

**NORTHERN NEW MEXICO COLLEGE
BOARD OF REGENTS MEETING
NOVEMBER 22, 2011**

I. CALL TO ORDER

A regular meeting of the Board of Regents of Northern New Mexico College was held on **Thursday, November 22, 2011** in the Boardroom of the Montoya Administration Building on the Espanola Campus. Regents present: Michael P. Branch, Rosario (Chayo) Garcia, Alfred Herrera, Feliberto Martinez and Cecille Martinez-Wechsler. President Michael Branch called the meeting to order at 9:06 a.m.

Northern New Mexico College staff present: Dr. Nancy “Rusty” Barceló, President; Dr. Anthony Sena, Provost and VP of Academic Affairs; David Schutz, VP of Administration; Domingo Sanchez, Chief Financial Officer; Susan Pacheco, Chief of Staff; Ricky Serna, Special Assistant to the President, Grants and Sponsored Programs; Frank Orona, Dean of Student Services; Dr. Stephanie Amedeo-Marquez, Interim Director of Assessment and Accreditation; Zack Cole, Assistant Director, Recruitment/Career Services; Henry Trujillo, CAMP Educational Advisor; and Josephine Aguilar, Assistant to the President and Recording Secretary. Others present: Jeff Genauer, Student Senate President; Renee Boylan, Student; Patrick Archuleta, Student; and Michael Maresh, Reporter with the Rio Grande Sun.

II. APPROVAL OF AGENDA

President Barceló suggested that Item C under New Business be moved up on the agenda because the student in the audience (Renee Boylan) needs to get back to class. Regent Garcia moved to approve the final agenda as amended.

A. Introduction of new employees.

Mr. Frank Orona, Dean of Student Services, introduced Mr. Zack Cole, hired as the new Assistant Director, Recruitment/Career Services. Mr. Cole’s start date is November 10, 2011.

Mr. Ricky Serna introduced Mr. Henry Trujillo, hired as CAMP Educational Advisor effective November 21, 2011. Mr. Trujillo is one of the first staff members on board for the CAMP (College Assistance Migrant Program) program. The CAMP Director and another CAMP Educational Advisor will be introduced to the Board when they come on board.

III. APPROVAL OF MINUTES

The minutes for the regular meeting of October 27, 2011 were approved as presented.

VI. NEW BUSINESS

C. Report: HACU Conference held October 29-31, 2011.

Mr. Ricky Serna, Special Assistant to the President, Grants and Sponsored Programs, stated that he, President Barceló, and two students, Renee Boylan and Patrick Archuleta, attended the HACU Annual

Conference in San Antonio, Texas, October 29-31, 2011. Mr. Serna stated that HACU was founded in 1986 and is celebrating their 25th anniversary this year. HACU has become a powerful voice in Washington and the nation on behalf of Hispanic higher education. Northern has benefited a great deal through HACU's efforts. In 1995 HSIs received the first \$12M appropriation under Title III and Title V funding has increased in recent years. When Dr. Barceló was in Washington, DC, the first week in October, 2011, USDA invited her to invite two students to accompany her to the HACU Conference all expenses paid by USDA. The two students identified, Renee Boylan and Patrick Archuleta, both in the Teacher Education Program, spoke about their experiences, the workshops they attended, career opportunities for students, internships available, and the networking that took place. Both felt the overall experience was invaluable and were thankful for the opportunity to attend and represent Northern at the conference. Regent Barceló stated that the College was well represented by Patrick and Renee. The College will want to expose all the students to these kinds of opportunities because they do come back changed.

V. FINANCIAL REPORT

A. Financial Reports

Mr. Domingo Sanchez, Chief Financial Officer, presented the financial reports (attached) summarized as follows:

I&G Fund 11000 Revenue & Expenditure Report: Total revenues for the current year amount to approximately \$5.6M. This is an increase from last year (\$4.9M). Revenue is up from last year in the areas of tuition, continuing education, and the Endowment Land and Permanent Fund. There is a reduction in expenditures by about \$150,000 for the current year; current year is at \$4.2M compared to last year at \$4.4M. The net increase in revenue (\$1.3M) will allow the College to meet its reserves. Mr. Sanchez noted that the College lifted the net 30-day payment to vendors from 30 days to 15days and that an item listed under Expenditures (Loan for 273.42) is a miscoding which will be fixed. Mr. Sanchez also pointed out that a number of changes were identified and corrected in the FY11 revenue and expenditure report and the FY12 report is now on track with the way reporting should be. Mr. Sanchez will follow up on the reason for the decrease in Academic Fees.

