at 11:40 a.m.**

Josephine Aguilar, Recording Secretary

APPROVED: June 27, 2013

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

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