Cash Report – This is Mr. Sanchez's first attempt at presenting a cash report. The College had to close the books for FY10 in order for amounts to go forward. The report lists the accounts the College has in the different banks. Mr. Sanchez pointed out that accounts reflected as negative could be for several reasons: Transfers not made, checks not cleared, and even though reconciliations are finished for almost all of the accounts, staff are still inputting journal entries associated with those reconciliations. There are no cash deficits at the banks. This report will get more accurate as the Business Office gets caught up. The Foundation accounts are separate and not reflected in the report. The number of accounts, the banks where these accounts reside, authorized signers, the issue of collateralization, etc., is being reviewed by Mr. Sanchez.

Capital Outlay Report – Mr. Sanchez provided a report of active projects (attached) by the name of the project, the amount spent, and revenue. Mr. Branch stated he would like to see the initial allocation/starting amount and balance for each project in the report.

FTE Summary – The monthly FTE report (attached) reflects the total number of FT faculty, adjunct faculty, FT staff, PT staff, and work studies for the months of July, August, September and October. Mr. Sanchez stated the College would like to implement electronic time sheets, starting with the Business Office initially to make sure the system is working properly. At the start of the new fiscal year, Mr.

Sanchez hopes everyone will be submitting electronic time sheets. Mr. Sanchez also wants to start using Banner for the preparation of the Operating Budget and for other reports. The College will gain efficiency if the system is working correctly.

Board of Regents Budget Status Report – Mr. Sanchez provided a copy of the Board of Regents budget status report as of October 31, 2011.

Mr. Sanchez stated that a Budget Adjustment Request (BAR) will be prepared during the month of January, 2012. With regard to budget status reports, Mr. Sanchez stated this is work in progress and he is exploring ways to provide informative reports and accurate numbers.

Audit Update – The audit firm of Moss Adams, LLC, indicated to Mr. Sanchez that they have a lull in terms of time between December 15 and the tax season and will be coming back to the College in December to finish up the FY10 audit. Mr. Branch requested that Mr. Sanchez contact Moss Adams so they can give the College a definite start date; he is concerned that the legislative session will start and the College will still not have the audit(s) completed. Mr. Sanchez stated that he will visit Moss Adams in person in the near future to discuss the FY10 audit. Mr. Sanchez stated the College is in a good position to get the FY11 audit completed also. Regent Herrera agreed with Regent Branch that the College should get more aggressive in order to expedite and complete the audit(s) in a timely manner.

V. OLD BUSINESS

A. AQIP/Fall Focus Visit Update

Dr. Stephanie Amedeo Marquez provided a brief overview of the HLC Focus Visit held November 14-15, 2011. The two evaluators, Dr. Linda G. Johnson, of SE Technical College in Sioux Falls, South Dakota and Dr. Carolyn Haynes, of Miami University in Oxford, Ohio, toured the campus and visited some sites in the Espanola Valley, they met with faculty and staff, reviewed the WEAVE online database, and attended some classes. They attended a dinner and a concert as well. The visit focused on the progress/areas of concern in regards to the implementation of the Bachelor's Degree in Music and the BA in Integrated Studies, and the progress of the overall assessment plan of the College. The evaluators will submit a report in about two weeks. The College will have an opportunity to respond to errors of fact and return the report to HLC. In about nine weeks or so Dr. Marquez will have information that she can officially give out to the public. The oral/verbal responses were very positive. President Barceló complimented Dr. Marquez for a job well done in preparing for and organizing the visit.

(At this point the Regents took a short break at 10:45 a.m. The open meeting reconvened at 11:00 a.m.)

B. Capital Projects Update Report

Mr. David Schutz, Vice President of Administration, presented the capital projects update report as follows:

SERPA Building: Construction is 100% complete. The College expects to receive the certificate of occupancy within the next several days. The Engineering department is scheduled to move in early January in preparation for the spring semester. The College is planning a grand opening ceremony sometime early to mid-January.

Solar Collector Refurbishment (ARRA Project): Phase two of this project is underway. The remaining budget of \$235,000 involves a solar photovoltaic generating system and includes \$26,000 for project monitoring.

Ben Lujan Learning Resource Center (Library Addition): Construction is 40% complete. Construction has gone vertical, interior walls are almost complete and setting of structural steel has begun. The project is within budget and scheduled to be completed in June or July, 2012.

El Rito Heating Project (ARRA Project): This project is 99% complete.

President Barceló invited the Regents to visit the space in the Purchasing area that was renovated to accommodate six offices for Business Office staff.

Mr. Schutz presented a handout from Telcom Solutions, Inc., (attached) reflecting the current rates that the College is paying to the various merchant service providers. The new rates paid by going with NorthAmerican Bancards will save the College about \$11,376.00 a year.

Mr. Schutz stated that he and Domingo Sanchez will be going to Taos next week to meet with Mr. Luis Reyes from Kit Carson Electric Coop. to discuss a partnership with Northern at the El Rito Campus for a solar generating station.

C. Security Overview/Update

David Schutz stated he is preparing two safety and security reports. The first report addresses the various physical measures that the College is recommending be taken over a three year period. The second report is the Emergency Preparedness Plan. Information contained in these reports emerged from various meetings over the past months by the Security and Emergency Preparedness Committee, input and advice from various law enforcement agencies and security experts, and visits made to other institutions. The reports will be presented to the President and to various committees for review and comment. The final version will be presented to the Board of Regents for approval.

D. Policy Review Update

Susan Pacheco stated the Policy Review Committee has met several times and tackled all the known policies for review and discovered a number of unknown policies. The committee also reviewed the board policies and handbooks from other similar institutions that have recently been developed and published. A template has been modified and updated to clearly identify the policy statement, the purpose of the policy, applicable statute, and office of primary responsibility. Each team member has taken a section of the current policies, and in the process of moving those into the new template determined that the policies as they currently stand are problematic and will not easily move via cut and paste from the old format into something consistent and usable for the future. For this and several other reasons, the committee has proposed that the College look at the policies, procedures, and handbooks of other institutions and take the best practices from those in which to frame the College's own body of work. The committee will not scrap policies that remain applicable to present needs, but will incorporate them with best practices of other institutions to develop and present a comprehensive policy manual. The committee will seek legal advice on the framework and legal and liability issues that must be address as policies are reviewed/revised. The committee will bring to the Board at a future Board meeting a policy on Policy Development to specifically address the proper vetting of proposed policies within the Institution and the requirements for Board review and final approval. Ms. Pacheco expects this project, which is massive, to be finished by the end of June 2012. After this date, a Board Retreat will be scheduled to go over the comprehensive policy manual. Regent Branch suggested that the Association of

Governing Boards (AGB) be contacted to reference recent changes and take best practices that will work for Northern. Policies will be reviewed for consistency internally, consistency across the policies, across the handbooks, and across the Collective Bargaining Agreements.

VI. NEW BUSINESS

A. New action projects.

Dr. Stephanie Amedeo Marquez requested the Board's permission to change the presentation of this item from approval to informational. She will be gathering more information for the three action projects presented in the Board packet plus two additional projects that will be proposed. The Deadline of December 1 has been extended so there is more time for discussion and institutional input before presenting to the Board for approval. The action projects include the following:

1. Safety and Security, which is an extension of the campus climate project.
2. Intrusive Advising.
3. Assessment: Responding to suggestions from the focus visit.
4. Technology
5. Institutional Measures

Campus Security Upgrades is one of the College's three priority projects submitted to HED at the hearings scheduled on August 4, 2011. It was pointed out that the Regents approved the three priority projects on July 19 without prior discussion with the Board of Regents. This item will be addressed at the Board Retreat scheduled in December. The College will submit a request (\$1.2M-\$2M) at the upcoming legislative session to update security at the two campuses; the request submitted last year was not funded. The Safety and Security PIT has met several times after some break-ins on the Espanola Campus to come up with immediate solutions to be implemented immediately.

B. Report: NNMC's Student Profile.

Dr. Sena, Provost, and Frank Orona, Dean of Student Services, presented the College's Student Profile dated November 2011 (attached). The report reflects the student head count for fall 2011, New Mexico comparative enrollments, enrollment by race/ethnicity, percent of students receiving type of aid, degrees awarded, student credit hour (SCH) and FTE numbers, total SCH by discipline, enrollment by residency, adjusted enrollment for tuition, and Career Technical Education (CTE) enrollment. Dr. Sena pointed out that this year Northern is being represented in the Council of University Presidents (CUP) Performance Effectiveness Report. The colleges in this report include NMT, NMSU, UNM, ENMU, NMHU, WNMU, and NNMC. Mr. Orona provided an addendum to the report reflecting Northern's enrollment which indicates that over the past five years, the College's growth rate is at 8.6%. President Barceló noted that previously Northern's data for the Performance Effectiveness Report had been reported to the New Mexico Independent Community Colleges (NMICC).

C. Report: HACU Conference held October 29-31, 2011.

This item was moved up on the agenda after approval of minutes.

(At this point the Regents took a lunch break at 12:00 noon. The open meeting reconvened at 1:05 p.m.)

VII. PRESIDENT'S REPORTS AND ANNOUNCEMENTS

1. President Barceló provided an overview of the proposed El Rito Innovation Center at the October 27 Board meeting. The College is still working on this proposal and has been getting good feedback. At a future meeting of the Board, President Barceló will invite Dr. James Biggs to address the Board to make a more formal presentation. President Barceló stated that she has also been having several discussions regarding the position of Director of the El Rito Campus. She is working out the details and will present this topic to the Board in the near future.

2. Legislative Strategy meetings have been set up on a weekly basis in preparation of the 2012 Legislative Session. The group attending these meetings include Dr. Barceló, Domingo Sanchez, Ricky Serna, David Schutz, and Board President Branch. On December 15, the College will host a Legislative Luncheon in the Boardroom on the Espanola Campus.

3. President Barceló reported that she, some College staff, and three Regents attended a LFC hearing on Thursday, November 17, where the proposed new funding formula was discussed; no decision was made. A highlight for President Barceló was to hear Senator Phil Griego and others speak up in support of Northern.

4. A Board Retreat is scheduled on Friday, December 9, from 8:00 a.m. to 12:00 noon at the Espanola Campus.

5. President Barceló stated that Dr. Camilla Bustamante has requested permission from EDA to use some funds available from the University Center for an Economic Impact Study. The College is moving forward on this project which will focus on higher education/educational value.

VIII. COMMENTS FROM THE BOARD

A discussion concerning the upcoming Board meeting in December took place. It was decided to hold the meeting on Thursday, December 15, when the Regents are on campus for the Legislative Luncheon. The Board meeting will take place around 2:00 p.m. after the luncheon and before the Fall 2011 Convocation Ceremony scheduled at 4:30 p.m. Only action items will be on the Board agenda.

IX. PUBLIC INPUT

None.

X. STUDENT INPUT

None.

XI. PERSONNEL MATTERS

A. Personnel actions.

NEW HIRES

A.1 Mr. Zack Cole hired as Assistant Director, Recruitment/Career Services, effective November 10, 2011.

A.2 Mr. Henry Trujillo hired as CAMP Educational Advisor, effective November 21, 2011.

- A.3 Ms. Katherine Cardena, hired as CAMP Educational Advisor, effective November 28, 2011.
- A.4 Ms. Martha Estrada, hired as CAMP Director, effective December 7, 2011.

Regent Cecille Martinez moved to approve the personnel actions as presented. Motion carried unanimously.

XII. EXECUTIVE SESSION

Regent Chayo Garcia 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 Alfred Herrera, Regent Cecille Martinez, Regent Feliberto Martinez, Regent Chayo Garcia, and Regent Branch moved in the affirmative to adjourn into executive session at 1:25pm.** The open meeting reconvened at 2:40pm. Regent Branch reported that no action was taken in executive session.

XIII. ADJOURNMENT

Regent Cecille Martinez moved to adjourn the meeting. The meeting adjourned at 2:40 p.m.

Josephine Aguilar, Recording Secretary

APPROVED: December 15, 2011

/s/ _____
Michael P. Branch, Board President

/s/ _____
Cecille Martinez-Wechsler, Secretary